

LAND-BASED DEPARTMENT



EQUINE STUDIES

INDUCTION PACK 2021-22



NOTES:

WEEKEND YARD DUTIES – 8:30AM - 4:30PM

Weekend yard duties are compulsory.

You are required to work either a Saturday or a Sunday approximately every four weeks. The YLead Yard Technician will compile a rota, therefore, please let the Lead Yard Technician know if you have prior commitments so the rota can be compiled accordingly.

If you do not turn up to your allocated weekend day then you will be issued with **double duties** which will continue to increase.

Weekend duties are also necessary to successful completion of your programme of study at Craven College.

Yard Duties are monitored by your Programme Tutor and attendance will affect achievement of your course.

Yard Duties are required within Level 2 and 3 City and Guilds Technicals, for Employer Involvement, and successful completion of this element.

Yard duties must be completed to achieve the unit, which is a core unit on the course. Failure of this unit = failure of your course

If you then don't turn up an official disciplinary action will be taken, in line with Craven College policies and procedures.

Selected Day for Weekend YARD Duties:

EQUINE YARD POLICY REGULATIONS

- › No smoking at any time on or near the yard (Designated area: Smoking hut)
- › Hair must be tied back - medium to long hair must be fastened in a bun and a hairnet
- › Students are advised to keep up to date with tetanus vaccinations
- › Students should be aware at all times that horses can be unpredictable therefore care should be taken in approaching and handling them
- › Before moving or lifting anything, consider whether you need assistance or not and ensure safe lifting is in operation
- › Full water trug buckets must be carried by two people at all times (or filled by water buckets)
- › Always report accidents, however, small to the supervisor, then the relevant first aid can take place and the accident records can be filled in
- › Punctuality must be abided to for both practical and theory sessions
- › Carry I.D. Badges at all times, hooks are provided on yard
- › Watch language at all times on the yard and within College premises
- › If you are pregnant or require daily medication, please advise your Programme Tutor/Head of Department
- › At all times correct dress and PPE must be worn, including Hats at all times when on the yard
- › Bring a change of footwear, as yard chaps and boots cannot be worn in main classrooms
- › All bags and equipment to be placed in the lockers/store room unless required on the yard
- › All horses tied up when students in stables
- › No more than one student per stable when handling/undertaking duties
- › Horses feet to be picked out before leaving the stable or the school
- › Horses must be skipped out before leaving the stable
- › Any abnormalities found with any of the horses must be reported immediately to a member of yard staff
- › You must ask a member of yard staff before putting bedding down in any stable
- › Minimal clean bedding to be removed from the stable when mucking out. All equipment to be put in the lockers/store room unless required for use on the yard – NO EQUIPMENT IS TO BE LEFT ON THE YARD
- › Students must consult with yard staff before moving new horses or tying up outside
- › No head collars to be left unused in stables
- › No mobile phones (box provided on the yard)
- › Adhere to Covid-19 guidelines

CLOTHING AND EQUIPMENT

Equestrian equipment will be required by all students when they start in September, the list below is the necessary equipment required. This equipment is not only paramount for health and safety reasons, but also necessary for when you are undertaking practical assessments and equine examinations.

Further Education Learners

Students will require all the equipment listed below, and Body Protector for Jumping elements of the course.

Higher Education Learners

Will require hats, gloves and appropriate yard clothing/footwear for leading and practical task. When riding current standard hats, appropriate riding wear, gloves and Body Protectors, (mandatory for students undertaking jumping elements, but advisable for all learners when riding) will be required.

The current safety standards are highlighted below; most saddlery outlets have qualified staff to offer advice on fitting procedures (as College staff cannot offer advice on fitting), particularly in relation to body protectors and riding hats, as it is important the equipment is the correct fit to offer maximum protection.

Jodhpurs/Breeches

Dark Jodhpurs only.

College uniform

College uniform to be worn by all students when on the College Yard. **No Hooded jumpers** allowed at any time on the yard.

Footwear

Jodhpur boots (not very chunky soles or interlinking boots) or long riding boots (leather or rubber) must be worn for riding, gaiters or half chaps can also be worn, for riding there must be a minimum clearance of ¼ inch either side of the stirrup. When on yard wellingtons or yard boots can be worn, no Dubarry type boots or wellies for riding.

