

Horses (Riding and Trekking) – SOP

Last Review:

This SOP was last fully reviewed on 19 September 2018.

Activity Summary

The CYC Waihola Horses (Riding and Trekking) activity is a **high risk activity** that involves participants that involves participants working with and riding horses.

Location

Various on-site locations depending on activity – these include riding locations around the CYC Waihola camp-site as indicated on the map below:

Horse Arenas

- ▶ This is a permanently installed structure encompassing the 3 horse areas with a top and middle wooden rails running the perimeter of the 3 arenas.

Homestead Horse Arena Paddocks

- ▶ These are cattle fence enclosed paddocks used as temporary arena's for riding lessons.

Cross Country Course

- ▶ This course is located to the east of the camp-site boundary and is used for riding lessons for advanced groups of participants only. For the purposes of this SOP it is considered to be on-site.



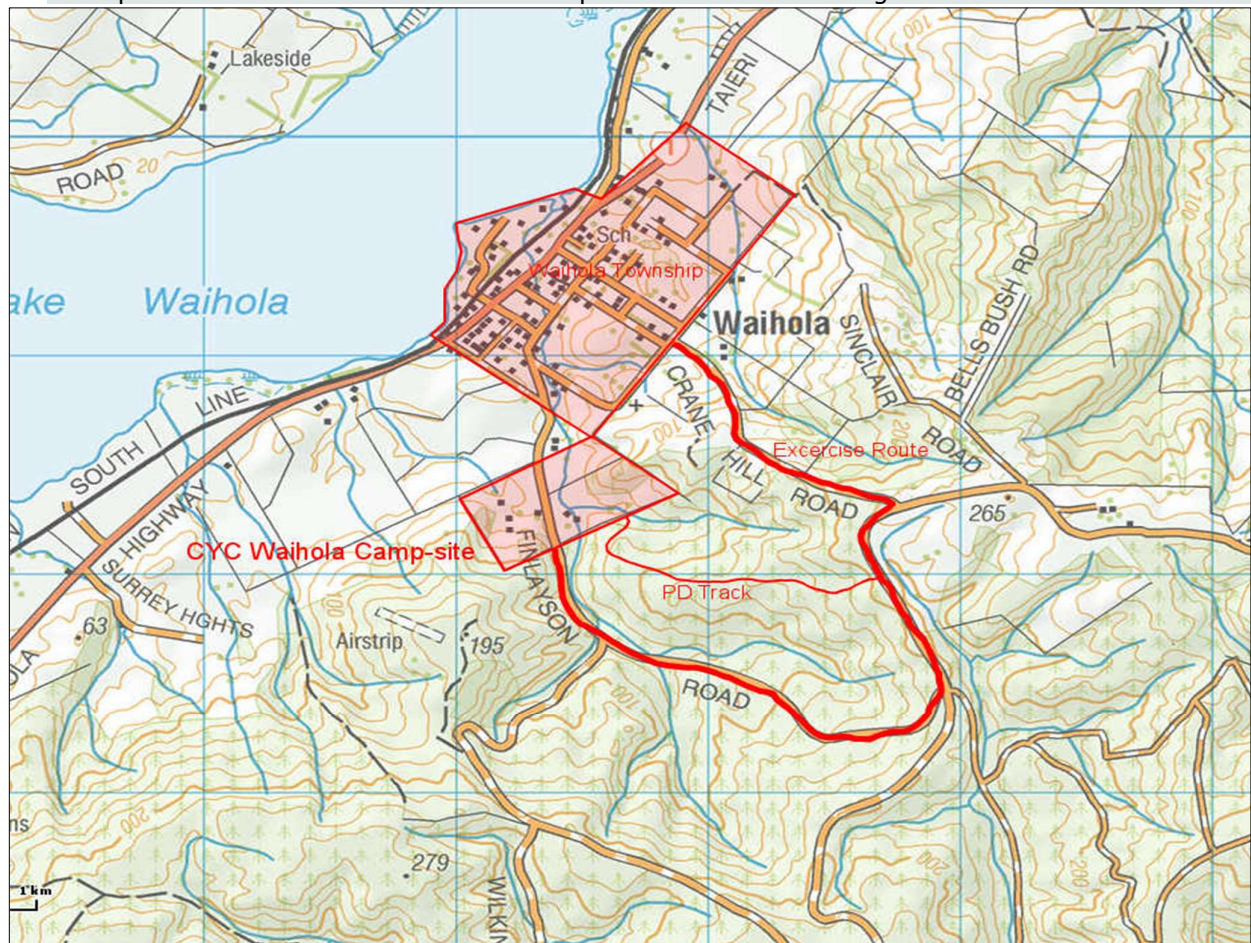
Various off-site locations depending on activity – these include riding locations around the Waihola district as indicated on the map below:

