

Horses (Entry Level Riding) – SOP

Last Review:

This SOP was last fully reviewed on 19 September 2018.

Activity Summary

The CYC Waihola Horses (Entry Level Riding) activity is a **medium risk activity** that involves participants being lead around an arena on a horse by an adult under the supervision of an Activity Leader.

Activity Scope

This specific SOP is instructions for the Entry Level Riding activity of the CYC Horse operation.

This activity is most likely to run within the following situations:

- ▶ Junior Level Ministry Camps
- ▶ Family Camp
- ▶ Group Bookings such as schools
- ▶ Family Open Days

Refer to [*Horses \(Riding and Trekking\) – SOP*](#) for information relating to all other use of the horses

Location

The entry level riding activity uses the established Horse arenas unless only one horse is in use in which case a suitable flat paddocks can be used (e.g. paddock next to Homestead)



Requirements for activity

Activity Leader

An activity leader is required for this activity:

- ▶ Only one person will be deemed to be the Activity Leader for each session



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<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

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- ▶ The activity leader must have at least a current *CYC Waihola Horse Supervisor* qualification³⁸.

Qualifications

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Horse Supervisor*

Supervision Ratios

When children³⁹ are present:

- ▶ the special risk ratio of 1 trained person to 6 children to 2 horses applies
- ▶ there is a two adult minimum (this minimum includes the Activity Leader)

When children are not present:

- ▶ the special risk ratio of 1 trained person (includes Activity Leader) to 5 adults to 5 horses applies

Activity Restrictions

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome⁴⁰.

Horse riding activities are not permitted on any mown grass areas (such as the assault course and soccer fields) due to hoof depressions causing turf damage and tripping hazards for sports activities.

Activity Sign-off

As part of completing the log-book of use for this activity the Activity Sign-off Sheet must be completed every time this activity runs.

Activity Equipment

Horse Tack Shed

The horse tack shed is purpose built for the storage of Horse tack gear and all equipment relating to the Horse activities.⁴¹

The horse tack shed is to be unlocked during the period of the activities operation.

The horse tack shed will be used to store:

- ▶ a storage cupboard containing:
 - ▷ Activity Logbook containing:
 - these current instructions
 - the current Activity RAMS
 - a daily Activity Sign-off Sheet
 - ▷ a large first aid kit
 - ▷ pens and pencils for recording in logbook
- ▶ tack gear for all the horses needed
- ▶ enough suitable riding helmets for all those actively riding the horses in use.

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

This activity should not be run or Activity Leader should stop the activity for the following reasons:

³⁸A person with a current *CYC Waihola Horse Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Horse Supervisor* qualification.

³⁹Refer to Appendix 1.1 Glossary of Terms

⁴⁰Refer to Appendix 1.1 Glossary of Terms

⁴¹The tack shed may sometimes be used for other equipment storage as needed by other CYC Waihola operations.



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- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity
 - ▷ Adverse weather will be determined by participants not having suitable wet weather gear to safely be involved in the activity.
- ▶ Wind that is higher than 6 on the Beaufort Scale⁴²
- ▶ Horses becoming spooked beyond immediate control

Operating Procedures

These Standard Operating Procedures extend the [Horses \(Riding and Trekking\) – SOP](#) therefore the following requirements from those SOPs also apply here:

▶

Day of Use Check

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity. Conditions deemed to be unsuitable will be determined by any of the following:
 - ▷ Wind that is higher than 6 on the Beaufort Scale
 - ▷ Heavy precipitation if **all participants** do not have suitable wet weather gear/warm clothing
- ▶ The Activity Leader needs to have verified that beginner horses are in use as the nature of this activity would mean participants experience needs to be assumed as none.
- ▶ complete the [Horses \(Entry Level Riding\) – Activity Sign-Off](#) sheet

Activity Set up

Only trained staff will be permitted to collect the horses from their appropriate paddocks and tie them up in the arena ready for the participants to arrive.

With Each Group of Participants:

The Activity Leader must assume any participants that they have not gained knowledge of have no prior experience with horses until they have demonstrated otherwise.

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader even if they have prior experience. The introductory talk must occur each day the activity is in use .

The introductory talk will cover the following:

- ▶ A reminder of safety procedures around horses.
- ▶ An overview of the day's activities
- ▶ Any hazards that exist for the day's activities and instructions for managing them safely.

Prior to any **new participants** having contact with a horse, the Activity Leader must give the Horse Safety Talk.

The horse safety talk will explain the hazards involved in working with horses and how the risks will be managed including.

- ▶ That everyone riding a horse at any time must wear a correctly fitted riding helmet
- ▶ How to approach a horse correctly
- ▶ Correct grooming and tacking up procedures
- ▶ Appropriate footwear and clothing

The Activity Leader must ensure that participants are aware and agree to adhere to content of the introductory and horse safety talks.

⁴²Refer Appendix 1.2 Beaufort Scale for definitions

Once these instructions are given the Activity Leader can split the participants up to tack assigned horses under the guidance of an trained person assigned to them by the Activity Leader.

Once all participants have tacked their horse the assigned trained staff will check the correct fit of the gear to the horse.

The participants may (one person per horse) mount their horse with the assistance of the assigned staff member. Any extra participants must wait their turn outside the arena wooden fence unless given permission to lead.

The assigned staff member should ensure each participant gets a fair turn on the horse assigned to them.

After the the activity is finished:

Participants are to help un-tack the horses and then brush them down. Participants are not to help return the horses to their own paddocks unless given express permission from the Activity Leader to do so.

All equipment taken from the Horse Tack shed is to be returned to it

The appropriate activity sign off sheets and incident forms are completed.

Horse Tack shed is to be locked

Emergency and Incident Preparedness

Horse Related Incidents

Incidents⁴³ that involve horses have special incident forms that must be completed:

Minor incidents are falls and incidents not resulting in anything more than a minimal injury. Any fall or other incident that was a cause for concern or could have been "more serious if not for the grace of God" should have a full Horse Incident Reporting Form completed.

- Minor Form - <https://documents.cycwaihola.org.nz/xkcd/minor-horse-incident-form/>
- Full reporting form - <https://documents.cycwaihola.org.nz/xkcd/horse-incident-form/>

First Aid Kits

The Horse Tack shed must contain a First Aid Kit at all times.

Refer to First Aid Kits

General Incident Procedures

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

Falls from a Horse

If participant falls from a horse and does not get up themselves and/or has a suspected injury. The participants condition must be assessed by someone with a first aid certificate or an ambulance must be called to assess injured participant.

Concussion

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.

Spinal Injury

All CYC Waihola Horse Instructors & Supervisors will be trained using a scenario where a participant falls from a horse and has suspected spinal injury.

⁴³Refer to Step by Step Management of Incidents



Fatigue Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **high risk factor** (high level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (high level of harm and low likelihood of occurrence) for serious harm from impairment of supervising adults as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

Specific Legislation relating to this activity

Acts and Regulations

- ▶ [The Animal Welfare Act \(1999\)](#)
- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

Activity Safety Guidelines

- ▶ None

Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)⁴⁴

Technical Advisers for this Activity

- ▶ Brenda Duthie (Waihola Riding Club instructor)
- ▶ Joanne Bullin (Waihola Riding Club instructor)
- ▶ Alf Bradfield (experienced Horse handler)

⁴⁴applied to this SOP as an OutdoorsMark Premium Activity