

TORFAEN COUNTY BOROUGH COUNCIL

LICENSING CONDITIONS AND GUIDANCE FOR HORSE RIDING ESTABLISHMENTS

1. General Conditions

Licence Condition	Guidance
1.1 Licence Display A copy of the licence and its conditions must be suitably displayed to the public in a prominent position at the horse riding establishment.	
1.2 Authority Approval No animals other than horses are to be kept within the licensed facilities without the written approval of the local authority.	

2. Accommodation & Environment

Horses must be kept in accommodation that is appropriate for construction, size of quarters, bedding, exercising facilities, temperature and heating, lighting, ventilation, cleanliness, and waste disposal.

Licence Condition	Guidance
2.1 Construction a. You must not use any accommodation or facilities other than those detailed on the approved plan that is attached to your licence. b. Any new accommodation must not be used until approved by the licensing authority. c. The establishment must, at all times be laid out and operated in accordance with an approved plan. d. Before carrying out any alterations, plans must be submitted to and	 The approved plan is the “layout” diagram included with your annual licence. All new premises are strongly advised to seek guidance as to any possible planning permissions that may be required in respect to ‘change of use’ of existing buildings or the construction of new buildings.

<p>approved by the local authority.</p> <ul style="list-style-type: none"> e. All units must be built on a concrete base with a damp proof membrane to Building Regulation standards. f. Any exterior wood must be properly treated against wood rot, e.g. tanalised. No product is to be used that contains any substance toxic to horses. g. All internal surfaces used in the construction of walls, floors, partitions, doors and door frames are to be durable, smooth and impervious. There must be no projections liable to cause injury. h. Floors of all buildings and units must be capable of being easily cleansed. i. The interior floor of every newly constructed unit must have sufficient fall to a drainage channel. j. Drainage must not pass towards the sides or partitions, so that contamination does not pass between units. k. Door openings must be constructed such that the passage of water/waste is not impeded, nor allowed to gather due to inaccessibility. 	<p>The issue of a licence does not grant any type of planning consent.</p> <p>The design of the units should ensure that every horse is provided with access to a comfortable, dry, draught-free, clean and quiet place to rest.</p> <p>Design should consider geographical orientation e.g. north-facing may be cooler but more difficult to heat. Correct orientation of the units will allow maximum use of natural light.</p>
<p>2.2 Size of Quarters</p> <ul style="list-style-type: none"> a. The construction of the riding establishment must be substantial, adequate to conditions and allow convenient and safe access to stalls and boxes. b. Stalls must be large enough to allow the animal to lie down and get up without risk of injury. c. Boxes must be large enough to allow the animal to turn round. d. For horses being kept at grass, suitable shelter must be provided so that horses can shelter from the sun and rain. e. Adequate accommodation must be provided for forage bedding, stables equipment and saddlery. 	
<p>2.3 Bedding</p> <ul style="list-style-type: none"> a. Suitable bedding must be provided in any boxes or stalls used 	

<p>2.4 Temperature & Heating</p> <ul style="list-style-type: none"> a. Provision for dealing with extreme weather must be in place, including heating of stalls etc. where appropriate. b. Where horses are kept at grass, blankets and shelter must be available, where appropriate, in case of extreme weather 	<p>The provision of heating etc. will depend on the breed of horse and its hardiness.</p>
<p>2.5 Lighting</p> <ul style="list-style-type: none"> a. During daylight hours, light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable, this should be natural light. b. Artificial lighting must be provided to areas that have no natural light or are in use after daylight hours. c. All artificial lighting must be fitted with clear plastic covers to eliminate possible injuries to horses from broken glass. 	<p>Artificial light needs to be available to enable thorough checking of the horses outside any daylight hours.</p>
<p>2.6 Ventilation</p> <ul style="list-style-type: none"> a. Permanent ventilation must be provided to the sleeping areas without the creation of excessive, localised draughts in any sleeping area. 	<p>Ventilation should provide sufficient fresh air to keep down the levels and spread of odours, noxious gases, dust etc. and to provide for the removal of excess heat and humidity.</p>
<p>2.7 Cleanliness</p> <ul style="list-style-type: none"> a. All internal areas, including boxes and stalls, corridors, common areas, kitchens etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance or diseases . b. The yard and any other external areas in use by the Horse Riding Establishment must be kept free of accumulations etc. c. All bedding areas must be clean and dry. 	<p>A list if disinfectants can be found at: http://disinfectants.defra.gov.uk/</p>

