



# SITE ACCREDITATION

For accreditation, a horse riding program should work through these standards, check off the appropriate boxes, and attach the relevant paperwork to this document. The package should be sent to the Horse Safety Australia office with a fee of \$660 (including GST), and an audit by an Accreditation Officer will be arranged. Renewal of accreditation after three years: \$330. N.B. All relevant requirements must be met for site accreditation to be achieved (AHIC ref 5.6). All AHIC requirements are included in the Horse Safety Australia audit. (AHIC refers to the Australian Horse Industry Council's code of practice: HorseSafe)

**SITE NAME:** .....  
**CONTACT PERSON AT SITE** ..... **PHONE** .....

	Item	Y	N	NA	*AHIC	COMMENTS
<b>1</b>	<b>Program Manager</b>					
a	Must be at least 21 years of age					
b	Horse Safety Australia qualified (or comparable)				5.6.3.1.1	
c	Minimum two years' experience in group riding				5.6.3.1.1	
d	Proven leadership skills					
e	Senior First Aid Training				5.6.5.1.11	
f	Training and experience in stable management & horse care					
g	Knowledge of individual horses and suitability to riders				5.6.3.1.1	

Certification must be relevant to awareness of safety and teaching ability when working with horses and people with limited horse knowledge. Other certification may include EFA,AHRC, Pony Club, British Horse Society and for people with disabilities , RDA.

**Compliance Demonstration:** Birth Certificate, Evidence of Certification, References covering experience in the field

	Item	Y	N	NA	AHIC	Comment
<b>2</b>	<b>Instructional Staff</b>					
a	Riding Instructors to be at least 18 years of age					
b	Assistant Instructors to be at least 16 years of age					
c	Instructors have certification at the level at which they work (or are in-training for qualifications and directly supervised until certified) – Horse Safety Australia or equivalent				5.6.3.1.1 5.6.3.2.1 5.6.5.4.8	
d	All instructors have Senior First Aid training				5.6.5.1.11 5.6.5.4.8	
f	Knowledge of individual horses and suitability for riders				5.6.3.1.1. 5.6.3.2.2	

For multilevel programs it is essential that persons instructing at each level have corresponding abilities. For pack and trail programs, expertise needs to be in this area, similarly with competition etc **Compliance Demonstration:** birth certificate or driver's license, reference describing experience, certification

<b>3</b>	<b>Ratios</b>					
a	1:8 for able bodied riders with qualified instructor 1:10 for qualified instructor and assistant instructor				5.6.5.4.6	
b	1:6 for trail rides (with a minimum of 2 for each ride)				5.6.5.4.6	
c	Up to 3 instructors: client for riders with multiple disabilities					
d	There is a written policy regarding ratios					
e	All horse activities have appropriate ratios to ensure safety of riders and spectators				5.6.5.1.7	

**Compliance** Observation + written documentation of policy

	Item	Y	N	NA	AHIC	COMMENTS
<b>4</b>	<b>Designated areas</b>				5.6.5.1.1	
a	Horse Areas separate from non riding public (signage: risks; no access without horse staff; rules for being round horses)				5.6.5.1.3 5.6.2.2.2 5.6.5.1.1	
b	Horse Areas are free of obstacles, fenced, and large enough for number of horses to be used				5.6.2.2.1	
c	Barrier to prevent escape of horses into traffic				5.6.2.1.4	
d	Areas used by the public are maintained free of hazards				5.6.2.1.3	
e	Designated areas for different activities (separated by fences, signs etc.)				5.6.2.1.6 5.6.5.1.2	
f	Consideration of separation of public from horses: signage, rules and procedures for safe passage of public to and from activities; interaction of horses and pedestrians, vehicles etc				5.6.5.1.3 5.6.2.1.6 5.6.5.1.2 5.6.5.1.1	