Established Trekking routes

- ▶ Established Trekking routes as shown on topographic location map
- ▶ Streets and roads within the CYC Waihola township boundaries

Non Established Trekking routes

- ▶ If trekking routes are not shown marked on the location maps then detailed route maps must be provided to the CYC Office before departure for use in emergencies.



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
- ▶ The activity leader must have at least a current *CYC Waihola Horse Supervisor* qualification³¹.

Qualifications

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Horse Supervisor*

Supervision Ratios

Supervision on trekking trips and exercise routes is as follows:

- ▶ 1 trained person to 5 untrained participants to 6 horses is required on this activity.
- ▶ The 6th horse is for use by the trained person.

³¹A 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.

- ▶ At least one person with a current First Aid Certificate is required on all external rides

Supervision within established horse riding areas is as follows:

- ▶ Within these contained areas the supervision ratio of 1 trained person to 10 untrained participants to 10 horses for all ability levels except the absolute beginners group.

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 Syndrome³².

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

Activity Sign-off for established Horse Trekking Routes

- ▶ As part of completing the daily log-book for this activity the [Horses \(Established Horse Areas & Routes\) – Activity Sign-Off](#) must be completed every time this activity runs.

Activity Sign off for groups leaving Established Trekking Routes

- ▶ Any Horse Trekking activity leaving the established trekking routes **must be signed off prior to departure** using the [Horses \(Trekking\) – Pre-Activity Sign-Off](#) - this includes some trip planning that must be submitted to the CYC office.
- ▶ Each day of the trek must have a [Horses \(Trekking\) – Daily Activity Log](#) completed.

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.³³

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.

Additional Equipment

The following additional equipment is to be used when leaving CYC property:

- ▶ Small First Aid Kit (located in the storage cupboard in the Horse Tack Shed)
- ▶ Twine and pocket knife (located in the storage cupboard in the Horse Tack Shed)
- ▶ Cellphone or other emergency communication device

The following equipment is to be used when **when leaving established Horse Riding Areas and/or Exercise routes**.

- ▶ Personal locator beacon OR other emergency communication device
- ▶ Small First Aid Kit (located in the storage cupboard in the Horse Tack Shed)
- ▶ Twine and pocket knife (located in the storage cupboard in the Horse Tack Shed)
- ▶ Cellphone

³²Refer to Appendix 1.1 Glossary of Terms

³³The tack shed may sometimes be used for other equipment storage as needed by other CYC Waiholā operations.

Ancillary Services

Groups doing trekking off-site and on non-established Horse riding areas may utilise transport for participants to and from the start/end points of day treks:

- ▶ When transport of participants is occurring then [Vehicle Use \(Road Vehicles\) - SOP](#) shall apply

Key reasons to postpone activity

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

- ▶ 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 Scale³⁴
- ▶ Horses becoming spooked beyond immediate control

Operating Procedures

12 monthly review

A person with the *CYC Waiholā Horse Supervisor* qualification must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes, Camp & Cooking Fires – Risk Analysis](#) and [Horses – 12 monthly Check](#) form as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

Trekking - Prior to the Day Activity

The following procedures must occur prior to the day of the trek when a horse trek is planning to leave established Horse Riding Areas and/or Exercise routes:

- ▶ The Activity Leader (preferably the camp director) must complete the [Horses \(Trekking\) – Pre-Activity Sign-Off](#) and submit it to the CYC Office for risk management planning.
- ▶ The Pre-Activity Sign-off sheet will include:
 - ▷ a map of planned daily rides
 - ▷ any forestry permits required (required least 6 weeks in advance of the ride)
 - ▷ The Activity Leader must have written permission³⁵ for access to any private land.
 - ▷ The Activity Leader must have visited rides prior to camp starting and noted any additional significant hazards and how the risk will be managed.

