



**VOLUNTEER
COMPANION**

TABLE OF CONTENT

Vision - Mission	3
CIC Values	4
What to Expect	5
Example Routine	6
Yard Rules	7
How to Guide	8
Completing Records	13
Company Contact	14



VISION - MISSION

“Harness Change at Cumbria Rural Academy CIC provides educational courses and training to promote fitness, physical and emotional wellbeing, as well as emotional awareness with due regard to the welfare of animals and wider ecological and environmental impact.”

COMMUNITY VALUES



APPROVED CENTRE

As an approved centre we link nature, horses and the outdoors, in a safe environment, supporting the development of a lifelong relationship between our clients and the natural world.

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PERSON CENTRED

Our coaching is delivered by our centre coaches, who continuously maintain and develop their professional practice.

Our coaches are trained to engage clients and guide them through their chosen pathways to achieve their individual learning outcomes.

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EXPLORATION

Our coaching offers people the opportunity to take supported risks appropriate to the environment and themselves.

Through this, they expand their confidence, curiosity, and learning.

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CELEBRATION

Harness Change at Cumbria Rural Academy CIC uses a range of awards and achievements for everyone. This creates a community for development, learning and celebration.

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LIFE SKILLS

Our coaching aims to promote the holistic development of all involved, nurturing six life skills:

- Building relationships,
- communication,
- confidence,
- responsibility,
- teamwork,
- perseverance.

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CONSISTENCY

Harness Change at Cumbria Rural Academy CIC we like to run a programme of regular sessions rather than a one-off or infrequent visit. The cycle of planning, observation, collaboration, adaptation, and review links each session. This lends itself to progression and harmony with the horse.

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WHAT TO EXPECT

Volunteers are an important and valued part of our organisation. We hope that you enjoy volunteering with us and feel a full part of our team.

Your role as a volunteer is to assist the team in the care and welfare needs of the horses and assist with servicing the clients who engage with the organisation.

You will be allocated set hours and tasks during your period of volunteering. This is for safety as well as for the smooth running of the yard. You will be allocated a welfare book for the day to complete with the selected horses and stables.

Check out our list of equipment to remember to bring with you on the day.

- ☐ Riding Gear including Riding Hat, Gloves and Boots
- ☐ Walking boots or Wellies
- ☐ Waterproof Jacket
- ☐ Mobile phone and emergency contact card
- ☐ Bottle of water or drinks for the day.
- ☐ Lunch and snacks for the day
- ☐ Medications such as inhalers

EXAMPLE DAY ROUTINE

9 am - Arrive and clock in. Update from the team leader on the tasks for the day.

9.15 - Muck out and deep clean allocated stables

11.30 - Start routine health checks

Lunch

13.30 - Ground work and exercising

14.30- Tack cleaning for allocated horses

16.30- Evening care routine

17.30 - Finish



YARD RULES

- Any accident in the yard or ride must be reported to senior staff immediately. In the case of an emergency contact the office who will implement the emergency procedure. (Incident Report forms are available in the office)
- No entry to the yard without notification to the office on arrival and notification as to when you are leaving the yard must be given.
- No smoking in the yard
- No breakable cups or glasses in the yard
- No litter is to be dropped or left in the yard, all litter is to be placed in the relevant bin
- No sandals or open-toed shoes to be worn on the yard (boots only)
- No food to be eaten in the yard (Can be eaten in the lounge, staff room or office)
- All equipment is to be put away after use in a clean and tidy manner in its appropriate designated place.
- All droppings are to be removed immediately from the yard. Arena's to be left without droppings after use.
- Injured or lame horses must be reported immediately to senior staff – This includes any signs of colicing
- When grooming horses or leading horses, head collars must be used, unless where a horse is deemed unruly and a bridle or “chiffony” should be used.
- Horses must be mucked out following the lifting and handling techniques
- All horses to have access to hay and water as often as possible
- DO NOT catch or lead horses from the field, if you require a horse that is in the field, please engage a staff member to fetch the horse in.
- Riding hats must be worn when handling horses.

HORSE HANDLING

Horses should be tied up when being groomed or tacked-up, even in a stable. This enables the handler to move quietly and confidently around the horse, without the danger of being trapped in a corner.

When tied, a horse should be wearing a well-fitting head collar, with the lead rope secured through a loop of string attached to the tying-up ring. If a horse panics and pulls back forcefully, the string will break, minimising the chance of the animal slipping over and being injured. A horse should not be tied by any other means. Attaching the rope to the bit or tying the horse by its reins may cause serious injury and long-term fear.

A handler should be aware of the safest position to adopt for the task being carried out. Standing directly behind or in front of a horse can increase the risk of being injured should the horse strike out with a limb. When holding a horse that is being clipped or treated by a veterinary surgeon or farrier, the handler should stand on the same side as the attendant.

When attending to a horse's feet and legs (such as when applying boots or bandages), the handler should squat beside the horse (not sit or kneel), enabling a quick reaction should the need arise.