<p>2.8 Pest Control</p> <p>a. Measures must be taken to keep establishments free of rodents, insects and other pests.</p>	<p>The manufacturer's guidance should be followed when using control products in order to minimise risk to horses.</p>
<p>2.9 Drainage & Waste Disposal</p> <p>a. The establishment must be connected to mains drainage or an approved localised sewage disposal system.</p> <p>b. The interior floor of every new unit must be constructed so as to provide a proper fall to a drainage channel sited to take floor washings from each unit and discharging to a trapped gully which connects to the foul drainage system or another suitable disposal system</p> <p>c. Facilities must be provided for the proper reception, storage and disposal of waste.</p> <p>d. Particular care must be taken to segregate waste arising from the treatment and handling of horses with infectious diseases.</p> <p>e. Disposal facilities for animal waste must be agreed with the Licensing Authority.</p>	<p>The owner of the horse riding establishment should check with Natural Resources Wales for up to date guidance on the appropriate means of disposal or waste products</p>

3. Diet & Nutrition

All horses must be adequately supplied with suitable food, and wholesome water must be available at all times in resting/sleeping areas. Adequate food preparation facilities must be available.

Licence Condition	Guidance
<p>3.1 Food & Drink</p> <p>a. Horses must be adequately supplied with suitable food (except in the case of horses maintained at grass)</p>	

<ul style="list-style-type: none"> b. In the case of horses maintained at grass, there must be adequate pasture available for them at all times during which they are so maintained, and supplementary feeds must be provided as and when required. c. Wholesome water must be available at all times as appropriate. 	
<p>3.2 Food Preparation & Storage Facilities</p> <ul style="list-style-type: none"> a. Suitable facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the horses. b. A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels. c. Containers for the storage of foods must be constructed and maintained in good condition so as to be insect and pest proof. 	<p>Surfaces should be able to be cleaned down and disinfected as required with ease and be able to dry quickly. All feed needs to be stored appropriately to ensure is kept fresh, dry and have no risk of contamination from vermin.</p>

4. Supervision

Horses must be adequately supervised.

Licence Condition	Guidance
<p>4.1 Supervision</p> <ul style="list-style-type: none"> a. Where the Licensee is absent then supervision of the premises must be by a suitable and competent person of least 16 years of age. b. Those that supervise must have a thorough and detailed knowledge of the licensing conditions and comply with them at all times. c. Horses must be visited at regular intervals, as necessary for their health, safety and welfare. d. No horse may be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the 	<p>Anyone supervising horses must have sufficient knowledge and experience to be able to handle them correctly and safely. They must also be able recognise if a horses behaviour suggests there is a problem and act accordingly.</p> <p>Staff should have access to and be familiar with the Code of Practice for the Welfare of Horses (Welsh Government) and all relevant legislation.</p>

<p>age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride without supervision</p>	<p>There are accredited training providers that offer relevant courses which licensees may consider worthwhile for their staff.</p> <p>Regular intervals for visits should be a minimum of twice a day for horses kept in stalls and boxes, and once a day for horses kept at grass.</p>
<p>4.2 Maximum number of Horses, & Staffing levels</p> <p>a. The Schedule of Horses must give details of all horses accommodated at the establishment at the time of the licensing inspection. Horses detailed under the title “hired for riding” are the only horses to be used for hire for riding or instruction.</p> <p>b. Any additional horses which are to be hired for riding or instruction may be added only by expressed permission of this authority</p>	<p>The number of staff should be sufficient to ensure that each horse is given adequate individual attention to ensure its health & welfare needs.</p> <p>Where the licensing authorities are not content with the ability of the proposed or existing licence holder to care for horses and comply with licensing conditions, they may reduce the number of horses an attendant can look after.</p>

5. Health, Safety & Welfare

Reasonable precautions must be taken to prevent and control the spread of infectious or contagious diseases. Sick or injured animals must receive appropriate care and treatment without delay. Isolation facilities, first aid equipment and fire protection are necessary.

Licence Condition	Guidance
<p>5.1 Registration with a Veterinary Surgeon</p> <p>a. All horse riding establishments must be registered with a suitable veterinary practice, and ensure full details are made available to the Licensing Authority.</p> <p>b. The establishment's veterinary surgeon must be called where there are</p>	<p>Addresses of veterinary surgeries can be accessed from the Royal College of Veterinary Surgeons: http://www.rcvs.org.uk/FindAVet</p>

