



**GUIDELINES
On STANDARDS REQUIRED
For APPROVAL**

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Car Park Areas

- On the approach to the centre, “Slow horses” signs should be visible.
- Car parking areas should be clearly designated as such and have a suitable capacity for volume of traffic and have sufficient lightning.
- They should not be areas used for storage of machinery.
- A buffer zone should be kept between the edge of the car park and the edge of the arena.
- Cars should not access the parking area through the stable yard or areas frequented by horses.
- The car park area should be clearly lit and the surface should be kept clean and free from hazards that may cause tripping.
- It is recommended to have a disclaimer regarding the parking of vehicles.
And “Riding is a risk sport” signs clearly displayed.
- Ideally dung steads and rubbish stores should not be sited in the car park area.

Office/ Reception

- This area should be clearly signed to prevent public wandering into restricted or private areas.
- This area must be kept clean, tidy and organised.
- All visitors should report to this area before entering the rest of the establishment.
- Notices should be clearly displayed in this area regarding the following:
 - 1) Riding is a risk sport.
 - 2) No smoking.
 - 3) Only correctly fitted, to current standards hats and back protectors may be worn.
 - 4) Rider Weight Limits
 - 5) Current up to date approval certificate for A.I.R.E.
 - 6) Current Instructors qualifications.
 - 7) Emergency procedures e.g. fire and accident and emergency telephone numbers. Ordinance Survey Map reference No.
- A first aid box should be kept accessible in the office.
- Copy of Health and Safety Statement should be available for staff. Also the Health and Safety inspector, who may arrive at any time and expect to see same.
- Registration sheets should be filled out in an area where the risk sport sign is clearly visible.
- Copy of Code of Ethics & Good Practice for Children's Sport

Records and Statements

- All records must be available for inspection during working hours. An appropriate filing system must be employed.

- Records must include the following:
 - 1) Registration sheets/ disclaimers
 - 2) Incident book and accident report forms.
 - 3) Daily booking diary complete with - client names, horses names and the instructors name clearly listed
 - 4) Veterinary records.
 - 5) Shoeing records.
 - 6) Risk assessment - Health and Safety Statement.
 - 7) Livery contracts.
 - 8) Portfolio of each horse.
 - 9) A tack book to record maintenance and safety checks.
 - 10) Code of Ethics & Good Practice for Children's Sport
 - 11) It is a good idea to have a visitor's book for riders to sign and write comments.

Notices and Signs

The following notices must be displayed in a site that is highly visible.

- Riding is a risk sport.
- Hats to current standards must be worn and securely fastened at all times when mounted.
- Current A.I.R.E. approval certificate.
- Fire drill.
- Fire points.
- No Smoking

The following notices are recommended to be displayed where appropriate.

- Slow horses- kph signs.
- Vehicles parked at own risk.
- Directional signs e.g.- office/reception/ toilets/ indoor arena etc.
- Rules of the school.
- No entry to Staff Only areas. Private areas.
- Do not feed the horses.
- First aid points.
- Disclaimer of liability for land owners and business premises.
- Children must be supervised at all times.

Back protectors should be worn for cross country jumping.

Human First Aid

- A human first aid kit should be available and fully stocked in the yard.
- In large centres where working areas are a distance apart a second kit should be present.
- When trekking, trail riding or riding cross country a pocket kit should be taken by the escort.
- There should be at least one member of staff who is trained in First Aid. Instructors must update their First Aid cert every two years.
- Any incident should be fully recorded in the incident book and any accident should be documented on an accident report form and kept for the relevant time period.
- Medications should not be administered or handed out to clients by any member of staff.
- It is recommended a camera is kept in the first aid box to record the scene of any incident.

The ordinance survey map reference No. should be available for the emergency services.

