**Mill Farm Riding School Staff Training Policy**

**Staff Training Declaration**

Mill Farm Riding School recognises that it is their responsibility to provide training and induction at the start of employment, and continuously during employment. Annual appraisals and induction assessments will be used as way of assessing any knowledge gaps to ensure that all staff, full-time, part-time and voluntary are aware of their duties to ensure the following:

o Animal welfare, including recognising poor welfare,

o Animal handling,

o Cleanliness and hygiene,

o Feeding and food preparation,

o Disease prevention and control,

o Recognition and first aid treatment of sick or injured animals

**New Staff and Major Changes to Yard Practices’ Induction Training**

On commencement of employment (part-time, full-time, seasonal, paid or unpaid or voluntary) all staff will receive an induction to make sure that they are able to full-fill the above requirements. This will be reviewed and any major changes to the way the yard is run will also carry further inductions \*\* FOR REVIEW ***(the should include the provision of new client services for example if you operate as a riding school but then start offering livery services then this constitutes a major change)***

This induction training will cover the following:

Orientation - Identification of staff areas including rest rooms and bathrooms, any lockers, parking etc

* Emergency procedures for people and horses
* First Aid procedures
* Fire Action procedures
* Daily Operations
* Yard Rules and Regulations
* Biosecurity Procedures and Protocols
* Risk Assessments for General duties, fire and horses
* Equine Care Plans
* HR Process’, handbooks, time sheets etc

**Continuing Staff Training**

* Annual appraisal which will be conducted each year and include employee self-assessment
* Planned continued professional development, which is open to suggestion by staff for better engagement
* Recognition of knowledge gaps, any staff that wish to share and conduct in house training with skills they have that other don’t – for example clipping skills and experience to managing wounds or repairing tack.
* **\*\* You can sign your staff up to this for £27 a year and there is online courses that you can use as part of their CPD FOR REVIEW Use of online courses and literature will be required by staff – to complete at least one online course provided by The British Grooms Association** [**https://britishgrooms.org.uk/training/groom-clean**](https://britishgrooms.org.uk/training/groom-clean)
* Evidence of staff attendance or completion of the training must be provided and recorded in the Mill Farm Riding School Staff Training Schedule and Staff Training Record