

# Syllabus and Guidelines

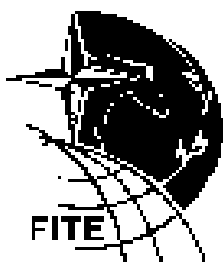
The  
British  
Horse  
Society

For candidates preparing for

# EQUESTRIAN TOURISM

## RIDE LEADER – LEVEL 3

BHS Registered Charity Nos. 210504 and SC038516



Produced 26 September 2013

Equestrian Qualifications GB Ltd  
Abbey Park  
Stareton  
Kenilworth  
Warwickshire  
CV8 2XZ

Tel: 02476 840508  
Fax: 02476 840501

Email: [education@bhs.org.uk](mailto:education@bhs.org.uk) or [enquiries@equestrian-qualifications.org.uk](mailto:enquiries@equestrian-qualifications.org.uk)  
Website: [www.bhs.org.uk](http://www.bhs.org.uk) or [www.equestrian-qualifications.org.uk](http://www.equestrian-qualifications.org.uk)

## **SYLLABUS AND GENERAL GUIDELINES FOR**

### **EQL LEVEL 3**

### **Diploma for the Ride Leader**

The British Horse Society, in collaboration with The Trekking and Riding Society of Scotland, The Association of Irish Riding Establishments and The Welsh Trekking and Riding Association, have created progressive vocational qualifications specifically for those working in the equestrian tourism industry. This qualification particularly benefits those who are able to take sole charge of first time or more experienced riders on hacks, treks and trail rides.

By completing this qualification candidates will be able to show an ability to look after a number of horses, clients and staff, and offers a benchmark for the equine industry's accepted protocols for working in the commercial environment including taking charge of a centre in the owner's absence. They will be able to care for stabled and grass kept horses, train staff, work with clients and others whilst maintaining their health, safety and welfare on and off the premises. This qualification is aimed at individuals who already possess skills, knowledge and understanding at Level 2 and who wish to progress within employment or further their skills and knowledge in order to sit higher level qualifications.

All work required for this level should be carried out to an even higher standard of efficiency than required at Level 2. Candidates should show the ability to undertake an increase of responsibility; looking after a number of horses and ponies with less supervision; ensuring that horses, stables, yard and fields are safe and in good order.

Candidates who hold this qualification will be able to manage their work safely and efficiently, applying skills and knowledge relating to the care and management of horses, clients and staff through a range of tasks under minimal supervision. They will be able to select and use relevant equipment and manage their use of time according to industry practice. They will exhibit competence and autonomy to the level required by industry to enable them to enter into a more senior under-management post. The qualification will provide the learner with the opportunity to develop further skills and knowledge.

The qualification is assessed through external, independent assessment and will test candidates' practical skills and knowledge. EQL requests that candidates treat the Assessors, Exam Centre staff and fellow candidates with courtesy and respect, are neatly turned out and have a common sense approach throughout the examination. In all sections handling of the horses is important, candidates must be aware of the horse's behaviour and character and handling must be safe and efficient at this level. Candidates must appear confident and will be expected to demonstrate an efficient use of time as required by industry.

Candidates must be physically fit in order to ride for long periods of time and carry out yard work efficiently without undue stress and strain. Candidates will be expected to give practical demonstrations, be involved in discussions of selected tasks and topics and show they have the required knowledge and understanding through oral questioning.

### **Entry Requirements**

This qualification is suitable for candidates in all age ranges, however there is a minimum age of 18 years. Candidates must hold either the BHS Assistant Ride Leader or EQL Level 2 Diploma for the Ride Leader, for entry into this qualification. Candidates must also hold the BHS Riding and Road Safety certificate and have a current Health and Safety First Aid at Work or BHS First Aid certificate. Copies of these certificates must be submitted at the time of application along with a copy of the candidate's birth certificate.

### **Training and Learning**

Training should be via a number of methods including formal learning, practice and revision. The number of credits and guided learning hours will help candidates and their trainers to gauge how much training and preparation they will need. Each credit equals 10 hours of learning time.

