



THE
THOROUGHbred
BREEDERS'
ASSOCIATION

STAFF INDUCTION



INTRODUCTION



ABOUT OUR STUD

<Add Details>

WHO IS WHO?

Stud Manager: <add details>

xxx: <add details>

xxx: <add details>



STUD OVERVIEW

GENERAL OVERVIEW OF YARD PRACTICES AND PROCEDURES:

Daily Routines: including schedules for tasks such as feeding, watering, mucking out, grooming, and tacking up. Turnout and stable management expectations.

Horse Handling Protocols: Handling procedures for different categories – mares, foals, stallions.

Specific Horse Information: Location of details regarding individual horses, including their temperament, dietary requirements, and any specific needs.



STUD LAYOUT AND FACILITIES

<Insert Site
Plan>

BIOSAFETY & DISEASE CONTROL

- Clothing protocols
- Isolation/ quarantine procedures for new or sick animals
- Vaccination and worming protocols
- Reporting of signs of illness or injury



HEALTH & SAFETY



HEALTH SAFETY

It's not just a legal requirement!

- Reduces costs
- Promotes organisational efficiency
- Improves staff moral
- Reduces the risk of injury and ill-health

CULTURE

Health & Safety culture is a combination of the attitudes, values and perceptions that influence how something is actually done in the workplace, rather than how it should be done. Key factors are:

- Leading from the top
- Multi-directional communication

STUD POLICIES

Stud Rules

- A copy of the Stud rules, will be issued to each member of staff at this induction and displayed <add details>
- Daily routines and specific horse information will be made available prior to commencing work.
- All staff should comply with the requirements and culture of the yard. This includes health and safety.

Health Issues

- Inform the Stud Manager if you have a medical issue or take any prescribed medication which could affect your ability to work in a safe manner or the way first aid is administered.



TRAINING & COMPETENCY

- Only operate machinery if trained to do so.
This includes tractors, quad-bikes, ride on mowers etc.
- The Stud Manager must assess staff competence and authorise the use of machinery.
Records of authorisation will be kept.
- All specific training needs will be identified and a training plan developed to allow staff to fulfil their roles safely.



EQUINE HAZARDS

Health vs Safety

Traditionally safety has been seen as more important than health because the hazards are more immediate.

Health hazards can be more impactful than safety failures and unfortunately, individuals may not be aware of the consequences before it is too late.

If the hazards (anything that can cause harm) are understood it makes it much easier to control the risks (likelihood of harm).



KEY HEALTH & WELLBEING HAZARDS



Respiratory Hazards

- **Dust:** occupational asthma and nasal cancers.
- **Sand-based products:** silicosis (scarred lung tissue).
- **Horse dander:** allergic reactions: allergic rhinitis, conjunctivitis, asthma.
- **Mycotoxins and moulds:** allergic reactions, infections, and long-term health issues like cancer.

KEY HEALTH & WELLBEING HAZARDS

Infectious Diseases

There are a number of diseases that can be spread from horses to humans. These include:

- Ringworm
- Salmonella
- Streptococcus zooepidemicus
- Dermatophilus congolensis
- Glanders
- Hendra

Other diseases that may be present at stable yards are:

- Leptospirosis (Weils disease)
- Tetanus
- Lyme disease



KEY HEALTH & WELLBEING HAZARDS

Musculoskeletal Hazards

- Many activities within the equestrian industry involve manual handling. These include: lifting hay bales / feed bags, pushing wheelbarrows, leading / handling horses.
- Injuries can occur when people are inexperienced or untrained and they fail to plan a task properly.
- Tasks that involve twisting and turning into awkward positions or repetitive movements increase the risk of manual handling injury.
- Other significant manual handling risk factors, within the equestrian industry, are slippery surfaces caused by inclement weather and the unpredictability of horses' behaviour.
- Cumulative musculoskeletal injuries can occur over time, the risk being exacerbated with tiredness and age.



KEY HEALTH & WELLBEING HAZARDS

Adverse Weather

- **Skin Cancer** : exposure to the sun without appropriate protection.
- **Dehydration** : working in hot weather without adequate hydration symptoms can include headaches and cystitis (inflamed bladder)
- **Slips, Trips and Falls**: wet weather, snow and ice can lead to slippery conditions.
- **Hypothermia**: working outside in cold conditions. This can lead to clumsiness as fingers become numb.
- **Chilblains**: in severe cases these can lead to ulcers.



