The King's Award for Voluntary Service

Newbury RDA
Newbury Riding for the Disabled
Charity Number: 1121113

Newbury RDA Health and Safety Policy

Newbury RDA Trustees note that there is a direct link between Health and Safety and Newbury RDA (NRDA) insurance arrangements.

An "approved RDA activity" for the purposes of insurance cover is any RDA activities which conforms to and complies with this policy, and which has been approved by RDA. If there is any doubt trustees will refer to RDA National Office.

WHO IS RESPONSIBLE?

a. **GROUP TRUSTEES –** are ultimately responsible for everything that goes on in their group including Health and Safety.

b. **RDA MEMBER GROUPS –** are responsible for recruiting coaches, staff, volunteers, and helpers. They are responsible for keeping available and/or distributing all relevant papers received from RDA National Office, Region or County. Up to date information and records are essential for compliance with RDA standards.

c. **GROUP COACHES** – Group coaches (all disciplines) are responsible for delivering safe sessions and safe riding in venues approved by nationally or regionally appointed assessors.

   The Health and Safety Policy requires written records and coaches are responsible for making sure that these are kept. Groups should make sure that their coach's qualifications conform to RDA UK requirements.

d. **GROUP PHYSIOTHERAPISTS –** Group physiotherapists work as part of a team under the overall leadership of the coach but are responsible for their own professional input.

If in doubt, contact your County or Regional Coach/Chair.

WHAT ARE THEY RESPONSIBLE FOR?

e. **VENUE** All aspects of the venue used by NRDA should have been approved by the Regional/County Coach when the group was set up. A venue risk assessment should have been completed initially, updated as necessary and checked with copies kept in group records. Please refer to COSHH (Control of Substances Hazardous to Health) e.g. chemical, medical and veterinary supplies, where applicable.

f. **EQUINES** Should not be used until they have been fully assessed by a relevant coach and passed as of good temperament, sounds, in good condition and suitable for RDA purposes. They must be a minimum of 5 years old. Only suitably trained helpers should be allowed to handle them.

g. **TACK**. All tack and special equipment should be inspected on a regular basis to ensure that it has been maintained, is in good condition and that it fits the quine on which it is being used. All coaches must check condition and fit before every RDA session. Any new equipment needs to be checked and fit for purpose. Please contact the regional equine advisors or special equipment advisors if you have any queries.

h. **COACHES** All coaches should and up-to-date passport and should have completed the review process in accordance with the requirements of RDA UK. Newly recruited coaches will be issued with a passport after attending a pre-coach training session, where they will be familiarised with the national RDA health and safety policy. A programme of training should be discussed and planned, appropriate to the new coach's experience and qualification. An Assessment Form should be added to the coach's passport when completed by a Regional/County Coach or Coach Developer. Following a review, the coach review form should be added to their passport. All groups are responsible for safe riding, vaulting and any other activities that involve equines, in safe places and should keep up to date records. It is the responsibility of the coaches and their trustees to ensure they have their reviews within their review periods. If they are not up to date, they will not be insured.

i. **HELPERS (volunteers)** All helpers must fill in a new volunteer form before joining a group. They must provide two references which should be checked and complete an enhanced disclosure application (if aged 16 or over) before getting involved in sessions. Please refer to the RDA Safer Recruitment Policy and RDA Disclosures Policy: //myrda.org.uk/assets/RDA-Disclosure-Policy.pdf. All helpers should be given induction training when they first join the group, which must be recorded on their Basic Training Record Card (Green Card). They should

be capable, competent, and trained for all duties they are asked to perform and should be briefed by the coach at the beginning of each RDA session.

j. **PARTICIPANTS (RIDERS)** No person may be allowed to participate with RDA until they have produced a fully completed application form which has been reviewed by the coach.

