

# Horse Policy



WESTERN AUSTRALIAN  
COLLEGE of AGRICULTURE  
*Cunderdin*

## **WA COLLEGE OF AGRICULTURE CUNDERDIN HORSE PROGRAM GUIDELINES**

**As part of the recreational program there is the opportunity for a student to bring a horse to the college. The following guidelines have been written with student and animal welfare, college policy and the Equine Industries Code of Practice in mind. There is a limited area available to accommodate horses. The college will take no responsibility with regard to any loss or injury to the horse or equipment.**

### **1. ARRIVAL OF THE HORSE**

Prior to arrival the Approval Checklist, Rider Declaration, Horse Declaration, Horse Float Agreement and Overall Consent Form must be signed and accepted by the college. An equine management staff member, inspects the horse on arrival for soundness and health. A horse declaration form will be signed, a photograph will be taken of the horse and a horse identification form completed. The student's riding ability will also be determined at this time by an equine management staff member. You must give 48 hours notice each time you drop your horse at school to ensure that a staff member is present to inspect the horse. Upon inspection, the college reserves the right to reject any horse for reasons which may relate to health, condition, negative vices etc.

### **2. HORSE REQUIREMENTS**

If a student has permission to bring a horse on to the campus they must ensure that:

- a) Only one horse per student is allowed
- b) The horse must be either a gelding or an unmated mare and broken in for riding
- c) The proof of health maintenance includes:
  - trimmed hooves
  - vaccinations up to date (proof will be requested)
  - worming program (proof will be requested)
  - Dentistry as required
- d) Horses are to be wormed (under supervision) on arrival or evidence of worming before entering must be provided
- e) Horses must be under the age of 25 years
- f) The Assistant Farm Manager must be contacted and an area reserved for the horse
- g) No hay to be brought onto farm. Quality hay is available to purchase from the college. All other feed to be purchased prior to horses coming onto site
- h) If a horse is on site in a long-term capacity they must be tended to by the farrier at owner's cost
- i) If equine staff deem that the horse is not fit for use for any reason, the horse must be removed from the college

### **3. HORSE WELLBEING**

Whilst the horse is at the WA College of Agriculture – Cunderdin the student will ensure that the horse is suitably cared for to the satisfaction of the equine management staff. Privately owned horses on the college property are the sole responsibility of the owners and as such all treatments including (but not restricted to) veterinary, dental, farrier are covered by the owner and not by the college.

### **4. STUDENT RESPONSIBILITIES**

Whilst the horse is at the WA College of Agriculture – Cunderdin the student must:

- a) Ensure that the horse is groomed at least four times a week
- b) Make provision for the horse to be adequately fed (a feed schedule is to be documented and accepted by an equine management staff member). The horse must be fed twice a day
- c) Make sure that allocated paddocks are kept tidy and that water troughs are cleaned weekly
- d) Pick up manure daily and place in trailer provided
- e) Carry out regular fence checks
- f) Ensure that horses are drenched at the discretion of the equine management staff member
- g) Complete their horse duties before room inspection, and sign out/in on REACH. No horse activities are permitted after dinner
- h) Have horse's hooves maintained. A farrier regularly visits the College and all bookings are to be out of school hours
- i) Only students with horses are permitted to engage in horse duties (unless supervising riders)

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CARE: Horse care needs are to be dealt with out of class hours with relevant permissions obtained.

**IF IN RESIDENTIAL TIME - YOU MUST LET SUPERVISORS KNOW WHERE YOU ARE.**

## 4a. RULES FOR RIDING

- a) If in residential time students must have permission to ride from the residential staff and sign out/in on REACH. Students must not ride alone (ride in pairs or with a non-riding companion).
- b) Students must be appropriately dressed:
  - long pants or jodhpurs, boots and long sleeved shirt
  - approved helmet (Australian Safety Standards 3838 or equivalent) that is less than 5 years old, chinstraps must be fastened securely
  - high vis vests will be supplied for on farm riding out of the equine area
  - singlets are not approved riding attire
  - appropriate boots to be worn at all times when accessing equine area
- c) Paddock gates are to be left as found, gates are not to be used for hard tie
- d) Manure must be removed from roadways
- e) No riding around residential or classroom areas. Students can ride in equine paddock and DCA (no paddock access)
- f) Tack room and wash down areas are to be kept clean and tidy
- g) Horses must be regularly exercised (at least 3 times per week)
- h) Your horse is to be tied up at all times when brushing, rugging etc
- i) Do not access horses which are not your own unless given permission from the owner
- j) Access equine area in pairs
- k) No bareback riding or horse swapping. Only one rider permitted on a horse at a time
- l) All horse gear is to be checked at commencement of each term by equine management staff to ensure safety standards are maintained
- m) Carry mobile phone while riding
- n) Students to report any incidents or hazards to the appropriate staff member