KEY HEALTH & WELLBEING HAZARDS

Poor Mental Health

- **Stress:** Stress is the body's response to pressure, triggering a "fight or flight" reaction. While brief stress can boost motivation, long-term stress harms health and may lead to burnout, anxiety, or depression.
- **Depression:** Depression is a serious mental illness marked by lasting low mood and loss of interest, affecting daily life.
- **Anxiety:** Anxiety is a natural reaction to stress or danger, but when it's constant or disrupts daily life, it may be a sign of an anxiety disorder.

Poor mental health can affect relationships, work, physical health, and the ability to handle daily life.



KEY SAFETY HAZARDS

- **Driving & Vehicles:** Using tractors, ride-on mowers, and quad bikes. Horseboxes and towing.
- **Long Working Hours:** The risk of accidents increases with tiredness.
- **Machinery & Work Equipment:** Injuries from moving parts, risk of crushing or entrapment etc.
- **Falls from Height / Falling Objects:** This includes falling from a horse.
- **Adverse Weather:** Slips, trips and falls. A horse being spooked whilst being led in windy conditions.



KEY SAFETY HAZARDS

- **Injury from an animal:** Bites, kicks and crush injuries.
- **Hazardous Substances:** Pesticides, insecticides.
- **Noise:** From equipment, including horse treadmills.
- **Vibration:** From work equipment such as clippers, leafblowers and mowers.
- **Fire:** There are a lot of combustible items at the stud. Geographical locations usually means that there is no access to water hydrants.



RISK ASSESSMENTS

RISK ASSESSMENTS & METHOD STATEMENTS

- 'Suitable and sufficient' risk assessments should be in place for any work activity with a significant hazard e.g working with stallions, handling foals, lone working.
- Risk Assessments and will be reviewed and updated by the Stud Manager.
- Risk Assessments are available <add details>
- Staff should follow any control measures in the risk assessments to ensure that risks to health and safety are minimised.

WORK EQUIPMENT

All work equipment must be:

- Inspected before use and any faulty items removed from site.
- Only used as intended by the manufacturers.
- Subject to any mandatory testing e.g portable electrical (PAT) testing.
- Used only by competent persons.