Sturdy foot wear to be worn at all times therefore no trainers or fashion shoes permitted at any time!

Long and short whip

For Level 2 riding you should carry a whip that does not exceed 30" or be less than 14".

For Level 3 and above' within jumping of baton type sessions the length of the whip is as above and for flat work sessions the whip must not exceed 39" in length.

Waterproofs

Advisable, it rains in Skipton!

Gloves

Must be worn for the riding, lunging, leading and loading. Dark colours are preferred.

Hair

For health and safety reasons, hair that is shoulder length or longer should be tied back and a hair net should be worn when riding, lunging, handling, teaching.

Body protectors

These are **MANDATORY** when show jumping for students and when riding Cross Country, they must conform to current industry standards as shown on next pages..

Jewellery

No jewellery must be worn, with the exceptions of watches and wedding rings and medical bracelets. Medical bracelets must of been approved by a medical practitioner with medical reasoning.

ROUTINES

Morning Routine

Horses will be fed hard feed by 8:00am by a member of staff. Students arrive on the yard by 8:30am.

- > Check condition and well-being of horse (monitor on chart outside)
- > Fill hay net with either hay or haylage depending on horse (CHECK CHARTS FOR AMOUNTS by haylage/hay area)
- > Check water and refill the buckets
- > Adjust/change rugs
- > Tie up and muck out
- > Quarter horse including removal of stable stains
- > Tidy muck heap and replace all utensils

NO horses to be tied up outside stables unless permission is given by a member of staff. You must stay outside the stable of your allocated horse whilst a member of staff checks your horse.

Evening Routine

- > Check horse (monitor on chart outside)
- > Skip out, remove hay net if applicable
- > Refill water buckets and hay bars/nets according to individual horse (CHECK CHART/ REQUIREMENTS)
- > Each horse to receive a full groom and any treatments the horse requires are done (record treatments on charts)
- > Everyone on the yard to sweep up
- > Clean tack

You must stay outside the stable of your allocated horse whilst a member of staff checks your horse.

- > Feed as appropriate
- > Make final check on horses

Mucking Out

- > Check notice board for allocated horse lists
- > Collect equipment- barrow, fork, brush, shovel and head collar and lead rope
- > Tie up horse inside stable to tie up string with quick release knot
- > Remove droppings
- > Clear dry bed by banking up and remove wet ensuring you go under all banks
- > Sweep floor
- > Put bed back down shaking all banks out (ask Yard staff before putting bedding down and record amount used on chart)
- > Shake clean bedding and spread evenly over the bed
- > Make banks from middle and not separately
- > Sweep up and put tools away

All stables to have a full muck out, unless you are advised

Grooming

- > Always tie up the horse to string and use a quick release knot to string
- > Remove any dry mud or sweat marks or stable stains (coloured and/or grey horses must have all stable stains removed every morning)
- > Pick out feet and ensure horse is standing evenly Brush thoroughly all over with body brush and metal curry comb. Untie from the wall to groom face, remove the rope from string and loop over the neck, fasten head collars around neck. Groom the head with the body brush and hold the head steady with your other hand. Tie horse up again after face is groomed
- > Brush and lay the mane over the off side
- > DO NOT BRUSH TAILS, they need to be washed, conditioned and run through with fingers
- > Beware not to get yourself up against a wall when around the horse
- > Sponge eyes, nose and dock using separate sponge for each
- > Polish with stable rubber

Hats

Hats must comply with one of the following standards shown below.

TO COMPLY WITH THIS RULING – STUDENT HATS HAVE TO BE TAGGED.

Fixed peaks will not be permitted for cross country in line with British Eventing standards.

PLEASE NOTE FROM BHS Website re. Hats and Body Protectors:



BHS Assessment Body Protector Guidelines 2021 v1

Only body protectors to the following specification are acceptable at any BHS assessment where the use of body protectors is mandatory:

A BETA Level 3 displaying either a <u>Purple 2009 Label</u> OR <u>Blue 2018 Label</u>		
2000 NO LONGER PERMITTED	2009	2018

Any other levels / dates are NOT acceptable* and will not be allowed at any BHS assessment. If a Label containing a correct date is not present, the body protector will not be accepted.



