



**New Leaf Triangle - Taking horses on the road and hacking routes from New Leaf Triangle**

**Address: Goadby Lane, Chadwell, Melton Mowbray, LE14 4LP**

**ASSESSOR/JOB TITLE: Director**

**Name: Lorraine Squires Shaw**

**DATE 03.09.17**

**REVIEWED 2/11/2020 By Emily Field (Session Leader)**

**Review Date: November 2022**

**REVIEWED 15/9/2022 By Emily Field (Coordinator)**

**Next review date: September 2024**

**KEY**

**RISK MATRIX                      Risk = Probability (Frequency) x Consequence (Severity)**

**CONSEQUENCE (Severity)**

	<b>Severe (3)</b>	<b>Moderate (2)</b>	<b>Minor (1)</b>
<b>Frequent (3)</b>	9	6	3
<b>Occasional (2)</b>	6	4	2
<b>Rare (1)</b>	3	2	1

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**Context**

New Leaf Triable is situated in a very rural area on a quiet country road, between the villages of Chadwell and Goadby Marwood, near Melton Mowbray. The road is quiet for the majority of the day but there are busier times from around 08:00-09:30 and 15:00-18:30 with work and school traffic. The speed of traffic is variable and visibility varies depending on corners and hedges. Traffic can include cars, motorbikes, cyclists, tractors and other farm machinery. Lorries and buses only use the road occasionally but tractors can be common at certain times of the year. The entrance of New Leaf has been constructed specifically to LCC highways' guidance and approval. Visibility is good to the right, but more limited to the left.

Access to riding routes from site 2 is via a short bridle path which links from the bottom of the drive at site 2 to the roads accessed from the main site. There are also bridlepaths in the fields on the opposite side of the road from the main access to site 2. The main road that site 2 is accessed off is busy and fast with cars travelling at 60mph and, at times, in excess of this speed.

**ACTION PLAN**

<b>FURTHER ACTION REQUIRED</b>	<b>BY WHOM</b>	<b>TARGET DATE</b>	<b>COMPLETED</b>
Ensure that all staff read and sign on induction / before taking horses out on the road.	Lorraine Squires Shaw, Troy Shaw and Carly Steel	First week for each new staff/volunteer. Before taking horses out on the road for existing staff	ongoing
<b>REVIEWED</b>			