Fire Procedures

- All yards should have a fire drill policy and carry out a fire drill at least once annually
- Staff should be familiar with the procedure in the event of a fire.
- All yards should have a designated meeting point in a safe area.
- Fire fighting equipment must be clearly visible and adequate for the size of the establishment.
- Fire equipment should be serviced on a regular basis.
- NB! It is recommended that for non- residential yard an emergency phone number is visible at the entrance.
- It is advisable to notify your local fire department of your location. They will call to advise you on your fire procedure.
- The ordinance survey map reference No. should be available for the emergency services.

Client Policies

- Toilets and changing areas should be kept clean and hygienic at all times.
- Showers, if available, should be in proper working order or they should be closed off to the public.
- Coffee areas and socializing areas should be kept clean and tidy. Provision must be made for the disposal of litter. Recycling bins, clearly labelled should be available.
- Gallery must be clean and tidy. Rubbish should be removed when bins are full.
- Galleries under eaves should give adequate head clearance for spectators and roof beams should not stand proud.
- Noise should be kept to a minimum while horses are working.
- Dust kept to a minimum at all times. Seating should be kept in good repair.
- The gallery must be protected to prevent spectators leaning into the working area or horses leaving the working area. Raised galleries should have a full barrier or one that will prevent children or adults from climbing or leaning over.
- Access must be clear and well lit; if accessed by stairs these must be safe. Stairs must have handrails and be non-slip and in good repair.
- Children must not be left unsupervised by parents or minders. Children on courses should be supervised by members of staff at all times, when mounted and when not mounted.

Security

- It is recommended that all tack rooms are fitted with an alarm.
- All tack rooms should be constructed with metal doors/shutters and walls that are secure.
- Windows are not recommended and if present should be bared.
- Tack rooms should not be left open if unattended.
- CCTV can be fitted, as can sensor lights. These can be useful in the car park area as well as close to tack room.
- Photographs of horses kept in their portfolio can help with identification if horses are stolen. Photos of tack and equipment are useful for identification if stolen.
- It is recommended to have tack security marked.
- Care should be taken with horses grazing close to public roads and field gates should be locked.
- Horses can be hot branded, cold branded, hoof branded or micro-chipped. (All horses born after 2000 should be automatically chipped as foals.)
- For advice on security contact your local crime prevention officer.
- A sign stating security marking of tack and horses can be posted as a deterrent.
- Signs should be posted regarding vehicles parked at owners risk in the car park area.

Lessons

- It is recommended that the number of clients in each lesson is dependant on the size of arena and level of riders.

When a beginner's lesson is being taught the number of riders should not exceed 8 and assistants must be available to ensure the safety of riders, one for each rider.

In a more advanced lesson when the number exceeds 8 riders it is recommended a competent assistant be present.

NB! Assistants must be suitably trained, competent and correctly dressed. It is recommended that children under 14 years of age are not used as leaders, or if younger that they have passed their AIRE Leader Test.

- Before mounting a lesson the instructor must check all horses and riders for- fitting of tack, welfare and suitability of horse, correct dress of rider.
- New riders must be assessed in a suitable area before proceeding to a lesson.
- Lunging of horses should not take place whilst a lesson is in progress.
- The schooling/breaking of horses should not be carried out at the same time as lessons are in progress.
- Persons not taking part in the lessons must stay outside the arena.
- It is not recommended to carry out jumping and flat lessons in the same arena, at the same time. If the arena is large enough then a suitable barrier may be used to divide the two lessons.
- Remember your horses are a major share of your assets; abuse them and you seriously damage your business.

Instructors

- Any person in-charge of teaching a lesson in a centre must hold a recognised qualification. Refer to- International Group for Equestrian Qualifications. See website: www.igeq.org
- Certificates and qualifications should be displayed in the office/reception. It is advisable to verify all qualifications of new employees with their certifying body.
- Instructors in training must be supervised.
- Instructors should be dressed in a tidy manner. They should have a riding hat with them at all times, in case it is necessary to mount a horse and demonstrate. The instructor should be appropriately dressed.
- All instructors should remember that their conduct and dress is setting the standard for the establishment and is an example to their clients especially the younger ones.
- Instructors should remember that they are in charge of a lesson and are responsible for the correct fitting of tack and rider equipment.
- It is also the duty of instructor to ensure that the horses are of a standard suitable to the level of rider and in a fit state to cope with the level of activity required.
- Instructors should remember assistants and leaders must be suitably trained, competent and correctly dressed for the activity. It is not recommended that children under 14 years of age are used as leaders.
- It is recommended all instructors should have regular refresher courses, including first aid and child protection.

