

Livery Yard Criteria

A1. Horse Welfare

Horse welfare is of paramount importance for any equestrian business and the daily needs of all horses and ponies at a BHS Approved Centre must be the first priority. Where clarification may be needed reference should be made to the Equine Industry Welfare Guidelines Compendium for Horses, Ponies and Donkeys (Third Edition) or The Code of Practice for the Welfare of Equidae (Scotland).

The following criteria will be inspected and graded according to the conditions and presentation of the facilities on the day of the inspection. To reach the minimum standard for Approval under the BHS Approved Centre Scheme, all of the criteria in the To Be Approved Section must be met prior to BHS Approved Centres being awarded a further accolade of Commended or Highly Commended. In common with normal auditing practices, The British Horse Society inspection process is to take a sample of the members' activities and check this for compliance with all the scheme rules. The fact that non-compliances may not have been noted during the assessment period does not mean that none exist. Inspection judgements are based upon activities and centre supplied information at the time of the visit.

To be Approved

- A1.1** Isolation procedure and facility
- A1.2** Fire prevention policy and evacuation procedure
- A1.3** All horses to have a structured management and care programme including exercise, foot care, tooth care, worming and veterinary care. Either provided by the owner or with support from the centre. Details of the care provided by the Centre should be included in the livery contract.
- A1.4** Access to suitable clean and appropriate quality foodstuffs/water
- A1.5** Access to safe shelter appropriate for seasonal conditions
- A1.6** Basic equine first aid kit
- A1.7** All horses on premises to have a valid equine passport (in accordance with Defra guidance)
- A1.8** Current list of all horses on the property
- A1.9** Appropriately experienced personnel to actively oversee daily horse care and welfare is in place for all horses.

To be Commended

- C1.1** Where the centre is responsible for the daily care of the horse, there is evidence of a high standard of care
- C1.2** Where clients are responsible for the care of their own horse they are supported and guided regarding a suitable care programme
- C1.3** For horses kept at working, part or full livery records are available to evidence adherence to meeting routine health needs as detailed in livery agreements
- C1.4** Routine daily 'Out of hours' checks are carried out
- C1.5** All horses to have regular dental checks and records to be kept detailing when checks have taken place
- C1.6** Shoeing and trimming records to be kept including dates and detail of the procedure
- C1.7** Horses to be vaccinated as appropriate with records kept
- C1.8** Veterinary/Health Records kept for each horse

- C1.9** Worm prevention programme/plan in place e.g. worm egg counts
- C1.10** Records of any additional care programmes e.g. physiotherapy
- C1.11** Records of horse medication and treatments including Prescription Only Medicines (POM)
- C1.12** On site 24 hour horse supervision

To be Highly Commended

- HC1.1** Equine First Aid Kit (including a content list) with designated person responsible for stock management, Prescription Only Medicines (POM) and currency of stock
- HC1.2** Each horse has a specific care maintenance plan related to age, health and related conditions. This includes working, part or full livery horses.
- HC1.3** Documented isolation procedure plan
- HC1.4** Evidence of individual recording of weight and condition for horses. This includes working, part or full livery horses.

A2. Safeguarding – Where Under 18’s or other vulnerable groups use the livery yard

The safety and wellbeing of all groups at a BHS Approved Centre is of paramount importance. All centres which have children at the centre are expected to comply with the BHS Safeguarding Policy in order to become BHS Approved. Achievement of this area is a pre-requisite for Centre Approval at Approved level. Therefore grade can only be awarded at Approved for this section.

- A2.1** The Centre Proprietor, or delegated person, is responsible for ensuring that all required Criminal Record checks have taken place on staff and volunteers. In England, Wales and Northern Ireland checks are legally required on all individuals who work or volunteer in ‘regulated activity’. In Scotland they are required on all individuals who are in ‘regulated work’. The organisations for each country are as follows; England and Wales, Disclosure and Barring Service, Scotland, Disclosure Scotland (the PVG scheme), Northern Ireland, Access NI and Republic of Ireland, Garda Vetting.
- A2.2** At least one trained staff member responsible for child welfare who has attended a BHS Safeguarding and Protecting Children Workshop or Sports Coach UK Safeguarding and Protecting Workshop and has updated every three years
- A2.3** At least one trained staff member to be appointed as the Centre Welfare Officer (CWO) for the centre. Details of the CWO to be displayed at a central point accessible to all staff and clients.
- A2.4** BHS Safeguarding policy in place
- A2.5** Clear policy regarding the care and supervision of Under 18’s when at the centre. If there are no Under 18’s permitted at the Centre a declaration confirming this is required.

