

# PEMBROKESHIRE COUNTY COUNCIL

## Public Protection Division

### 1. LICENCE CONDITIONS FOR RIDING ESTABLISHMENTS

#### RIDING ESTABLISHMENTS ACTS 1964 AND 1970

1. The **Schedule of Horses** attached, details all horses accommodated at the establishment at the time of the licensing inspection. Horses detailed under the title “hired for riding” are the only horses to be used for hire for riding or instruction. **Any additional horses which are to be hired for riding or instruction may be added only by expressed permission of this authority.**
2. Horses must be maintained in good health, and in all respects physically fit and, in the case of a horse kept for the purpose of its being used in providing instruction in riding, the horse must be suitable for the purpose for which it is kept.
3. No horse aged three years or under nor any mare heavy with foal nor any mare within three months after foaling may be let out or hired for riding or used, in return from payment, for instruction in or demonstrating riding.
4. Any riding equipment supplied for a horse let out on hire must be free from visible defect which is likely to cause suffering to the horse or accident to the rider.
5. The feet of all animals must be properly trimmed and, if shod, their shoes must be properly fitted and in good condition.
6. A horse found on inspection of the premises by an authorised officer to be in need of veterinary attention must not be returned to work until the holder of the licence has obtained at his own expense and has lodged with the local authority, a veterinary certificate that the horse is fit for work.
7. No horse may be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride without supervision.
8. In the case of horses maintained at grass there must be available for them at all times during which they are so maintained adequate pasture

and shelter and water and supplementary feeds must be provided as and when required.

9. Horses must be adequately supplied with suitable food, drink and (except in the case of horses maintained at grass, so long as they are so maintained) bedding material, and must be adequately exercised, groomed and rested and visited at suitable intervals.
10. All reasonable precautions must be taken to prevent and control the spread among horses of infectious or contagious diseases and veterinary first aid equipment and medicines must be provided and maintained in the premises in a locked container.
11. The construction of the riding establishment must be substantial, adequate to conditions. There must be convenient and safe access to stalls and boxes. Stalls must be large enough to allow the animal to lie down and get up without risk of injury. Boxes must be large enough to allow the animal to turn round.
12. Yards must provide enough space for every animal kept there.
13. Lighting must be adequate to render the use of artificial light unnecessary in daylight.
14. Ventilation must provide fresh air without draughts.
15. Drainage must be adequate to carry away liquid voided by the horses and keep the standings dry.
16. There must be provision for storage and disposal of manure and spoiled straw.
17. Adequate accommodation must be provided for forage bedding, stables equipment and saddlery.
18. The licence holder must ensure that appropriate steps will be taken for the protection and extrication of horses in case of fire and in particular, that the name, address and telephone number of the licence holder or some other responsible person are kept displayed in a prominent position at the outside of the premises and that instructions as to action to be taken in the event of fire, with particular regard to the extrication of horses, are kept displayed in a prominent position on the outside of the premises. Fire Precaution requirements must comply with the attached "Fire Precautions Schedule".
19. The carrying on of the business of the establishment must at no time be left in the charge of any person under 16 years of age.
20. The licence holder must hold a current insurance policy which insures him/her against liability for any injury sustained by those who hire a horse from him/her for riding and those who use a horse in the course of receiving from him/her, in return for payment, instruction in riding and

arising out of the hire or use of a horse as aforesaid and which also insures such persons in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising out of, the hire or use of a horse as aforesaid.

The insurance policy held must:

- a) insure you against liability for any injury sustained by those who hire a horse from you for riding and those who use a horse in the course of receiving from you, in return for payment, instruction in riding.
- b) Insure you against liability arising out of such hire or use of a horse and
- c) Insures such hirers or users in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising from, such hire or use.