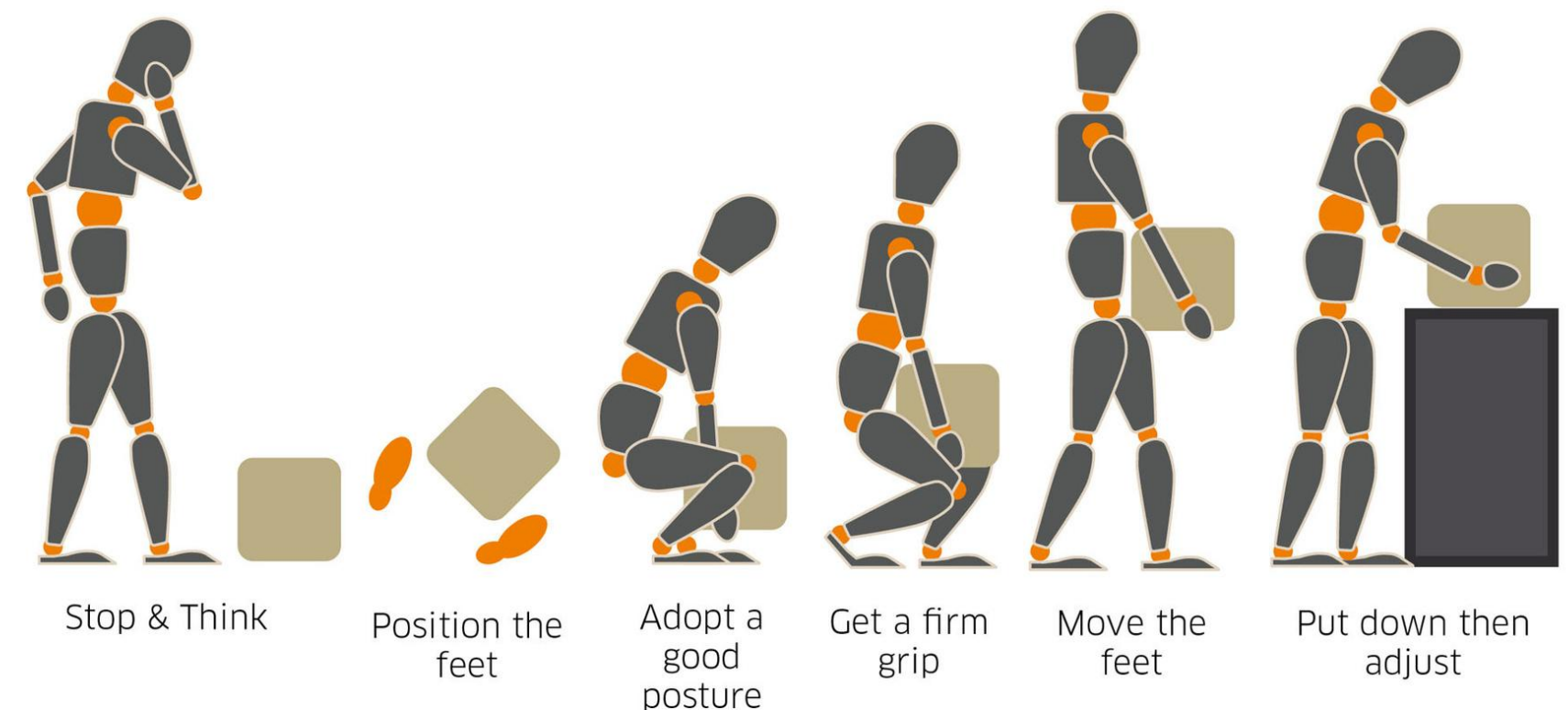


ELECTRICAL SAFETY

- Where possible use battery operated equipment.
- Don't overload sockets.
- Only use electrical items in the environment where they are intended.
- Always use an RCD when using electrical items outside.
- Take care when using using extension leads, especially when leading horses near them. Where possible these should be ramped or flown.

GENERAL MANUAL HANDLING

- Manual handling should be avoided where possible.
- Mechanical handling aids should be used where possible.
- The weight of loads should be established prior to lifting, with loads broken down into smaller loads where appropriate.
- Staff should be trained in good manual handling techniques:
 - Keep back straight and maintain good posture
 - Use the leg muscles to lift
 - Keep the load close to your body
 - Use a firm palm grip
 - Keep elbows tucked into the body
 - Position feet to provide a stable base