A3. Customer Care

The customers’ experience is paramount to the success of any business. An excellent first impression and welcoming staff will serve the centre well. Even a busy working yard can have the appearance of order and professionalism which will enhance the reputation of the centre.

To Be Approved

- A3.1** Positive overall first impression
- A3.2** Welcoming and friendly staff
- A3.3** Accessible and current human first aid kit available for client use
- A3.4** Correct signage (for directions and information and health and safety)
- A3.5** All liveries to have a current livery contract
- A3.6** Support for liveries and their horses
- A3.7** Evidence of clear system of communication for liveries e.g. a diary booking system, arena booking system.

To be Commended This section is graded depending on the individual business and client requirements.

- C3.1** Positive first overall impression with welcoming and friendly staff
- C3.2** A Website
- C3.3** A member of First Aid qualified staff
- C3.4** Evidence of support systems for clients
- C3.5** Activities and training available for clients e.g. BHS Participation Project, one to one support
- C3.6** Client waiting and rest areas are clean, inviting and accommodating
- C3.7** Refreshments available
- C3.11** Current and up to date Livery contracts in place
- C3.14** System in place and evidence of actions taken as a result of constructive feedback from clients
- C3.15** Written complaints procedure detailing how a client can raise any concerns

To be Highly Commended This section is graded depending upon the individual business and client requirements

- HC3.1** An accurate and up to date website
- HC3.2** Dedicated clean client changing facilities
- HC3.3** Hygienic, well maintained showers. Showers are NOT necessarily required in order to be graded HC
- HC3.4** Dedicated client lockers and storage facility for clients
- HC3.5** Dedicated rest room / café
- HC3.6** Training/coaching available by qualified or accredited Instructors or trainers on the premises available to all clients
- HC3.10** Additional services for clients available e.g. rug washing, rider fitness sessions

A4. Riding Out (if applicable)

Access to safe and enjoyable off road hacking is a high priority for many livery yard clients. A centre which can offer direct access to safe and enjoyable riding will be popular with clients.

To become Approved

- A4.15** Documentary evidence that the main routes are risk assessed
- A4.16** A code of conduct for hacking out for livery yards to include minimum PPE standards which must include the wearing of Hi-Viz, riding hat to the required standard and appropriate footwear. Additional requirements for specific PPE for cross country schooling.

To become Commended

- C4.8** Recording system for client whereabouts whilst out hacking that adheres to centre hacking Code of Conduct, and stipulated within the livery contract.

To become Highly Commended

- HC4.5** Direct access to off-road routes within half a mile of the centre and on minor roads
- HC4.6** Variety of trails e.g. Beach rides, farm ride, woodland, coastal, riverside, mountain or farmlands

A5. Facilities

The BHS Inspector will be assessing the facilities and their management. An old but well maintained centre, showing best practice, can be graded as highly as a newly built facility. All facilities at the centre will be inspected. Not all facilities referred to below e.g. arenas and show jumps, will be applicable to each business and are therefore not all are required.

