



SITE ACCREDITATION

For site accreditation, a business should work through these requirements, 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 \$990 (including GST), and an audit by an Accreditation Officer will be arranged. This fee is the base level, to which will be added transport and accommodation costs relevant to the auditor’s visit to the site. Renewal of accreditation (normally a desk audit) occurs after three years and costs \$660. All requirements in the Horse Safety Australia Standards for Group Riding Programs document, Australian Horse Industry Council Code of Practice, ‘HorseSafe’ and Safe Work Australia “Guide for managing risks when new and inexperienced people interact with horses “are included in a Horse Safety Australia site audit.

SITE NAME:**CONTACT PERSON AT SITE**

| | Item | Y | N | NA | *AHIC | COMMENTS |
|----------|--|---|---|----|---------|----------|
| 1 | Program Manager | | | | | |
| a | Must be at least 25 years of age | | | | | |
| b | Horse Safety Australia qualified (or comparable) | | | | 5.5.3.5 | |
| c | Minimum two years’ experience in group riding | | | | | |
| d | Proven leadership skills | | | | 5.5.3.3 | |
| e | First Aid Training | | | | 5.5.3.6 | |
| f | Training and experience in stable management & horse care | | | | | |
| g | Knowledge of individual horses and suitability to riders | | | | 5.5.3.8 | |
| h | Must hold a police check or Working With Children card if relevant | | | | 5.5.3.9 | |

Compliance guidelines: Certification must be relevant to awareness of safety and teaching ability when working with horses and people with limited horse knowledge.

Documents to demonstrate compliance might include: Birth Certificate, Evidence of Certification, References covering experience in the field

| | Item | Y | N | NA | AHIC | Comment |
|----------|---|---|---|----|--------------------|---------|
| 2 | Instructional Staff | | | | | |
| a | Riding Instructors to be at least 18 years of age | | | | 5.5.3.6 | |
| b | Assistant Instructors to be at least 16 years of age (and do not teach riding unsupervised) | | | | 5.5.3.7 | |
| c | Instructors have certification at the level and in the field in which they work (or are in-training for qualifications and directly supervised until certified) | | | | 5.5.3.5 | |
| d | All instructors have current First Aid qualifications | | | | 5.5.3.6 5.5.3.7 | |
| f | Knowledge of individual horses and suitability for riders | | | | 5.5.3.8 | |

It is essential that persons instructing at each level have **corresponding abilities and qualifications** which relate to **teaching riding**. This includes Horse Safety Australia certification (SIS10 Skill Sets for Instructor, Senior Instructor, Trail Guide) or equivalent e.g. EA, British Horse Society, Certificate III and IV in Outdoor Recreation (Equestrian sections) or Certificate III and IV in Sports Coaching (Equestrian) and for people with disabilities: RDA. For pack and trail programs, expertise needs to be in this area **Compliance Demonstration:** birth certificate or driver's license, reference describing experience, certification

| | | | | | | |
|----------|---|--|--|--|----------|--|
| 3 | Minimum Ratios and SOPs for conducting activities | | | | | |
| a | 1:8 for able bodied riders with qualified instructor 1:10 for qualified instructor and assistant instructor | | | | 5.5.5.28 | |
| b | 1:6 for trail rides (with a minimum of 2 for each ride) | | | | 5.5.5.28 | |
| c | There is a written policy re. ratios | | | | | |
| d | All horse activities have appropriate ratios to ensure safety of riders and spectators | | | | 5.5.5.9 | |
| e | Minimum age for trail riders is 10; if younger the child is on a lead rope (unless the child has demonstrated experience and is in control of the pony) | | | | 5.5.5.29 | |
| f | Staff may only lead one mounted rider at a time. This staff member is not to be counted in the ratios of staff to riders.(other than in emergency leading of clients) | | | | 5.5.5.30 | |

