



Horse Related Guidance & Procedures

Written by Lorraine and Troy Shaw October 2018

Reviewed by Emily Field 05.08.2019, Reviewed by Emily Field 04.03.2021, Reviewed 28.03.2022
Reviewed 19.04.2023

NB All horse records to be kept for 3 years from the commencement of the record

All staff to read and sign

New Leaf Triangle is a British Horse Society (BHS) approved Riding Establishment (scoring Commended and Highly commended in most areas)

Qualified staff include:

Troy Shaw – BHS Level 3 Accredited Coach and Military Equivalent of Level 4, Household Cavalry Senior Riding Instructor

Lorraine Shaw – BHS stages 1, 2 & 3 previous livery lard proprietor, horse breeder and trainer

Carly Steel – BSc (Hons) Pre-clinical Veterinary Medicine

Emily Field – BSc (Hons) Equestrian Psychology and Sports Science. BHS stage 1 care & ride, Level 3 award for assessing competence in the workplace

Bryony Thurlow - Fdsc Complementary Therapy, Natural Horsemanship & Behaviour; BSc (Hons) Equine Science

Clair Wakefield – BHS Stage 2 care, ride & lunge

Jade Townend - BHS Stage 1 care & ride, Ride safe, BHS Stage 2 lunge & care, Level 2 Diploma in Horse Care & Management; Level 3 Diploma in Horse Care & Management

Lauren Rowlinson - BSc (Hons) Equine Behaviour, Health and Welfare. BHS Stage 1 care & ride

Kelly Blackwood - BHS Stage 3 coach in complete horsemanship (completed under old format of BHS exams to be Assistant Instructor), A1 Assessors Award

Tilly Shaw - BHS Stage 1 care & ride, working towards Level 3 Diploma in Horse Care & Management



Staff training

New Leaf Triangle has a Training Policy which includes training for staff on horse related care and horse activities.

All staff undergo an assessment of horse skills and knowledge and riding ability as part of their induction by Troy or Lorraine Shaw. They all receive induction training on the basic care procedures of horses at New Leaf and are given information and training regarding each individual horse. This is carried out by Troy or Lorraine Shaw. Staff read and sign a document of health and safety around horses and individualised horse risk assessments health and welfare and safety control plan for each horse.

There is always at least one First Aid trained staff on site who has completed the First Aid at Work course and there are other staff who have completed Level 2 and 3 First Aid Training.

Staff receive training on horse First Aid, minor ailments, safe handling, welfare, mucking out, feeding, grooming, tacking up and checking tack. They receive training on supervising basic horse activities such as grooming, safe mounting and dismounting, leading a client on a horse and side walking.

Once staff have been assessed on their horse ability and experience, those assessed as suitable are trained to deliver horse care and riding courses and deliver basic riding or therapeutic riding sessions. Training is carried out on the Horse Boy method of therapeutic riding by Troy Shaw who is a qualified Horse Boy Trainer. All riding sessions are overseen by Troy Shaw who ensures staff have a good knowledge of suitable activities for the individual rider and individual horse and are aware of associated safety aspects. Feedback will be given to staff to ensure the quality of the horse activities they are delivering and continuously improves.

Use of horses

Horses at New Leaf Triangle are used for students with autism, ADHD and social, emotional and mental health conditions and their families for general riding and therapeutic riding. There are 4 horses who are also used for horseback archery with public clients.

Activities for horses include riding in a menage and paddocks at walk, trot and canter, therapeutic riding on lead rein or long reins, hacking out, games such as gymkhana/handy pony type games, jousting skills, grooming, in hand work, occasional jumping and horse back archery once a week in the summer.

New Leaf offer qualifications through City and Guilds for Horse Care and through the British Horse Society for Horse Care and riding. Horses are used to support learning on these courses.

Horses form only part of the activities that New Leaf offer and have a very light work load. None are ridden daily, and some are only ridden occasionally. However all horses are handled on a daily basis to ensure they continue to have a high level of confidence and trust in people. On average they are ridden 4-5 times a week for between 30 minutes to 3 hours a day during the summer period - April to November. During the winter some are given a break and are turned out on suitable grazing. Some horses are kept on site during the winter period for students on horse care courses. These are given a break over Summer months, where possible, if they are not used for family sessions.