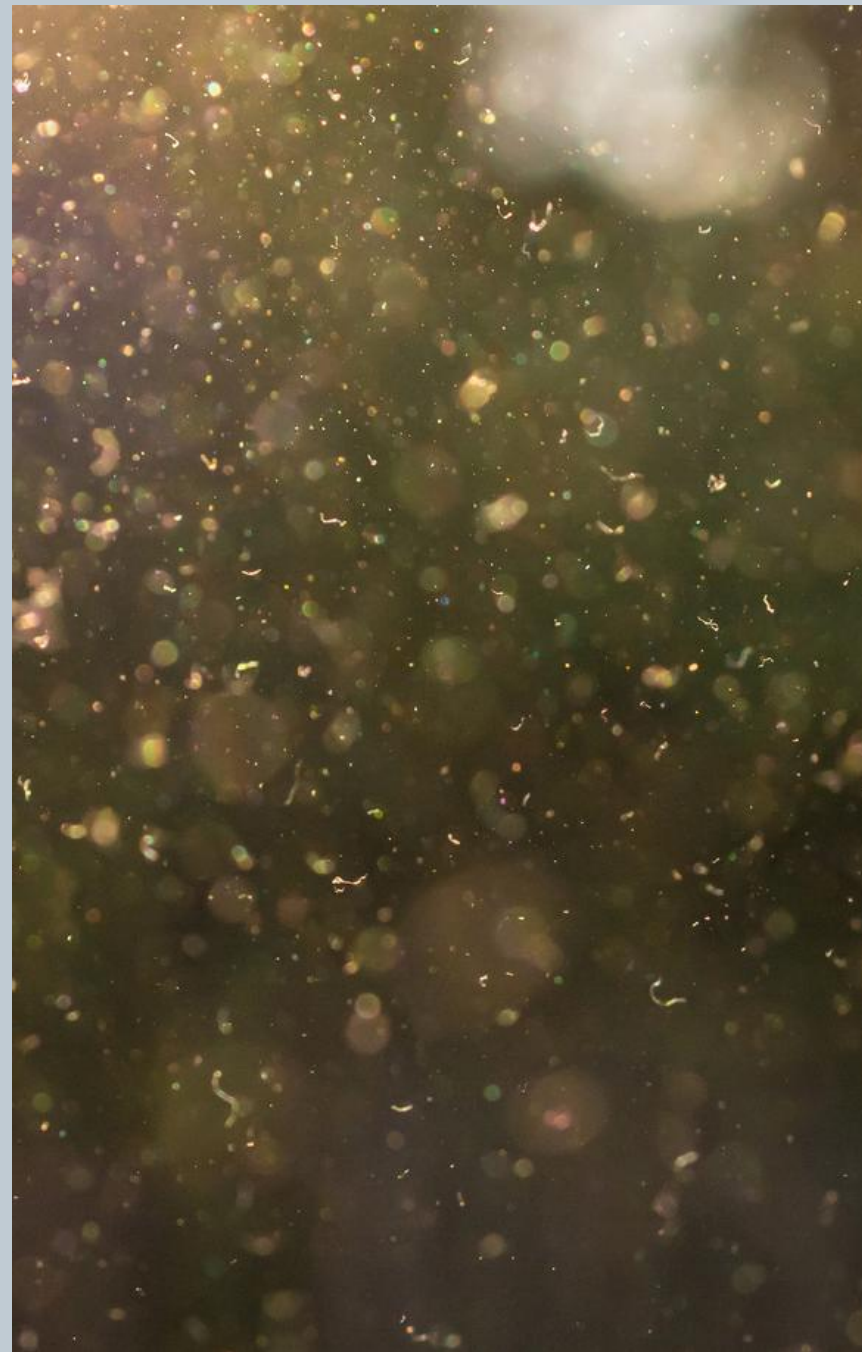
HAZARDOUS SUBSTANCES

COSHH Assessments and Manufacturers Hazard Data Sheets should be available for all hazardous substances. Only the required amounts should be brought to site.

Appropriate arrangements should be in place for:

- Storage
- Use
- Spillages
- Disposal

Wood dust is a hazardous substance that causes nasal cancer and occupational asthma. There should be no dry sweeping of wood dust and tools should have appropriate extraction.



VEHICLES

- **Speed limits:** <add details>
- **Parking areas:** <add details>
- **Driver training / tractor and machinery use:** <add details>
- **Engine noise/idling:** Engines should be switched off when parked.
- **Horse transportation:** Payloads must not be exceeded.<add details>
- **Reversing vehicles:** All reversing lorries should have a banks person.
- **Maintenance logs:** Maintenance logs are located <add details>

NOISE & VIBRATION

- **Noise:** Exposure to excessive noise can lead to hearing loss. Hearing protection must be worn if noise levels are above 85dBA. Details of activities where hearing protection should be worn are contained in the risk assessments.
- **Vibration:** Using hand-held vibrating equipment can cause permanent damage to nerves and circulation in the hands. Examples of vibrating equipment include pressure washers, leaf blowers and mowers. The use of vibrating equipment needs to be logged and managed, with any symptoms of numbness, pins and needles, tingling in the fingers reported to **<add details>**.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Some activities require the wearing of PPE. These are identified in the risk assessments. This can include:

Safety Footwear



Hard Hat



Hi-vis Jacket/ Vest



Gloves



PUBLIC SAFETY & SECURITY

- Signing in/ out procedures
- Controlled areas (e.g stallion boxes, foaling units)
- Key holding responsibilities
- CCTV and alarm systems
- Measures to prevent horses escaping.

