

## **Procedure 12 – Hiring short term staff for sales periods**

These guidelines have been designed for people who are engaging temporary staff at the sales. Most will be self-employed - which changes responsibilities in some areas but not in others. As examples, if they are truly self-employed, they will be responsible for their own holiday and declaring their earnings for tax, but you remain responsible for providing a safe place of work for them whilst they are working for you (which could include travel, accommodation and catering arrangements).

It is also worth noting that Employers' Liability Insurance will not provide cover for self-employed people (or Contractors), but Public Liability insurance will; most studs and consignors will have both, but it is worth checking with your insurer that you have adequate cover. Options do exist for self-employed staff to obtain personal accident insurance including from Howden (who operate the TBA's Stud Employee Accident Benefit Scheme (SEABS)) and from the British Grooms' Association.

The first part of the form (Temporary Staff Questionnaire) has been designed to give and obtain key information whilst the second part provides a framework for Induction Training. The Questionnaire should be fairly self-explanatory but noting that it is important to establish their competence before asking them to complete tasks. In the Induction Checklist, there is a column for comments which may arise whilst you explain your requirements.

If you engage short term staff for sales work on a regular basis, you may find that it is helpful to create a policy (which could be a section of your staff handbook) to clarify your requirements and procedures whilst at the sales.

These documents do not provide guidance for all eventualities, and you may want to add your own specific instructions - perhaps about PPE for lungeing horses or ensuring that staff are not pregnant if taking horses for x-rays. If used with care, it could make a considerable contribution to protecting your interests as well as those of your teams at the Sales and we hope that you will find it helpful.

**TEMPORARY STAFF QUESTIONNAIRE – USE FOR CASUAL WORK AT SALES**

<p><b>Name and address of Consignor (contact details):</b></p>
<p><b>Name of address of Worker (contact details):</b></p>

<b>SECTION ONE</b>	<b>(to be completed by the Consignor)</b>
<b>Sale</b>	
<b>Intended period of work</b>	
<b>Rate of pay</b>	

<b>SECTION TWO</b>	<b>(to be completed by the Worker)</b>
Person in UK to contact in the event of an emergency or welfare concern about the worker	Name: Relationship: Contact details:
Please let us know about any medical conditions (including allergies) of which we should be aware so that we can ensure your safety in the workplace	
How would you assess your own horse handling/sales experience?  <i>This must be completed in every case</i>	

I confirm that:-

1. I have the right to work in the UK;
2. I understand that I am not an employee and that I am responsible for my own tax and insurance (including accident insurance).
3. I have adequate experience without needing further training to complete this role safely including horse and manual handling competency
4. I have informed you of any health issues that might impact my ability to carry out this role
5. I have received and understood the induction checklist below.

**Signed**

**Dated**

## INDUCTION CHECKLIST - temporary workers at Bloodstock Sales

Topic	Action	Comments	Done
<b>Your responsibilities</b>	To co-operate with us in matters of health and safety		
<b>Our Risk Assessments for consigning activities (for example)</b>	Horse handling Tack and equipment Hazardous substances Manual handling Fire		
<b>Safe working – our procedures:</b>	(i) horse handling (ii) issues with specific horses (iii) equipment - checking and reporting faults (iv) lone working v) restricted areas / activities		
<b>Our general procedures/standards</b> <b>Our practices for:</b>	(i) supervision (ii) normal working days (iii) maintaining the stabling area (iv) feeding (v) rugging & grooming (vi) presentation and showing (vii) the pre-parade / sales ring (viii) what to say to potential buyers/lookers (ix) after the sale etc.		
<b>Personal behaviour. Our standards...</b>	Your own presentation Smoking Use of alcohol and drugs Use of social media		
<b>First Aid #</b>	Who is a first aider		

	<p>Where is a first aid box</p> <p>How to report accidents</p> <p>Where is the accident book</p>		
<b>Emergency procedures #</b>	<p>Fire plan</p> <p>Location of fire extinguishers</p> <p>Procedure in the event of a fire</p>		
<b>Personal Protective Equipment</b>	<p>When is it to be used</p> <p>Have checks on serviceable condition been recorded</p>		
<b>Welfare arrangements #</b>	<p>Where are the toilets</p> <p>When are rest breaks</p> <p>Is food provided</p> <p>Is accommodation provided</p> <p>Is transport provided</p>		
<b>Other – safeguarding, equality &amp; diversity, bullying etc.</b>	<p>If applicable, provide and describe the policies of the consignor.</p>		

**# Details of facilities provided by the Sales Company are normally provided in the sales catalogues or can be obtained from their office.**