**Total Indemnity** required - Minimum £2,000,000.

- 21. A register must be kept by the licence holder of all horses in his/her possession aged three years and under and usually kept on the premises which shall be available for inspection by an authorised officer at all reasonable times.
- 22. The licence holder must ensure that all riders wear suitable clothing, heeled boots and a riding hat which meets the current B.S.S. specification.

## **2. APPEALS PROCEDURE**

### **RIDING ESTABLISHMENTS ACTS 1964 & 1970**

Section (4A) Without prejudice to the provisions of subsection (2) or (4) of this section, every licence granted under this Act after 31 December 1970 shall be subject to the following conditions (whether they are specified in the licence or not), namely -

- (a) a horse found on inspection of the premises by an authorised officer to be in need of veterinary attention shall not be returned to work until the holder of the licence has obtained at his own expense and has lodged with the local authority a veterinary certificate that the horse is fit for work;
- (b) no horse will be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride without supervision;
- (c) the carrying on of the business of a riding establishment shall at no time be left in the charge of any person under 16 years of age;
- (d) the licence holder shall hold a current insurance policy which insures him against liability for any injury sustained by those who hire a horse from him for riding and those who use a horse in the course of receiving from him, in return for payment, instruction in riding and arising out of the hire or use of a horse as aforesaid and which also insures such persons in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising out of, the hire or use of a horse as aforesaid;
- (e) A register shall be kept by the licence holder of all horses in his possession aged three years and under and usually kept on the premises which shall be available for inspection by an authorised officer at all reasonable times.

Any person aggrieved by the refusal of a local authority to grant such a licence, or by any condition subject to which such a licence is proposed to be granted (not being one of the conditions set out in subsection (4A) above of this section), may appeal to a magistrates' court; and the court may on such an appeal give such directions with respect to the issue of a licence or, as the case may be, with respect to the conditions subject to which a licence is to be granted as it thinks proper

### **3. FIRE PRECAUTIONS GUIDANCE**

The following information is supplied to licensees, to aid compliance with the fire precaution requirements detailed in the Council's licence condition 18.

The guidance is aimed at ensuring that the means of escape and associated fire precautions are adequate for the protection of humans and horses at the establishment. It should be borne in mind that the fire safety requirements for human protection maybe covered by other legislation.

The following matters should be considered:

#### Access For Fire Fighting And Water Supplies

There should be good access for fire fighting appliances (minimum width of 3.7m) to all hydrants and other water sources and hard standings should be provided. The name board of the premises should be clearly displayed beside the nearest road access.

#### Means Of Escape

Escape routes for animals should be designed to provide a straight run out of buildings, with the minimum of human assistance.

Pen doors should be so arranged that animals can be evacuated quickly and acute turns, obstructions and ramps in the escape routes should be avoided as far as possible.

- a) All premises should be provided with exits of sufficient width and height to allow easy access to the animals at all times.
- b) The exits should be easily openable from the inside without the use of a key.
- c) If necessary provision should be made for the ready summoning of a key holder.

In buildings exceeding 30 metres in length or where considerable numbers of animals are housed, at least two exits should be provided and situated as far apart as possible. The distance of travel should be limited to 30 metres.

#### No Smoking Signs

No smoking notices should be displayed in the vicinity of all hay and straw and where practicable precautions should be taken against unauthorised entry especially by children.

#### Electrical Installations

Electrical installations including lamps should be cleaned regularly to avoid the build-up of dust.

Electrical equipment, heaters etc. should be positioned and secured so that they are kept at a safe distance from any likely accumulation of flammable bedding material.

## Fire Fighting Equipment

### a) Portable Fire Extinguishers

The following are recommended as a minimum:

Buildings not exceeding 200sqm in area require at least 2x9 litre water extinguishers or 2x4.5kg dry powder extinguishers.

For buildings over 200sqm an additional fire extinguisher must be provided for every additional 200sqm or part thereof.

Portable fire extinguishers must meet the requirements of BS 5423 and be installed and maintained according to the recommendations given in BS 5306 - Part 3.

