Hood Hill Equestrian Induction Policy

Date of Policy	**October 2026**
Date of Review	**October 2027**

Hood Hill Equestrian

Welcome to the Hood Hill Equestrian team,

We are pleased that you are looking to further your education, experience and or career with us.

Within this induction pack there is important information that you will need to read. Please let us know if there is anything you are unsure of.

You will be given a tour of the centre to indicate the following:

- Location
- Staff – see below
- General Health & Safety – see the policy
- Policies and Procedures (you must read and sign) **Locations & Staff**
- Office
- Training Room
- Kitchen
- Reception
- Tack room
- Toilets
- Indoor Arena's
- Outdoor Arena's
- Muck Heap
- All Barns
- Fields
- Horse Shower Area
- Alternative Provision spaces

Welfare Facilities

- Signing in and out machine
- Policy display – making note of the emergency numbers
- Toilets
- First Aid Boxes
- Accident Book
- Your basic contact details

Fire Points

- Fire Whistles
- Fire Extinguishers
- Emergency Services Details
- Fire Policy

Hood Hill Equestrian Staff Structure

- Josie Gibbs – Proprietor
- Ashleigh Wilkinson – Yard Manager
- Rebecca Lomas – Office Administrator

General Health & Safety Duties

- Health and Safety Policy
- It is important that all doorways & gates are always kept clear of obstruction. The wall outside the reception contains all the relevant emergency information.
- Do not attempt any job or duty you have not been shown how to do.
- Under no circumstance do you carry out any job or duty that involves chemicals or machinery.
- All equipment must be put away in the designated areas.
- PPE must always be worn.
- If in doubt ask a member of staff, yard supervisor or manager.

Emergencies

- All accidents must be reported to your supervisor & an accident report form must be filled in & handed to Ashleigh or Josie to check for risk assessment.
- On the event of a fire follow all instructions by yard staff. Do not attempt to release any animals and always follow the procedure
- Do not leave the premises until you have been accounted for by the fire service & Manager.

First Aiders

- Josie Gibbs
- Ashleigh Wilkinson
- Carla Brewster
- Abi Putland
- Ruby Fox
- Alana Webster
- Faith Stones
- Charlotte Sykes
- Daniel Caine

Safe Systems of Work

- Where possible, only staff should be on the yard.
- Where possible, all customers should avoid being on the yard. When customers are on the yard they must be supervised by a member of staff
- Always respect all members of staff & fellow students.
- Handling & lifting procedures should always be followed. Always enlist the help of a fellow worker. Use a barrow or trolley to move heavy items where possible.

- COSHH awareness where necessary. If you have any allergies or health issues which may prevent you from carrying out certain duties, you must make your manager & yard supervisor aware.
- You may be asked to fulfil an enhanced DBS check and you must comply with this request

General

- This yard operates a no smoking or vaping policy on the yard you may use the designated area only.
- No running or shouting on the yard or around the horses.
- Respect all liveries & customers.
- No in appropriate language to be used on or around the yard.
- No litter on the yard or around the reception please use the bins.
- No mobile phones or vapes/smoking on the yard.
- Hair must be tied back.
- No jewellery to be worn.

Care for the Horses

- Horses are to have adequate food & water.
- All horses to have feet picked out & groomed daily.
- When horses have been ridden, they are to be left in a comfortable state.
- If you think a horse is unwell you must report it immediately to the manager or yard supervisor.