<p><b>Reviewed 2/11 by EF</b>  <b>Details of riding routes from site 2 included.</b>  <b>Need to take 1<sup>st</sup> aid kit when taking students/clients out on horses</b>  <b>Some horses may not have rope halters. Use of headcollars confirmed with directors.</b></p> <p><b>Reviewed 09/2022 by EF. Changes to:</b></p> <ul style="list-style-type: none"> <li>● <b>Procedures - 2 staff minimum, no lone-hacking, coordinators can agree procedures/routes.</b></li> <li>● <b>No-longer cows on gated road</b></li> </ul>			
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	<p>PPE and riding and leading procedures</p>		<p>*All staff to have mobile phones with them with the numbers of staff on site so they can be contacted in an emergency. Staff to carry the small emergency first aid kit with them.</p> <p>*All staff taking horses off site to ensure that directors or coordinators have agreed their route/horses used/whether clients are to be on or off the lead rein. All staff taking horses out to ensure that staff on site know what route they will be taking and estimated return time.</p> <p>*All horses being led by other riders or walkers to wear a rope headcollar underneath their bridle from which they should be led, unless more control is needed, when they can be led from the bit, after a director's or coordinators approval. If there are not enough rope halters/they do not fit a certain horse, they should be led from their headcollar, unless this does not offer enough control. This should be confirmed with a director or coordinator.</p> <p>*All staff accompanying independent riders to carry a lead rein, properly coiled up and attached to the saddle, or in the case of walkers to be carried or attached to their belt.</p> <p>*Where groups of independent riders are being taken out, one staff to carry a spare rope headcollar for emergency use, unless horses are</p>
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	<p>*</p>		<p>already wearing rope halters underneath their bridles. This could then be used in the case of a broken bridle.</p> <p>*There is to be an agreed lead person who is the decision maker for the ride and should be at the front of the ride/group.</p> <p>*No staff to take students out independently (i.e. minimum of two staff present) unless in pre-agreed situations where an individual risk assessment is agreed with directors and additional safety measures are in place.</p> <p>*If 1 staff member (no student) is moving a horse between sites they should follow the procedures set out in the lone-working policy. In specific circumstances, pre-agreed with a director, 1 staff and 1 student may move a horse from one site to the other. There should be people at both sites and both should be informed when the staff member &amp; student leave and arrive from/at each site.</p> <p>*If horses are being led without a rider, e.g. to or from another NLT field, staff should wear a riding helmet and a high visibility vest. Horses should be led in a bridle or rope halter for good control. Staff should walk on the left-hand side of the road and should be between the horse and traffic so that in the event of having to restrain the horse the horse's back end will swing away from the traffic and not into the road. If horses are being led with a rider, the same principles apply as for without a rider.</p> <p>*At least one staff member with the group should know the individual horses well. Staff should bear in mind individual horse personalities and ways of going and make necessary adjustments in the ride/group order.</p> <p>* All horses being led should be in single file. Horses being ridden independently should ride in pairs where the road allows, with less experienced riders on the inside. Where the road is too narrow or when passing larger vehicles, the ride should go into single file with staff at the front and rear of the ride.</p> <p>*Only students on vocational horse care courses are to be allowed to ride off lead-rein when hacking. All students riding off lead-rein should complete the BHS challenge awards Silver Ride Safe or Changing Lives</p>
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				<p>Through Horses Silver Ride Safe award before being allowed to ride off lead-rein on the road. This is to be assessed by Troy Shaw.</p> <p>*Where horses from different sites are meeting to hack, the following process should be followed: Avoid waiting at the end of the bridle path from site 2 (see point 10). Pre- agree any lone horses/staff meeting others with a coordinator or director. Staff should know if there are any horses in adjoining fields to site 2 bridlepath and the horse be confident to pass any horses in fields by itself (see point 9). Staff from different sites should ring one-another when their students are mounted and ready to leave. Horses from either site should not leave before confirmation that the others are also ready. Horses from both sites should leave at the same time to ensure they meet at the road junction and site 2 horses do not have to wait on the bridle path for site 1 horses. Upon return, staff should inform someone at their site that they have left the group and will be returning shortly. If they are not back at their site within 5 minutes of this the person should check they are ok.</p>
<b>number</b>	<b>hazard/possible outcome</b>	<b>groups</b>	<b>risk rating</b>	<b>Controls</b>
2	Dangers from traffic at the entrance to NLT	STAFF/STUDENTS/VISITOR		On leaving via the NLT entrance, all staff to check the road very carefully for traffic before going out onto the road, especially if turning right. If unsure of safety, due to a large group or particularly vulnerable persons, a staff on foot should cross the road first and check it is safe to cross and direct the ride.
3 Route 1 From NLT, turning right or left out of the gate to Wycomb, Goadby	Passing loose horses in neighbouring fields and other fields along the route. Horses could become unsettled posing a risk to rider safety	STAFF/STUDENTS/VISITOR	YELLOW 3	Staff to look out for any excitable loose horses in neighbouring fields and ensure that they monitor the reactions of NLT horses and calm and reassure them if they become unsettled. The most experienced staff to lead any horses that may become unsettled with a led group. With a group of independent riders, staff should closely monitor horses and riders and ensure any unsettled horses are kept within the middle of the group and put on lead rein if necessary.

