

## VOLUNTEER ROLE DESCRIPTION

<b>Role Title:</b>	<b>Riding Centre Volunteer</b>
<b>Organisation:</b>	<b>Vibrant Partnerships</b>
<b>Location/Facility:</b>	<b>Riding Centre</b>
<b>Working with:</b>	<b>Riding Centre Staff</b>
<b>Time Commitment:</b>	<b>Minimum 2.5 hour shift</b>

### Purpose

To assist in looking after the horses on a day to day basis, preparing them for riding lessons and leading them during riding lessons

<b>Details of Role</b>	<ul style="list-style-type: none"> <li>To assist in the stables undertaking general stable duties. e.g. muck out, clean tack, sweep yards</li> <li>To help groom and tack up horses.</li> <li>To lead horses during beginners riding lessons</li> <li>On occasion and after completion of a trial period assisting on the Access Riding Sessions</li> </ul>
<b>Personal Attributes</b>	<p><b>In order to apply to volunteer you must match one of these essential criteria:</b></p> <ol style="list-style-type: none"> <li>1. A customer attending the Riding Centres BHS examination training courses. The instructor will be asked to confirm the volunteer's competence to undertake the role.</li> <li>2. A customer who has a horse at livery at the Riding Centre</li> <li>3. A customer riding on lessons Adult Novice and above.</li> <li>4. A university vet student on a work placement.</li> </ol> <p>Other useful attributes:</p> <ul style="list-style-type: none"> <li>Experienced in tacking up and untacking horses</li> <li>Experienced in leading horses while others are riding</li> <li>Competent and confident around horses and on stable yard</li> <li>Ability to accept instruction from Riding Centre Staff</li> <li>Ability to communicate well with others</li> </ul>
<b>What's in it for you?</b>	<ul style="list-style-type: none"> <li>An opportunity to develop skills and experience of working in the equestrian world.</li> <li>An opportunity to learn more about horses.</li> <li>An opportunity to meet new people and have fun.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To carry out tasks in line with the Authority's policies and procedures including: <ul style="list-style-type: none"> <li>The Authority's Health and Safety Policy</li> <li>The Authority's Volunteer Policy</li> <li>Volunteer induction pack rules and regulations</li> </ul> </li> <li>Undertake induction and training and development consistent with your role.</li> </ul>

For further details contact [volunteers@leevalleypark.org.uk](mailto:volunteers@leevalleypark.org.uk)

## Risk Assessment Form

<b>Centre: Riding Centre</b>	<b>Original Date: 16/02/18</b>	<b>Carried out by: Rachel Seddon</b>
<b>Risk Assessment: Riding Volunteer</b>		

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
<b>Risk: Personal Injury</b>		
Rider Injury/Horse Injury/Leader injury in Stable area	Volunteers, Staff, Customers	<ul style="list-style-type: none"> <li>Volunteers receive an Induction</li> <li>LVRPA staff supervision</li> <li>Volunteer instruction</li> <li>Stable Risk Assessment</li> <li>First Aid Facilities</li> </ul>
Personal Injury during lesson	Volunteers, Staff, Customers	<ul style="list-style-type: none"> <li>See Indoor and Outdoor Menage Areas Risk Assessments</li> <li>Staff to ensure that prior to going to stable area that correct footwear is worn</li> <li>Maximum numbers for a lesson is 8 persons to 1 instructor or 5 RDA riders</li> <li>Staff supervision at all times</li> <li>Staff designate horses that are appropriate to the person who is leading</li> </ul>
Manual Handling of Tack Equipment	Volunteers, Staff, Customers	<ul style="list-style-type: none"> <li>Tack is fitted by a competent person</li> <li>Staff supervision at all times</li> </ul>

Risk: Fire		
Combustible materials	Volunteers, Staff, Customers	<ul style="list-style-type: none"> <li>Fire alarm system in place and regularly serviced</li> <li>Emergency Action plan in place and given as part of induction</li> <li>All exits checked daily</li> <li>Fire detection and Fire fighting equipment in all areas</li> </ul>

Risk: Work Equipment		
Saddles helmets etc	Volunteers, Staff, Customers	<ul style="list-style-type: none"> <li>See Stable area risk assessment. Tack room section</li> </ul>

Risk: Control of Disease		
Horse bites	Volunteers, Staff, Customers	<ul style="list-style-type: none"> <li>Volunteers receive an Induction</li> <li>LVRPA staff supervision</li> <li>Volunteer instruction</li> <li>Volunteer guidelines</li> <li>First Aider on duty and First aid facilities</li> <li>Information for prevention signage</li> </ul>
Vermin/Rodents	Volunteers, Staff, Customers	<ul style="list-style-type: none"> <li>Bait boxes on site though no evidence of vermin</li> <li>Contractor regularly inspects bait boxes</li> </ul>

Review	Review Conducted by:	Name (Print)	Rachel Seddon
		Position	Manager
		Date	19.09.2016
	Review Conducted by:	Name (Print)	Rachel Seddon
		Position	Manager
		Date	16.02.2018
	Review Conducted by:	Name (Print)	
		Position	
		Date	