



CONQUEST  
CENTRE

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# HANDLING EQUINES AND OTHER ANIMALS POLICY

**Organisation:** Conquest Centre

**Policy Owner:** Centre Manager

**Effective Date:** 19<sup>th</sup> March 2026

**Review Date:** 19<sup>th</sup> March 2027

**Version:** 1.0

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**Animals • Wellbeing • Nature • Connection**

Registered Charity No. 1103883 / Registered Company No. 5079915

## **1. Purpose**

This policy sets out the procedures and responsibilities for the safe handling of equines and other animals at the Conquest Centre. It aims to protect employees, volunteers, clients, and visitors from harm.

## **2. Legal Framework**

This policy is implemented in accordance with:

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Guidance from the Health and Safety Executive

## **3. Responsibilities**

### **3.1 Centre Manager**

Ensure suitable and sufficient risk assessments are completed and reviewed regularly

Ensure all personnel receive appropriate training and supervision

Maintain records of training, incidents, and risk assessments

Ensure appropriate staffing levels and supervision at all times

### **3.2 Mentors**

Provide day-to-day supervision of personnel

Ensure safe systems of work are followed

Report and record incidents and concerns

Provide guidance and support to staff and volunteers

### **3.3 Personnel (Staff and Volunteers)**

Follow all safety procedures and instructions

Only handle animals they are trained and authorised to handle

Report hazards, incidents, and concerns immediately

Take reasonable care for their own safety and that of others

#### **4. Risk Assessment**

All equine and animal-related activities must be covered by a written risk assessment

Risk assessments must consider:

Behaviour and temperament of animals

Experience level of handlers

Environmental factors (noise, weather, equipment)

Risk assessments must be reviewed:

Annually

After any incident

When new animals or activities are introduced

#### **5. Equine Behaviour**

All equines are assessed upon arrival and continuously monitored

Any relevant notes must be clearly displayed

Personnel must check the notes of an equine before handling and follow any restrictions

#### **6. Safe Handling Procedures**

##### **6.1 General Handling**

Equines must always be treated as unpredictable herd animals

Personnel must remain calm, avoid sudden movements, and be aware of surroundings

Unusual behaviour must be reported immediately to the Yard Manager

##### **6.2 Competence and Training**

Personnel must not handle any equine or animal unless they have received appropriate training

Training must include:

Safe handling techniques



Use of equipment and tack

Emergency procedures

Training records must be maintained

### 6.3 Supervision

Inexperienced personnel must be supervised at all times

Personnel must seek assistance if unsure or uncomfortable

## 7. Personal Protective Equipment (PPE)

Approved, correctly fitting riding helmets must be worn when handling or working around equines

Suitable footwear must be worn at all times

Additional PPE must be used where identified in risk assessments

PPE must be maintained in good condition and replaced when necessary

## 8. Fitness for Work

Personnel must not handle animals if:

Under the influence of alcohol or drugs

Feeling unwell, dizzy, or faint

**Breaches will be treated as a disciplinary matter**

## 9. Handling Other Animals

Personnel must not handle other animals (e.g. dogs, goats, sheep, donkeys, chickens) unless trained and authorised

Handling must be supervised where required

Lone handling of animals must be carried out in accordance with the Lone Working Policy

## 10. Incident and Accident Reporting

All accidents, injuries, and near-misses must be reported immediately to a Supervisor or the Centre Manager

Incidents must be recorded in the accident book

Where applicable, incidents must be reported under:

## Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

### **11. Emergency Procedures**

In the event of an incident:

Stop activity immediately

Move to a safe area if possible

Contact a Mentor, the Yard Manager or the Centre Manager

Administer first aid where trained to do so

Emergency contact details must be readily available

First aid equipment must be accessible on site

### **12. Safeguarding and Client Safety**

The safety of clients and visitors must be prioritised at all times

Additional supervision must be provided for vulnerable individuals

Any safeguarding concerns must be reported in line with organisational procedures

### **13. Monitoring and Review**

This policy will be reviewed annually or following any significant incident

Feedback from staff and incident reports will be used to improve safety procedures