Please Note; these pictures are only intended for illustrating where the BETA label can often be found. A full list of BETA Level 3 body protectors can be obtained from www.beta-uk.org

- Where the use of a body protector is mandatory, air Jackets are permitted but MUST be worn over a permitted Level 3 body protector and if activated, MUST be deflated or removed before continuing. Air jackets may be worn without another body protector underneath only where the use of a body protector is not mandatory for that phase
- Hybrid Air-Jackets (a manufactured Level 3 Body Protector and Air Jacket all-in-one) are permitted but if activated, MUST be deflated before continuing
- Blouson jacket type air jackets are permitted in accordance with point 1 above
- *Exo Body Cage body protectors continue to be permitted (see below) but the candidate MUST inform the Chief Assessor due to the allen key system for removing them

Air Jacket



Hybrid Air Jacket



Blouson Jacket



Exo Body Cage



IMPORTANT INFORMATION

*The ONLY exception to the requirement for a BETA Level 3 2009 or 2018 label is that Exo Body Cages will continue to be accepted, provided they have a BETA Level 3 2000 purple label.

It is anticipated that the BHS will continue to accept the 2009 Purple labels until 2025

BHS Events

Body Protector Guidelines 2021 v1

Only body protectors to the following specification are acceptable at any BHS event where the use of body protectors is mandatory:

A BETA Level 3 displaying either a <u>Purple 2009 Label</u> OR <u>Blue 2018 Label</u>		
2000 NO LONGER PERMITTED	2009	2018
		

Any other levels / dates are NOT acceptable* and will not be allowed at events where body protectors are mandatory. If a Label containing a correct date is not present, the body protector will not be accepted.



Please Note; these pictures are only intended for illustrating where the BETA label can often be found. A full list of BETA Level 3 body protectors can be obtained from www.beta-uk.org

- Where the use of a body protector is mandatory, air Jackets are permitted but MUST be worn over a permitted Level 3 body protector and if activated, MUST be deflated or removed before continuing. Air jackets may be worn without another body protector underneath only where the use of a body protector is not mandatory for that phase
- Hybrid Air-Jackets (a manufactured Level 3 Body Protector and Air Jacket all-in-one) are permitted but if activated, MUST be deflated before continuing
- Blouson jacket type air jackets are permitted in accordance with point 1 above
- *Exo Body Cage body protectors continue to be permitted (see below) but the candidate MUST inform the Organiser due to the allen key system for removing them

Air Jacket



Hybrid Air Jacket



Blouson Jacket



Exo Body Cage



IMPORTANT INFORMATION

*The ONLY exception to the requirement for a BETA Level 3 2009 or 2018 label is that Exo Body Cages will continue to be accepted, provided they have a BETA Level 3 2000 purple label.

It is anticipated that the BHS will continue to accept the 2009 Purple labels until 2025

BHS Approved Centres Hat Rules 2021 v1

Hats must meet ALL of the requirements of one of the following rows:




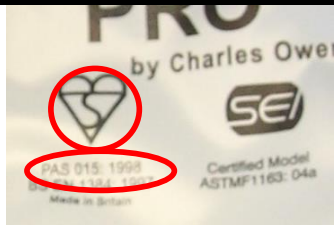




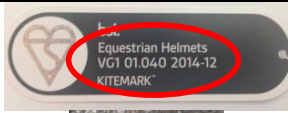

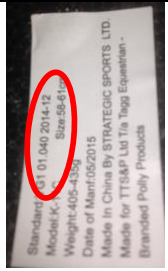

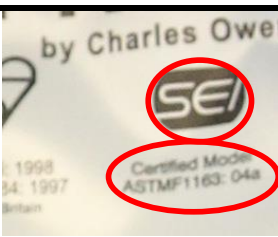








	Standard and Date	Quality Assurance Mark	Examples		
1	PAS 015 (1998 or 2011)	<p>AND MUST HAVE</p> <p>BSI Kitemark</p>  <p>Or Inspec IC Mark</p> 			
2	VG1 01.040 (2014-12)	<p>AND MUST HAVE</p> <p>BSI Kitemark</p>  <p>Or Inspec IC Mark</p> 			
3	ASTM F1163 (2004a or 04a onwards)	<p>AND MUST HAVE</p> <p>SEI mark</p> 			
4	SNELL E2001 or E2016	<p>AND MUST HAVE</p> <p>Official SNELL label and number</p> 			
5	AS/NZS 3838 (2006 onwards)	<p>AND MUST HAVE</p> <p>SAI Global mark</p> 			

IMPORTANT INFO FOR CROSS COUNTRY ACTIVITIES: Only a "Jockey Skull" of an even round or elliptical shape with a smooth or slightly abrasive surface, having no peak or peak type extensions may be worn for any XC activity. Noticeable protuberances above the eyes or to the front, not greater than 5mm, smooth and rounded in nature are permitted. A removable hat cover with a light flexible peak may be used.