### **The Exam Day**

Candidates should arrive in good time to familiarise themselves with the surroundings, so they are seated and prepared for the briefing which usually starts at 8.30am (check confirmation letter for the exact time). The purpose of the briefing is to explain how the day is run, to meet other candidates and Assessors, and to answer any questions the candidates might have about the day. Each candidate will be given a programme and asked to fill in an Emergency Contact form.

During the briefing the candidates will be divided into groups and given their numbers. The programme for the day and any housekeeping will be discussed with the candidates. Any questions and queries should be raised at this time.

Before the start of the exam the Chief Assessor will introduce the Assessors and explain which units each one will be covering.

EQL Level 3 Diploma for the Ride Leader is made up of five units. Each unit can be taken individually or all on the same day.

**UNIT 1 – Fit, remove and maintain tack for exercise**

**UNIT 2 – The principles of watering, feeding and fittening horses**

**UNIT 3 – The principles of commercial equine business management**

**UNIT 4 – Manage activities for escorted rides**

**UNIT 5 – Train staff for the commercial equine environment**

Units 1 and 2 are also units within BHS Stage 2 (EQL Level 2 Diploma in BHS Horse Knowledge and Care). These units do not need to be repeated if already achieved.

**UNIT 1**

**Fit, remove and maintain tack for exercise**

3 credits/23 guided learning hours/Level 2

**Unit purpose and aims**

The aim and purpose of this unit provides the learner with the knowledge and skills to tack up and un-tack horses for exercise. The learner will need to be fully aware of the importance of health and safety in connection with this work and will need to be able to recognise hazards and assess risks.

Learner Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Be able to fit and remove tack for exercise	1.1 Prepare and control the horse in preparation for tacking up 1.2 Fit suitable tack for exercise including: i) bridles ii) martingales iii) saddles iv) nosebands and bits v) breastplate 1.3 Fit suitable boots for exercise 1.4 Remove equipment after exercise and store tack safely and correctly
2. Be able to work safely	2.1 Work in a way which maintains health and safety and security of horse, self and others during work which is consistent with relevant legislation, codes of practice and any additional requirements
3. Be able to select, use and maintain tack	3.1 Select and check tack for safety and suitability for the specified work 3.2 Clean, maintain and store tack in a safe and effective working condition
4. Know how to fit tack and remove for exercise	4.1 State the reasons for checking tack for comfort and safety 4.2 Identify a range of tack in common use and how to fit 4.3 Describe the problems which may occur when tacking up or untacking 4.4 Describe how to recognise ill-fitting tack and the appropriate action to take 4.5 Describe the procedure for untacking a horse safely and securely and the purpose of checking condition of horse after untacking 4.6 Describe the reasons for checking, cleaning, maintaining and storing tack and the actions to take if tack is found to be unsafe
5. Know relevant health and safety legislation	5.1 Outline the current health and safety legislation, codes of practice and any additional requirements

### **PROCEDURE FOR ASSESSMENT**

There will be approximately six candidates in a group for this section. The Assessor will allocate each candidate a stable and horse and allocate the tasks. After tying up the horse and before commencing any tasks, candidates should ensure that they remove the water bucket and haynet from the stable and skip out as appropriate. Assessors will be looking for candidates that are familiar with fitting tack who work competently and with effective use of time.

### **CANDIDATE GUIDANCE – skills and knowledge**

#### **Working safely**

Candidates will show safe working practice for themselves, the horse, equipment and others around them. This will include tying the horses safely, positioning themselves in a safe but practical position in the stable. Closing stable doors and placing equipment in a safe but convenient location. A clean environment will be maintained by skipping out whenever there are droppings. Work should be carried out efficiently according to industry practice. A perfectly performed but extremely slow task would not be considered up to industry standards.

#### **Further relevant Health and Safety**

- Candidates will be able to discuss the importance of tying horses up before handling.
- Closing stable doors, or securing open doors.
- Not leaving equipment in places where it might be tripped over.
- Reporting any damaged equipment.
- Reporting any change of behaviour in a horse being tacked up.

#### **Saddlery and tack**

Know the basic principles of fitting tack used for exercise. This will include putting on the tack, including brushing boots. Fitting the tack for safety and the comfort of the horse and altering the bridle if necessary to achieve this. They will comment on the basic fit of the saddle. The saddle should be checked for fit without a numnah before a numnah is put on.