Current horses (March 2022)

There are 9 horses used in sessions for NLT:

Sox, 15.1hh Cob cross gelding

Beauty 15.2hh piebald cob mare

Velvet 14.3hh black cob mare

Jasmine 13.2hh piebald cob mare

Finley 9hh skewbald Shetland gelding

Mary 16hh Irish Sports Horse bay mare

Jack 16hh Irish Sport Horse dark bay gelding

Jazz 15hh American Paint horse piebald mare

Sauron 17.2hh Irish Draught dark bay gelding

Each has an individualised Risk assessments, health, welfare and safety control plan. These are reviewed 6 monthly or sooner if changes arise. It is read and signed by all staff and volunteers.

For a full list of all horses kept at New Leaf Triangle sites 1, 2 and Old Dalby, see the "One Stop Horse Log."

Accommodation and Land Management

Grazing and stabling accommodation

New Leaf Triangle has 2 sites plus and the use of and additional site for winter grazing.

The main site is 2.5 acres with a 20x40M sand, fibre and rubber menage and has 6 stables. There are two 12' x12' and two 12'x14' loose boxes in a metal American barn, with concrete flooring, all with full length side and front grills so they can see each other at all times but not bite each other. There are two wooden 12'x12' stables. However, some of these stables are used for other purposes but all could be used by horses in an emergency if needed. There are always two available for horses when needed. There is a feed store, hay and bedding storage and suitable areas of storing tack during the day. For security reasons saddles are not stored on site out of normal working hours.

The second site is a 10-minute walk away and is 5.5 acres with American barn style stabling for 6six horses - six 12'x'12' loose boxes with full length grill so they can see each other at all ties but not bite each other. The floor is concrete with additional rubber matting where required. There is a 20x40M sand and rubber menage and 12x24' field shelter. This is sectioned into two, one half being used as a feed/rug/equipment store and the other half as a 12x14' loose box. There is also a small field-shelter, with rubber matting on the floor, within a small paddock with a sand, fibre & rubber surface as accommodation & turnout. There is a second sand paddock adjoining the first. The bottom part of the field is sectioned into two small grass paddocks with post and rail fencing. This is used for winter turnout and to restrict grazing of horses as needed.



This site could be used as an isolation site if needed for new horses and in the case of infectious diseases, where other horses could be moved to the other site or to winter/summer additional grazing.

One stable at each site can always be made available for veterinary inspections/treatment.

There is the use of a further 50 acres, 10 miles away in Old Dalby, for additional summer grazing if needed. These fields have substantial mature hedges/spinney for shelter.

All sites have mains water and use solar power for lighting.

Land and land management

All paddocks at both New Leaf sites are pooped daily. The main site is stocked intensively in summer months and site 2 is grazed by 6-8 horses throughout most of the year. Horses at site 2 are stabled over winter from when the fields become muddy until there is sufficient grass in spring to sustain them. Horses at site 2 are swapped between fields in Spring/Summer months to allow the other half to rest.

All fields are rolled and harrowed in the spring. New Leaf has a roller and chain harrow so is able to carry some of these activities out. Local contractors are also used when necessary.

All fields are topped as needed in the summer periods to reduce the spread of weeds etc. Any ragwort is removed manually, including the roots and disposed of offsite.

Hard core is laid in gateways as required and topped up as needed to reduce mud.

Areas of bare ground are reseeded with a grass seed suitable for horses when necessary.

All water is through mains troughs which are checked daily.

A 500 litre water bowser on a trailer is kept as a contingency for getting water to horses in very cold weather, when mains troughs have frozen or if mains water fails.

Fencing is mostly post and rail and electric fencing on fixed wooden posts. There is some stock fencing where horse paddocks adjoin goat paddocks and around the perimeter of site 1 to keep other stock and dogs from escaping.

Stable Management Procedures

Horses are mainly kept outside at New Leaf and are only usually stabled for welfare reasons, if ill, to keep clean for special occasions or to facilitate learning for students on horse care courses.

Stabled horses are always turned out for the day or night unless they are on full box rest.

In winter months, horses at site 2 are stabled overnight with daily turnout. Horses are turned out in the day in sand paddocks and the menage in compatible pairs or groups. Other forms of enrichment such as treat balls are provided to them. Stabling is always for as short a period of time as possible and when the fields are too wet and risk extensive damage to summer grazing.



Mucking out procedure

Horses are to be mucked out every day following this procedure:

Remove horse if practicable and turnout or tie securely in the yard to a designated tie ring with safety string.

