**Feeding procedures**

All horses/ponies dietary requirements are available from the office on their individual record sheets for detailed instructions  
The white board in the feed room has each horses/ ponies daily feeding requirements

Ponies 13.2hh an under 1 small scoop (White) of Frickers Tiny Tots

Kye and Tilly to receive a token handful of feed (Weight reduction)

Ponies 14.2hh and under 1 ½ Small Scoop (White) of Frickers Tiny Tots

Blaze to receive a token handful of feed (weight reduction)

Horses 15.2hh and under 1 large scoop (Pink) of Frickers Baseline

Spartacus to receive 1 ½ small scoop (White) (Weight reduction)

Horses over 15.2hh 1 ½ large scoop (Pink) of Frickers Baseline

Maz is also receiving 1 pink scoop of conditioning mix to build weight.

All water buckets to be emptied and scrubbed each morning and filled. Water to be checked twice daily lunchtime and evening. Fresh clean water to be available at all times.

Automatic Water feeders to be cleaned out daily, as part of the mucking out procedures.

Any issues with water/feed consumption to be recoded in the weekday diary and to be reported to Helen Harrison, Gilliam Lallement, Jessica Lee or Della Harrison.

Feed is stored in the feed shed in Pony Barn (locked). Feed is stored in sealed and marked feed bins that have to be cleaned prior to opening a new bag of feed to be store in the container.

Whiteboard of all horses feed requirements is on the wall for reference. Please check the whiteboard for any additional feed requirements or additives required.

All Ponies and Horses to receive a hay/haylage net morning and night.

Ad Lib Hay/Haylage for Monty, Walker, Spartacus and Maz

All excess feed is stored in the top container next to the office

**Cleaning procedures**

All feeding equipment to be cleaned after use feed bins to be cleaned prior to refilling  
Virkon E and Virkon S is the cleaning solution we choose to use. The dilution rate is 10 grams of Virkon to 1 litre of water or 1 50g Virkon tablet to 5 litres of water or 1 Sachet to 5 litres of water. Disinfectant is stored in the lockable workshop, please obtain from Michael Branson (Maintenance) and return to him once used.

All stables are to be cleaned prior to horses coming in after summer turn out or after long periods of turn out

Isolation stables to be cleaned after use and or prior to use

All equipment to be stored safely and cleaned regularly.

Horses and ponies are mucked out each morning with waste being disposed of on the muckheap or muck trailer past the end of Pony Barn.

Skipping out to take place afternoon and evening with the muck being disposed of on the muckheap or muck trailer.

All yards to be swept and kept clutter free

All wheelbarrows to be emptied and returned to the tool store at the end of Pony Barn opposite the isolation Unit

All tools to be returned to the tool store.

All paddocks and fields to be poo picked on a daily basis with the droppings place directly on the muckheap or muck trailer

Droppings to be remove from the outdoor school on a daily basis and place on the muckheap or muck trailer

The Muck trailer/muck heap is emptied twice weekly.

All manure is recycled and spread onto local farmers fields/

**Transport procedures**

Trailers to be checked regularly floors safety clips ramps doors etc

Only competent staff Gilliam Lallement, Helen Harrison, Jessica Lee, Della Harrison or Michael Branson to load and unload

Horses/ ponies travel bars to be checked prior to loading

All staff to have completed loading training prior to loading all training to take place using suitable horses/ponies. This is reviewed and checked annually and is recorded on individual training files kept in the Lodge Office.

All training to be carried out by Helen Harrison and/or Gillian Lallement

Any issues with the trailer to be recorded in the weekday diary and reported to Michael Branson (Maintenance).

**Disease control and procedures**

All new arrivals to be quarantined for 21 days in the isolation unit at the end of Pony Barn. These stables have no view of other horses or access to other horses.

All sick horses to be placed in isolation

All horses in isolation to be treated by 1 staff member that being the same staff member daily where possible. If necessary to manage isolation and other yard horses, all yard horses must be complete BEFORE attending to isolation horses.

Hygiene procedures to be followed

Overalls and latex gloves, and overshoes if required are available from the lockable workshop where the disinfectant is stored.

A bucket of Virkon E should remain outside the stable door to disinfect boots prior to entering and upon leaving. This should be replaced daily.

Disposal of overalls and gloves should be placed in the Biffa bin to be removed weekly by Northwest Waste.

All litter to be placed in the Biffa Bin

Hand washing facilities are available in the Veterinary inspection room, the toilet facilities and the office. Hibiscrub is available there to thoroughly disinfect hands.

Separate equipment disinfecting all feeding and daily care equipment foot trays to be used if infection is suspected

Records of staff member managing isolation to be recorded in the weekday diary and also on individual horse health records

Regular health assessments to be carried out by same person  
I.e. daily temperature, regular observations general appearance to be recorded in the diary

Any changes to be reported in the weekday diary and to Helen Harrison and/or Gillian Lallement.

If a large number of horses become sick (infected) then all well horses to be removed from main barn, main barn to be sealed off foot trays to be used

Removal of outer overalls and footwear

All records to be kept in the Loge Office, we have successfully contained an infectious disease following this procedure  
**Health and welfare monitoring procedures**

All horses/ ponies to be checked both morning and night

ANY and ALL changes to be reported immediately to Helen Harrison and/or Gillian Lallement

Things to look for all horses and ponies should have clear mucus membranes bright clear eyes normal alert appearance usual droppings normal bed appearance i.e. not churned or overly messy check normal hay and water consumed

Anything that you may see that causes you any concerns report immediately to Helen Harrison or Gillian Lallement who can then call the vet.

Veterinary calls are recorded in the weekday diary and on the horse daily checklist. It will also be noted on the whiteboard outside the Veterinary Inspection room.

Any horses with special healthcare plans or special instructions from the vet will also be displayed on the whiteboard outside the Veterinary inspection Room in Main Barn – please ensure you check this daily.

**In Case of Emergency**

Helen Harrison, Proprietor

07739 342955

Michael Branson, Maintenance

07540 182038

Gillian Lallement, Yard Manager

07900 232099

Knox and Devlin Vets

01663 732692

Caroline Bramhall, Vet, Vaccinations and Dentistry

07947 800824

Alan Bould, Farrier

07949 835177

**Death escape removal of carcasses**

In the event of escape all staff are required to follow this procedure  
Secure all other horses/ponies if any animals are on a high way contact the police collect head collar lead rope etc to retrieve the horse/pony once returned safely to the yard inform the police and check horse/pony for any injuries  
In the event of the need to remove carcasses contact Beesons number can be found in the office and in the front of the diary

Beesons 07831 874216

**In Case of Emergency**

In an emergency we have several options if all horses need to be stabled we can accommodate this at the riding school as all horses/ponies have their own stables

In the event we have to evacuate the stables we have fields on the premises and the use in an emergency of the adjacent land to the right of the school there is also other land down the old a6 and on middle wood old Rd

Also Tim Shore at Middle Cale farm, Lyme Park will always accommodate our horses and ponies

Tim 07986167981  
  
All staff members have a copy of this information and this is also displayed in the main office and in the treatment room