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
- ▶ Ensure that an suitable emergency communication device is available:
 - ▷ Where the activities are within areas with complete cellphone coverage then a cellphone is suitable
 - ▷ Where cellphone coverage cannot be guaranteed then the personal locator beacon and/or satellite communicator must be taken.

³⁴Refer Appendix 1.2 Beaufort Scale for definitions

³⁵Email correspondence or text message is sufficient

- ▶ The Activity Leader must have knowledge of the fitness and medical conditions of each participant that could impact on ability of participants (including leaders) to complete the ride.
- ▶ The Activity Leader needs to have verified experience of participants and match them with appropriate horses.
 - ▷ it is important that those participants with little prior experience be matched with appropriate horses.

If the activity is in established areas or routes then the following must be completed before any activity commences:

- ▶ complete the [Horses \(Established Horse Areas & Routes\) – Activity Sign-Off](#) which is located in the Horses logbook.
- ▶ Assessment of any new risks

If the activity is a horse trek that plans to leave established Horse Riding Areas and/or routes then the following must be completed before any activity commences:

- ▶ complete the [Horses \(Riding and Trekking\) – SOP](#) before leaving the camp-site
- ▶ Ensure that an emergency communication devices is available

Activity Set up

Before participants arrival and if required then the Temporary Traffic signs are to be folded down (refer to [Temporary Road Traffic Signs - SOP](#) for further instructions)

With Each Group of Participants:

The Activity Leader must have knowledge of the fitness and medical conditions of each participant that could impact on ability of participants (including leaders) to complete the activity and 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
- ▶ Catching, leading and turning out horses
- ▶ Tying up a horse correctly
- ▶ Correct grooming and tacking up procedures
- ▶ Basic horse riding aids (Steering and balance)
- ▶ Appropriate footwear and clothing
- ▶ Road crossing procedures
- ▶ Road riding procedures
- ▶ Correct gate opening / shutting

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

Participants will be able to then retrieve and tack their horses under the guidance of a trained person. Once all participants have tacked their horse the trained staff will check the correct fit of the gear to the horse.

After the activity is finished:

Participants are to help un-tack the horses and then brush them down.

If the horses are to be hosed down (if necessary) then this must be done under the supervision of a trained person.

Participants are to help return the horses to their paddocks (following correct turn out procedures) only when given express permission from the Activity Leader to do so.

If the activity has involved riding within on CYC Waihola driveways, the Waihola township or footpath than runs from Waihola to the CYC Waihola camp then any horse poo must be removed from these areas.

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**

Incidents³⁶ 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. Additionally there will be stored a small takeaway first aid kit for use on treks and off-site rides.

All off-site rides must have a first aid kit taken on the ride.

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.

Stopping an off-site horse activity (i.e. trek / exercise activity)

If there is a need to stop an off-site horse activity then the following will take place:

³⁶Refer to Step by Step Management of Incidents

- ▶ Safety of participants, spectators and staff is to take priority over the horses at all times
- ▶ If possible all riders are to dismount horses and tie them up in a safe location before moving to a safe waiting location as indicated by the Activity Leader for further instructions
- ▶ If the safety issue that is preventing the continuation of the activity cannot be remedied, then the Activity Leader is to make contact with the Operations Manager if possible to arrange transport of the participants if required / horse arrangements if required / etc.
 - ▷ If leading the horses by foot and walking back to camp safely is possible then this is to be done
 - ▷ If leading the horses by foot and walking back to camp safely is not possible then participants will be picked up and horses floated from location.

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 \[version 1.1:2017\]](#)³⁷

Technical Advisers for this Activity

- ▶ Brenda Duthie (Waihola Riding Club instructor)

³⁷applied to this SOP as an OutdoorsMark Premium Activity

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