**This document contains the following 7 NOS for review.**

**These NOS may be applicable to workplaces where grooms are employed within a riding school or trekking centre.**

1. LANEq228 Carry out pre and post horse trek procedures

2. LANEq229 Assist the trek leader during a horse trek

3. LANEq230 Prepare horses to be ridden by riders with special requirements

4. LANEq231 Assist riders to mount and dismount a horse

5. LANEq232 Assist with riding activities for riders with special requirements

6. LANEq326 Prepare to lead a horse trek

7. LANEq327 Lead a horse trek

**LANEq228 Carry out pre and post horse trek procedures**

**Overview:**

This standard involves carrying out pre- and post- horse trek procedures. These procedures could be helping the clients mount and dismount, adjusting tack as necessary and caring for the horses on return from the trek. You will be required to assist clients that are both beginners and capable riders. The work described in this standard would be carried out following agreement with a supervisor about the responsibilities and methods of work. You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity. You will need to be able to recognise hazards in connection with this activity.

**Performance criteria:**

1. select and wear appropriate clothing and personal protective equipment for the activity, according to instructions

2. carry out pre-trek assessments, according to instructions

3. approach and handle the horses with respect, with awareness of their behaviour and reactions in a way that minimises risk to yourself, others and the horse

4. check the suitability of tack and tack up horses according to instructions

5. assist riders with mounting and dismounting from the ground and a mounting block

6. adjust stirrups and rein length to suit individual riders as required

7. recognise and report hazardous situations promptly to the trek leader

8. carry out post-trek procedures for both horses and riders, according to instructions

9. check the horses’ health and condition on return from the trek

10. provide horses with water and make them comfortable according to season and work levels

11. maintain the safety of yourself and others, and the welfare of the horse, during the activity

**Knowledge and understanding:**

1. the selection, use and care of personal protective equipment

2. why it is important to follow instructions and agreed procedures for trekking activities

3. the potential hazards likely to be encountered during mounting and dismounting from both the ground and a mounting block

4. the insurance requirements for trekking establishments

5. the importance of good customer relations

6. why it is important to recognise poor fitting, broken or unsafe tack

7. the different types of treks and the requirements of short and long treks and seasonal differences

8. the procedures for pre-trek assessments of the horses and clients, including health checks and any prerequisite registration or health documentation

9. how and when to use numnahs and saddle pads

10. how to tack up, un-tack and adjust tack for comfort and safety

11. the risks to horses, yourself and others and how these can be minimised

12. your responsibilities under relevant animal health and welfare and wellbeing and health and safety legislation and codes of practice

**Scope/range:**

Assist with treks involving: beginners, capable riders

**Glossary:**

Tack and equipment: PPE and possible hi-vis, bridle, saddle, neck strap, protective numnahs

**LANEq229 Assist the trek leader during a horse trek**

**Overview:**

This standard is about assisting the trek leader during a horse trek to monitor the safety and comfort of clients and horses, as well as maintaining communications with all on the trek. The work described in this standard would be carried out following agreement with a supervisor about the responsibilities and methods of work. You will need to be fully aware of the importance of animal health and welfare and health and safety in connection with this activity.

You will need to be able to recognise hazards in the workplace.

**Performance criteria:**

1. select and wear appropriate clothing and personal protective equipment for the activity, according to instructions

2. approach and handle the horses with respect, with awareness of their behaviour and reactions in a way that minimises risk to yourself, others and the horse

3. assist the trek leader during a horse trek by continuously monitoring riders, horses and conditions, according to agreed procedures

4. report hazardous situations promptly to the trek leader according to agreed procedures

5. give information to clients at appropriate times and frequencies including about hazardous situations, points of local interest and the progress of the trek

6. carry out the trek leader's instructions at all times

7. follow agreed procedures for riding on the road at all times, in line with riding and road safety legislation