Compliance written documentation of policies

Conducting activities

| | Item | Y | N | NA | AHIC ref | Comments |
|---|--|---|---|----|----------|----------|
| g | <p>Equipment: General: Select tack suitable for the horse and rider. SWA New and inexperienced riders: Use saddles with knee and thigh rolls to support rider and help them keep balance. Use Breakaway stirrups or 'Toestoppers' to prevent the foot being caught in the iron in case of a fall. Use boots with heels to prevent foot from moving too far forward in the stirrup). If using a stock saddle with a surcingle (which will then prevent the stirrup leather coming off in a fall) Toestoppers or Breakaway stirrups should be used to prevent dragging of the rider in a fall Saddles to have two points of attachment or double wrapped latigos</p> | | | | SWA P16 | |
| h | <p>SWA Suitable horses for beginner riders should not:</p> <ul style="list-style-type: none"> • be nervous or reactive • have a tendency to rear, buck, pig root, bite people or horses, kick people when being handled or ridden, shy, bolt or any other behaviour which might unseat an unbalanced rider • be highly trained and sensitive • be non-compliant and unresponsive • regularly trip or stumble, or • be from a race track without extensive re-training • Horse audit (and training) paperwork required and must be accessible for all staff, must be kept current | | | | SWA p.23 | |

Compliance: SOPs and appropriate saddles, Toestoppers or Breakaway stirrups or boots supplied, (h) Horse audit forms indicating level of rider they suit

| | Item | Y | N | NA | AHIC | COMMENTS |
|----------|--|---|---|----|--------------------|----------|
| 4 | Designated areas | | | | | |
| a | Horse Areas separate from non riding public (signage: risks; no access without horse staff; rules for being around horses; SWA provide barriers to prevent unsupervised access e.g. child proof fencing p.12), rules and procedures for safe passage of public to and from activities; control of interaction of horses and pedestrians/ vehicles | | | | 5.5.2.5 5.5.5.5 | |
| b | Horse Areas are free of obstacles, fenced, and large enough for number of horses to be used (Fences are min 1 m for beginners, no use of star pickets, barbed wire, ring lock, rope, pigtail or electrified materials.) | | | | 5.5.2.3 | |
| c | Barriers to prevent escape of horses into traffic | | | | 5.5.2.4 | |
| d | All areas used by the public are maintained free of hazards | | | | 5.5.2.3 | |
| e | Designated areas for different activities (separated by fences, signs etc.) | | | | 5.5.2.5 | |

Compliance Demonstration: Main gates to roads / horse area is separate and secure; fenced paddocks or arena/ stalls separate horses from the public

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|----------|--|--|--|--|---------------------|--|
| 5 | Rules of site, SOPs and Systems for induction/training of staff | | | | | |
| a | General rules (including safety rules for access to horses; restricted areas; risk warnings) must be posted, and clearly visible to the riding public. | | | | | |
| b | Rules include suitability and safety of rider attire; including safe footwear; sleeved shirt and long trousers (Toestoppers/ Breakaway Stirrups or boots provided; SOPs for footwear of riders) | | | | 5.5.1.2 5.5.1.5 | |
| c | Rules include mandatory wearing of approved helmets: ASNZ 3838 or equivalent (ASTM F 1163 ,VG 01.040 PAS 015 with Kitemark/Benchmark); Helmets must be destroyed if impacted in a fall, and removed from use 5 years from date of manufacture. Register of helmets (recording ID, date of manufacture, removal); SOPs for replacement; Properly stored (out of sunlight, accessible) | | | | 5.5.1.1 | |
| d | Handlers to wear closed, solid shoes when working with horses | | | | 5.5.1.3 | |
| e | Documentation of incidents, accidents and hazards | | | | 5.5.5.7 | |
| f | Regular staff reviews of incidents, accidents & hazards | | | | 5.5.5.7 5.5.5.8 | |
| g | Written emergency procedures (including e.g. fire, flood, falls, illness, bad weather) | | | | 5.5.5.11 5.5.3.4 | |