Rider Dress

- All riders should wear a current standard hat that is correctly fitted and fastened at all times when mounted.
- Riders participating in cross country jumping should have skull caps (PAS 015 1998) and back protectors (PURPLE LABEL - LEVEL 3). Clients who have reached this standard should provide their own equipment.
- It is not acceptable to allow riders who are incorrectly dressed to ride.
- Skirts and shorts are unsuitable for riding as are loose fitting jackets and long scarves.
- Jewellery can be a hazard to safety and should be kept to a minimum or removed.
- It is recommended that gloves are worn.
- Suitable riding boots should be worn. Runners, Wellingtons and shoes without a well defined heel area not acceptable.
- If trekking or hacking at walk, toe stoppers may be fitted to the stirrups, but these are not to be used at the expense of correct footwear as the norm.

Supplying Rider Equipment

- It is strongly recommended that riders have their own equipment.
- If supplying equipment for client use it is the responsibility of the centre to ensure the correct fitting of equipment.
- It is the responsibility of the centre to ensure the equipment is maintained and up to current approval standards.
- Riders partaking in cross country jumping should have skull caps (PAS 015 1998) and back protectors (PURPLE LABEL LEVEL 3). Clients who have reached this standard should provide their own equipment.
- If lending boots these should be riding boots, otherwise toe stoppers should be used, but are only acceptable for basic work.
- Only back protectors of Purple label- level 3 standard should be used for cross country jumping. This label must be stitched on to the garment. It is not recommended that back protectors are provided by the centre and clients who have reached this standard should provide their own to ensure that they are the correct size for the individual.
- It is recommended that when supplying hats for client use the highest standard is offered.
Only hats with the kite mark and standard number attached to the hat lining are to be used.
Any hat that is of an obsolete standard, has lost its number or lining or suffered any damage should be discarded.

Combined Enterprises

- Any equine animal on the premises comes under the umbrella of AIRE standards and needs to be available for inspection.
These includes:
 - 1) Stud stock.
 - 2) Competition horses.
 - 3) Family owned horses and ponies.
 - 4) Young stock.

- Any mixed enterprise should ensure that there is no conflict of safety between different enterprises.

- Areas that are restricted to the public should be clearly marked and have barriers in place.

Horses and Ponies

- Every horse and pony on the premises whether belonging to the establishment, a livery or there for any other reason may at any time be checked by the Inspector/Advisor.
- All horses and ponies used for riding purposes must be a minimum of 4 years of age.
- All horses and ponies should have access to fresh water and adequate good quality food to maintain health and work load.
- Special attention should be paid to older or younger horses and mares and foals.
- Horses should be adequately housed (see stabling).
- Horses should be fit for the work they are required to do.
- Horses should not work in excess of 6 hours per day - preferably 4 hours. If working 6 hours the following day's workload should reflect this. They should not work more than 2 hours without a break where water and food are accessible.
- In the case of horses that are worked 1 or 2 times weekly care must be taken to ensure that they are exercised in between these times.
- Horses must be groomed before they are used.
- All horses and ponies, manes and tails must be kept tidy.
- During winter months, horses that are working sufficiently should have a suitable type of clip and be rugged accordingly.

Liveries

- All liveries health and welfare is the ultimate responsibility of the proprietor or their representative. Whether they are DIY, grass liveries, working liveries or full time liveries this applies.
- It is recommended that all liveries be under a contract. (see pages 37-40)

Shoeing and Foot Care

- It is the responsibility of the centre to keep comprehensive records of all foot care to ensure that foot care is properly maintained.
- Horses, leaving the premises to work on roads and tracks, or horses which go cross-country, should be shod all round.
- Horses not working as above may remain unshod provided they are on a suitable surface and remain totally sound and their feet are in good condition.
- Horses, which have cast a shoe or have a loose shoe, must not be used in any way.

