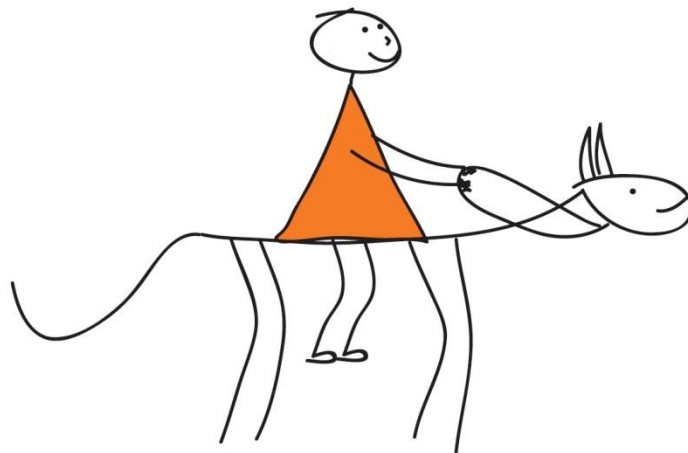




BARRETSTOWN EQUESTRIAN RIDING PROGRAMME



Welcome to our horses programme!



Horses is a very popular activity at camp and as staff it our role to ensure all campers feel safe and supported when working with the horses and other animals at the stables.

This manual is an overview of how the horses activity operates and we will also dedicate time to learning about the horses programme during staff training.

Staff and Supervision

1. The Supervisor of the horseback riding programme must be a qualified instructor with the appropriate training, references and previous experience of managing and supervising at a horseback riding facility. He/She must be at least 21 years of age. The instructor is responsible for training and supervising the rest of the staff according to Barretstown's policy.
2. A Barretstown nurse must be on-call by walkie talkie at all times during riding activities.

General Operating Procedures

1. The Equestrian riding programme is designed for children ages 7 and up during our summer camp. During family camp younger children can participate in the horse riding programme if they fit the PPE and are accompanied by a parent. Each participant must demonstrate an understanding of the safety rules and operating procedures, and fit the PPE.
2. A ratio of one qualified instructor for each group of eight campers will be maintained while engaged in horse rides. A ratio of 1:1 camper to Camp Staff will be maintained during these rides (each horse is led) The Camp Staff is the leader. If any children are not taking part for whatever reasons then there will be at least 2 staff members accompanying them at all times to maintain Barretstown's 2-adult policy.
3. The staff use walkie-talkies while out on the trail to have communication should there be an emergency or vital information need to be communicated. Any staff waiting behind at the stables will also have walkie-talkies for the same reasons.
4. Staff and campers alike must be orientated to the safety and procedures before they enter the barn area.
5. Helmets are to be worn at all times by all participants. Helmets are provided to all participants.
6. Closed toed shoes must be worn by participants at all times. Boots are provided to all participants.
7. All campers are required to wear full length trousers and long sleeve tops
8. The Equestrian activity leader and horse's staff are responsible for supervising campers and staff while visiting the barn, riding horses or caring for the horses.
9. The summer staff are trained in basic leading, which includes mounting, dismounting, leading, side walking, safe horse handling etc. This is done during staff orientation. A brief overview is given prior to each riding session to reinforce the procedures. During the family weekend programme the staff do all of the skills.
10. Staff are to be notified of any conditions concerning the ability and behaviour of the participants prior to the groups arrival.
11. If there is a rider with physical limitations, the Equestrian leaders or camper may request a side-walker.
12. Riding takes place in groups of no more than 8 campers. Typically, the riding will take place as activity groups, therefore 8 groups will independently go up to the horse barn at separate times. All campers are given the opportunity to go on a trail led by a Camp Staff.
13. Horses are fed twice daily on a regular schedule posted in the barn. Please see attached feeding procedures. Adequate clean water is available at all times.
14. Stalls will be cleaned as necessary to provide a healthy environment for horses and campers. Manure will be placed in the waste pile outside the barn area.



15. Horses are monitored and groomed for soundness; hooves are picked on each horse in the morning and evening.
16. If a horse is deemed in poor health or showing signs of soreness that horse will be monitored and not used in programme until further notice.
17. No horse's to be used for more than 5 60-minute sessions each day.
18. All horses are current in their worming, shoeing and having their teeth rasped.
19. All tack will be checked routinely before being placed on any horse. All saddles, bridles, halters and lead ropes will be checked daily for wear and tear prior to use.
20. At all times, the Equestrian Leader must be present when campers are riding.