HEAD CAMS: When hats are tested against the requirements of a standard, they are done so with no extra additions on the hat i.e. with no head cam attached. Therefore, it is currently not known how the addition of a protuberance such as a head cam, effects how the hat would respond during an impact. Therefore, the use of HEAD CAMS are not recommended at any Approved Centre activity. This includes use on the head, chest, bridle or any other part of the horse or rider.

BHS INTERNATIONAL Approved Centres Hat Rules 2021 v1

Hats must meet ALL of the requirements of one of the following rows:

	Standard and Date	Quality Assurance Mark	Examples
1	PAS 015 (1998 or 2011)	<p><u>and is recommended to have</u></p> <p>BSI Kitemark</p>  <p>Or Inspec IC Mark</p> 	  
2	VG1 01.040 (2014-12)	<p><u>and is recommended to have</u></p> <p>BSI Kitemark</p>  <p>Or Inspec IC Mark</p> 	   
3	ASTM F1163 (2004a or 04a onwards)	<p><u>AND MUST HAVE</u></p> <p>SEI mark</p> 	  
4	SNELL E2001 or E2016	<p><u>AND MUST HAVE</u></p> <p>Official SNELL label and number</p> 	  
5	AS/NZS 3838 (2006 onwards)	<p><u>AND MUST HAVE</u></p> <p>SAI Global mark</p> 	

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BHS Event Hat Rules 2021 v1

Only hats to the following specification are acceptable at ANY BHS activity.
Hats must meet ALL of the requirements of one of the following rows:

	Standard and Date	Quality Assurance Mark	Examples		
1	PAS 015 (1998 or 2011)	AND MUST HAVE BSI Kitemark  Or Inspec IC Mark 			
2	VG1 01.040 (2014-12)	AND MUST HAVE BSI Kitemark  Or Inspec IC Mark 			
3	ASTM F1163 (2004a or 04a onwards)	AND MUST HAVE SEI mark 			
4	SNELL E2001 or E2016	AND MUST HAVE Official SNELL label and number 			
5	AS/NZS 3838 (2006 onwards)	AND MUST HAVE SAI Global mark 			

IMPORTANT INFO FOR CROSS COUNTRY ACTIVITIES: Only a "Jockey Skull" of an even round or elliptical shape with a smooth or slightly abrasive surface, having no peak or peak type extensions may be worn for any XC activity. Noticeable protuberances above the eyes or to the front, not greater than 5mm, smooth and rounded in nature are permitted. A removable hat cover with a light flexible peak may be used.

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Riding Boot Guidance

There are many 'equestrian/riding boots' available and when choosing suitable boots or shoes to ride in, it is essential that the following aspects are taken into consideration when determining their suitability as footwear for riding.

To decrease risk of the riders' foot becoming wedged or stuck in the stirrup iron, the underside of the boot/shoe should have a secure and smooth sole with a small and a well-defined heel of approximately 2.5cm in height. The shank of the boot (the area between the heel and the ball of the foot) should be solid. This will help with stability for the foot.

The sole should not be ridged, and the width of the boot/shoe must not be too narrow or wide for the size of the stirrup iron.

If the design of the boot is laced or zipped across the top of the foot, it should not reduce the gap between the top of the foot and the top under arch of the stirrup iron.

The stirrup irons should have suitable grip and be correct for the size of foot/boot. The stirrup iron should be wide enough to allow a rider's foot to be supported at the ball (widest point) of the foot.

The recommended width measurement for a stirrup (measuring from the inside of the stirrup 'arm' would be 5cm wider than the width of the boot when measured at the ball of the foot. This would allow 2.5cm of space either side of the foot/boot.

If the stirrup iron is too small for the boot, it may cause a foot to become wedged within the stirrup. If the stirrup iron is too large, it could allow the boot to slip through and risk the foot becoming stuck within the stirrup iron.

