

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Hiring out Horses: Written procedures & records

This document highlights the written policies, procedures and records that are required to meet the minimum conditions.

With your completed application form you need to submit the following:

- 1) all your written procedures (these are all listed on pages 1 - 4 of this document)
- 2) copy of a valid public liability insurance certificate which both:
 - insures the licence holder against liability for any injury sustained by, and the death of, any client
 - insures any client against liability for any injury sustained by, and the death of, any other person, caused by or arising out of the hire of the horse

By submitting all the above will ensure you will meet the minimum conditions for a license to be granted.

List of required written procedures for Hiring out Horses

4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff.

The staff training policy must be reviewed and updated each year.

It must include:

- an annual appraisal
- planned and continued professional development
- recognition of knowledge gaps

5.5 Procedures must be in place to make sure housing and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained.

Stables must be kept in a clean condition, there must be a documented procedure for this. It must detail the routine daily cleaning regime and the procedure for cleaning between periods of occupation.

Where there is a pest problem, a pest control programme must be put into place.

6.1 The animals must be provided with a suitable diet, in terms of quality, quantity and frequency that reflects their needs. Any new feeds must be introduced gradually to allow the animals to adjust to them.

There must be a plan or record of the quantity, frequency and type of food each horse is given.

7.5 All immature animals must be given suitable and adequate opportunities to:

(a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare

(b) become habituated to noises, objects and activities in their environment

Processes must be in place to meet the needs of new and young horses.

This must include:

- appropriate training
- slow introduction to different noises and sights that will be part of their daily routine or workload

8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.

A policy must be in place for monitoring the introduction of new horses to existing groups. This will help avoid stress to either new or resident animals.

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Hiring out Horses: Written procedures & records

9.1 Written procedures must:

(a) be in place and implemented covering

(i) feeding regimes

(ii) cleaning regimes

(iii) transportation

(iv) the prevention and control of the spread of, disease

(v) monitoring and ensuring the health and welfare of all the animals

(vi) the death or escape of an animal (including the storage of carcasses)

(b) be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency

9.3 Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals.

There must be adequate isolation facilities for animals with infectious diseases. This may be on-site or at another location, such as a local veterinary practice.

The licence holder must have a biosecurity plan agreed with a vet. This must include the ability to isolate a horse for up to 21 days.

9.4 All reasonable precautions must be taken to prevent and control the spread among animals and people of infectious disease, pathogens and parasites.

Procedures must be in place to prevent the introduction of infectious disease and spread from any infected animals. All staff must understand the procedures.

A preventative plan must be in place and include information about:

- effective grassland management
- use of current anthelmintics (treatment of parasitic worms) alongside faecal egg counts where needed

9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.

Routine and documented treatment must be in place for internal and external parasites.

A vaccination plan must consider:

- biosecurity
- horse travel movements

10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all the people on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation and aeration or filtration systems or other emergencies.

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Hiring out Horses: Written procedures & records

There must be a preventative fire risk assessment that includes a location map showing access and exits for people and horses. Entrances and fire exits must be clear of obstructions at all times.

Suitable firefighting, prevention and detection equipment must be provided and maintained in good working order. Buildings that are subject to building regulations need at least one working suitable fire detection system installed. It must be in a suitable location on each separate level or floor of the property. This includes any buildings where horses are kept in stables or stalls.

There must be awareness about the risk of entrapment of horses and the procedures to release them.

Emergency drills must be practiced regularly. These practices must be recorded with any failings noted and addressed in the procedures. Drills must be carried out at least annually, or as determined by fire risk assessments.

All new members of staff must have this fire awareness as part of their induction programme.

There must be a plan for housing for the horses if the premises become uninhabitable - even if field-only provision is available. There must also be contingency planning for extreme weather.

10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.

Note: Your emergency plan should be one to two sides of A4 and cover all the requirements stated above

6.1 The horses must be maintained in good health and must be in all respects physically fit.

All horses must have a structured management and care programme set out on an annual calendar or diary. It must include information about:

- foot care
- worming
- veterinary care

6.2 There must be a preventative healthcare plan in place agreed with the appointed vet or appointed veterinary practitioner.

The health plan must show:

- the measures taken to prevent and control disease
- any medication or treatments for each horse

Records to be kept by operator and will be checked during inspections:

Condition	Details of what to record
4.3	Staff training records (records of courses, written or online learning, keeping up to date with any research or developments and annual appraisals)
6.1	There must be a plan or record of the quantity, frequency and type of food each horse is given.
6.2	Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.

**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
Hiring out Horses: Written procedures & records**

	The body condition of every horse must be monitored on a regular basis.
9.4	If there is evidence of external parasites, such as fleas, ticks, lice or mites, treat the horse according to best practice. Use a product authorised by the Veterinary Medicines Directorate where necessary. Records of treatment must be kept.
9.7	Routine and documented treatment must be in place for internal and external parasites.
9.12	A record of all animals that have been euthanised must be kept for 36 months. It must include: the name of the person who euthanised the animal how the carcass was disposed of
9.14	Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a vet must be sought and followed.
6.3	A daily record of the workload of each horse must be maintained and available for inspection at any reasonable time. The record will set out hours of work that each horse has carried out and must be maintained over the course of that year.
6.4	There will be records to show that each horse workload or regime is balanced to meet the needs of each horse. They will show the maximum weight of a rider for each horse.
6.6	If shod, their shoes must be properly fitted by a registered farrier. The frequency of trimming and shoeing for each horse must be recorded and available for inspection.
6.9	The licence holder must keep a register of all horses kept for the licensable activity on the premises and each horse's valid passport showing its unique equine life number and microchip number (if any).
7.1	Hats must be stored, clean and fit for purpose with clearly documented records of regular safety checks. Rider registration forms must be completed and kept up to date. They must include: emergency contact details client health conditions

Veterinary (which we need to see evidence of during the inspection)

Condition	Details
9.3	Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals. There must be adequate isolation facilities for animals with infectious diseases. This may be on-site or at another location, such as a local veterinary practice. The licence holder must have a biosecurity plan agreed with a vet. This must include the ability to isolate a horse for up to 21 days.
9.8	The licence holder must register with a vet with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that person must be readily available to all staff on the premises used for the licensable activity. The vet's details must be displayed where they can be easily seen by all staff members. This must include: name

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
Hiring out Horses: Written procedures & records

	address telephone number out of hours telephone number
6.2	There must be a preventative healthcare plan in place agreed with the appointed vet or appointed veterinary practitioner. The health plan must show: the measures taken to prevent and control disease any medication or treatments for each horse