To be Approved

- A5.1** Positive overall first impression of the centre and facilities
- A5.2** Toilets well maintained, clean and hygienic. To include hand washing and drying
- A5.3** Safe and well maintained stables and surrounding areas to allow for suitable inspection of horse health.
- A5.4** Stables to be adequate size for occupant to ensure room for movement, comfort and ventilation. Doorways that are a suitable width and height to allow safe entry and exit of the horse which is occupying the stable
- A5.5** Stables are kept clean with suitable bedding/cover to ensure comfort
- A5.6** Where rubber matting only is used the stable must be kept free from excessive urine and droppings. The BHS does not condone the use of rubber matting without bedding for stable kept horses
- A5.7** Arena minimum size 20m x 40m with well-maintained access and egress (if applicable to the business)
- A5.8** Well maintained and level riding surface including management systems to maintain the surface and control levels of dust
- A5.10** Human First Aid kit easy accessible
- A5.11** Indoor arena – safe walls or kicking boards at safe height and well maintained. Safety glass used in viewing areas (Where applicable to the business).
- A5.12** Outdoor arena is securely fenced and gated. An arena in a riding school must be fully fenced (where applicable to the business)
- A5.13** Any storage of jumps and other equipment in an arena has been risk assessed as safe
- A5.14** Show jumps well maintained and appropriately stored (if applicable to the needs of the business)
- A5.15** Spring loaded safety cups to be used on the back rail of any spread fences and advice provided to clients advising use of safety cups (where applicable to the business)
- A5.16** Cross country courses to be well maintained including ground and the removal of old and dilapidated jumps. BE guidance re the securing of portable fences should be adhered to. Code of Conduct and appropriate Risk Assessment in place for the use of cross country course (where applicable to the business)
- A5.17** Appropriate storage areas provided to accommodate all clients' feed, forage and bedding, and evidence of vermin control.
- A5.18** Any accommodation offered should be certified to meet requirements stipulated by local authorities e.g. (HMO) Houses of Multiple Occupancy

To become Commended This section is graded depending upon the individual business and client requirements

- C5.1** Well maintained and presented car parking area
- C5.2** Stables are well bedded
- C5.3** Where rubber matting is used in stables an ample supply of bedding is provided
- C5.4** Stables are well drained, ventilated and dry with adequate natural light
- C5.5** Set of school rules clearly displayed in an appropriate location where they can be seen by all users and are enforced
- C5.6** Arenas well lit to enable usage when dark
- C5.7** Where there is a seated viewing area, to be clean and free from rubbish
- C5.8** Additional specialist equipment available e.g. dressage boards, driving cones
- C5.9** Separate jump store in easy access of the arena
- C5.10** Variety of show jumps including fillers. Well maintained and lightweight for ease of handling
- C5.11** If applicable to the business, cross country course is professionally constructed, up to BE or EI standard in design and construction, with a wide range of variety and complexity of obstacles. Course is of a standard to be able to facilitate training/clinics in preparation towards BE standard events and exams
- C5.12** Horsebox parking if appropriate

- C5.13** Designated wash down area
- C5.14** Horse walker or other e.g. Lunge pen
- C5.15** Secure, well lit veterinary inspection area
- C5.16** Additional, appropriate, feed storage
- C5.17** Dedicated rug storage area

To become Highly Commended This section is graded depending upon the individual business and client requirements

- HC5.1** Spacious purpose built or converted facility with a layout which enhances safe working practices
- HC5.2** Positioning of stables enhances horse welfare in terms of view, fresh air, seeing other horses and companionship
- HC5.3** Size of stable meets or exceeds minimum requirements
- HC5.4** Arena mirrors, made from safety glass or protected
- HC5.5** Indoor arena, minimum size 20 x 40m OR additional arena
- HC5.6** Outdoor arena minimum 20m x 60m
- HC5.7** Covered, seated and heated viewing area
- HC5.8** Additional arenas if applicable to the business
- HC5.9** BS or SJI standard set of show jumps to facilitate building of a BS standard course
- HC5.11** If applicable to the business, Cross country course is professionally constructed, up to BE or EI standard in design and construction with a wide range of variety and complexity of obstacles. Course is of standard to be able to facilitate training/clinics in preparation for BE standard events.
- HC5.12** CCTV or other security system
- HC5.13** If applicable to the business, dedicated gallops or canter tracks with a regular maintenance programme.
- HC5.14** Horse solarium or other equipment of similar horse benefit available for use
- HC5.15** Designated Wash Box/Inspection Area
- HC5.16** Well lit, lockable, purpose built feed room with water, and additional storage for supplements

A6. Tack Rooms

Tack rooms to be tidy, secure and provide sufficient storage for clients' tack and equipment

To be Approved

- A6.1** Secure and sufficient tack/equipment storage with safe saddle and bridle racks