Candidates must be able to state the reasons for the alterations of fit, why some faults in the equipment would be considered dangerous, and what action they would take.

The candidate will then untack the horse, and be able to describe why they would check the condition of the horse when they have removed the tack. They should also be aware of everyday problems that can occur when tacking up and untacking.

Candidates will know the daily cleaning and care of all saddlery, how to check the tack for safety, and how and where to store unused tack.

**UNIT 2**

**The Principles of Watering, Feeding and Fitting Horses**

6 credits/45 guided learning hours/Level 2

**Unit purpose and aims**

Learners will know and understand the principles of providing water and feed to different types of horse. They will also know how to get an unfit horse fit for regular work and 'rough off', relating these to feeding and health care. Learners will exhibit a level of knowledge and understanding required by industry for entry into employment, and or knowledge progression.

<b>Learner Outcomes</b>	<b>Assessment Criteria</b>
The learner will:	The learner can:
1. Know the rules of watering and understand their reasons	1.1 State the rules of watering
	1.2 Explain the reasons behind the rules of watering
	1.3 Describe different ways of providing water for horses
2. Know the rules of feeding and understand their reasons	2.1 State the rules of feeding
	2.2 Explain the reasons behind the rules of feeding
3. Know a variety of feedstuffs, their preparation and suitability for horses	3.1 Recognise and assess feed samples, their quality and describe their preparation
	3.2 Identify feedstuffs that have a 'heating' or fattening effect on horses
	3.3 Identify feedstuffs suitable for a variety of horses
4. Know about feeding bulk food	4.1 Describe reasons for soaking hay
	4.2 Describe alternatives to hay and their nutritional differences
5. Know how to produce a feed chart	5.1 Identify the reasons for producing a feed chart
	5.2 Identify ways of producing a feed chart
6. Know how to get a turned away horse fit for non stressful exercise up to one and a half hours a day	6.1 Describe a fitting programme for bringing up a horse from grass into regular work
	6.2 Describe possible health and welfare implications when bringing up a horse from grass
	6.3 Describe feeding in relation to the fitting programme
	6.4 Identify possible causes of concussion and strain in the horse when riding out
	6.5 Describe possible behavioural changes in the horse when riding out alone or in company
7. Know how to care for a horse after work	7.1 Describe a procedure for cooling a horse off after work
	7.2 Outline and explain the importance of the care of the horse after work
8. Know how to 'rough off' a horse	8.1 Describe a suitable programme for roughing off a horse

### **PROCEDURE FOR ASSESSMENT**

This section will be assessed in a classroom or similar location. There will be a group of approximately six candidates, and some questions will be directed to individuals and some to the group.

Candidates must show that they know the advantages and disadvantages of various watering systems and the importance of water to the horse. Candidates must identify and describe a variety of common feedstuffs, their respective feed values and have a practical knowledge of how to prepare cooked cereals, sugar beet pulp and a bran mash.

Candidates will discuss and show that they have an understanding of the feeding requirements of special cases, such as young, old, sick and grass kept horses/ponies in all seasons. Understand and give the reasons for feeding soaked hay and/or haylage, their preparation and feeding and nutritional difference from hay.

### **CANDIDATE GUIDANCE – skills and knowledge**

#### **Water and feeding**

Candidates will know the advantages and disadvantages of various watering systems and the importance of water to the horse. Know and understand the reasons behind the rules of feeding and watering.

Recognise a variety of common feedstuffs, which are fattening or heating, and how to prepare them. Identify feedstuff for a variety of horses, such as young, old or ill horses.

Describe reasons for soaking hay and what can be fed instead of hay, and the nutritional differences.

Know how to make a simple feed chart and the reasons for doing this.

#### **Fittening**

Candidates will discuss how to relate condition, feeding and progressive exercise in order to get a horse fit for regular work. Candidates will discuss and show an awareness of the dangers of concussion caused by trotting on roads, the strain of heavy going and cooling off and the importance of care after work. The Assessor will ask the candidates to describe and understand the process of getting a horse up from grass and the health and welfare implications involved.

*(Regular work – six hours per week at walk, trot and canter without stressing)*

Candidates must be commercially aware, their responses and discussions must be relevant to the trekking/tourism industry.