<p>signs of disease, injury or illness.</p> <p>c. Where a horse is sick or injured, any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.</p>	<p>Any vet used must be suitably trained and experienced in the treatment of horses.</p>
<p>5.2 Disease Control & Vaccinations</p> <p>a. Adequate precautions must be taken to prevent and control the spread of infectious, contagious diseases and parasites amongst horses, staff and visitors.</p> <p>b. The Licensing Authority must be informed of the death of any horse on the premises.</p>	
<p>5.3 Isolation Facilities</p> <p>a. Isolation facilities must be available and must be in compliance with the other licence conditions but must also be physically isolated.</p> <p>b. Isolation facilities must be used where the presence of infectious disease is suspected.</p> <p>c. Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units must be provided. These must include a disinfectant foot dip and the provision of protective personal equipment for use only in the isolation facility.</p> <p>d. Hands must be washed after leaving the isolation facilities before visiting the other units.</p>	<p>Isolation facilities should be used if staff have any concerns with regard to a horse's health prior to seeking Veterinary attention.</p> <p>Isolated horses must be dealt with by a designated person who can ensure that they take responsibility to ensure they minimise the risk of spreading any disease to any other horses on the premises. This should involve basic bio-security measures to include hand washing, disinfecting boots and change clothing (especially if disease is confirmed) on entry and exit of the facility.</p> <p>An approved list of disinfectants can be found at: http://disinfectants.defra.gov.uk/</p>
<p>5.4 Horses used for Riding Activities</p> <p>a. Horses must be maintained in good health, and in all respects be physically fit</p> <p>b. In the case of a horse kept for the purpose of its being used in providing instruction in riding, the horse must be suitable for the purpose for which</p>	

<p>it is kept</p> <ul style="list-style-type: none"> c. No horse aged three years or under nor any mare heavy with foal nor any mare within three months after foaling may be let out or hired for riding or used, in return from payment, for instruction in or demonstrating riding. d. The feet of all animals must be properly trimmed and, if shod, their shoes must be properly fitted and in good condition. e. A horse found on inspection by an authorised officer to be in need of veterinary attention must not be returned to work until the holder of the licence has obtained at his own expense and has lodged with the local authority, a veterinary certificate that the horse is fit for work. 	
<p>5.5 Equipment used for horse riding</p> <ul style="list-style-type: none"> a. Any riding equipment supplied for a horse let out on hire must be free from visible defect which is likely to cause suffering to the horse or accident to the rider. b. Any equipment provided must be suitable for the rider. Where the rider has their own equipment, this must also be checked for suitability, and only permitted for use where it is appropriate. c. The licence holder must ensure that all riders wear suitable clothing, heeled boots and a riding hat which meets the current B.S.S. specification d. All riding equipment supplied must be kept in a suitable storage area, which is kept clean and dry as appropriate. 	
<p>5.6 Miscellaneous Requirements</p> <ul style="list-style-type: none"> a. A well-stocked first aid kit suitable for use on horses must be available and accessible on site. b. In the event of a horse escaping or being lost, licensees must notify the Licensing Authority as soon as is practical and without undue delay. Full details of date, time, location and circumstances of the incident, the description of the horse and any recovery actions already taken by the licensee must be given to the licensing authority. 	<p>Torfaen CBC operates an "out of hours" emergency line. Escapes can be reported to this facility in the first instance if you are unable to contact the licensing officer.</p>

<p>5.7 Transport of Horses</p> <ul style="list-style-type: none"> a. All vehicles used by the establishment for the transportation of horses must be kept clean, and be maintained so that there are no sharp edges etc. that can injure the horses b. All vehicles must be secure when in use for the transportation of horses, to prevent their escape. 	<p>The legislation defines the requirements to ensure the 'Welfare of Animals in Transport'. You can ask your licensing inspector for details of the current regulations.</p>
<p>5.8 Protection from Fire</p> <ul style="list-style-type: none"> a. The licence holder must ensure that appropriate steps will be taken for the protection and extrication of horses in case of fire and, in particular, that the name, address and telephone number of the licence holder or some other responsible person are kept displayed in a prominent position at the outside of the premises. Instructions as to action to be taken in the event of fire, with particular regard to the extrication of horses, must also be kept displayed in a prominent position on the outside of the premises. This must be posted where staff can see it. b. There must be adequate means of raising an alarm in the event of a fire or other emergency. c. This procedure should include instructions specifying where horses are to be evacuated. d. Fire-fighting equipment and detectors must be properly maintained and fire extinguishers need to be serviced or replaced as required. e. All electrical installations and appliances must be maintained in a safe condition. f. There should be a residual current circuit breaker system on each block of units. g. Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to horses. h. Precautions must be taken to prevent any accumulation of material which may present a risk of fire. 	

