

NATIONAL ORGANISATION  
FOR PROFESSIONAL RIDING  
SCHOOL PROPRIETORS AND  
**LIVERY YARDS**



ASSOCIATION OF  
BRITISH RIDING SCHOOLS



# LIVERY YARD MEMBERSHIP CRITERIA

## **Car Park**

- Area should be free from hazards.
- Disclaimer sign in car park is advisable.

## **Office/Reception** If applicable

Area should be kept clean, tidy and organised.

A first aid box should be kept fully stocked and accessible in the office.

Notices should be clearly displayed in this area regarding the following:

- No smoking.
- Emergency procedures e.g. fire and accident and emergency telephone numbers.
- Fire point.
- Hats to current standards must be worn and securely fastened at all times when mounted.
- Any rules /policies regarding dogs, children, music etc.
- Health and Safety Statement.

## **Records** Should include the following:

- Livery contracts – with owners details, insurance details, details of services and type of livery, yard rules and policies, worming policy, repairs, procedure in case of non-payments etc. These should be signed by both parties.
- Passports
- Incident book or accident report forms. Knowledge of RIDDOR
- Veterinary records if applicable.
- Shoeing records if applicable.
- There should be a worming policy in place, to include policy for removal of dropping from fields.
- A full record of all treatments administered by the vet or the proprietor should be kept if applicable.
- The yard must have a Bio Security Policy and procedure for new arrivals which staff and livery owners should aware of and follow.
- Record of PAT testing and electrical maintenance.
- Risk assessments.
- Insurance details – Care Custody and Control (proprietor).
- Records of First Aid training as appropriate for size and nature of yard.
- H&S poster should be display.
- If 5 or more staff are employed a written H&S policy should be available.
- An Employer's Insurance Certificate should be displayed if appropriate.

## **Fire Procedures**

- All yards should have a fire drill policy and carry out a fire drill at least once annually.
- Staff and livery owners should be familiar with the procedure in the event of a fire.
- All yards should have a designated fire assembly point.
- Firefighting equipment must be clearly visible and adequate for the size of the establishment.
- Fire equipment should be serviced on a regular basis.

- It is recommended that for non-residential yards an emergency phone number and the postcode of the yard is visible at the entrance.

### **General**

- Toilets and changing areas should be kept clean and hygienic at all times.
- Showers, if available, should be in proper working order, clean and hygienic.
- Coffee areas and socializing areas should be kept clean and tidy.
- Veterinary first aid equipment should be kept in a suitable closed container clearly marked "Equine First Aid" and should be accessible.
- A locked veterinary cupboard should be provided for all other veterinary products.

### **Security**

- All tack rooms should be secure, (it is recommended that tack rooms are fitted with an alarm).
- Entrance gates should be securely locked at night.
- CCTV can be fitted, as can sensor lights. These can be useful in the car park area as well as close to tack room and stables.
- Photos of tack & equipment are useful for identification purposes if stolen.

### **Horses and Ponies**

Every horse and pony on the premises whether belonging to the establishment, a livery or there for any other reason may at any time be checked by the ABRS Inspector.

- Horses if stabled should be allocated a suitable stable.
- Ensure all horses/ponies are adequately cared for including DIY.
- If grass kept, evidence of suitable shelter and adequate space to graze.

### **Stabling**

All horse housing should be hygienic, dry, well ventilated,

- Stabling size should be suitable for size of animals to be housed. Stables should be kept clean and well maintained.
- Construction should be sound and strong enough to withstand a kick or a horse getting cast.
- The internal finish should be smooth and free from projections.
- Fixtures and fittings should be in good condition.
- Doors should be wide enough to allow horse's free access without catching their hips or tack when entering or exiting.
- If windows are in place they should be protected.
- Floors should be in good repair. They should not be slippery or porous.
- All horses should have access to fresh water while housed.
- All lighting & wiring should be covered and well away from horses reach.
- Switches should be waterproof and outside the stable, well away from where the horse can reach.

### **Tack room**

- Should be insulated, dry and tidy.

