**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

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| **Job: GEARING HORSE FOR TRACKWORK**  | **Document Reference: Saddling** |
| **Department: XXXX Racing Stables****Section:** **Work Area: STABLES/HORSE STALLS** | **No:** |
| **Revision Date:****Manager’s / Trainer’s Approval:****Manager’s / Trainer’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)**  | **Safety Checks / Hazardous Substances** |
| * Bridles / head collars / leads / rings
* Saddles including girth, surcingle, stirrup leathers & irons all in order
* Personal Protective Equipment: safety work boots for saddling, riding boots, approved helmet and vest for rider.
 | * Check horse for shavings / straw etc on coat. Wisp horse and pick out feet.
* Make sure horse is secured properly.
* Check gear for faults / wear and tear/ cleanliness
* Check riders PPE.
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| **Codes of Practice Legislation: Applicable to Work? Y/N** **If Yes, state:** | **External Considerations**Weather conditions / rain / wind. Safety of pedestrians / passing horses |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete work** |
| Nominated person in stableWork rider / jockey | Saddle and check horses.Operate horse walker prior to trackworkExercise horse as instructed  | Registered stablehand with horse handling competency and requisite training, experienced operator. Registered rider or licensed jockey |

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| **SAFE WORK METHOD STATEMENT (PART 2)** | **Document Reference:** |
| **Job: GEARING HORSE FOR TRACKWORK** | **No:** |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | **Key Safety Controls & Associated Procedures** |
| Collect all saddlery | Manual handlingSlipping on incorrectly stored gear | Use correct manual handling techniquesEnsure gear (bridles, girths and surcingles) are correctly looped and not dragging around feet |
| Check all gear | Breakage of leathers / girths / reins Severe injury to riders / handlers / horses | Report any gear breakage to boss / foreman.Immediately replace or use another bridle or saddle |
| Check all saddle blankets are free from foreign materials / spiders etc | Irritation to horse could cause bucking and injury to rider | Check and shake out saddle blankets in tack room before placing on horse’s back. |
| Collect horse from yard / box OR | Kicks / trampling | Ensure handler is competent and understands each horse’s temperament  |
| Collect horse from walkerRefer to SWMS for operation of walker | Personal injury to handler / horses  | Ensure handler is conversant with walking machine operation.Observe signs in regard to stopping of walkerMake sure walker is stationary when horse is removedRemove horse in prescribed manner |
| Secure horse in saddling stall (or yard or box) in safe manner | Horse pulling away – injury to handler and assistant | Use breakable twine and tie ends of leads in quick release knots. Strings will allow for breakage if extreme force or panic situations. |
| Remove rugs and wipe over horse or groom horse / pick out feet | Kicks / bites / trampling | Ensure handler is well skilled and moves around horse in expert manner |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | **Key Safety Controls & Associated Procedures** |
| Boots / bandages | Kicks / trampling | As above and has knowledge regarding correct fitting of boots / bandages |
| Saddle horse  | Skin sensitivity and wrinkled skin under girth may make horse skittish | For young horses, stretch legs and walk before legging on riderSaddle with assistance from off side and if on own, change sides from front of horse |
| Bridle horse |  | Bridle horse from behind the head facing in same direction as horse |
| View Rider’s gear | Injury  | Helmet, boots, vest |
| Instruct track rider | External distractions | Ensure you have rider’s attention / request rider repeat instructions. |
| Leg rider on horse | Horse may whip around, stand on handler’s feet | Ensure competent handler uses correct hold of horse’s head whilst assisting rider. |