**Compliance Demonstration** Fenced paddocks or arena, stalls etc. separate from the public

<b>5</b>	<b>Rules and Restrictions</b>					
a	General rules (including safety rules for access to horses; restricted areas; risk warnings) must be posted, and clearly visible to the riding public.				5.6.5.1.4 5.6.2.2.2	
b	Rules include suitability and safety of rider attire; including safe footwear; sleeved shirt and long trousers (Toestoppers or equivalent or boots provided; SOPs for footwear of riders)				5.6.1.1.2 5.6.1.2.1	
c	Rules include mandatory wearing of approved helmets: ASNZ 3838 or equivalent; they must be destroyed if damaged and not used after 5 years from date of manufacture. Register of helmets (age, damage etc); SOPs for replacement				5.6.1.1.1	
d	Handlers to wear closed shoes when working with horses				5.6.1.1.3	
e	Documentation of incidents, accidents and hazards				5.6.5.1.6	

Compliance: observation; documentation, SOPs, signs

	Item	Y	N	NA	AHIC	COMMENTS
f	Regular staff reviews of incidents, accidents & hazards				5.6.5.1.6 5.6.5.2.3	
g	Written emergency procedures (including e.g. fire, flood, falls, rider illness, inclement weather etc.)				5.6.5.1.9 5.6.5.4.7	
h	Induction policies for new staff (includes non horse staff training in horse safety issues)				5.6.3.1.1 5.6.3.1.2 5.6.3.1.3	
i	Regular training and rehearsal of emergency procedures				5.6.3.1.4 5.6.5.1.9	
j	Policies on Occupational Health and Safety Including manual handling, tetanus, hot weather policies, handling and storage of hazardous goods protection from sun damage etc.					
k	Public liability Insurance Policy					
l	Written standard operating procedures for all regular activities describing mounting – including horse being held for first mount, stirrup checks etc, dismounting / running trail rides-including riders demonstrating competency before departure / conducting lessons, allocating horses, loose horse, uncontrolled or dangerous horses, .				5.6.4.2.1 5.6.5.4.3 5.6.5.4.4 5.6.5.4.5	
m	Waivers & collection of medical and other relevant information about riders (including risk declaration/awareness by riders/parents of minors)				5.4 5.6.5.1.4	
n	Procedures for non compliance with rules				5.6.5.1.8	
o	Procedures to ensure that riders joining activities from outside the organisation comply with requirements for equipment				5.6.1.1.4	
p	Procedures to ensure safety of horse and rider combination & appropriate activity to rider levels				5.6.5.1.5 5.6.5.4.1	
q	Riders notified of their responsibilities to horses and other riders				5.6.5.1.10	
r	Dogs: not loose or near horse activities; no guest's dogs				5.6.5.2.1	
s	Regular evaluation and review of activities/events to improve services and problem solve as necessary				5.6.5.2.3	
t	Staff member designated responsible for risk management				5.6.5.2.4	

**Compliance Observation +** Posted rules and restrictions, written policies, copy of Insurance policies mentioning cover of horseriding activities

	Item	Y	N	NA	AHIC	comments
<b>6</b>	<b>Riding Arena</b>					
a	First Aid Equipment at base				5.6.2.1.7	
b	Protocol for maintenance of First Aid stocks				5.6.2.1.7	
c	Fences at least 105 cm in height				5.6.2.1.5 5.6.2.2.1	
d	Fence material suitable, and attached on inside of posts				5.6.2.1.5	
e	Gates are at least 105 cm, sturdy and with safety latches				5.6.2.1.5	
f	Mounting areas secure				5.6.5.4.2	
g	Mounting/ Arena surfaces provide good footing, and are level				5.6.5.4.2	
h	Arena is free of hazards and obstacles; environment checked before all activities (home and away)				5.6.2.1.2 5.6.2.1.3 5.6.5.3.1 5.6.5.3.1	
i	Arena is of a size appropriate to the needs of the riders					
j	Arena is consistently inspected and maintained					
k	Communication device is available at all horse related activities and available for contact with base/office /management/emergency services				5.6.2.1.8	