If necessary, tie the horse up in the stable securely to a designated tie ring with safety string

Use the correct tools that the bedding requires, e.g. shavings fork or straw fork.

If removing droppings by hand, use gloves

Remove droppings into a wheel barrow or skip.

Stack bedding to the sides of the stable, removing any soiled/wet bedding into a wheel barrow.

Staff should be very careful when using forks around horses so as not to catch the horse with the fork. The horse needs to be moved over or tied over the other side of the stable to clean the area where they are standing, to reduce risks to the horse. Students need very close supervision when using forks when horses are still in stables. Pitch forks and shavings forks with pointed ends should not be used in the stables with the horses. The rounded end shavings fork or the plastic end shavings fork should be used in these cases.

Sweep floor and leave to dry if possible.

Remove droppings and dirty bedding using a wheel barrow and dispose of on the designated muck heap.

Throw dirty bedding to top of muck heap and rake the heap flat and square

If horse is to remain in stable put a thin day bed on the floor.

In the evening, remove any droppings and put down full bed for the night. A full bed must comply to correct standards that have been trained.

Once a month the stable is to be disinfected with correctly diluted Jeyes fluid or other suitable disinfectant. All disinfectant is to be used by following the procedures set on the product.

After any periods where the stable has not been occupied for over a month, the stable to be disinfected as above.

All cleaning products and disinfectants to be stored in locked cabinet in feed shed and not left out where animals and students can have access to them.

Bedding materials

At New Leaf materials used usually include rape seed, wood shavings, hemp, wood pellets and straw. It should all be stored undercover and checked when using for signs of wet, mould or excessive dust and discarded if necessary.



Feed and Feeding procedures

Concentrates and supplements

All staff to receive training on the basic uses of feed stuffs and the use of the feed chart in the feed shed. This should be updated as feeding requirements and feeds change by a designated horse staff under the supervision of Troy or Lorraine. The feed charts at both sites is a hand-written white board stating the feed type and quantity in relation to the scoop provided for each feed type.

All supplements and balancers etc to be kept in marked containers with their administration scoops. The administration of these to be documented a separate sheet with individual horses' names and quantities and updated as for feeds above.

All staff to be inducted on feeding by an experienced member of staff. This is to include the making up of feed and the actual feeding of horses to ensure that horses in fields are fed safely and in a set order to avoid unwanted behaviour/squabbles between horses at feed time. Wherever possible horses in fields to be given their feed from the other side of a fence rather than staff entering paddocks with loose horses with several feeds.

Horses to be fed at least 6 metres apart in paddocks.

Horses should be monitored when feeding to ensure that horses do not get injured and that horses low down the 'pecking order' have chance to finish their feeds. If they routinely get pushed off their feeds, they should be fed separately to other horses.

All feed to be kept in rodent proof bins with secure lids. All bins to be clearly and accessibly marked with contents which match with the feed chart.

Forage

All horses need a mainly forage diet (grass/hay etc). For some horses at New Leaf the main forage is grass and they are to be kept in paddocks where grass is suited to their individual requirements. However due to the nature of horses required by New Leaf, many horses are elderly, and some have Cushing's Syndrome and/or Equine Metabolic Syndrome and are unable to live on grass forage for spring, summer and autumn due to the risk of laminitis. These horses need hay or haylage or other dried grass product as their main diet. This is to be fed in accordance the horse's individual feed plan and could be ad lib, require weighing, need soaking and may need to be fed from the ground, in hay boxes or in small holed hay nets. Much of this will depend on the time of year, type of hay available and the health of the horses at the time. Horse's forage requirements are written on the white boards provided in the feed shed at site 1 and the hay white board in the hay store site 2 and are to be updated by Lorraine, Troy or a coordinator under the instruction of Troy or Lorraine. The quantity of hay or haylage, method or provision (nets/boxes/floor) and whether or not the hay is soaked should be recorded.

As well as forage, some horses will also require concentrate feed/supplements all year round. This will be documented on their feed chart and individual feed plans.



Medication procedures

All staff feeding horses to be inducted on the current administration of oral medication to horses including any implications for humans and other animals.

All prescription only medication (POMs) to be kept in the locked cabinet in the feed shed. These include Pergolide (Prascend) and Phenylbutazone (Equilpalazone) – Bute. Homeopathic medicines. E.g. Thuja 200 and Thuja cream to also be kept in the locked cabinet although there is no formal requirement for this.