Veterinary

- A full record of all treatments administered by the vet or the proprietor should be kept on the premises.
- Veterinary first aid equipment should be kept in a suitable closed container clearly marked “Equine First Aid”.
- A locked veterinary cupboard should be provided for all other veterinary products.
- Any product, which comes with a hazard mark, should also be kept under lock and key.
- Routine veterinary treatments should include: 1) worming
2) vaccinations, 3) dental care. And all records should be up to date and available for inspection.
- Any horse suspected of any infectious disease must be isolated to prevent spreading. Movement of horses in and out of the establishment should be restricted until such time as the centre is clear. This is extremely important for facility centres and competition yards.
- It is requested that all centres notify AIRE in the event of any outbreak, which may be contagious or infectious.

Parasite Control and Vaccinations

- It is the responsibility of the centre to ensure that a comprehensive worming program is in place. This should cover ALL horses on the premises and a record should be kept.
- It is also the responsibility of the centre to ensure all horses are covered for tetanus and strongly recommended that all horses are vaccinated against equine influenza.
- Any vaccinations should be recorded in the horse passports. As from October 2004 it is law that all equine animals have passports. Refer to Ministry of Agriculture and Food / Irish Horse Board.
- If there is doubt as to the well being of any animal then a worm count or blood test should be carried out and a report obtained from the vet and made available for inspection on request.

Guidelines for Outdoor Arena

- All fencing and gates must be in good repair. The fencing must be 4 ft 6" / 1.35m high including the gate. Hinges, catches and latches must not protrude into the gateway or arena and must be of safe construction.
- The fence must be free of projections that may interfere with rider or horses.
- Gates must be free swinging and kept closed when arena is in use.
- The lowest part of boundary fence / gate should at no point allow a horse or pony to exit underneath it.
- The baseboard should be continuous all the way around and if raised at the access point should be visibly marked by white paint.
- Membranes when used must be in good repair and must not protrude through the working surface.
- Surfaces must be free of weeds and stones and be kept level. Maintenance should be carried out when necessary to prevent tracking and banking.
- The surface must yield to the horses' feet and absorb concussion but at the same time must not be so deep that it impedes the free movement of horses.
- Evening lessons must be adequately lit for activities undertaken.

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- Electrical installations must comply with safety requirement and be protected from interference by animals and horses.
- Dust must be kept at a minimum for human health and horse welfare.
- Jumps and fences must be kept in good order and tidy when not in use.
Cups must be removed from wings when not in use.
- It is recommended any equipment not being used is tidily and safely stored out of the way of lessons.
- No machinery should be kept or left in the arena or the approach to arena.
- The practise of riding and lunging at the same time is not permitted.
- The location of the arena must be such that it is a safe distance away from public or riding school traffic or anything, which might frighten a horse.
- Spectators should observe from safe distance.
- The rules of the arena should be prominently displayed at all entrances and must be adhered to

Indoor Arena

- Minimum 40x20m. Consideration is given to smaller arenas for specific types of teaching. Headroom must be 12ft.
- Walls or kicking boards must be minimum of 4'6" high. With a continuous smooth surface on the inside. No protrusions what so ever are permitted.
- It is recommended that horse entrance and exit doors are sliding.
- Dust should be kept to a minimum for human health and horse welfare. An effective watering system should be in place and safely stored out of the working area when not in use.
- Exposed girders are extremely dangerous to horse and rider and should be protected.
- The rules of the school should be prominently displayed at all entrances and must be adhered to.
- Mirrors should be set higher than the kicking boards and to maximise visibility should be set at an angle. If present they should be in good repair and have tougher or safety glass as should any other glassed areas in the arena.
- Tyres are not acceptable as kicking boards.