**Compliance Demonstration** Observation of the environment. Recommended appropriate size for beginner riders is 20m x 60m maximum. (Barbed wire/droppers are not suitable fencing materials for a riding arena.) perimeter fencing

	Item	Y	N	NA	AHIC	COMMENTS
<b>7</b>	<b>Trails</b>					
a	Provide safe footing and head clearance					
b	Are away from main highways					
c	Hazards are clearly marked (if they cannot be removed)				5.6.2.1.3	
d	Trails are mapped and clearly marked					
e	All bridges have sufficient support strength and sturdy guard rails					
f	Trails are rated according to levels of difficulty					
g	Emergency vehicle access & egress is unobstructed				5.6.5.2.2	
h	Trails are regularly inspected and maintained					
i	First aid equipment is carried on trail rides				5.6.2.1.7	
j	Communication system is carried on trail rides					
k	Road rules are obeyed if using public roads				5.6.5.1.12	
l	Saddlebags are available for loose personal items				5.6.1.2.3	
m	Written procedures for trails: Riders demonstrate control before departure Riders understand commands Protection from environment Appropriate emergency management procedures for trails				5.6.5.4.7 5.6.5.4.5	

**Compliance Demonstration** Observation and documentation eg. Mapping, maintenance records etc.

<b>8</b>	<b>Policy for Disabled Riders (where applicable)</b>					
a	written policy allowing for the inclusion of disabled riders					
b	barrier free access to facilities and toilets					

**Compliance** Written policy, observation (mounting ramps, access to wheelchairs etc.)

	Item	Y	N	NA	AHIC	COMMENTS
<b>9</b>	<b>Horse Facilities</b>					
a	No contamination from droppings, insects, dirt etc.					
b	Sheds, stalls etc. free from bare electrical wires, holes, projections and other hazards.					
c	Animal living areas kept clean and dry (well drained), free from accumulations of soiled bedding and manure					
d	Stalls used for overnight housing of sufficient size for animals to lie down safely					
e	Provisions to control ticks, lice, bot flies, etc.					
f	Pastures have shelter, well maintained fences, no known hazards, access to water.					
g	Provision made for disposal of accumulated manure					

Compliance: Observation

	Item	Y	N	NA	AHIC	COMMENTS
<b>10</b>	<b>Comprehensive Horse Management Program</b>				<b>5.6.4.1</b>	
a	Documentation as follows; Regular schedule of feeding, hoof care, de-worming, maintenance of horse area, grooming before use; SOPs for exclusion of ill, injured horses etc. (see standards for list)				5.6.4.1.1 5.6.4.2.2 5.6.4.2.3	
b	Availability of water				5.6.4.1	
c	Proper ration and storage of feed				5.6.4.1	
d	Proper conditioning and work schedule consistent with Horse Safety Australia Standards				5.6.4.1	
e	Suitable Tack, properly adjusted and maintained				5.6.1.1.4	
f	Policy for humane treatment of horses				5.6.4.1.1 .1	
g	Policy for removal of dangerous horses				5.6.4.1.2	

					5.6.4.2.1	
Item	Y	N	NA	AHIC	COMMENTS	
h						
i					5.6.1.1.4	
j					5.6.1.2.2	
k					5.6.4.2.4	

**Compliance Demonstration** Observation and supporting documentation

<b>11</b>	<b>Philosophy of Establishment</b>					
a	Director/owner is aware of limitations and needs of horse program (safety is paramount) welfare of animals is important etc.					
b					5.6.3.1.1 5.6.3.1.4	
c	Policy regarding safe practices in handling animals for all staff					
d	Realistic goals for horse program with consideration to finances, resources and staff levels etc.					
e					5.6.5.1.13	
f	Sub contractors are formally contracted					