### b) Hose Reels

Hose reels can be provided as an alternative to portable fire extinguishers. There should be a minimum of one hose for each 800sqm in area or part thereof. It should conform to BS 5306: Part 1.

Wash down hoses may be acceptable provided there is a constant flow of water that is able to produce a water jet with a minimum throw of 6 metres.

Hose reels must not exceed 45m in length and should be sited so that the nozzle can be taken to within 6m of each part of the protected premises.

## Fire Notices

All staff at the establishment should be familiar with what action must be taken in the event of a fire.

A clearly written and conspicuous notice should be provided indicating the action to be taken in case of fire and the location of the nearest telephone.

This notice may include the following:

“On discovering a fire ensure the building involved is evacuated.

Call the Fire Brigade {the nearest telephone is sited at .....

Attack the fire using the fire fighting equipment provided, if safe to do so. Etc.”

### O/S Map Reference

An Ordnance Survey map reference number should be made available for the premises and displayed with the Fire Notice provided.

#### **4. ELECTRICITY AT WORK REGULATIONS 1989.** **REGULATION 4 (2)**

##### Statutory Requirement

You must ensure that all electrical systems are adequately constructed and maintained, so as to prevent danger, in accordance with the Electricity at Work Regulations 1989.

##### Guidance

The following is action that we recommend you to carry out, but would advise you that it is not a statutory requirement

All portable and transportable electrical equipment, flexible cables, plugs, sockets, connectors and extension leads should be separately identified and regularly visually inspected for damage and be routinely electrically tested to ensure continued electrical integrity. Appropriate records of the dates and results of the inspection, test and remedial work should be kept. The intervals between inspections and tests should take into account the use of the equipment involved.

It is advised that the electrical installation is installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers (IEE) Regulations for the time being in force. These Regulations require that electrical installation in commercial premises is examined at least every five years.

No one should carry out electrical work unless they have sufficient knowledge to prevent danger to themselves and others.

#### **5. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURANCES REGULATIONS 1998** **– (RIDOOR)**

If you are an employer, self employed or in control of work premises you are legally obliged to report some work related accidents, diseases and dangerous occurrences. You must notify the incident contact centre in Caerphilly, the centre can be contacted via a number of methods

By phone: 0845 300 9923 (8.30am – 5.00pm)

By fax: 0845 300 9924 (any time)

By internet [www.ridoor.gov.uk](http://www.ridoor.gov.uk) (any time)

By email: [riddor@natbrit.com](mailto:riddor@natbrit.com)

By post: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

You should contact the Local Authority if:

- a) Your employee or self-employed person is killed or suffers a major injury, in an accident in connection with your business.
- b) A member of the public is killed or taken to hospital as a result of an accident in connection with your business.
- c) There is a dangerous occurrence.

Any incident, which is reportable, i.e. falls into one of the above categories, must be recorded in a book, solely dedicated for this purpose.

In addition to the information that you are statutorily required to keep relating to reportable accidents under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences, Regulations 1995), I would advise you to maintain records in the following format, of all incidents at the premises:

- ❖ Time and Date of the incident
- ❖ Full name and address of the injured persons.
- ❖ Status (e.g. employee, customer etc.
- ❖ Nature of injury.
- ❖ Location and brief description of incident.
- ❖ Names and addresses of any witnesses.
- ❖ Effects of injury (e.g. hospitalisation, number of days of work etc.
- ❖ Any investigation carried out to determine the cause of the incident (when and by whom).
- ❖ Details of any remedial measures taken to prevent a reoccurrence (when and by whom).

It is also recommended that details of 'near misses' are recorded in the accident book to allow potential accidents to be monitored to establish whether any patterns of unsafe working practices have developed and enable corrective action to be taken before further incidents occur. The accident book should be reviewed periodically. This is a good way of auditing the work place, as well as determining where accidents may repeatedly happen.