<p>5.9 Safety of Electrical Equipment</p> <p>a. All electrical systems must be adequately constructed and maintained, so as to prevent danger, so far as is reasonably practical, in accordance with the Electricity at Work Regulations 1989.</p>	<p>To aid with the compliance of the regulations please see attached Schedule C.</p>
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6. Record Keeping

Records must be kept as required by the legislation detailing all pertinent information for each horse used at the premises

Licence Condition	Guidance
<p>6.1 Register</p> <p>a. A register must be kept of all horses kept at the premises, including those aged three years and under, and any horses not used for the purposes of the horse riding business</p> <p>b. Records must be kept available for a minimum of 24 months and kept in such a manner as to enable an authorised officer easy access to such information.</p> <p>c. Where records are computerised, a hard copy must be kept or made available on request.</p> <p>d. The register must also be available to members of staff of the establishment at all times.</p> <p>e. The records shall be available for inspection by an authorised officer at all reasonable times.</p>	<p>The register must be in a format that is clear and easy to understand by any staff and the licensing inspector.</p>

7. Animal Welfare Act 2006

Section 9 of the above Act places a duty of care on a person who is responsible for an animal. The Act states that a person commits a criminal offence if they do not take reasonable steps to ensure for the needs of that animal. In order that you comply with these duties the Council has detailed certain requirements and guidance that you must follow.

Where there is a potential breach of a Duty of Care under the Animal Welfare Act 2006, the council may, at its discretion, issue an Improvement Notice to remedy the problem.

Reference should be made to the Welsh Code of Practice for Equine Welfare, which can be found at <http://gov.wales/topics/environmentcountryside/ahw/animalwelfare/pets/codesofpractice/081205equinecode/?lang=en>

Licensing Conditions	Guidance
<p>7.1 Routine Medication</p> <p>a. Any horse that requires routine/daily medication or treatments must have them administered by a suitably competent person.</p>	<p>It is good practice for the licensee to have written evidence regarding any medication requirements.</p>
<p>7.2 Socialisation</p> <p>a. All horses must be given the opportunity for daily interaction and stimulation with humans and with other horses as appropriate.</p> <p>b. Where horses are not being used for riding instruction, other opportunities for a suitable level of exercise must be given.</p>	<p>Appropriate exercise, grooming etc. should be carried out to ensure that horses get sufficient contact with other horses and with humans.</p>
<p>7.3 Visual Stimulation & Accessories</p> <p>a. For new build or when adding to or refurbishing an existing horse riding establishment, buildings should be so constructed that they offer visual stimulation and distraction to the horses being housed where applicable.</p>	<p>In the design of a new stable building, a 'view' from each unit will be a means of visual stimulation.</p>

8. Insurance	Guidance
<p>8.1 Insurance Policy</p> <ul style="list-style-type: none"> a. The licence holder must hold a current insurance policy b. The insurance policy held must: <ul style="list-style-type: none"> ○ insure you against liability for any injury sustained by those who hire a horse from you for riding and those who use a horse in the course of receiving from you, in return for payment, instruction in riding. ○ Insure you against liability arising out of such hire or use of a horse and ○ Insures such hirers or users in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising from, such hire or use. <p>Total Indemnity required - Minimum £2,000,000.</p>	<p>The cover should cater for a wide range of possible misfortunes, such as emergency veterinary care, loss, third party liability and employer's liability where applicable.</p>

OTHER MATTERS RELATING TO THE OPERATION OF A LICENSED ESTABLISHMENT.

A. APPEALS PROCEDURE

RIDING ESTABLISHMENTS ACTS 1964 & 1970

Section (4A) Without prejudice to the provisions of subsection (2) or (4) of this section, every licence granted under this Act after 31 December 1970 shall be subject to the following conditions (whether they are specified in the licence or not), namely -

- (a) a horse found on inspection of the premises by an authorised officer to be in need of veterinary attention shall not be returned to work until the holder of the licence has obtained at his own expense and has lodged with the local authority a veterinary certificate that the horse is fit for work;
- (b) no horse will be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride without supervision;
- (c) the carrying on of the business of a riding establishment shall at no time be left in the charge of any person under 16 years of age;
- (d) the licence holder shall hold a current insurance policy which insures him against liability for any injury sustained by those who hire a horse from him for riding and those who use a horse in the course of receiving from him, in return for payment, instruction in riding and arising out of the hire or use of a horse as aforesaid and which also insures such persons in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising out of, the hire or use of a horse as aforesaid;
- (e) A register shall be kept by the licence holder of all horses in his possession aged three years and under and usually kept on the premises which shall be available for inspection by an authorised officer at all reasonable times.