Marwood and back to NLT and the reverse route				
4	Dangers from passing heavy traffic. Horses could be spooked.	STAFF/ STUDENT/ VISITORS.	YELLOW 3	All New Leaf horses should be accustomed to heavy traffic including all types of farm machinery. New horses must be assessed by staff before being ridden on the road by students/clients. Staff should ensure that riders continue to ride confidently by traffic but must monitor all horses and riders throughout the ride. If there are particularly large vehicles on the road the lead staff may choose to wait in a safe area for them to pass. Novice riders should be placed on a lead rein if there are any concerns as to safety.
5	Dangers on single track gated road between Wycombe and Goadby Marwood - meeting traffic, barbed wire fencing	STAFF/ STUDENT/VI SITORS	YELLOW 3	Lead rider must look ahead at all times to check for traffic. Although traffic is rare and usually moving very slowly, horses or cars will need to find a safe passing spot. DO NOT WAIT NEXT TO THE BARBED WIRE FENCE, use larger verges and gate ways. When riding down the lane, one field has a barbed wire fence (Between White house & Goadby Hall farm). The barbed wire is now likely buried in grass in places. It is still there even if it cannot be seen. Do no ride close to the barbed wire fence as boots and stirrups could be caught and damaged and horse and rider could be injured. Ride in single file close to the hedge on this section of road.
6	Dangers from opening and closing gates – 2 gates on the gated road between Wycomb and Goadby Marwood and on bridle path from site 2	STAFF/ STUDENT/ VISITORS	Green 2	There are two gates that may be closed. Where possible the lead staff rider and rear staff rider, should open and close these mounted, ensuring that they are held open wide enough for all riders to pass through safely. If there are persons leading horses, it may be easier for them to open and close the gates. Riders should all be advised to make sure they leave enough room to allow for their own legs when going through the gate ways, to avoid getting injured. They should also be advised to wait safely for the whole

				ride to get through the gate and for it be closed before continuing, and to wait at a safe distance from other horses.
7	Goadby Marwood - Loose dogs in gardens spooking horses by running to fence/gate	Staff/students/visitors	Yellow 3	Staff should be aware of dogs in gardens running to fences/gates, barking and spooking the horses. This is especially for the large house in the middle of Goadby Marwood with a brick wall and 3 gated entrances opposite fields. When passing this house on the way back to NLT (it is on the left about 80m past the post box/phone box), dogs are likely to run to the top of the wall/gates and bark. Staff should ensure that there is no traffic passing the horses whilst passing this house. Stop and wait for any traffic to pass before passing the house and move out into the road to put more distance between the wall and horses.
8 Riding from site 2 crossing main road to access bridlepaths in field	Dangers from crossing main road – fast moving traffic and poor visibility down road to the left (towards Eastwell).	Staff	YELLOW 3	Only staff assessed by a director are to ride/take horses over this road. They should wear high visibility clothing and lead the horses across the road, only mounting once through the gate on the other side of the road. They should dismount to lead the horses back over the road when returning. If multiple staff/horses are crossing they should do so side-by-side at the same time, communicating with each other to ensure no traffic is visible in either direction, At this present time no students/clients are to take horses on this ride.
9 Bridlepath between site 2 and road to Goadby Marwood/ New Leaf	Passing loose horses in neighbouring fields. Bridlepath is narrow so horses may feel trapped/unable to get away from horses on other side of the fence – applies to ridden and lead horses.	STAFF/STUDENTS/VISITORS	YELLOW 3	See point 3  The gates at either end of the bridle path should/are normally kept shut. Staff should ensure these are closed behind them to contain loose horse should they break free from handler/rider. If ridden by a student/client it may be necessary to dismount rider and lead the horse if the horse becomes unsettled. This should be decided by the responsible/designated lead person.

10 Joining main road from bridlepath to site 2	Poor visibility down road to right (towards Goadby) when coming from site 2.	STAFF/STUD ENTS/VISIT ORS	YELLOW 3	Once through the gate there is a small, tarmacked area to wait for the road to be clear, although cars can come past too fast as the horses/riders will be out of sight/only seen at the last minute. Staff should avoid waiting here for longer than is necessary and turn out onto the main road as soon as possible. Visibility to the right is poor/non existent so staff should ensure they listen thoroughly for cars/traffic allowing any to be out of earshot to ensure the sound of traffic close to them does not mask the noise of other approaching vehicles. Staff should give way to any cars approaching them from the road towards New Leaf.
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I have read and understand the New Leaf Triangle Riding Routes Risk Assessment above and agree to follow its guidelines		
Staff Name	Signature	Date