**UNIT 3**

**The principles of commercial equine business management**

14 credits/70 guided learning hours/Level 3

**Unit purpose and aims**

This unit builds upon the knowledge and understanding required from EQL Level 2 Diploma for the Ride Leader. The learner will be able to demonstrate an increase in experience and knowledge required for this Level 3 unit. They will understand the basic requirements for running a commercial equine business and necessary administration procedures.

They will know how to organise and supervise staff with day-to-day yard duties and care of a yard of horses. The learner will know and understand about the behaviour, care and welfare of horses, and understand about the management of grassland and pasture for horses.

Learners will take responsibility for initiating and completing tasks and procedures including, where relevant, responsibility for supervising or guiding others. They will also know the importance of efficient use of time and exhibit the autonomy required by the industry for entry into employment, and or knowledge progression.

<b>Learner Outcomes</b>	<b>Assessment Criteria</b>
The learner will:	The learner can:
1. Know and understand health and safety procedures and relevant legislation	1.1 Summarise current health and safety legislation applicable to commercial yards
	1.2 Explain the procedure to be followed in the event of a fire on the yard
	1.3 Explain what is meant by the term 'risk assessment'
	1.4 Describe the risks to horses, self and others and how these can be minimised
2. Understand how to organise an equestrian business in a commercial environment	2.1 Analyse methods of booking clients and allocating horses
	2.2 Evaluate record keeping for horses and clients
	2.3 Explain business administration and accounting procedures
	2.4 Summarise a plan to maintain facilities on an annual basis
	2.5 Summarise an annual grassland maintenance programme including how to improve grassland quality
3. Understand the importance of customer care	3.1 Justify the importance of effective communication and customer care
	3.2 Discuss how to deal with clients who complain and implement an effective complaints procedure
4. Know how to organise staff	4.1 Discuss a daily yard routine and how to allocate staff tasks

5. Understand how to ensure the health and welfare of a yard of horses	5.1 Explain how to take temperature, pulse and respiration of horses and what the normal parameters are
	5.2 Explain the causes, symptoms and treatment of common ailments and injuries
	5.3 Describe isolation procedures for horses and when to implement them
	5.4 Describe the contents of a well stocked first aid cabinet for horses
	5.5 Critically analyse modern worming programmes
	5.6 Describe acceptable safe methods of feeding a group of horses at grass

**PROCEDURE FOR ASSESSMENT**

This unit is assessed within a group of up to six candidates. It may be undertaken in a single room or some discussion may be had around the yard.

**CANDIDATE GUIDANCE – skills and knowledge**

**Health and safety procedures and legislation**

Candidates will be able to summarise health and safety rules applicable for stable yards and explain why they are relevant. They will know about 'risk assessment' and fire procedure.

**Equestrian business management**

Candidates must show practical experience in how to book clients and what to consider when allocating horses. They must be able to explain what records are kept for horses and riders, and why. They need to have a working knowledge of simple accounts and the basic procedures for running a business. They need to show they understand an annual maintenance schedule for a yard, the buildings and surrounding area.

**Grassland care**

Candidates will have an annual plan for the basic management required to maintain grazing paddocks in a suitable condition. They will have knowledge of the reasons for: harrowing; rolling; topping; fertilizing; and the acreage required per horse. They will also be able to evaluate cross-grazing pasture with sheep or cattle.

**Customer care**

Candidates must show they recognise the importance of customer care, how to train staff in this, and how to ensure it remains a priority. They need to show how to deal with complaints to ensure customer satisfaction.

**Organisation of staff**

Candidates need to show they recognise how to organise the yard and staff to ensure the smooth running of the yard and keep staff well-organised and happy.

**Equine health and welfare**

Candidates must know how to take temperature, pulse and respiration, and recognise what is normal. Know how to treat minor injuries, minor ailments, sickness and lameness; how to prevent them, when to call the veterinary surgeon and what information to give. Candidates will be able to describe a well stocked first aid cabinet.

Candidates must understand and be able to discuss the principles of sick nursing, isolation procedures and worming.

Candidates must recognise how to feed a group of horses at grass and be able to organise staff to ensure this is done safely.