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- Gallery should be clean and tidy. Rubbish should be removed when bins are full. Seating should be kept in good repair. The gallery must be protected to prevent spectators leaning into the working area or horses leaving the working area. Raised galleries should have a full barrier or one that will prevent children or adults from climbing or leaning over. Stairs must have handrails and be non-slip and in good repair. Galleries should have sufficient headroom for safe movement of the public.
- Electrical- see outdoor .
- Lighting- see outdoor .
- Equipment- see outdoor .
- Footing surfaces- see outdoor .

Assessment Areas

- All riders must be assessed before leaving on a trek.
- The assessment area must be enclosed (see fencing outdoor/ indoor kickboards).
- Surface- see outdoor .
- Size should be small enough to keep control of a rider who is inexperienced, but large enough to assess the activities to be undertaken on the track or trial or hack.
- Access and gate- see outdoor .
- Equipment- see outdoor.
- Also see instructors and lessons.

Cross Country Fences

- In all weathers, when the course is in use, all fences must have vehicle access on take off and landing sides in case of an accident.
- All fences must be safe well built and of sound construction.
- Take off and landing should be safe and maintained correctly.
- Care must be taken with the footing on the route to and between fences, e.g. Poached areas, wheel ruts and low branches.
- It is not permitted to carry out cross country rides or trekking through the field and over fences where horses are grazing. This is a serious breach of safety.

Horse Housing and Stabling

- Only one horse per stable is permitted under AIRE rules.
- All horse housing should be hygienic, dry, well ventilated, and free of draughts and not pose potential danger to horses or people.
- Stabling size should be suitable for size of animals to be housed.
- Construction should be sound and strong enough to withstand a kick or horse getting cast.
- The internal finish should be smooth and free from projections.
- Internal divisions should be solid and to the floor. They should be tall enough to prevent horses from rearing over them.
- Fixtures and fittings should be in good condition.
- Headroom should be sufficient to allow horses to move freely and prevent injury to the head if the horse rears.
- Doors should be wide enough to allow horses free access without catching their hips or tack when entering or exiting.
- Door openings should be free from projections.
- Doors should freely open and shut swinging doors should open outwards.

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- Half doors should be of a suitable height to allow the animal to easily see out but not to jump out.
- Sliding doors should open freely and the bottom should be secure at the base.
- Ventilation should not cause draughts but should be sufficient to allow foul air to exit and fresh air to enter.
- If windows are in place they should be protected.
- Floors should be in good repair. They should not be slippery or porous.
- Drainage when needed e.g. when using straw bedding, should slope to the rear of the stable and not be blocked.
- Where no drainage is in place then absorbent bedding should be used e.g. dust free wood shavings, paper, etc.
- Rubber matting if used should be kept clean and it is recommended that there is a bedded area to absorb urine and for the horse to lie on.
- All horses should have access to fresh water while housed.
- In all cases adequate clean bedding should be in place, enough to allow the horses to comfortably lie down and to get up without slipping or striking the floor.
- It is recommended that bulkhead lighting be used instead of flex and bulb.
- When bulbs are used they should be protected and out of reach of horses.

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- All wiring should comply with current electrical standards regarding stabling.
- All lighting should be covered and well away from where horses can reach it.
- Switches should be waterproof and outside the stable well away from where the horse can reach.
- Lighting should be bright enough for the safe handling of the horses.
- American barn systems and indoor stables should have adequate provision for escape in the event of fire. No more than 6 boxes should be enclosed in a row without an alternative exit.
- Court yards should have more than one exit.
- Any horse tied up should not be tied up by a bridle- a suitable and safe method of securing must be in place. Stirrups must be run-up and girths loosened.
- Horses waiting for lessons that normally live out must not be tied in the arena while a lesson is going on.
- Horses should not be tied in the car park area and a barrier should enclose any area that horses are tied in.
- All horses waiting to work should be properly attended to and have access to water and feed. They should have shelter from the elements.
- Clipped horses must not be left standing without a rug.