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|---|---|--|--|--|----------------------------------|--|
| h | <p>Induction policies for new staff (includes non horse staff training in horse safety issues: SWA: leading horses through group, identification of escape routes, no feeding in groups until trained,p.11; horse instincts and their response to fear, how to behave around horses, use of peripheral vision, determining escape routes for emergencies, how to recognize a horse's individual characteristics, what riders and horse handlers should wear, listening to and obeying instructions, first aid and emergency procedures p.20) and no inhumane treatment of horses Safe work procedures for new workers should include: p.21</p> <ul style="list-style-type: none"> • catching a horse on its own and in a herd • approach a horse and avoid their blind spots and kicking zones • access and working around a horse in a stable or enclosed area • leading horses through narrow places • tying up horses • leading horses through a group of loose horses • standing and holding horses • tacking up horses • mounting and waiting while others are mounting (see Figure 14) • slowing and stopping a horse by using the reins, legs and body position • working around a tethered horse • rugging horses • feeding horses, and • addressing hazards both in confined areas and in a herd. • Workplace Health and Safety Policies: including manual handling, tetanus, hot weather policies, handling and storage of hazardous goods protection from sun damage etc. | | | | 5.5.4.1 5.5.3.3 SWA p.4 | |
| i | New workers should gradually be introduced to hot work over a two week period (heat stress issues) | | | | | |
| j | Regular training and rehearsal of emergency procedures | | | | | |
| k | Written standard operating procedures for all regular activities describing mounting/ dismounting / running trail rides / conducting lessons/assessing | | | | 5.5.4.3 5.5.5.22 a) and b) | |

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|---|--|--|--|--|-------------|-------|
| | and auditing horses used for the program/ assessing rider skills and allocation of horses to riders/normal workplace activities for staff | | | | 5.5.5.23-27 | |
| l | Waivers & collection of medical and other relevant information about riders (including risk declaration/awareness of risk by riders/parents' permission for minors) | | | | 5.4 | |
| m | Procedures for non-compliance of clients with rules & directions | | | | 5.5.5.10 | |
| n | Procedures to ensure that riders joining activities from outside the organisation comply with requirements for equipment & suitability of horses | | | | | |
| o | Procedures to ensure safety of horse and rider combination & appropriate activities undertaken to suit client abilities and rider levels | | | | 5.5.4.2 | |
| p | Riders notified of their responsibilities to horses and other riders | | | | 5.5.5.12 | |
| q | Dogs: not loose or near horse activities; no guest's dogs only working dogs are permitted in horse area when working with cattle etc. | | | | 5.5.5.16 | |
| r | Regular evaluation and review of activities/events to improve services and problem solve as necessary | | | | 5.5.5.18 | |
| s | Staff member designated responsible for risk management | | | | 5.5.5.19 | Name: |
| t | Rules around horses should include: <ul style="list-style-type: none"> • No walking up to a horse in its kicking zone. • If walking behind a horse, walk close with a hand on its rump. • A rope which is attached to a horse should not be wrapped or looped around a person's hand. • The reins of a bridle on a horse should not be wrapped around a person's arm, neck or body. • No ducking under the neck of a tied up horse. • No squatting down or sitting in front of or near a horse. • No rough handling of horses | | | | | |

Compliance documentation Pictures of posted rules and restrictions, written policies, horse suitability paperwork kept current and includes these issues (t)

| | Item | Y | N | NA | AHIC | comments |
|----------|---|---|---|----|----------|----------|
| 6 | Riding Arena | | | | | |
| a | First Aid Equipment at base | | | | 5.5.2.7 | |
| b | Protocol for maintenance of First Aid stocks | | | | 5.5.2.7 | |
| c | Fences at least 105 cm in height for beginner groups | | | | 5.5.2.9 | |
| d | Fence material suitable, and attached on inside of posts | | | | 5.5.2.9 | |
| e | Gates are at least 105 cm, sturdy and with safety latches | | | | | |
| f | Mounting areas secure | | | | 5.5.5.24 | |
| g | Mounting/ Arena surfaces provide good footing, and are level; SWA p12 softfall where riding takes place, p.17 reduce dust creation when working to control respiratory inflammation and occupational asthma | | | | 5.5.5.24 | |
| h | Arena is free of hazards and obstacles; environment checked before all activities (home and away) SWA p12 remove unnecessary equipment (not in use) from the arena | | | | 5.5.2.3 | |
| 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 | | | | 5.5.2.8 | |
| l | Written procedures SWA : for new and inexperienced riders AHIC : Supervise mounting process Check girth immediately before allowing a new rider to mount the horse.; hold horse, check stirrup length and width, ensure rider knows how to control horse SWA : SOPs: Instructor to keep riders in their sight at all times; position horses around the edge of the arena head to tail with a safe gap between the horses, and provide exercises to help riders to gain confidence | | | | | |