**UNIT 4**

**Manage activities for escorted rides**

16 credits/80 guided learning hours/Level 3

**Unit purpose and aims**

This unit builds upon the knowledge and understanding required from the Level 2 Ride Leader. The learner will be able to demonstrate an increase in experience and knowledge required for this Level 3 unit.

They will know how to manage staff in all areas of escorted ride activities ensuring the safety and welfare of horses and all concerned. They will be able to plan a route and manage the organisation of the ride and any incident that may occur. They will demonstrate good communication skills enabling them to supervise staff and clients effectively.

Learners will take responsibility for initiating and completing tasks and procedures including, where relevant, responsibility for supervising or guiding others. They will also know the importance of efficient use of time and exhibit the autonomy required by the industry for entry into employment, and or knowledge progression.

<b>Learner Outcomes</b>	<b>Assessment Criteria</b>
The learner will:	The learner can:
1. Be able to work safely and efficiently	1.1 Use safe handling and working procedures, maintaining health, safety and welfare of self, others and horses at all times
	1.2 Manage own time efficiently according to industry practice
2. Know how to organise and manage a ride out with clients	2.1 Explain how to plan a route using appropriate trails on an OS map
	2.2 Demonstrate how to use compass and GPS equipment
	2.3 Demonstrate how to recognise landmarks on a map
	2.4 Explain the necessary safety checks to be made before a ride out
	2.5 Explain how to organise lunch stops and/or breaks on a day ride
	2.6 Describe how to deal with a horse that becomes ill or lame on a ride out
	2.7 Discuss how to train young horses to enable commercial use
	2.8 Analyse varying terrain and conditions and how this may affect horses and riders
3. Be able to communicate effectively with staff and clients	3.1 Brief staff to ensure they understand safe practice, the timescale and requirements of each activity
	3.2 Support and advise staff when necessary
	3.3 Communicate with clients to ensure they understand safe practice
	3.4 Maintain a rapport with staff and clients
	3.5 Give appropriate feedback to staff and clients

4. Be able to supervise the assessment of clients	4.1	Allocate horses to clients and communicate this with staff appropriately
	4.2	Supervise staff fitting tack and explain the necessary safety checks
	4.3	Supervise the mounting of clients
	4.4	Oversee the assessment of clients
	4.5	Deliver basic corrective action to riders when necessary
	4.6	Review the allocation of horses and take corrective action when necessary
5. Be able to supervise an escorted ride with clients	5.1	Communicate with staff to ensure they are aware of conditions, hazards and riders
	5.2	Communicate with clients to ensure they are aware of conditions, hazards and landmarks
	5.3	Ensure staff and clients are positioned safely throughout the ride
	5.4	Supervise a member of staff in a ride and lead activity
6. Be able to supervise staff on aftercare of horses, clients and equipment	6.1	Supervise the dismounting of clients
	6.2	Manage the aftercare of horses, clients and equipment

#### **PROCEDURE FOR ASSESSMENT**

This unit is assessed within a group of candidates. It may be undertaken in a single room or some discussion may be had around the yard. For the riding sessions, candidates may be required to give these in the open, off the premises or in a covered school.

#### **CANDIDATE GUIDANCE – skills and knowledge**

Candidates should be aware that Assessors are looking for consideration of safety, a confident manner, effective communication skills and the ability to obtain feedback from riders and relate to it.

#### **Working safely and efficiently**

Candidates will show safe working practice for themselves, the horse, and others around them. This will include positioning themselves in a safe but practical position. Placing equipment in a safe but convenient location is important and a clean environment should be maintained.

Candidates should work effectively, with the ease that comes from practice. Work should be carried out confidently and efficiently according to industry standards. A perfectly performed, but extremely slow task, would not be considered up to industry standard.

### **Organising and managing rides**

Candidates will know the principles of reading an Ordnance Survey map and will demonstrate how to use a compass and GPS equipment.

Candidates need to discuss the importance of safety checks and what they are before riding out. Candidates must be able to discuss how they would organise lunch stops or breaks for both the safety and comfort of horse and rider. They will need to know how to deal with a horse that becomes ill or lame on ride out, how they would get the horse back to centre and how will they carry on with the ride.