Safety Regulations

1. Helmets must be worn at all times by all participants.
2. Closed toes shoes must be worn at all times. Campers must also wear full length trousers and long sleeved tops.
3. Campers must be accompanied by a Camp Staff member at all times in the barn or around the horses.
4. Tack is to be kept off the floor to avoid tripping.
5. A maximum of 8 participants can ride at one time.
6. Each camper riding must have at least one Camp Staff leading the horse.
7. Horse feeding is to be done by barn staff or by someone accompanied by barn staff.
8. The barn is closed to all campers and staff when the Equestrian leader is not present.
9. The Equestrian leader must be present during all riding sessions.

Safety Rules

1. Total toe coverage.
2. Helmets must be worn in the barn any time interacting with a horse is involved.
3. A ratio of 1:8 Equestrian leader to campers must be maintained.
4. A ratio of 1:1, Camp staff to camper, must be maintained when campers are being led.
5. A qualified instructor will inspect and double check all tack before riders are led.

Controlled Access

1. No one is permitted to interact with the horses without the Equestrian Leader or a Horse's activity leader present. This includes other staff and volunteers.
2. Campers are not permitted in the barn without a camp staff member.

Safety Orientation

Equestrian Leader: The equestrian leader must hold A.I. certification from the British Horse Society.

Summer staff and volunteers: Prior to everyone entering the barn the Equestrian leader goes over the rules of the barn i.e. helmets must be worn in the barn area, no horseplay, always have a camp staff present when approaching a horse, closed toe shoes must be worn, no climbing on gates, no running in the barn or around the horses, no entering stalls or paddock areas etc.



Campers: Prior to campers entering the barn gates, they are taught the barn rules which are the same as the ones stated above.

Storage of Medication

Any medication for the horses is logged in by the Equestrian Leader and kept in a locked cabinet in the locked tack room. Only the Equestrian Leader or Vet will have access to the horses medication cabinet and responsibility for administering any medications.

Emergency procedures

Fire Alarm

In the event of a fire in the stable area the following steps must be followed:

- Campers and staff are moved to the assembly point
- The Camp Director/Assistant Camp Director are contacted and they will in turn contact the fire brigade and a member of the maintenance team
- Transport will be sent to the stables area to remove the campers and staff
- The equestrian specialist along with trained and competent staff will move the animals to a safe area.

Medical Emergency

In the event of a medical emergency you should:

1. Contact the medical centre immediately
2. Secure the area. The other riders should be under control, possibly needing to dismount.
3. The most medically skilled person should stay with the injured until the med shed team arrive. The Horses Activity Leader will be in charge of the rest of the group and remove the group if possible to the campfire area of dining hall if necessary.
4. Remain calm and wait for medical help to arrive.

Missing Camper

When you hear a call over the walkie talkie that 'the red folder has gone missing' you must;

1. Begin getting all campers off horses and gather at the assembly point.
2. Have the volunteer Cara's escort the group to the dining hall while the full time staff meet at the cottage coordinators office.
3. Check in with the support team and await further instructions

Weather Condition Emergencies

1. Heavy rain: Dismount and seek cover if possible. Avoid lowlands.
2. High Winds: Dismount and seek shelter.
3. Thunder and Lightning: Dismount and move campers away from horses.



General Duties for All Employees at Horse's

1. Be on time
2. Help maintain properties and equipment and, foremost, any animals on property at any time with water, cleaning (stalls, grooming etc.)
3. Cleaning:
 - Arena
 - Aisles
 - Tack/Store Room
 - Mounting area/general area
 - Avenue to the gate
4. Cleaning tack and checking it as you use it.
5. Professional demeanour, proper attire.
6. Courteous to others.
7. Everything has a place, so please find a home for whatever may be lying around out of place.
8. Keep gates closed whenever possible.
9. Help others to understand these policies.

Screening Prospective Horses

1. General overview of the horse

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|---|
| How does the horse stand? Approach and examine. |
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| |
| Can it tie? |
| Any obvious physical concerns? |
| When horse travels, is there any lameness? |
| Age of Horse |
| What has the horse been used for in the past? |
| Will it, from the above, work for our situation? |
| Price |
| Any behavioural problems that are known. |

2. If all is well, continue

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| Saddle the horse, checking the disposition of animal during process. |
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| Mount and sit quiet. Does horse stand quiet? |
| <p>Ride the horse checking:</p> <ul style="list-style-type: none"> • Direct Rein _____ • Stopping. Does the horse run through the bit? _____ • Mount, dismount _____ |
| <p>Ride the horse with other horses in different positions in the single line</p> <ul style="list-style-type: none"> • Front _____ • Back _____ • Middle _____ |
| <p>Have some traffic arrive by at slow speed eg buggies and cars Have a wheelchair with someone in it come by Have someone take photos nearby</p> <p>Check reactions in all above situations _____</p> |

PPE and Leading Orientation – sign off list

| Staff (printed) | Name | Date of Orientation | Orientation completed (Please accordingly) | tick | Signature |
|--------------------|------|---------------------|---|------|-----------|
| | | | Yes____ No_____ | | |