The stirrup leathers should be even in length with sufficiently evenly spaced holes to enable adjustment to the correct length without needing to wrap the stirrup leather around the stirrup iron which may compromise rider safety.

Tacking Up

- › Check ride list to find out which horse you are to tack up
- › Tie horse up and skip out
- › Groom as necessary
- › Tack up as shown at induction
- › When putting brushing boots ensure the straps go in the direction of "front to back". Ensure boots are clean and dry, if there are any problems with boots, you must go and see a member of yard staff
- › Remove rugs, fold up neatly and place on rug racks outside stables
- › Do not leave head collars dangling, remove and leave on pegs, if this happens you will be asked to leave the arena and attend to it
- › Do not leave a trail of bedding to the school, pick your horse's feet out on departure from box
- › Do not change any of the tack fitting or equipment, ie. bit, without authorisation of a member of staff, if you are unsure of the tack fit ask a member of yard staff
- › You must care for your horse after your riding session; this includes washing off, leaving with appropriate rug on and tack away clean and tidy

IF YOU FAIL TO SKIP OUT, TURN YOUR HORSE OUT CLEAN, OR NEGLECT AFTERCARE OF YOUR HORSE YOU WILL NOT RIDE IN YOUR NEXT RIDING SESSION.

Mounting Up

- › You will normally be asked to use the mounting block
- › Check girth and tighten if necessary
- › Pull the stirrups down and check approximate length
- › Mount and dismount on the left or near side of the horse
- › Take both reins and whip in the left hand keeping them short enough so the horse cannot walk off
- › Face the horse's hindquarters
- › Turn the stirrup iron clockwise and place the left foot in it with the toe pointing down
- › Do not hold cantle, either hold pommel or right hand side when mounting
- › Hop on the right leg and push up lifting the leg over the hindquarters
- › Lower yourself gently into the saddle with the aid of the right hand on the pommel
- › Once on check the girth is tight enough
- › When altering the stirrups do not remove the feet from stirrups

Feeding

- › Feeding takes place twice daily
- › Feeds will be prepared by a member of staff or students and students to distribute them as allocated
- › Any horses not completely finishing off their feeds must be notified to staff

Tack Cleaning

- › Gather equipment, ie. water, sponge, soap as required, tack to be cleaned
- › Wash bit
- › While cleaning check stitching and leather for signs of wear, any signs of wear to be reported to Yard Co-ordinator/Yard Staff and recorded on charts
- › Remove numnah and girth and brush off. Any dirty washing to be placed in dirty washing tub found in tack room
- › After cleaning tack, take care to replace it to its correct tack pegs
- › Do not use polish on bits, clean water only.
- › Sign chart on white board to indicate you have cleaned it
- › Fill tack check sheet in to inform of any problems with tack

Ride Preparation/Finish

- › Lead to indoor school, stand on the centre line; do not run stirrups down until ready to mount. Do not mount until instructor present
- › Before mounting check all tack thoroughly for safety
- › Tighten girth and adjust stirrups to a suitable equal length
- › At the end of the lesson remove both feet from stirrups, dismount, loosen girth and run up the stirrups
- › Once back to the stables ensure the horse is comfortable
- › If the horse is hot and sweaty he must be washed off, making sure round the ears and face are clean too. Then fit a cooler rug
- › When putting tack away ensure it goes back in the correct place with the girth undone completely
- › Horses' bits must be washed after every session
- › Ensure the horse has enough hay/haylage and that the water buckets are full

Lifting & Carrying

- › Load to be kept close to the body as possible
- › Feet apart and one foot in front of the other for balance AND BEND YOUR KNEES
- › Don't jerk, twist or shove
- › Straight back – look forward when lifting
- › Use thigh muscles when lifting
- › Do not lift away from your body

WEIGHT LIMIT FOR RIDING

In response to the developments in Equitation Science and the importance of promoting personal health and well-being Craven College is establishing a scale of weight limit for riding.

Current research has proven that horses should only be carrying 10- 20% of their own bodyweight when being ridden, this includes the clothing and tack used. With the maximum being 20%, as there is a substantial effect on the horse's gait and behaviour in response to rider's weight. When deciding what weight horses should carry other considerations have to include; age of the horse, the horses condition, level & duration of work, saddle fit, rider ability and balance.