To be Commended

- C6.1** Tack well maintained through regular cleaning (if applicable re livery agreement)
- C6.2** Washing and drying facilities for equipment
- C6.3** Tack room to be heated with access to hot water
- C6.4** Tack room to be alarmed

To become Highly Commended

- HC6.1** Tack is routinely cleaned to a high standard (if applicable re livery agreement)
- HC6.2** Hot water access is in situ
- HC6.3** Associated equipment is routinely cleaned and maintained
- HC6.4** Separate rug store or individual rug storage
- HC6.5** Rug driers available for use

A7. Grassland Management & Turnout

Good quality grazing is a premium at many equestrian centres where access to regular turn out can be restricted due to the land available or the prevailing weather conditions. A suitable grassland

management programme, safe and secure fencing and adequate water supply forms the basis of BHS Approval

To be Approved

- A7.1** Well maintained pasture with management of droppings
- A7.2** Paddocks to be relevant to requirement e.g. grazing or turn-out
- A7.3** Safe and secure fencing, boundaries and gates. Where stock fencing is used as dividing fences, it is recommended that off-set electric fencing should also be in place. All fencing must be well maintained
- A7.4** Availability of clean water
- A7.5** Free from dangerous objects and poisonous weeds and plants e.g. ragwort
- A7.6** Access to shelter appropriate to seasonal conditions
- A7.7** Safe design of grazing areas e.g. clear access to gateways and walkways

To be Commended

- C7.1** Separate Summer/Winter grazing provision
- C7.2** Facility to enable individual turn out (if required)
- C7.3** Horse Safe Fencing made of good quality material and professionally erected and maintained (does not include Barbed Wire, Plain Wire or Stock Fence)
- C7.4** Individual turn out pen/corral facility

To become Highly Commended

- HC7.1** Hard standing in required field gateways
- HC7.2** All year turnout with suitable drainage
- HC7.3** Optional permanent individual turnout paddocks, if applicable
- HC7.4** Provision of field shelters where no natural shelter is available
- HC7.5** Good quality grazing, appropriate to the situation

A8. Legislative Compliance

There are a number of documents and procedures which must be in place before BHS Approval can be granted.

To be Approved

- A8.1** Horse Passports to be kept in accordance with Defra guidelines
- A8.2** Current Liability/Employers Insurance Schedule to be visibly displayed
- A8.4** List of qualified First Aiders to also be visibly displayed
- A8.5** Up to date and easily accessible First Aid Kit available
- A8.6** Centre Health & Safety Policy, a written policy is required where there are five or more employees; however the number of volunteers and stable helpers must be taken into consideration
- A8.7** H&S at Work Act 1974 Poster to be displayed, if more than 5 employees
- A8.8** Accident reporting procedure including RIDDOR
- A8.9** COSHH assessment
- A8.10** Muck heap siting, storage and removal must comply with environmental legislation, e.g. non contamination of waterways
- A8.11** Risk Assessment linked to each activity must be completed for all areas of the business, and all relevant staff to have access to these.
- A8.12** Preventative Fire Risk Assessment for staff, clients and horses
- A8.13** All employees to have a current contract of employment
- A8.14** Riders to wear the correct PPE for the activity e.g. hats, boots, gloves and body protectors as required. Riding hat to the current standard must be worn at all times when mounted

To be Commended This section is graded depending upon the individual business and client requirements

- C8.1** A clear management structure and system of communication
- C8.2** Job descriptions and responsibilities provided for all employed staff
- C8.3** Contracts for trainees/work based learning apprentices
- C8.4** A written induction procedure for staff/volunteers
- C8.5** An induction procedure for other work contractors
- C8.6** Staff handbook in place
- C8.7** CPD and on-going training provided for all staff
- C8.8** Staff rest area / staff room to be warm, clean and tidy
- C8.9** Routine regular and documented reviews of Health and Safety

To be Highly Commended This section is graded depending on the individual business and client requirements

- HC8.1** Documented performance appraisal reviews for employed staff
- HC8.2** A written induction procedure for other work contractors
- HC8.3** Evidence of a Fire Evacuation procedure drill undertaken on routine basis with a record of the time and date when the fire drill took place and any outcomes or actions
- HC8.4** Documented effective Health and Safety audits are undertaken as routine practice