All participants should be assessed by a coach, ideally with a physiotherapist where appropriate, before they are allowed to take part. If more medical information is needed to enable an assessment to be made, or if there are any doubts, the group can request a medical professional's input using the letter available on the MyRDA website (Running your group/new participants). Participants can only be accepted if they can be accommodated safely by the group. If this is not possible, their application should be declined, using the Review of the Participant's Ability to Ride Form and accompanying guidance, both of which can be found at:

//myrda.org.uk/runningyourgroup/new-participants/new-participants

Applications forms should be reviewed every 3 years, or sooner if it is felt there are changes in the participant's condition that could impact on their ability to ride. Dynamic risk assessments should be carried out every time the participant rides.

HATS

Please refer also to separate RDA Hat and Body Protector Rules document.

1. All participants must wear proper protective headwear which conforms to the current standards and must be fitted by a suitably qualified person (BETA do hat and body protector fitting courses).

   • **British PAS 015: 2011** – with BSI Kitemark or Inspec IC Mark
   • **European VG1** - with BSI Kitemark or Inspec IC Mark
   • **(BS) EN 1384:2023** - with BSI Kitemark or Inspec IC Mark
   • **American ASTM F1163 2015 and 2023** – with the SEI Mark. Please note that 2004a or 04a has been withdrawn from 31 December 2023 and is no longer **acceptable**
   • **SNELL E2016 and E2021** - with the official Snell label and number

2. In some cases, where a standard hat is not suitable, alternative headwear can be worn providing RDA's alternative hat wear rules are followed as detailed below:

   a. Non-standard hats (including specially made, by a reputable manufacturer, riding hats, other kite marked helmets e.g. ski, cycle, skateboard), can be assessed by a Regional or County Coach, or someone who has been approved by the Regional Coach. Anyone assessing hat suitability MUST have attended a BETA hat checking workshop.

   b. Consent signed on the 'Alternative Hat Assessment Form' by the Participant/Parent/Guardian/Carer, confirming they understand that it is a non-standard hat.

   c. Participant and hat to be re-assessed annually.

   d. The hat must not be used by another participant without an assessment.

3. Under no circumstances can riders, drivers or vaulters take part in RDA sessions without wearing an approved hat.

4. Children or adults of the Sikh religion are exempted from any hat ruling while they are wearing a turban (please see above)

5. Non-riding activities which involve participants coming into contact with equines must be risk assessed in order for the coach to ascertain if it would be safer for the participant to wear protective headwear.

HATS FOR VOLUNTEERS: Although it is not mandatory for volunteers to wear hats, if an RDA Volunteer chooses to do so, the hat must comply with the current standards listed above. All coaches/volunteers must wear a hat when mounted.

CLOTHING AND FOOTWEAR

Participants and helpers should wear comfortable and suitable clothing, at the coach's discretion (long trousers must always be worn when mounted, and long-sleeved tops are advisable). Jackets and coats, if worn, must be fastened. It is recommended that jewellery be removed, and that long hair should be tied back. Gloves are recommended. The footwear of all participants must be checked before they are allowed to take part. Shoes or boots without heels, or lighter types of footwear are not acceptable for riding, unless toe caps are used. Helpers should wear sturdy shoes or boots.

Religious head wear (hijabs, yarmulkes etc) can be worn providing they will not come undone or are not fixed to the head by a hard object e.g. brooch, which could present a danger to the participant. There are various balaclavas/riding snoods on the market which are made specifically to use under hats instead of hijabs or some other headwear. These are available form www.kramer.co.uk.

BACK RIDING AND HIPPOTHERAPY

1. Back riding must only be carried out under the overall supervision of a physiotherapist or occupational therapist who has:

   Either: Successfully completed the current ACPEA hippotherapy training course.

   Or: Successfully completed Part 2 of the old APTRH Horse in Rehabilitation course (pre-2009).

   Or: is in the process of completing the ACPEA hippotherapy training course and is under the supervision of a physiotherapist or occupational therapist qualified as a hippotherapist.

2. The Regional/County Coach must approve the use of back riding within a group. The requirements for safe practice are: a trained horse – sound and able to carry the extra weight, a competent rider with an independent seat, a trained leader, two side walkers and an enclosed venue.

3. Back riding should only be used where it is seen as the best option to gain balance and head control prior to developing riding skills.