Tack room

- Should be insulated, dry, airy, and tidy.
- Should have a non-slip floor.
- Should be well lit.
- Should be of a suitable size to accommodate the amount of tack that is to be stored and still allow free movement within the tack room.
- Each horse should have its own saddle and bridle, clearly labelled, on its own hook. Tack must fit the horse correctly.
- Numnahs should be kept clean and be fitted properly under the saddles.
- Spare Numnahs should be available to allow for cleaning.
- All tack should be safe and in good condition. It should be cleaned regularly. Any tack not in use should be stored out of the working tack room and clearly marked “not in use”.
- A cleaning hook and saddle horse with cleaning equipment should be present. Preferably a sink should be provided for this purpose.
- All other stored equipment should be clean, tidy and stored in clearly marked areas.
- Construction of the tack room should be secure. Doors should be of solid construction and preferably of steel.

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- Strong locks should be fitted and alarms are recommended. CCTV cameras can be fitted.
- All equipment used should fit correctly e.g. head collars, rugs.
- A suitable area should be provided for storage and airing and drying of equipment.
- A tack book should be kept to record maintenance, safety checks and cleaning record of the tack.
- Peacock safety stirrups, nickel stirrups, bits and buckles should not be used.
- Neck straps are recommended.

Feed Room

- Should not be accessible to horses and the public.
- All feed being used should be stored in vermin proof bins and clearly marked.
- Feed should be used before it goes off especially Sugar Beet which once soaked should be covered.
- All unopened bags of feed should be stored on pallets.
- The floor should not be slippery, there should be adequate artificial light, and a clearly laid out and up to date feed chart.
- All feed pots should be clean and safe.
- Supplements and additives should be neatly stored and labelled.
- The feed room must be large enough to accommodate enough feed for the number of horses on the premises.
- The feed room should not be part of the tack room.
- Lorry type “Containers” are not recommended because of overheating in hot weather and feed going off.

Bedding and Forage Store

- Ideally bedding and forage should be stored away from horses to minimise the risk of fire and health risks caused by dust.
- Bedding and forage should be stored in a dry environment and lifted by pallets of the floor.
- Bale wrappings should be carefully and lawfully disposed of and not left to cause potential hazards to horses and riders.
- Fire extinguishes should be situated close by.
- This area should not be accessible to the public, and should not be a play area for children.

Dung Stead

- “Muck heap”- should be situated away from the public area, but in a situation to facilitate mucking out.
- It should be kept tidy.
- Any run off must be dealt with according to environmental regulation. See www.agriculture.gov.ie “Farm buildings” or contact Department of Agriculture.
- All accesses to dung stead areas should be safe and adhered to HEALTH AND SAFETY regulations, all year round.
- All manure loading ramps, manure pits, slurry pits and run off tanks should be clearly marked and inaccessible to public and horses.

Machinery

- A designated area should be used for storing machinery away from public and horses.
- Operators of machines should be fully trained in safety procedures and operating skills and be familiar with Health and Safety Statement.
- Protective equipment should be available for use.
- Machinery should not be used close to schools, arenas and yards where horses may be startled.
- Horses should not be working in arenas when machinery is present.

Grazing

- For grass kept horses there should be sufficient grazing available to maintain condition through the year. Additional feeding should be provided when needed and care should be taken in spring and summer with horses and ponies that are prone to get fat.
- Poisonous plants. (See Pony Club book." Keeping ponies at grass".) Special attention should be paid to ragwort as this is a noxious weed and controlled by legislation.
- Weeds should be controlled as soon as they appear; they reduce the quality of grazing and spread rapidly.
- On small paddocks it is advisable to regularly collect droppings to prevent souring of grazing and to reduce the worm burden.
- Water should be provided in a safe way and checked daily. Baths or metal containers are not allowed unless boxed and made safe. Water supplies should be kept clean. Care should be taken to site water troughs away from gates, trees and corners of fields.
- It is not acceptable to have machinery or debris in areas where animals are grazing.
- Shelter from extreme weather conditions should be provided.
- It is recommended that horses at grass be checked at least once a day.
- Fencing- safe secure fencing is essential. You must fence to keep animals in as you are liable for any damage they may cause if they stray. /cont..