Staff to use the medication chart in the feed shed to administer the correct medicines. The chart to be kept up to date by coordinators, under the instruction of Troy or Lorraine Shaw. Medication sheets to be filed in horse log file, when each sheet is completed.

POMs to be recorded in horse passports.

Staff to record medication administered daily on the sheet in the feed store.

Horse illness, euthanasia, preventative health care plans, and control of the spread of infectious diseases

This section (up to and including management of parasites) has been reviewed & discussed with Simon Turner from Chine House Veterinary Hospital on 15/4/2022. Amendments made to worming, isolation procedures & vaccinations are made under his advice.

Horse Illness

All staff are trained in basic horse first aid and minor ailments including, colic, choke, lameness, laminitis.

At site 1, a full horse first aid kit is kept in the feed shed. At site 2 the first aid kit is hung on the wall adjacent to the stable door entrance of the barn. First aid kit is to be checked monthly by a designated horse staff and replenished as necessary. A list of content and emergency contact information is to be kept with the box.

If a horse shows signs of being unwell or has an injury, Troy or Lorraine is to be informed immediately and where necessary the vet is to be called if staff assess the horse requires urgent medical attention. If there is any doubt a vet must be called.

Chine House Veterinary Hospital, Sileby Hall, 12 Cossington Road, Sileby, 01509 812445

Chine House provide an out-of hours service. For out of hours calls, call the above number and follow the instructions given by the automated message given.

When a horse is unwell or is showing behaviours/symptoms of concern, a written record should be kept of observations of the horse in the horse logs file. These should show dates, times, details of concerns/observations and staff signature. They should be brought to the attention of Troy or Lorraine and the horses should be closely monitored and observations recorded until the behaviours/ symptoms disappear or veterinary advice is sought. Advice, treatment & medication should be documented and filed in the horse logs or a separate medical treatment record sheet.



For less serious behaviours, such as low-level changes in behaviour, these should also be noted in the horse logs, monitored and investigation undertaken as to the cause where necessary. All concerns must be raised with Troy or Lorraine.

Euthanasia

IF A DECISION HAS TO BE MADE WITH REGARD TO EUTHANASIA IN AN EMERGENCY (NEW LEAF HORSES ONLY) and Lorraine or Troy cannot be contacted, the vet's advice is to be followed. Inform the vet that New Leaf horses are not insured for vet's fees. (PRIVATELY OWNED HORSES, CHISPA, POLO AND SAURON, to receive whatever treatment is ethically possible with a common sense approach). Any horses that are on loan to New Leaf (Mary, Jack) the owners should be contacted wherever possible for any decisions. Owner contact details can be found on each horse individual care plan.

If a horse has to be euthanised the carcass is to be covered with a tarpaulin or other suitable material and removed as soon as possible by a local horse disposal company, usually Crowden.

Preventative health care plans - vaccinations

Most New Leaf horses rarely come into contact with horses from outside New Leaf facilities. Most have been vaccinated for many years before coming to New Leaf in later life.

Any horses who do attend events from time to time, e.g. Chispa/Sauron/Polo (privately owned) should be vaccinated against Equine Influenza so that they pose less risk of passing disease to New Leaf horses. [Jasmine](#), [Marengo](#), Jack, Jazz, Sox, Velvet & Mary are also vaccinated.

All other New Leaf horses are not vaccinated. Vets Advice for the use of tetanus antitoxins is sought if a horse is injured (cuts), and horses receive this treatment if recommended. Tetanus booster vaccination will be given if they have a cut or abscess.

Procedure for controlling infectious diseases

If there is a concern that a horse/s may have an infectious disease, they must be isolated from all other horses by being stabled at site two and all other horses there kept out in paddocks. Horses who have come into contact with the infected horse should not be moved off site until it has been confirmed that they are free from disease. Any contaminated waste should be disposed of separately from the main muck heap. Metal barrel bins can be used to store this waste until it can be disposed of.

Veterinary advice and treatment should be sought, and all instructions given to staff and followed.

This could mean that the site should not be used by members of the public/students until the horse/s has been confirmed free from disease. Staff handling the horse/s may need to wear overalls that should be kept on site. They should change clothes or remove the overalls before handling other animals and must not handle any other horses. Staff will need to wash their hands thoroughly using anti-bacterial soap and use a foot wash to avoid spread of the disease to other horses. They should also wear disposable latex gloves. As few people as is practically possible should handle the horse to reduce transmission to other horses.