Candidates will show the ability to effectively organize clients when mounted and unmounted to ensure their safety and enjoyment. This will include showing an ability to communicate with staff and clients in difficult situations, varying terrain, conditions and hazards. They will be able to recognise how riding up and down hills will affect both horses and riders. Also what effect adverse or very hot weather will have on horse and riders. They will also supervise a situation where it may be necessary to ride and lead a nervous client.

### **Communication with and supervising clients, staff and horses**

Candidates must be able to brief staff on safe practice and what is required from them when taking out treks. They must also know how to give support and advise staff when necessary.

Candidates must be able to explain to clients about safe practice when out on the trek, for example what distance to keep between horses, how to let the ride leader know if they are in difficulty, and so on. Candidates need to know how to build up a rapport with both staff and clients. They will show the ability to calmly, politely and efficiently communicate with their clients. They will also show their ability to supervise staff in all practical situations such as when dismounting clients at the end of the ride, or the aftercare of the horses.

**UNIT 5**

**Train staff for the commercial equine environment**

12 credits/60 guided learning hours/Level 3

**Unit purpose and aims**

The learner will demonstrate that they have the skills and knowledge to be able to train members of staff for all aspects of working in a commercial equine environment. They will understand how to do this in a way that maintains enthusiasm and motivation within staff.

Learners will take responsibility for initiating and completing tasks and procedures including, where relevant, responsibility for supervising or guiding others. They will be able to demonstrate activities safely and efficiently. They will exhibit the autonomy required by the industry for entry into employment, and or knowledge progression.

<b>Learner Outcomes</b>	<b>Assessment Criteria</b>
The learner will:	The learner can:
1. Be able to work safely and efficiently	1.1 Use safe handling and working procedures, maintaining health, safety and welfare of self, others and horses at all times
	1.2 Manage own time efficiently according to industry practice
2. Know how to train staff for the commercial equine environment	2.1 Discuss the training of staff for all aspects of yard work
	2.2 Discuss the training of staff in customer care
	2.3 Discuss the training of staff in all aspects of riding assessments
	2.4 Explain the training of staff for escorted ride activities
	2.5 Explain the training of staff in the welfare and care of horses
3. Be able to train staff in escorted ride activities	3.1 Demonstrate and explain to staff how to correctly and safely ride over a variety of terrain and hazards
	3.2 Demonstrate how to help improve a horse's way of going
	3.3 Demonstrate and explain to staff safe practice when riding out on the road or in open country
	3.4 Demonstrate and explain to staff safe practice when opening and closing a gate whilst mounted
	3.5 Demonstrate to staff safe practice when riding and leading another rider
	3.6 Advise staff how to support and encourage a nervous rider
	3.7 Assist staff to improve their riding
4. Understand how to create a positive working environment	4.1 Justify the importance of creating a positive working environment
	4.2 Explain how to motivate staff

## **PROCEDURE FOR ASSESSMENT**

This unit is assessed within a group of up to six candidates. It may be undertaken within the theory section, on the yard or during the riding assessments throughout the trek.

## **CANDIDATE GUIDANCE – skills and knowledge**

### **Working safely and efficiently**

Candidates must show they are capable of training junior staff in all aspects of working in the tourism environment including yard work and horse care, customer care, assessing clients and all aspects of escorting clients out.

Candidates should work effectively, with the ease that comes from practice. Work should be carried out confidently and efficiently according to industry standards. A perfectly performed, but extremely slow task, would not be considered up to industry standard.

### **Staff training**

Prior to training, staff/trainee must agree on a training plan designed to suit the work they will be undertaking. This will be dependent on ability and standard, taking into account previous experience and prior learning. All training records must be dated and signed by both parties. Trainee must be supervised until they have reached the required standard. It is then necessary for them to practice daily in order to work within an acceptable timeframe. This applies to all practical tasks as time management is an important factor. Non routine tasks may require additional training and practice as they may not be encountered on a daily basis. Simulations may be used although not ideal.

As clients are the main focus of the business it is essential that all staff are able to meet and greet visitors to the yard and are able to direct them to the appropriate area (first impressions). Good communication skills are essential. It is important that yards have procedures in place in order to standardise the level of customer care and ensure staff follow procedures to deal with enquiries received. They must also be able to deal with difficult clients and when to defer to management.