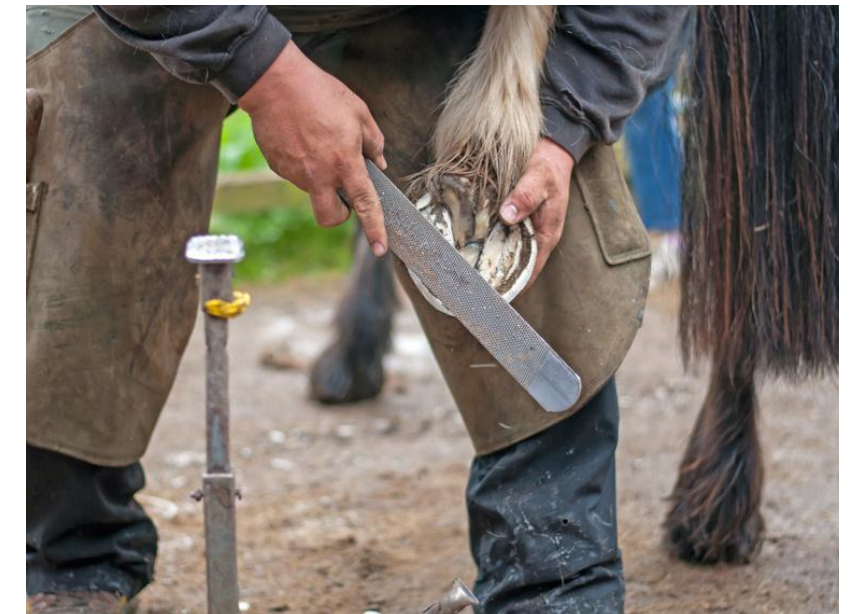


USING CONTRACTORS

In the equine industry, contractors are commonly used for various specialised tasks and services, ranging from construction and maintenance of facilities to providing horse care. These include:

- vets
- farriers
- equine therapists
- dentists
- horse transporters

Businesses using contractors are responsible for ensuring a safe working environment for them. It is essential that all contractors have appropriate levels of insurance.



VISITORS

- **Clients:** <add details of visitor arrangements including restricted areas>
- **Children:** <add details of visitor arrangements including restricted areas>



Wellbeing



Health: **g**

- **Physical health** – Sleep, diet and exercise
- **Physical safety** – Safe working practices, safe equipment, safe environment.
- **Mental health** – Stress management, support to manage mental ill health.

Good Work:

- **Working environment** – Appropriate working areas, open and inclusive culture.
- **Good line management** – Effective people management policies, training for line managers, sickness absence management.
- **Work demands** – Job design, job roles, job quality, workload, working hours, job satisfaction, work-life balance.
- **Autonomy** – Control, innovation, whistleblowing.
- **Change management** – Communication, involvement, leadership.
- **Pay and reward** – Fair and transparent remuneration practices, non-financial recognition.

Wellbeing is not just the absence of ill health. It includes the way that people feel about themselves and their lives.

Wellbeing Resources

<add
details>



WELFARE

- Toilets and handwashing facilities are located **<add details>**
- Facilities to eat meals are located **<add details>**
- Drinking water is available **<add details>**

WASTE

Muck heaps:

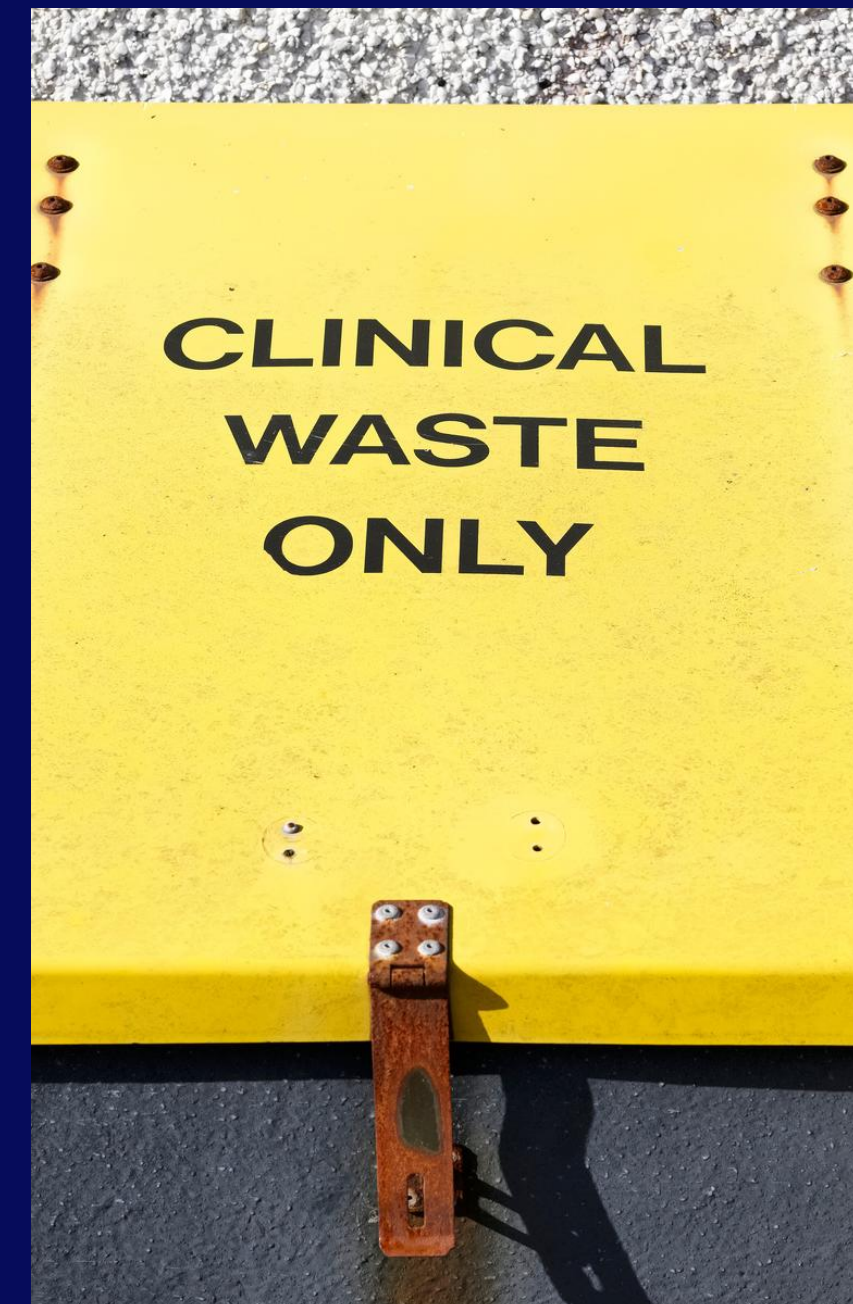
Horse manure and soiled bedding should be stored in designated areas away from watercourses, wells, and drainage systems to prevent contamination.

Muck heaps pose a risk of fire due to the potential for spontaneous combustion. This occurs when the heat generated by the decomposition builds up faster than it can be dissipated.