All stables, grooming kit, rugs etc should be fully disinfected after use by a horse/s with an infectious disease, following veterinary advice.



New horses should be isolated from New Leaf horses for a period of 14-21 days until they have been confirmed that they are free from disease. New horses should also have their temperature taken daily for the first week.

If infectious diseases are prevalent in the local area, foot washes are to be placed at the entrances to all sites. All staff, students and visitors are to use these upon entry and exit to the sites. Signs should be used to make the foot washes clearly visible. All staff, visitors and students should also thoroughly wash their hands before handling the horses and before leaving the sites. Staff who have contact with other horses (personal horses or visiting riding schools/attending Brooksby college) should change their clothes and footwear before attending New Leaf.

Procedure for the control of zoonoses:

Zoonoses are caused by micro-organisms, which are subject to the Control of Substances Hazardous to Health Regulations (COSHH). COSHH requires employers and self-employed people to assess risks and introduce control measures – see separate COSHH sheet. See also Zoonoses risk assessment for more details on transmissible diseases.

As good practice all staff and students should wash their hands after handling the horses and before eating and drinking.

There are very few zoonoses carried by horses. The following are the main three:

Giardiasis is a diarrhoeal disease caused by a parasite. The disease is spread via the ingestion of contaminated water or food, or by direct contact with infected animals or other humans. It is carried by pigs, sheep, horses, dogs and cats.

Streptococcus zooepidemicus is a bacterium that infects cattle and horses. It is a very rare human disease but can be acquired by direct contact with infected animals. Contaminated water or food, or by direct contact with infected animals or humans.

Ringworm is a fungal skin disease of humans and other animals. It causes a characteristic ring-like red rash on the skin, which is not usually serious. It is carried by cattle and horses.

Care programme including teeth, hoof care, worming and eradication of external parasites

Tooth care

All horses to have their teeth checked annually by a vet and this to be recorded in the horse logs along with any recommendation from the vet for further treatment and next check interval.

Shoeing and hoof care

All horses are to be shod or trimmed every 6- 8 weeks or at an interval recommended by the farrier or vet and in line with their needs according to their work. Some horses will be fully shod, others shod in from only and other barefoot, trimmed as required, depending on their work load and hoof type. Several horses use hoof boots to allow them to be barefoot but have additional protection when hacking as needed. Training on the use of hoof boots is given as required.



Troy or Lorraine or designated horse person to check all horses' feet weekly and call the farrier if attention is needed. If lameness is found veterinary advice or the advice of the farrier should be sought.

Worming

A worming is planned each year by Troy or Lorraine taking into account vet's advice and manufacturers' advice and any up to date research in the area. The programme is to include routine worming using anthelmintics and egg counts during the grazing season to see if worming is needed to reduce the number of worming products being used to help reduce the resistance to anthelmintics by worms over time. Currently, all horses are worm counted between April and October. The frequency of this will depend on the horse. All new horses will be worm counted every 6 weeks in these months for their two years at New Leaf. Horses that regularly have a high worm burned will be egg counted every 6 weeks. Other horses will be worm counted twice within this period. Horses often high and therefore in need of more regular worm counts are Beauty, Finley and Tyler (now retired). Star & Pickle are consistently low. All others are normally low but occasionally high. Sox/Velvet /Mary/Jack/Jazz have been at New Leaf for less than two years so trends are not yet established. A faecal sample is collected from each horse and sent into a laboratory for testing. Results are received within 24-48 hours. Horses are wormed as needed based on the results of the worm counts. Any horses with a result of 200 EPG (eggs per gram) are wormed. Wormers (fenbendazole, Ivermectin & Pyrantel) are used on rotation to avoid resistance to wormers. Praziquantel (for tapeworm) is used annually for all horses. The worming plan is written on the annual planner and must be adhered to by staff and worming should be recorded in the horse logs and on the One Stop Horse Log.

External parasites

All horses to be checked monthly for external parasites such as lice and mites and treated as required with recommended treatment from a vet or animal feed/health store.

In particular, horses with long feathers to be checked for signs of leg mites such as stamping of feet, rubbing legs and sores, regularly and may need Dectamax injections from the vet. Pig oil can also be applied daily to the legs of these horses (Velvet, Jasmine & Beauty) and has been just as effective at preventing parasite infection. They both benefit from their legs being kept clipped and washing their legs with selenium sulphide.