8. put a horse on lead while mounted and ride and lead as directed

9. use safe techniques and control while riding and leading

10. maintain the safety of yourself and others, and the welfare of the horse, during the activity

**Knowledge and understanding:**

1. the selection, use and care of personal protective equipment

2. the safe conditions for trekking and how to monitor conditions

3. the implications of incorrect horse/rider combinations

4. how weather conditions affect different terrains

5. the reasons for continuous monitoring of trek members

6. how to recognise clients in distress

7. how to recognise problems with horses

8. how the Highway Code and other countryside/access codes apply to trekkers

9. the methods of effective communication while on the trek

10. how and when information on points of interest, progress and riding control should be given

11. how a client's medical conditions may affect his or her ability on the trek

12. the risks to horses, yourself and others and how these can be minimised

13. your responsibilities under relevant animal health and welfare and health and safety legislation and codes of practice.

Scope/range:

Give the following information to clients: potentially hazardous situations, points of local interest, the progress of the trek

Monitor and report on the following conditions: weather, terrain, client health, client attitude, horse welfare, any hazards to the riders and horses

Carry out the following activities: put a horse on lead rein while mounted, lead a horse correctly and safely, minimizing any risks

**LANEq230 Prepare horses to be ridden by riders with special requirements**

**Overview:**

This standard is about preparing horses to be ridden by riders with special requirements. You will be required to check rider records, prepare a horse for them to ride and ensure that riders are correctly and safely dressed. The work described in this standard would be carried out following agreement with a supervisor about the responsibilities and methods of work. You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity. You will need to be able to recognise hazards in the workplace

**Performance criteria:**

1. select and wear clothing and personal protective equipment for the activity, according to instructions

2. approach and handle the horses with respect, with awareness of their behaviour and reactions in a way that minimises risk to yourself, others and the horse

3. check a rider’s requirements and prepare any equipment needed to meet the rider’s needs

4. prepare specified horses to be ridden, according to instructions

5. adjust tack to suit individual riders, according to instructions

6. report any hazardous situations promptly to the group leader

7. maintain the safety of yourself and others, and the welfare of the horse, during the activity

**Knowledge and understanding:**

1. the selection, use and care of personal protective equipment

2. how a rider’s special requirements affect his or her riding

3. the hazards likely to be encountered and how they should be dealt with

4. how to prepare a suitable horse to be ridden for the rider’s special requirements

5. the importance of checking and maintaining rider records

6. the risks to horses, yourself and others and how these can be minimised

7. your responsibilities under relevant animal health and welfare and health and safety legislation and codes of practice

**Scope/range:**

Prepare two different horses for riders with special requirements.

**LANEq231 Assist riders to mount and dismount a horse**

**Overview:**

This standard involves assisting riders to mount and dismount a horse. This may include riders with special requirements. The work described in this standard would be carried out following agreement with a supervisor about the responsibilities and methods of work. You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity. You will need to be able to recognise hazards in the workplace.

**Performance criteria:**

1. select and wear appropriate clothing and personal protective equipment for the activity, according to instructions

2. approach the horse in accordance with instructions and in a manner that minimises stress to the horse, and risk to yourself and others

3. check the rider’s requirements and prepare any aids needed to meet the rider’s needs

4. carry out the appropriate safety checks on tack and equipment

5. position the horse correctly in the mounting/dismounting area

6. assist riders to mount and dismount a horse, according to instructions

7. maintain the safety of yourself and others, and the welfare of the horse, during the activity

**Knowledge and understanding:**

1. the selection, use and care of personal protective equipment

2. the different methods of mounting and dismounting and how they are carried out

3. the importance of using aids when mounting and dismounting riders

4. the safety considerations when mounting and dismounting

5. the problems likely to be encountered and how they would be dealt with

6. how to position the horse in the mounting/dismounting area

7. the risks to horses, yourself and others and how these can be minimised

8. your responsibilities under relevant animal health and welfare and health and safety legislation and codes of practice.