Compliance Demonstration Observation of the environment by assessor. 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 |
|----------|--|---|---|----|----------|----------|
| 7 | Trails | | | | | |
| a | Provide safe footing and head clearance e.g. no low tree branches, and tracks of appropriate width for safe passage | | | | | |
| b | Away from main highways | | | | | |
| c | Hazards are clearly marked (if they cannot be removed/avoided) | | | | 5.5.2.3 | |
| 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 | | | | 5.5.5.17 | |
| h | Trails are regularly inspected and maintained | | | | | |
| i | First aid equipment is carried on trail rides | | | | | |
| j | Communication system is carried on trail rides | | | | 5.5.2.8 | |
| k | Road rules are obeyed if using public roads | | | | 5.5.5.14 | |
| l | Saddlebags are available for loose personal items | | | | 5.5.1.7 | |
| m | Rate of travel suits the abilities of the least able rider | | | | | |
| n | Written procedures for trails: Riders demonstrate control :Check the riders can start stop and turn their horses before leaving; riders understand commands are protected from environmental conditions and there are appropriate emergency management procedures for trail riding in place | | | | 5.5.5.31 | |
| o | Open areas: for new and inexperienced riders: extra considerations (SWA) Exclude horses with a history of poor behavior; only horses proven to be calm in traffic to be taken on roads; avoid other animals and vehicles. Take drinking water. Re-check tack before riding out. Front staff member adjusts the pace, ensures the route is safe and blocks if a horse tries to pass them. The staff member at the back is the person in charge. Their role is to manage the whole group and to direct the front rider | | | | | |

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| | Provide instruction on riding in different environments and exercises to help riders gain confidence Do not permit part of the ride to separate from the rest during stops for gates or equipment | | | | | |
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Compliance Demonstration Observation and documentation eg. Mapping, maintenance records etc.

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|----------|--|--|--|--|--|--|
| 8 | Policy for Disabled Riders (where applicable) | | | | | |
| 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 |
|----------|---|---|---|----|------|----------|
| 9 | Horse Facilities | | | | | |
| a | No contamination from droppings, insects, etc. | | | | | |
| b | Sheds, stalls 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 | | | | | |
| f | Pastures have shelter, well maintained fences, no known hazards, access to water. | | | | | |
| g | Provision made for disposal of accumulated manure | | | | | |
| h | SWA : Ensure gates open both ways | | | | | |