Any person aggrieved by the refusal of a local authority to grant such a licence, or by any condition subject to which such a licence is proposed to be granted (not being one of the conditions set out in subsection (4A) above of this section), may appeal to a magistrates' court; and the court may on such an appeal give such directions with respect to the issue of a licence or, as the case may be, with respect to the conditions subject to which a licence is to be granted as it thinks proper

B. FIRE PRECAUTIONS GUIDANCE

The following information is supplied to licensees, to aid compliance with the fire precaution requirements detailed in the Council's licence condition 18.

The guidance is aimed at ensuring that the means of escape and associated fire precautions are adequate for the protection of humans and horses at the establishment. It should be borne in mind that the fire safety requirements for human protection may be covered by other legislation.

The following matters should be considered:

Access For Fire Fighting And Water Supplies

There should be good access for fire-fighting appliances (minimum width of 3.7m) to all hydrants and other water sources and hard standings should be provided. The name board of the premises should be clearly displayed beside the nearest road access.

Means Of Escape

Escape routes for animals should be designed to provide a straight run out of buildings, with the minimum of human assistance.

Pen doors should be so arranged that animals can be evacuated quickly and acute turns, obstructions and ramps in the escape routes should be avoided as far as possible.

- a) All premises should be provided with exits of sufficient width and height to allow easy access to the animals at all times.
- b) The exits should be easily openable from the inside without the use of a key.
- c) If necessary, provision should be made for the ready summoning of a key holder.

In buildings exceeding 30 meters in length or where considerable numbers of animals are housed, at least two exits should be provided and situated as far apart as possible. The distance of travel should be limited to 30 meters.

No Smoking Signs

No smoking notices should be displayed in the vicinity of all hay and straw and where practicable precautions should be taken against unauthorized entry especially by children.

Electrical Installations

Electrical installations including lamps should be cleaned regularly to avoid the build-up of dust.

Electrical equipment, heaters etc. should be positioned and secured so that they are kept at a safe distance from any likely accumulation of flammable bedding material.

Fire Fighting Equipment

a) Portable Fire Extinguishers

The following are recommended as a minimum:

- Buildings not exceeding 200sqm in area require at least 2x9 litre water extinguishers or 2x4.5kg dry powder extinguishers.
- For buildings over 200sqm an additional fire extinguisher must be provided for every additional 200sqm or part thereof.
- Portable fire extinguishers must meet the requirements of BS 5423 and be installed and maintained according to the recommendations given in BS 5306 - Part 3.

b) Hose Reels

Hose reels can be provided as an alternative to portable fire extinguishers. There should be a minimum of one hose for each 800sqm in area or part thereof. It should conform to BS 5306: Part 1.

Wash down hoses may be acceptable provided there is a constant flow of water that is able to produce a water jet with a minimum throw of 6 meters.

Hose reels must not exceed 45m in length and should be sited so that the nozzle can be taken to within 6m of each part of the protected premises.

Fire Notices

All staff at the establishment should be familiar with what action must be taken in the event of a fire.

A clearly written and conspicuous notice should be provided indicating the action to be taken in case of fire and the location of the nearest telephone. This notice may include the following:

“On discovering a fire ensure the building involved is evacuated.

Call the Fire Brigade {the nearest telephone is sited at}.

Attack the fire using the firefighting equipment provided, if safe to do so. Etc.”

O/S Map Reference

An Ordnance Survey map reference number should be made available for the premises and displayed with the Fire Notice provided.

The Regulatory Reform (Fire Safety) Order 2005 requires that necessary fire precautions are put in place to protect relevant persons in case of fire in, and in the vicinity of all premises to which the legislation applies.

Responsibility for complying with the order rests with the ‘responsible person’. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person(s) in control of the premises will be responsible.

The responsible person must:

Carry out a Fire Risk Assessment, the significant findings of which must be recorded if five or more persons are employed, if the premises are licensed or if an alterations notice is in force.

To further assist you, the Fire Safety Guide to Animal Premises and Stables (ISBN: 978 1 85112 884 6) is available from the stationary office or via the Department for Communities and Local Government website (www.communities.gov.uk).

C. HEALTH AND SAFETY

Health and safety law applies to all businesses, no matter how small. As an employer or a self employed person, you are responsible for health and safety in your business. You need to take the right precautions to reduce the risks of workplace dangers and provide a safe working environment.

For some work activities there may be extra things you need to do to make sure you are complying with the law. Further guidance on specific topics, such as managing asbestos, preventing ill health from animal contact etc, and model risk assessments are available online at www.hse.gov.uk.