- It is recommended that fencing boarding roads is 1.35m/4.6” high. Care should be taken in winter if deciduous hedging has become thin and a secondary barrier may be necessary.
- Barbed wire is not recommended as fencing for horses.
- Gates see outdoor arena point.
- If using electric fencing it should be on permanent wooden posts or temporary plastic ones not on metal posts.
- All fencing, no matter what type is used, should be kept in good repair at all times.

Hats

Current Approved Hats

EN 1384 1996
BSEN 1384 1997
PAS O15 1998
ASTM 1163
Snell E2001 (higher standard)
BSEN 14572: 2005

Current Standards for Competiton

EN 1384: 1996
BSEN 1384: 1997



Notes on the Drafting of a Livery Contract

General

A horse or pony should never be taken on livery without some form of written agreement. This advice applies even when the livery involves a member of the establishment owner's own family.

The agreement can be as simple as a letter signed by both parties, the main thing being that both parties fully understand each one's role in the care, work, costings and health of the livery animal

Note:

The following is only intended as a guideline and is not exhaustive. You can add to it to meet your particular circumstances.

1. Owners Name – Address – Telephone Home/ work/ mobile
2. Horses name – age – colour – sex – height – markings – any special characteristics
3. Owners comments about horse / pony
4. Veterinary Surgeons name – address – telephone numbers
5. Farrier's Name – address – telephone numbers
6. Special rules of Establishment regarding opening hours, visiting, access to yard, horses, tack room, feed, facilities etc. /cont..

Responsibility for the following –

1. Calling of vet, farrier and payment for their services
2. Clipping (show cost of various clips)
3. Worming (costings)
4. Exercise (Programme - type of work – by whom – frequency)
5. Feeding (Programme - type – special feeds paid by whom – supplements – any allergies)
6. Grooming
7. Teeth care
8. Inoculations
9. Drug Requirements e.g. Sedative on vet's advice for clipping
10. Rugs and tack (held on the premises – secure - responsibility)
11. Insurance (mortality – public liability – tack – horse box parked at establishment)
12. Type of livery (full, part, working, on grass etc) and cost when payment due
13. Turn Out – with other animals – alone – one other – rugs – boots etc)
14. Transport (hunting – shows etc) Cost per mile / cost of accompanying staff

Agreement by horse / pony owner to abide by the rules of the establishment and accepting the terms of the contract
(In the case of a pony owner being a minor the form must be counter signed by a parent or guardian)

Counter signature from owner of establishment agreeing to care for the horse / pony within the terms of the contract.



Notes on Arrival into Livery Yard

General

We suggest a thorough and professional first inspection of the horse / pony when it arrives onto the yard; even if the owner and animal are very well known to you, our advice is to follow the same check list. Once again this is not exhaustive.

1. Observe and note owner's handling of animal on arrival
2. Observe animal's demeanour on unloading
3. Check for any discharge from nostrils and eyes.
4. Check all limbs and body for cuts, grazes, blemishes etc.
5. Check passport for identification and vaccine update
(make copies of those pages)
6. Check all tack if supplied for wear and tear; record description of all individual items
7. Check all rugs if supplied for wear and tear; record description of all individual items
8. Ensure that all the above items are clearly marked with horse's name.
9. Walk and trot in hand – check for lameness – unusual gait



Safety Rules & Regulations

It is very important that all people riding in your establishment follow your Health & Safety regulations. Livery owners must be made aware of the following-

1. Riding without a hat (up to current standards) is totally prohibited
2. Suggest that if they are jumping they must be accompanied.
3. Good practice rules for entering and leaving an arena, either indoor or outdoor – announce their intention to enter or leave clearly & wait for confirmation from all other riders
4. Never work in arenas without gates firmly closed.
5. Insurance cover – what the establishment has in place relative to all riders – is it sufficient?
6. Good stable management practice

Once again the above is not exhaustive.