Horse welfare

All horses should be kept in a way that follows the Five Freedoms. The Five Freedoms outline five aspects of animal welfare under human control. They were developed in response to a 1965 UK Government report on livestock husbandry, and were formalized in 1979 press statement by the UK Farm Animal Welfare Council. The Five Freedoms have been adopted by professional groups including veterinarians, and organizations including the World Organisation for Animal Health, the Royal Society for the Prevention of Cruelty to Animals, and the American Society for the Prevention of Cruelty to Animals.



The Five freedoms are:

1. Freedom from hunger or thirst by ready access to fresh water and a diet to maintain full health and vigour
2. Freedom from discomfort by providing an appropriate environment including shelter and a comfortable resting area
3. Freedom from pain, injury or disease by prevention or rapid diagnosis and treatment
4. Freedom to express (most) normal behaviour by providing sufficient space, proper facilities and company of the animal's own kind
5. Freedom from fear and distress by ensuring conditions and treatment which avoid mental suffering

All staff to take responsibility to ensure that New Leaf conforms to all Five Freedoms by following the procedures laid out in this document and the training they have received. All staff to alert Troy and Lorraine to any concerns that they may have for animal welfare including any aspect of the horses' care, management, training and use.

In particular horses are to be kept outside in social groups, as far as their specialised care/ dietary needs and temperament allows.

Tack and equipment

Tack

All tack to be thoroughly checked weekly for safety, suitability and signs of wear and tear and replaced or repaired as necessary. This is recording in the tack check section of the horse log.

Tack is to be checked for correct fitting and comfort every time it is put on the horse by staff who must alert Troy or Lorraine if they have any concerns. [Coordinator \(Emily or Bryony\) or Health & Safety rep check tack monthly](#). Tack should be cleaned regularly, especially bits and saddle cloths, numnahs and girths must be washed.

Hats

All riding hats should be checked for correct fit by designated horse person before mounting.

All riding establishments require that riding hats worn at their venue meet current safety standards PAS 015, along with the BSI kite mark.

New Leaf Triangle requires hats to be a minimum standard of PAS 015, 2011.

Hats should be checked by staff fitting the hats every time they are used for safety, especially for cracks, dents, worn straps and damaged buckles. Monthly hat checks should be carried out by Troy, Lorraine or a designated horse person ([Emily or Health and safety rep](#)). These are to be recorded in the hat check sheets.

They are to be replaced in accordance with current regulations, every 5 years.

Any hats worn/brought into New Leaf by staff or students should be checked by Troy, Lorraine or Emily and their details recorded in the hat log of the One Stop Horse Log. This should include the date purchased or written in the hat, the standard given in the hat and the date checked.



Emergency plans

Accidents

In the event of an accident there is a list of First aiders in the first log cabin at New Leaf and the Log cabin at Site 2.

There is always a First aid trained staff on site.

There are at least two first aid kits at New Leaf main site and one at site 2. There is a portable first aid kit that must be taken out on all hacks or when moving horses from one site to another.

Staff should call for an ambulance on 999 or 112 in an emergency.

The nearest defibrillator is in the red phone box on the left-hand side of main street in Goadby Marwood village, less than a mile away from both sites. There is another at Waltham Village hall, Goadby Road, Waltham on the Wolds.

In the event of a fire

All horses are to be turned out in the horse paddocks and stables shut behind them.

All staff are to follow the detailed fire procedures (on separate sheet displayed on stable wall and in log cabin).

Fire equipment is installed and maintained (see fire risk assessments)

A detailed Fire risk assessment has been carried out (see separate Fire Risk assessment)

Escape of horses

In the event if a horse/s escaping or getting loose on the roads, measures should be taken to warn any oncoming traffic through the use of hand signals.

Staff should notify Troy and Lorraine immediately and alert any other staff members who might be able to help, subject to students being supervised satisfactorily by other staff.

Steps should be taken to stop other horses escaping if the horse has escaped through broken fencing.

The police should be called on 999 or 112 and should be given the precise location and details of the horse.

Experienced horse staff, wearing hi visibility clothing, should attempt to catch the horse/s but should not put themselves in danger and should be very mindful of oncoming traffic. Staff should take buckets of food and headcollars with them and must have a mobile phone and alert other staff as to what they are doing and their whereabouts.