**Compliance** Observation and supporting documentation

	Item	Y	N	NA	AHIC	COMMENTS
<b>12</b>	<b>Compliance with legislation</b>					
a	Any of the following documents (that are relevant to the functions of the operations) are required Building approvals; Environmental Health Officer registration and approval of site : food handling; public toilet facilities Employment contracts for staff ; (Maintained) fire fighting equipment; OHS written policy				5.5 5.6.2.1.1	
b	If activities are run at a site owned by a third party, the premises are checked re. these issues, and risk management is carried out on the site and its safety ensured before it is used				5.6.2.1.2	

Compliance Written policies

<b>12</b>	<b>General</b>					
a	Agistment contract with agistees				5.6.5.5	
b	Australian Horse Industry Council Code of Ethics signed				6.2	
c	Complaints procedures				6.3	
d	Version Control of documents				6.4	

**Compliance:** documentation

## **ANNEX A CODE OF ETHICS ACCREDITED ORGANISATIONS**

### **Public responsibility**

Accredited organisations shall:

- Ensure that their professional actions and their general conduct help maintain the prestige of horse related activities and contribute to the quality and responsibility of horse operations.
- Seek opportunities to be of service to their community in matters relating to the horse industry.
- Help create within the community an awareness and appreciation of the beneficial impact that horse related activities have on society.
- Provide the community with information that will assist it in formulating policies and making decisions on matters affecting horse activities.
- Within the limits of your responsibilities, ensure that areas of scenic or recreational significance, special scientific or archaeological sites, and the natural environment are respected, and that the requirements of land managers are followed.

### **Responsibility to individuals**

Accredited organisations shall:

- Provide their services conscientiously and competently.
- Not breach public trust, or the specific trust of their participants, clients, staff or competitors.
- Ensure that advice and directions provided give full and proper cognisance of personal safety.

### **Technical skills**

Accredited organisations shall:

- Continue to develop their professional knowledge and technical skills.
- Not undertake activities they are not competent to perform and, when in doubt, obtain appropriate advice and assistance that will allow these activities to be competently carried out.
- State qualifications, experience and prior responsibilities accurately.

## Behaviour

Accredited organisations shall:

- Maintain a high standard of integrity, and apply honesty and fair dealing in all aspects of their operations.
- Carry out their professional duties with due care and diligence.
- Conduct themselves in a manner which is neither derogatory to their colleagues nor likely to lessen the confidence of the public in horse related activities or the Code of Practice for Horse Related Activities.
- Communicate with the public in a professional and responsible manner.

I ( Print name) ..... Manager of the Horse Programme at (site name) .....  
agree with the principles set out in the Australian Horse Industry Council Code of Ethics detailed above

(Signed).....

Date.....



**AUDIT RESULTS**

**Based on this Audit I recommend that:** (cross out statements that do not apply)

- The Organisation be accredited once Corrective Actions Requests dated xx/xx/xx have been rectified/ re-accredited
- The Organisation's accreditation should continue
- The Organisation's accreditation should continue subject to the Corrective Action Request(s) being satisfactorily resolved in the specified time
- The Organisation's accreditation should continue until the next audit when the Corrective Action Request(s) will be checked
- Other – (Auditor to specify) .....

.....

**CORRECTIVE ACTION REQUEST(S) RAISED: YES  NO**  (please tick)

If so, attach copy to this report.

Signed:

Date:

AUDITORS/ADMIN CHECK	
<b>Copies of Audit Report and any Corrective Action Requests sent to:</b>	<b>DATE</b>
Horse Safety Australia office <input type="checkbox"/>	
Office send to Organisation Audited <input type="checkbox"/>	
Site sent evidence of compliance <input type="checkbox"/>	
Auditor approval of evidence → site notified <input type="checkbox"/>	
Auditor requires more evidence → site notified <input type="checkbox"/>	
File <input type="checkbox"/>	

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