Compliance: Observation

| | Item | Y | N | NA | AHIC | COMMENTS |
|----|--|---|---|----|---------|----------|
| 10 | Comprehensive Horse Management Program | | | | | |
| a | Documentation as follows; Regular schedule of feeding, hoof care, de-worming, grooming before use; maintenance of horse area, SOPs for exclusion of ill, injured horses etc. (see AHIC standards for list) | | | | 5.5.4.1 | |
| b | Ready availability of clean water | | | | 5.5.4.1 | |
| c | Proper ration and storage of feed | | | | 5.5.4.1 | |
| d | Proper conditioning and work schedule consistent with Horse Safety Australia Standards (horses used for program Condition Score 3-4) | | | | 5.5.4.1 | |
| e | Suitable Tack, properly adjusted and maintained | | | | 5.5.1.4 | |
| f | Policy for humane treatment of horses | | | | 5.5.4.1 | |
| g | Policy for removal of dangerous horses | | | | 5.5.4.2 | |
| h | SWA pp 18-19 Policy for biosecurity and control of Zoonoses: includes covering cuts and abrasions, hand washing after contact with horses on leaving animal areas, before eating and drinking, and following contamination with horse's blood and body substances. Provide and maintain hygienic hand washing facilities including running water, liquid soap or use waterless alcohol based hand rubs. Discourage contact with areas such as muzzle where horse saliva or nasal secretions can be transferred to a person's face; isolate horses showing signs of illness from people and other animals. Maintain stables and yards in a clean and hygienic condition including minimizing the build up of horse manure and soiled bedding. <u>In areas where Hendra is of concern</u> include systems for management of the horse area which will minimise the risk as follows: <ul style="list-style-type: none"> Consider vaccinating horses to prevent Hendra virus infection. | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| <ul style="list-style-type: none"> • Maintain a high level of hygiene for contact with horses and animal areas as outlined above. <p>Reduce the risk of horses from interacting with flying foxes by</p> <ul style="list-style-type: none"> ○ placing feed and water containers under cover ○ avoiding planting trees that attract flying foxes in or near horse paddocks, and ○ removing horses from areas where flying foxes roost or feed. <ul style="list-style-type: none"> • Develop a plan for responding to a possible case of Hendra virus and use the recommended PPE. Inform and instruct workers about the Hendra virus plan and the correct use of PPE. <p>Always consider Hendra virus as a possible cause of illness in a sick horse and take appropriate precautions. Isolate the horse and avoid contact until a veterinary opinion has been sought.</p> <ul style="list-style-type: none"> ○ If contact is necessary, consider the horse to be potentially infectious and take precautions to protect exposed skin and the mucous membranes of the eyes, nose and mouth from contact with the horse's blood and body substances. ○ Cover cuts and abrasions with a water-resistant dressing and wear PPE including disposable overalls, disposable gloves, safety eyewear and a particulate respirator like a disposable P2 respirator. ○ On completion, remove PPE carefully to avoid contamination, dispose of materials safely and practise hand hygiene. <p>Wash off accidental contamination with the horse's blood or body substances with soap and water and change clothing p. 18.</p> | | | | | |
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| | Item | Y | N | NA | AHIC | COMMENTS |
|---|---|---|---|----|---------------|----------|
| i | Minimum impact procedures are applied to all activities | | | | | |
| j | SOPs for maintenance of equipment SWA : check stitching regularly, clean regularly, replace worn or damage tack p.16 | | | | 5.5.1.4 | |
| k | Records on horse usage | | | | 5.5.4.6 | |
| l | Horse assessment/ suitability audit paperwork required and must be accessible for all staff, and be kept current. This must be completed prior to any horse being used in the program and kept current. | | | | ASQA 12/15 | |

Compliance Demonstration Observation and supporting documentation

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|-----------|--|--|--|--|----------|--|
| 11 | Philosophy of Establishment | | | | | |
| a | Director/owner is aware of limitations and needs of horse program (safety is paramount) welfare of animals is important etc. | | | | | |
| b | Policy requiring regular staff training | | | | 5.5.3.1 | |
| 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 | Risk Management plan for site with emphasis on horse activities | | | | All docs | |
| f | Job descriptions for horse staff | | | | | |
| g | Agreements with land managers of land used for activity | | | | 5.5.5.15 | |
| h | Sub contractors are formally contracted | | | | 5.5.5.20 | |

Compliance Observation and supporting documentation

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|-----------|---|--|--|--|---------|--|
| 12 | Compliance with legislation | | | | | |
| a | Any of the following documents (that are relevant to the functions of the operations) are required Environmental Health Officer registration and approval of site (e.g. food handling; public toilet facilities) Employment contracts for staff (sample) (Maintained) fire fighting equipment; WHS written policy | | | | 5.5.2.1 | |
| 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 | | | | 5.5.2.2 | |

Compliance Written policies; documentary evidence of compliance as appropriate

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|-----------|---|--|--|--|-------|--|
| 12 | General | | | | | |
| a | Public liability insurance policy | | | | | |
| b | Agistment contract with agistees | | | | 5.5.6 | |
| c | Australian Horse Industry Council Code of Ethics signed | | | | 8 | |
| d | Complaints procedures | | | | | |
| e | Version Control of documents | | | | 5.5.7 | |

Compliance: documentation

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.....