4. Hippotherapy must only be undertaken by a physiotherapist or occupational therapist who has:

Either: successfully completed the current ACPEA hippotherapy training course
Or: successfully completed Part 3 of the old APTRH Horse in Rehabilitation course (pre-2009)
Or: is in the process of completing the current ACPEA hippotherapy training course and is under the supervision of a Physiotherapist or Occupational Therapist qualified as a hippotherapist.

The Physiotherapist or Occupational Therapist is responsible for the hippotherapy session, including their insurance.

RIDING ON PUBLIC ROADS

1. Wherever possible riding should not take place on public roads. It is however accepted that sometimes there may be a need to use a road to access premises, fields, tracks and bridleways. If groups need to go on a public road, they must provide adequate helpers and leaders and ensure the time on the road is kept to a minimum. Riders and helpers MUST all wear fluorescent tabards/Hi-Vis when crossing and using roads.

2. Participants and helpers must be briefed on the hazards of using the roads if riding on the roads cannot be avoided. A strict safety routine needs to be followed at all times and must be included in the risk assessment.

FIRST AID

1. No RDA activity may take place without the presence of a person holding an up to date First Aid Certificate (Emergency First Aid at Work or equivalent, as a minimum standard). First Aiders should be clearly identified at the start of each session – where possible, this should be someone other than the Coach taking the session. There must be an appropriate First Aid kit readily available for each RDA session, with a list of those holding First Aid certificates (also refer to separate RDA First Aid Policy)

   https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm

2. It is recommended that if a participant is being taken out for a hack or endurance ride/ drive, a small first aid pack should be carried and also any medication that may be needed during the session brought by the school or centre for a particular participant should be carried by the teacher, escort or carer. A mobile telephone must be carried during the hack or endurance ride, and organisers should know the post code, OS grid reference

and/or What3Words reference point. Always check that mobiles used are fully charged before heading out, and that a reliable mobile signal is available.

https://what3words.com/products/what3words-app

The what 3 words for Newbury RDA is: hazel.handle.guru
Grid Reference: SU 54242

ACCIDENT AND INCIDENT BOOKS

• Accident – an event that results in injury or ill health
• Incident – will include a 'near miss', where the potential to cause injury or ill health is evident.

All accidents and incidents must be recorded immediately in NRDA Accident Book and signed as required. This is an important document and must be retained in group files, even if it has been replaced by a new book.

Separate Incident/ Near Miss books are also available.

Always ensure that Accident and Incident/Near Miss books are HSE and GDPR compliant.

Serious accidents must be reported in accordance with RIDDOR (see separate guidance on RIDDOR, on the Policies page of www.newburyrda.co,uk) or refer to https://www.hse.gov.uk/riddor/.

It is important that all accidents that may give rise to a claim are reported as soon as possible after the event. The accident must be reported to the RDA insurance brokers, Howdens: https://www.howdengroup.com/uk-en/riding-for-the-disabled.

The accident must be reported to the RDA UK's insurance brokers, Howdens, via www.rda-insurance-centre.com/make-a-claim.

This includes all accidents that involve:
• A fatal incident
• An injury involving either a referral to or actual hospital treatment

An injury is defined for insurance is: Any head injury that requires medical treatment, a fracture (other than fingers or toes), amputation, dislocation, loss of sight, resuscitation, loss of consciousness or hospitalisation for more than 24 hours.

https://myrda.org.uk/runningyourgroup/insurance/

- For further details of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) requirements, please visit: https://www.hse.gov.uk/riddor/index.htm

NRDA RECORDS & UP-TO-DATE INFORMATION

1. The group should have all up to date information and completed participant application forms available for reference. All relevant information received from County, Region or RDA National Office should be passed on to appropriate members of the group, especially trustees, coaches and group organisers.

2. Group Coaches should keep their passports up to date. Participant profiles and reports should be kept securely in group files and any changes should be recorded. Pre-session Assessments should be made and the attention of all group members drawn to them. On-going risk assessment by the coaches should be maintained throughout every session.