Care should be taken when lifting a horse's leg. When picking up a hindleg, the handler's arm should rest in front of the animal's cannon bone. If a horse pulls the leg away the handler can take preventive measures and will be less likely to be kicked.

Scan the QR Code for a video demonstrating some basic knowledge.



MUCKING OUT

1. Check the horse and pick out their feet. Remove the horse from the stable and tie it up.
2. Remove all empty haynets and buckets
3. Brush down the walls to remove cobwebs and bedding on the walls and ledges. Check for any safety hazards like protruding nails or loose fittings.
4. Using the pitchfork, remove all the visible droppings from the surface of the bed. Place them in the wheelbarrow.
5. With the pitchfork, work in layers to pick off the dry straw from the flooring of the bed. All clean straw can be piled into one corner, or on top of the bank.
6. Using the pitchfork, remove all the dirty, wet straw and droppings. Place into the wheelbarrow.
7. Sweep the floor, with the yard brush, and pick up any remaining muck with the shovel. Put it into the wheelbarrow.
8. Using the pitchfork bring the piled-up straw from the bankings, and place it around the centre of the floor. Level it off.
9. With the pitchfork, rebuild and level the bankings.
10. Add fresh, clean straw to the centre of the bed. To create a flat surface, level off the top of the bed. With the pitch fork, check the depth of the bed is correct.
11. Check the functionality and clean out the water bowl.
12. Using the yard brush, sweep the front area of the stable.



GROOM, TRIM AND TIDY

1. Tie up your horse
2. Pick out their feet. Stand at their side facing in the opposite direction to and adjacent to the leg you want them to lift. Run your hand down their foreleg until you are cupping the hoof. Use the hoof pick from heel to toe to remove the debris taking care not to damage their frog.
3. Brush through their mane and tail teasing out any knots with your fingers.
4. Use a rubber curry comb in a circular motion across their coat to loosen the dirt and remove loose hair especially if they are moulting. Work from ear to dock along the body paying attention to any sensitive areas or signs of injury.
5. Go over their coat with a dandy brush or body brush to remove the loosened dirt, stimulate the oils in their coat and promote circulation.
6. Brush down the walls to remove cobwebs and bedding on the walls and ledges. Check for any safety hazards like protruding nails or loose fittings.
7. Using separate sponges clean the eyes, nose and under the dock.
8. Trim the tail so it hangs in between the hock and fetlock joint.

For more information on routine care scan the QR Code.



SCAN ME



TACK CLEANING

Gather your equipment and saddlery. Leather tack only.

Prepare your bridle and saddle

- Saddle: Remove the saddle pad, girth and stirrup leathers. Take the stirrup irons off the leathers and the treads off the stirrup irons.
- Bridle: Unfasten all buckles and separate into the individual parts.
- Stirrup Treads: Place the stirrup treads in one of the buckets and allow them to soak, this will make removing any dirt easier.
- Bit: Providing your bit is not sweet iron, place it in one of the buckets and allow it to soak.

Dampen your sponge ensuring to remove any excess water. Wipe down all the parts to remove the worst of the dirt and grease. Allow the tack to dry.

Using a damp sponge work your chosen cleaner into the leather. This will remove any stubborn grease and dirt.

Using a hoof oil brush or cloth, apply Neatsfoot oil to the flesh side of the leather. Do not use for aniline, untreated, suede or nubuck leather. Allow the leather time to rest and absorb the products added.

Before assembling, buff lightly to remove any residue from the surface.



WELFARE CHECKS

Daily health checks involve checking your horse's physical health for any abnormalities and monitoring their behaviour. If you notice anything you that you're not sure about during your horse's daily health check, speak to a senior member of staff. Delaying treatment can make illnesses more difficult to treat.

Before you start your horse's daily health check, it's a good idea to get to know the signs of a healthy horse, so you can compare this to your horse's current health.

Signs of a healthy horse include:

- being alert and responsive to their surroundings
- interacting with their friends as usual
- walking and trotting freely, or moving around as normal
- bright and clear eyes
- a normal temperature, pulse and respiration rate (TPR)
- having a healthy appetite
- a shiny and smooth coat
- a healthy body condition

Measuring their weight to maintain condition:

To use a weight tape, stand your horse square on a flat surface. Simply place the 'zero' end of the weight tape at the lowest point of your horse's withers. Bring the tape all the way around the horse's girth, passing behind the elbows. Pull the tape up to meet the 'zero' for the approximate weight of your horse.





COMPLETING RECORDS

Every task that you do with your set of horses needs to be recorded in the welfare folder. Their folder includes a record of their current weight, grooming record, tack cleaning record and most importantly a welfare check.

The welfare check details, what was done and any symptoms that you may of noticed. It is important to keep a clear record of this information as it is required for the licencing, BHS approval and for the general care and welfare of the horses. Sharing this information and monitoring the horses wellbeing closely can help us spot any problems early on and make changes to better care for the horses.

Remember to update the documents as you are going along and if you notice anything to report it to a senior member of the team.

THANK YOU

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