**Scope/range:**

Mount three riders using the following aids:

• lift-ons

• blocks

• ramps

Dismount three riders.

**LANEq232 Assist with riding activities for riders with special requirements**

**Overview:**

This standard involves assisting with riding activities for riders with special requirements. The work described in this standard would be carried out following agreement with a supervisor about the responsibilities and methods of work. You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity. You will need to be able to recognise hazards in the workplace.

**Performance criteria:**

1. select and wear appropriate clothing and personal protective equipment for the activity, according to instructions

2. assist with riding activities for riders with special requirements by leading the horse at the required pace and maintaining safe distances, according to instructions

3. monitor riders throughout the activity, according to instructions

4. liaise and feed back to the coach/instructor and other assistants throughout the activity

5. report any hazardous situations promptly to the coach/instructor

6. communicate with the riders using appropriate methods to suit individual requirements

7. follow the coach/instructors instructions at all times

8. maintain the safety of yourself and others, and the welfare of the horse, during the activity

**Knowledge and understanding:**

1. the selection, use and care of personal protective equipment

2. the different types of leading and when each one is appropriate

3. the reasons why side walking is necessary

4. the reasons why riders must be continuously monitored

5. how to recognise stress and distress in riders and horses and the appropriate actions to be taken

6. the basic types of rider conditions and special requirements and how they affect riding

7. the hazards likely to be encountered and how they are dealt with

8. why it is essential to maintain communication with riders and others throughout the activity

9. the risks to horses, yourself and others and how these can be minimized

10. your responsibilities under relevant animal health and welfare and health and safety legislation and codes of practice.

**Scope/range:**

Assist different riders during three different rides/sessions

**Glossary:**

Leading:

* level one – close leading – the leader has control
* level two – longer lead – the rider has more control
* level three – leader is only there for an emergency – the rider is nearly independent

**LANEq322 Ride and lead horses for exercise**

**Overview:**

This standard involves riding and leading horses for exercise. You should be able to ride and lead a selection of horses, maintain control of horses and identify and deal with different conditions. You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity. You will need to be able to recognise hazards and assess risks in the workplace.

**Performance criteria:**

1. select and wear appropriate clothing and personal protective equipment for the activity

2. select and fit suitable tack and equipment

3. ride and lead a selection of horses to appropriate exercise requirements

4. maintain control over ridden and led horses while mounting, and throughout the exercise, appropriate to the conditions

5. follow the procedures laid down, and the Highway Code, for riding on the road at all times

6. deal with different conditions and take appropriate action, in accordance with current good practice

7. monitor and maintain the health and safety of yourself and others, and the welfare of the horse, during the activity

**Knowledge and understanding:**

1. the selection, use and care of personal protective equipment

2. the suitability of horses to ride together for exercise

3. the reasons for selecting horses to be ridden and led

4. the types of conditions and how these can affect horses

5. the selection of tack and equipment for use when riding and leading horses

6. the different training methods

7. the different equestrian disciplines and their needs

8. the risks to horses, yourself and others and how these are controlled

9. your responsibilities under relevant animal health and welfare and health and safety legislation and codes of practice

10. your responsibilities under the Highway Code.

**Scope/range:**

Ride one horse and lead another in walk, trot and canter for exercise

Ride horses according to:

• their suitability to ride together

• exercise requirements

• riding on the road

• riding in the open

Glossary:

Conditions: surface, weather conditions, visibility, other riders, road conditions, other road users, presence of other people, presence of other horses, presence of other animals

**LANEq326 Prepare to lead a horse trek**

**Overview:**

This standard covers preparing to lead a horse trek. You should be able to check that sufficient horses and tack are available, assess clients' suitability for the activity, allocate clients to horses and respond to any problems. You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity. You will need to be able to recognise hazards and assess risks in the workplace.