We have therefore taken all of these factors into consideration when evaluating what weight is appropriate for the horses at Craven College to carry in order to ensure our horses welfare. It is also important that we are promoting personal health and well-being in all our staff and learners – 'riders are athletes' and working in the equine industry is demanding, we want to support our students in being prepared for this in every way we can.

The weight limit has therefore been determined based on:

- Healthy height v weight parameters
- The height of the riders and the size of pony/horse they are most likely to ride
- Max weight capacity for horse bodyweight (+tack)
- Workload of the horses
- Age range of horses
- Rider ability

For example, a range of horse's and weight limits:

HORSE	WEIGHT OF HORSE	% BODY WEIGHT HORSE CAN CARRY INC. EQUIPMENT	MAXIMUM WEIGHT HORSE CAN CARRY
1	643kg	15% due to age of horse	96.45kg
2	498kg	20%	99.6kg
3	410kg	20% but height limit of 5ft 7inch due to only being 13.2hh	82kg

For more information visit: <https://www.bhs.org.uk/advice-and-information/horse-care/effects-of-rider-weight-on-equine-performance>

USEFUL CONTACTS

Yard Mobile Number: 07725 676 946

Yard Office Number: 01756 693 916

or Via MS Teams

POSITION	NAME	E-MAIL
Yard Technician & Instructor	Jennifer Huxall	jhuxall@craven-college.ac.uk
Head of Department	Joanna Baxter	jbaxter@craven-college.ac.uk
Programme Tutor Level 3	Penelope Ralph	pralph@craven-college.ac.uk
Programme Tutor Level 2	Paula Hartley	phartley@craven-college.ac.uk
Part Time Lecturer	Ellie Stephenson	estephenson@craven-college.ac.uk
Yard Technician	Jess Meadows	jmeadows@craven-college.ac.uk
Yard Technician	Saffy Hirst	shirst@craven-college.ac.uk

SAFETY EXPECTATIONS

BE SAFE



Do not come to College if you or a family member are displaying Covid-19 symptoms

Do not congregate in groups

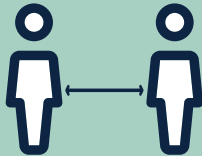
LIMIT IT



Arrive & leave at your designated times and go straight to your designated room - avoid non essential movement around College

Do not move furniture & sit in the same place at all times

DISTANCE IT



Avoid physical contact at all times and maintain social distancing

Do not share belongings

Keep left in corridors

'CATCH IT, BIN IT, KILL IT'



Use hand sanitiser provided when entering & leaving buildings & at breaks

Wash hands with soap regularly

Use a tissue or elbow to cough/sneeze into and put in bin

IF YOU USE IT, WIPE IT



Doors to toilet facilities will be propped open.
Wash hands before & after using the toilet

Wipe down - Door handles, toilets, IT equipment before & after use with anti-viral wipe

Wear clean clothes daily

GRAB & GO



'Grab & go' available in the Café (observe social distancing when queueing) - but bring own food if possible

Food can be consumed in classrooms and there is additional seating outside

Dispose of all waste in the bins provided

STOP THE SPREAD



New and continuous cough



High Temperature



Loss of, or change in, your normal sense of taste or smell (anosmia)

If you become unwell with Covid-19 symptoms whilst at College - **Call 01756 693 800 immediately**

Seek a Covid-19 test.

If positive you must inform the College and self isolate for 14 days at home

HORSE MANAGEMENT INDUCTION CHECKLIST

Student Name

Course:

In the interest of your health and safety you must be fully inducted. This document indicates the areas in which you must receive induction. Once induction in an area is complete a member of staff will sign and date the document below.

INDUCTION TASK	DATE
Routine & Basic Handling	
Evening Stables	
Grooming	
Tack Cleaning	
Tacking Up	
Ride Preparation/Finish	
Mounting Up	
Mucking Out	
Feeding	
Applying & Removing Rugs	
Lifting & Carrying	
Fire Drill	
Rules of the School	
Equipment / Hat check / Hat Tag Applied	
Weight Policy	

Horse Management Induction Declaration – 2021

I have read and understood the information on workshop procedures and policies:

Student Signature:

Date: / /

This page is to be retained by the Programme Tutor.



Enriching lives through learning

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