### **Feed/ Hay and Bedding storage Facilities**

- All feed being used is best stored in vermin proof bins.
- There should be adequate Storage facilities for Livery Horses Feed and hay.
- Feed and hay areas should be kept tidy and free of hazards.

### **Manure Heap**

- It should be kept tidy. It is recommended the yard has a clear Policy for livery owners to adhere to.
- Any run off must be dealt with according to environmental regulation.

### **Grazing**

- All fencing, no matter what type is used, should be kept in good repair at all times.
- Water should be provided in a safe way and checked daily.
- It is not acceptable to have machinery or debris in areas where animals are grazing.
- It is recommended that horses at grass be checked at least once a day.

It is suggested that there be a clear policy as to who is responsible for the removal of poisonous plants from fields (e.g. ragwort, sycamore seeds, acorns etc).

It is suggested there be a clear policy as to who is responsible for removal of droppings from the field and how often this is done.

### **Facilities**

#### **Outdoor Arenas/Indoor Areas**

- All fencing and gates must be in good repair.
- Surfaces must be free of weeds and stones and be kept level.
- Jumps must be kept in good order and tidy when not in use - preferably outside arena.
- No machinery should be kept or left in the arena
- Dust should be kept to a minimum for human health and horse welfare.
- Mirrors should be in good repair and have toughened or safety glass as should any other glassed areas in the arena
- The Gallery should be clean and tidy. Seating should be kept in good repair.

#### **Indoor Arenas**

- Ensure other facilities are suitable for their intended use.
- Horse Walkers should be maintained correctly and have suitable flooring.
- Washing facilities if box suitable size with suitable drainage and flooring.
- Heat Lamps etc. should be correctly maintained and suitable for horse use.
- Clipping Service – if offered - ensure clippers PAT tested and regularly serviced.
- Gallops/ cross country courses. Need to be well maintained and there should be a policy regarding their use by clients.
- Horsebox hire if offered should be safe and suitable and insured for commercial use.



# ABRS LIVERY YARD 2015 SUBSCRIPTION RATES

Initial Inspection Fee	£100
Introductory Annual Membership Fee (available until 30 <sup>th</sup> Sept 2015)	£150

(All subscriptions include VAT at the current rate)

We offer the following payment options:

## **Credit / Debit Card**

*Debit cards are free but there is a surcharge of 2.5% to credit cards*

(We regret we cannot accept payments by American Express)

## **Bank Transfer**

BACS Details for ABRS:

Lloyds TSB Sort Code 30-96-56 Account Number 00357995

## **Cheque**

Please make cheques payable to  
'Association of British Riding Schools Ltd'

# Application for Approval



## CONTACT DETAILS

Establishment name: .....

Address of business premises: .....

..... Postcode: .....

Correspondence address (if different): .....

..... Postcode: .....

Directions (if premises postcode does not work with SatNav):.....

.....

Landline: ..... Mobile: .....

Email: ..... Website: .....

Proprietor(s): .....

Manager: .....

## LOCAL AUTHORITY LICENSING AND/OR REGISTRATION

Local Authority: .....

Date first licensed/registered: ..... Current license expires: .....

## INSURANCE

Name of insurance company: .....

Insurance renewal date: .....

## FACILITIES

Riding School

Livery Yard

Number of equines kept: ..... Fields/turn out area: .....acres

Number of indoor schools/arenas:..... Number of outdoor schools/arenas: .....

Other amenities: .....

.....

- I wish to apply for membership of the Association of British Riding Schools and agree to abide by the rules and conditions laid down in the Memorandum and Articles and the Code of Practice.
- I enclose a cheque, payable to 'ABRS' for the non-returnable inspection fee of £100.
- If approved, I agree to pay the annual subscription.
- I understand that the information given above and further information collected during the initial inspection will be stored on the ABRS database and may be shared with members of ABRS Head Office staff and inspections team.
- ABRS would like to send you e-bulletin with news and offers.

Please tick here  if you do not wish to receive e-bulletins.

Signed:..... Date: .....