**Performance criteria:**

1. Select and wear appropriate clothing and personal protective equipment for the activity

2. Prepare to lead a horse trek by confirming sufficient horses are available with suitable tack

3. Assess client suitability for the horse trek

4. Carry out a full briefing of procedures and confirm that clients have understood these, including safety precautions and equipment, basic horse control, rules regarding their position in the string, the trek route and emergency procedures

5. Check clients are wearing safety equipment, prior to leading a horse trek, and explain that it is to be worn at all times.

6. Allocate clients a suitable horse, give assistance during mounting and adjust tack to suit the rider

7. Confirm that the appropriate emergency equipment is available

8. Respond appropriately to any problems that arise, within your limits of authority

9. Monitor and maintain the health and safety of yourself and others, and the welfare of the horse, during the activity

**Knowledge and understanding:**

1. The selection, use and care of personal protective equipment

2. The reasons for briefing clients and checking their understanding

3. The procedures of your organisation regarding trekking activities

4. Why it is important to ensure that safety helmets are correctly fitted and worn at all times

5. The reasons for communicating the proposed trek route to someone in authority

6. How to establish and maintain relationships with clients

7. How to assess the suitability of clients for the horse trek

8. The reasons for allocating clients to particular horses

9. How to respond to problems and your limits of authority

10. The insurance requirements for trekking activities

11. The emergency equipment required for the trek, including first aid kit, spare tack and communication equipment

12. The risks to horses, yourself and others and how these are controlled

13. Your responsibilities under relevant animal health and welfare and health and safety legislation and codes of practice

**Scope/range:**

Work with the following clients: adults, children, experienced riders, inexperienced riders

Assess the following aspects of clients suitability: dress, age, weight, experience, other specific needs e.g. medical conditions

**LANEq327 Lead a horse trek**

**Overview:**

This standard covers leading a horse trek, including following the trek route, monitoring clients, and identifying and responding to any hazardous situations. This standard applies to all lengths of trek. You will need to be fully aware of the importance of health, safety and animal welfare in connection with this activity. You will need to be able to recognise hazards and assess risks in the workplace.

**Performance criteria:**

1. Select and wear appropriate clothing and personal protective equipment for the activity

2. Lead a horse trek following the correct route, within the agreed timescale

3. Monitor clients and conditions, according to agreed procedures

4. Identify hazardous situations and take appropriate remedial action, within the limits of your authority

5. Provide information to clients at appropriate times and frequencies, including: hazardous situations (both to the rider and the horse), points of local interest and progress of the trek

6. Adhere to agreed procedures in the event of an emergency

7. Follow procedures already laid down including relevant parts of the highway code and countryside/access code, at all times

8. Discuss the trek with clients and gain feedback

9. Monitor and maintain the health and safety of yourself and others, and the welfare of the horse, during the activity

**Knowledge and understanding:**

1. The selection, use and care of personal protective equipment

2. The safe conditions for trekking

3. The use of maps, compass and gps when leading a horse trek

4. How weather conditions affect different terrains

5. The reasons for continually checking trek members

6. The appropriate emergency procedures in the event of an accident, incident or illness, both for the horse and the rider

7. When it is necessary to have assistants accompanying the trek

8. Your responsibility under relevant sections of the highway code and countryside/access code

9. The types of hazards to horses and riders that may be present during trekking

10. How to recognise client's distress

11. How to recognise problems with horses

12. The agreed procedures regarding mounting and dismounting

13. Customer relations and the importance of good communications before, during and after the trek

14. How to deal with any problems and limits of authority

15. How horses are cared for after a trek

16. Why it is important to ensure that all incidents are reported

17. The risks to horses, yourself and others and how these are controlled

18. Your responsibilities under relevant animal health and welfare and health and safety legislation and codes of practice

**Scope/range:**

Monitor the following conditions: weather, terrain, client health, client attitude, horse welfare

Gain feedback from clients: customer satisfaction, route, duration, timing

Lead treks of varying lengths (up to one day)

Deal with the following: complaints, comments, recommendations