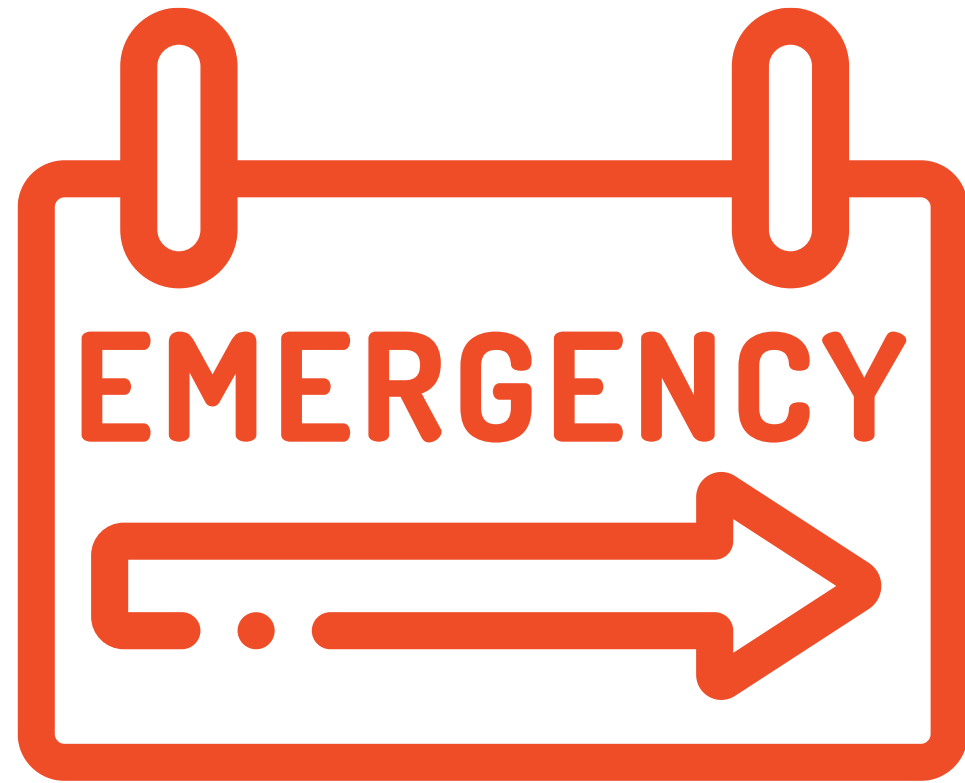
Veterinary waste:

Appropriate arrangements are in place for the disposal of clinical, sharps, and pharmaceutical waste. Details of waste processes can be found

<add details>



EMERGENCY ARRANGEMENTS



ARRANGEMENTS

- First Aid
- Fire



FIRST-AID

- The trained first-aiders are: <add details>
- The First-aid kit is available <add details>
- Notify the Stud Manager if you are involved in an accident/ incident (near-miss) or think that you have been made unwell due to your working environment.
- All accidents should be recorded in the Stud Accident Book, which is located <insert details>.

NEAREST HOSPITAL

<add details and map>

EXAMPLES OF INCIDENTS (NEAR MISSES)

- Narrowly missing a pedestrian when reversing a tractor.
- Discovering a mare is foal proud after experiencing aggressive behaviour.
- Nearly being struck by a falling item.
- Finding contractor equipment left in a stable.



FIRE PRECAUTIONS

Prevention is the most effective form of fire safety:

- Good housekeeping prevents fires.
- Avoid accumulating waste.
- Don't overload sockets.
- Ensure electrical equipment is PAT tested.
- Only use electrical items in the environment where they are intended. RCD's should always be used when using electrical equipment outside.
- Store gas cylinders appropriately.
- Only smoke in designated outside areas.
- Ensure muck heaps are positioned away from buildings.

FIRE EVACUATION PROCEDURE

If you discover a fire:

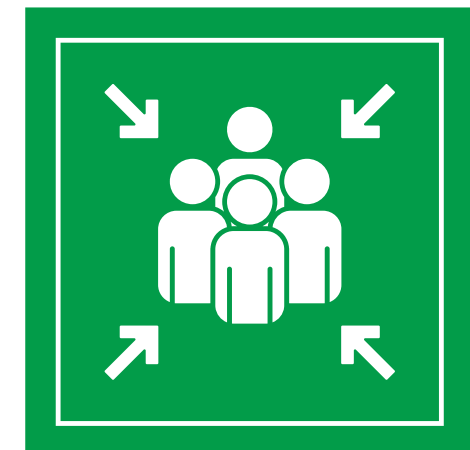
- Raise the alarm
- DO NOT TACKLE A FIRE UNLESS YOU HAVE BEEN TRAINED
- Call the fire brigade (999) and inform the **<add details>**

Upon hearing a fire alarm, staff should:

- Evacuate the area by the nearest, safe and effective evacuation route
- Ensure any visitors evacuate.
- Proceed to the Assembly Point.
- Do not stop to collect personal items / belongings.
- Report any signs of smoke.
- Do not re-enter area until told it is safe to do so.
- Do not attempt to drive off site.

Equine evacuation:

<add details>



FIRE EVACUATION PROCEDURE

The Fire Assembly Point is located <add map and details of equine evacuation arrangements>



QUESTIONS

There is no such thing as a stupid question.
If you don't know, you don't know.....
In health and safety you need to know!