### **Escorted ride activities**

Candidates must be able to demonstrate to trainees and or staff how to safely take out a ride and negotiate all hazards likely to be encountered. Their own riding skills must be competent and effective in order to pass the correct skills on to trainees and or staff. They must be confident in their own riding abilities so they are able to assist trainees and or staff.

If at any time it is deemed that a candidate is not up to standard, they will be asked to withdraw from this section. The Assessors decision is final.

Candidates need to know how they would bring on young horses so they are suitable to be used for clients. The type of training they would use and how they would make sure horses are suitable and safe for clients.



**Working environment**

This will always involve horses and people so it is essential that candidates are aware of their own safety and of health and safety implications especially on rides as this is outside of a controlled environment. Therefore, it is essential that trek management becomes a large part of staff training.

It is essential that the yard has adequate horses, facilities, routes and equipment. This will enhance staff training and development.

Level 3 is about being in a more senior roll, to train by demonstration, discussion, explanation and so on. Some subjects may be:

- Temperature, pulse and respiration.
- Bandaging.
- Poulticing (including a foot).
- Legislation.
- Wound care.
- Trotting up a horse for inspection/lameness.
- Loading and travelling horses.

## **THE BRITISH HORSE SOCIETY RECOMMENDED PROCEDURE IN THE EVENT OF AN ACCIDENT**

1. a) The telephone number of your local doctor and veterinary surgeon should be easily available to you whenever teaching or hacking. An ambulance may be obtained by dialling 999 but you will be required to give your name, exact location and some description of the type of accident.
- b) When out hacking with a class always take with you:
  - i) Money and phone card for the telephone or a mobile phone.
  - ii) A first aid pack.
2. **KEEP CALM, and USE YOUR COMMON SENSE.**
3. If you are riding, halt the ride in an orderly manner. Dismount and hand over your horse; dismount the rest of the ride if necessary and safe to do so. Ensure that they are in a safe position.
4. a) Go quietly to the injured person.  
b) Secure the loose horse.  
c) Organise safety procedures for other road users. Ask motorists to help by using their hazard warning lights.

If the injured person is conscious:

- i) Tell them to remain still.
  - ii) In order that you may give full information to the doctor, ask if there is pain in any particular area. Do not move an injured rider who is in severe pain, nor if they are complaining of pain in neck or back. Wait until skilled help arrives.
  - iii) Remember the ABC of care and, as the first priority, check the airway to ensure that the unconscious rider is able to breathe adequately. It may be necessary to adjust the position of the jaw correctly and carefully and to clear any obstruction without causing the rider to gag. If breathing is inadequate, despite clearing the airway and correctly adjusting it, then mouth to mouth breathing should be started at a rate of about one breath every five seconds. Learn this life-saving measure and revise it whenever possible.
  - iv) Stem obvious, serious bleeding by applying **FIRM** pressure to the wound with a handkerchief or a piece of clean material made into a pad.
  - v) If skilled help is not immediately available, then the unconscious rider who is breathing adequately, must be turned as one unit on to their side in order to avoid the danger of inhaling stomach contents if vomiting occurs. It will be necessary to control the head, neck and spine in order to make the turn safe and then to keep the rider in a stable position with the airway readjusted if necessary. Learn this technique and practise it whenever possible.
  - vi) Cover the rider with a coat or blanket.
5. **REMAIN CALM.**
  6. In the event of an accident involving the horse, make sure he receives attention.

7. It may be necessary to send for medical help or to arrange for the casualty to be taken to hospital unless quite certain of their fitness to continue. In any event, if there is the slightest doubt in your mind, always refer to a senior member of staff or call for medical assistance.

REMEMBER, IN EMERGENCY DIAL 999.

8. As soon as possible, but within the limits imposed by the circumstances, reassure the remainder of your ride by your own calmness and self control and continue your ride or lesson (or get another member of staff to do so).

Remember to make your report in the Accident Book, and if the accident happened on the road, you should complete The British Horse Society Accident Report Form (available from the Road Safety Development Officer, British Horse Society).

The British Horse Society would like to express its appreciation to Dr J Lloyd Parry for his assistance in compiling this information.