Staff should have vets' contact numbers on their phones

A report should be written up about the incident and handed to Troy or Lorraine

The escape location must be identified immediately, and action taken to rectify completely. If this is not possible horses must be removed to a secure location until the corrections have been made.



Extreme weather contingency

Extreme cold weather

In extreme cold weather all horses should be checked at least twice a day when out in the fields as well as in the stables. Water troughs should be checked twice a day. If no water is flowing after breaking ice and allowing time for sun to melt ice, water must be taken to horses. This can be through the use of containers in vehicles or through the use of the 1000 litre water bowser towed on a trailer.

As Troy and Lorraine live within 1 mile of New Leaf main site and site two, then can walk to care for horses when roads are impassable by car. For the Old Dalby fields, the farm owner, who lives on site, is willing to feed and check horses if no one is able to make the journey when roads are impassable by car.

Weather forecast to be checked at least 3 days in advance and additional hay stored on site at Old Dalby if needed when severe adverse conditions are forecast.

During the winter period, at New Leaf main site and site 2, the hay store is never to drop below 2 weeks' worth of hay for all animals and one week's supply of concentrates.

If extreme weather is forecast measures should be taken to ensure sufficient forage is taken to the horse locations in advance to cover the expected period of bad weather.

Extreme hot weather

In extreme hot weather, additional temporary sun shelters may need to be erected for horses on restricted grazing to ensure they can get out of the sun. These may be in the form of tarpaulins or other temporary structures. Some horses may need to be stabled.

Horses may need hosing down in extreme heat and some may need sunscreen. All horses should be checked at least twice a day during very hot weather to check for over-heating and action taken if necessary. At these times, horses are only to be ridden during the cooler part of the day, e.g before 10:00 and after 17:00. No horses are to be ridden without permission of Troy or Lorraine.

Fly masks and rugs are available for all horses who need them and should be fitted to horses who need them during periods where a lot of flies are present and checked at least twice a day.

Flooding

All sites are on high ground where flooding has historically never happened.

In the event of stables flooding due to water leaks, horses should be turned out in the horse paddocks until the problem has been rectified.

Contingency plans if the license is revoked or the premises become uninhabitable

If one or other site is uninhabitable, arrangements can be made to house all horses temporarily at the other site (as ground conditions allow). All horses can also be moved to the land at Old Dalby. No horses remain at site 1 in winter months due to the grazing conditions and most horses are turned out at Old Dalby until ground conditions improve in the spring months. There is the capacity to graze horses there all year round.



If the license is revoked, the proprietors will give a home to most of the horses apart from the following:

- Mary would return to her owner, Clair Wakefield.
- Jack would return to Arabella Carter Johnson

All other horses are owned by the proprietors so would remain with them, as the land that New Leaf is based on is also owned by them. In the event that this would not be possible, Mrs Denise Shaw would be able to give a home to all the horses at Broughton Lodge Farm, Old Dalby, Melton Mowbray.

Introducing new horses

All horses are used to moving between three sites (NLT site 1, site 2 and winter grazing). They generally settle quickly when turned out in a new location with horses they have previously met. When horses first arrive at NLT they are turned out in a separate field/menage/sand paddock to existing horses. New horses should generally be moved/turned out first to prevent them from becoming unsettled if left on their own. They should also be brought in first. They should then be turned out in an adjoining paddock to the horses they need to be integrated with and allowed to meet over the fence. Any electric fencing separating the two paddocks should be turned on to prevent horses getting in with each other. If the introductions go well over the fence, after a few days the horse can be turned out with the main herd, where possible beginning with going with just one or two of the quieter horses (Sauron, Beauty & Jazz are generally the best options). Once established with these they can be introduced to the main herd. Horses should meet at least a few of the retired horses living at the winter grazing at the main New Leaf sites before going to Winter grazing as meeting over the fence is not feasible there. Any introductions should be done under the supervision or direction of Troy or Lorriane and horses should be monitored carefully. If any issues arise the horses should be separated immediately. If it is dangerous to get close to two horses to separate them, then staff should attempt to open a gate to let one through and shut it before the other can pass through. New horses should be separated at feeding times until they are established within the herd.

All staff to read and sign to say they understand and agree to follow the guidance and procedures in this document:

Date	Name	Signature



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