   General Data Protection Regulations (GDPR) Policies can be found at https://myrda.org.uk/
   RDA Group Data Protection Policy
   RDA Group Privacy Notice

3. Up to date weight charts for all horses and ponies should be kept, regularly reviewed and adhered to. Weight Chart and Guidance Notes (for both Riding and Carriage Driving) are available to order from National Office via the Group Orders website: http://grouporders.rda.org.uk/

SPECIAL EQUIPMENT

RDA policy is that, wherever possible, regular riding equipment should be used.

However, some participants cannot manage without special equipment. RDA National Office can provide the name of an advisor but RDA, its officers and employees take no responsibility for, nor give any warranty or guarantee in regard to these products; and no supplier may be considered preferred or exclusive suppliers. Fitted and checked fit for purpose and a physiotherapist should be involved with any questions.

SPECIAL EQUIPMENT SUPPLIERS - Many items used by RDA Groups are available from, or can be made by, your local saddler (e.g. ladder reins, rainbow reins, breastplate/neck straps, Devonshire boots or toe stoppers).

HOISTS AND HYDRAULIC PLATFORMS

Advice should be sought from the RDA Special Equipment Advisor before a hoist /hydraulic platform is purchased. Please contact the Membership Services Team at RDA National Office, for details: 01926 492915 / groupsupport@rda.org.uk.

Everyone must be properly trained before using a hoist/ hydraulic platform, with refresher training at least every 3 years. The horses must also have been trained until they are familiar with the noise and movement of the hoist/ platform and are safe to use with this method of mounting/dismounting. A list of current trained personnel and equines must be displayed, along with a 'safe working load'. MHOR – Manual Handling Operations Regulations: https://www.hse.gov.uk/foi/internalops/ocs/300-399/313_5.htm

Coaches must conform to the hoist/hydraulic platform's maximum load and have a risk assessment for each participant being lifted. Hoist slings need to be checked before each use for compatibility and maintenance.

https://www.hse.gov.uk/work-equipment-machinery/loler.htm

To meet the requirements of 'Lifting Operations and Lifting Equipment Regulations' 1998 (LOLER), Section 9, Groups are required that all lifts/hoists/platforms, when in use, should be thoroughly examined:

- after substantial and significant changes have been made:
- at least every six months if the lift is used at any time to carry people, and
- following 'exceptional circumstances' such as damage to, or failure of, the lift, long periods out of use or a major change in operating conditions which is likely to affect the integrity of the equipment.

The examination needs to be undertaken by a 'competent' person. This would normally be the installer, but others could be used if they have a LOLER certificate.

This 'competent' person is legally required to send you a written and signed report as soon as practicable. This should normally be within 8 days, but if there is a serious defect which needs to be addressed you should expect to receive the report much sooner.

Groups need to maintain a schedule of maintenance examinations along with the reports received and clearly display the date of the last and next scheduled visit on the hoist/platform.

RDA UK accepts no responsibility for, and gives no warranties or guarantees in respect of, any equipment - either in terms of its suitability or safety, and no supplier holds either exclusive or preferred supplier status.

MOUNTING AND DISMOUNTING

All mounting equipment should comply with current guidelines or regulations. All mounting and dismounting teams should be familiar with the procedures used in mounting and dismounting.

<u>If belts are used to aid mounting, they must be removed before riding commences and must NOT be used to help keep the rider on the horse.</u>

DOGS

It is preferable to keep dogs separate from all RDA activities. If in the vicinity of any RDA sessions, dogs should be kept on leads and under control at all times.

ELECTRICAL EQUIPMENT

All electrical equipment should only be used in accordance with manufacturers' recommendations and should be checked for safety on a regular basis. These
checks should be recorded.

https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm

EVENTS/SHOWS

Helpers for events and shows, who are not registered members of a group, should have their names listed in the Risk Assessment file for the event, with a note of who has vouched for them and a statement that they have been instructed in our health and safety requirements in regard to that event.

ATTENDING EVENTS AND DAYS OUT:

Please contact the Membership Services (Group Support) Team at RDA National Office for further information: 01926 492915 / groupsupport@rda.org.uk