## 5. PADDOCK AND STABLE USE

- a) Paddocks are provided for the horses. Attention needs to be given to the suitability of your horse being in a paddock with other horses. (Aggressive horses are considered unsuitable and will be removed from the property)
- b) The college will maintain the fences and water points
- c) Students need to be mindful of the needs of other users and must maintain a clean paddock/stable area

## 6. TERM HOLIDAYS AND CLOSED WEEKENDS

Term Holidays:

***HORSES MUST BE REMOVED FROM THE COLLEGE OVER CLOSED WEEKENDS AND TERM BREAKS***

- a) Horses must be removed prior to leaving on holidays and closed weekends
- b) Feed and tack areas are to be left clean and tidy

## 7. STUDENT CONDUCT

- a) Student must ensure that their horse is in good condition
- b) Only students with permission can access equine areas, ride and care for a horse. Other students can not be invited to assist. Permission needs to be provided by parents and approved by the equine management staff. All approved students will be signed off and this record is kept
- c) Students must ensure a safe working environment for themselves and their horse
- d) Students who lose Good Standing may lose the privilege to have their horse at the college

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## 8. AGISTMENT COSTS

A fee of \$200.00 per term will be charged for the horse to be kept at the college irrespective of the length of the term. This fee is to be paid prior to the commencement of each term. Hay use is not included in this fee.

## 9. HORSES ON SITE

After reading the guidelines, students can enquire as to the availability of a place for their horse. The good behaviour of the student is necessary for their horse to remain on site. Places for horses are limited. NB: The attached checklist needs completing prior to a horse coming on site.

## 10. AUTHORISATION

It should be remembered that horses are allowed on college grounds at the discretion of the Principal and equine management staff and can be removed at any time at their discretion.

Any damage to property by horse and/or rider is to be paid by the student's Parent/Guardian.

Horse owners who bring their horse on to the property and leave it in the care of the college must understand that the discretion to call for veterinary services to attend an injured or sick horse rests with the college at the owner's expense.

## 11. EQUESTRIAN HELMETS

Students are REQUIRED to provide their own equestrian helmet. An approved equestrian helmet is one that meets Australian Standard AS/NZS 3838 or equivalent, is within date and is specifically designed for equestrian use.

## 12. INSURANCE COVERAGE

It is recommended that students have current personal accident insurance cover through their **pony club or Equestrian Australia membership**. The Department of Education and schools are not permitted to obtain or broker insurance for students or any other person. It is your responsibility to ensure that you are satisfied with the terms of the personal accident insurance that you obtain for your child. **Equestrian Australia memberships insure riders for accidents. Information can be found on the E.A website.**

## 13. BIOSECURITY

- For 3 days prior to bringing the horse to the college, a temperature record (form provided) is to be kept and presented on arrival. Please ask for help from an experienced person if you have not carried out this procedure before.
- At the commencement of each term a 'Horse Declaration Form' is to be completed when the horse arrives at the college.
- Tetanus/strangles vaccinations are to be done annually. **Evidence with the date that the last vaccination was given must be produced prior to the horse being allowed on site.** Students are required to worm their horse every 6 weeks. Failure to comply with these requirements may result in a horse being sent home.
- The college will require details of the horse owner's Property Identification Code (PIC). This is a mandatory requirement of all livestock owners. Further information is available on the Dept of Primary Industries and Regional Development (DPIRD) website via the following links.  
<https://www.agric.wa.gov.au/livestock-biosecurity/keeping-horses-healthy-biosecurity-checklist-horse-owners-trainers-and-service>  
<https://www.agric.wa.gov.au/livestock-biosecurity/registering-owner-stock-or-beekeeper>
- The college will require movement records as to where your horse has been for the last 10 days prior to it coming to the college, this needs to be given to equine management staff.



# Approval Checklists

**Student name:**

**Horse name:**

<b>APPROVAL CHECKLIST (to be completed by equine management staff each term)</b>	
Suitable horse - to meet guidelines requirements	
Suitable helmet not expired and complies with Australian standards (AS/NZS 3838 or equivalent)	
Correct riding gear (attire)	
Correct riding equipment	
Account set up with local vet clinic	
Correct medication/s for horse – worming pastes etc.	
Guidelines read, understood and signed	
Lockable box to hold saddle, bridle and all other equipment	
Feed bins, hay net and buckets provided by student	
Equine Supervisor spoken to	
Agistment fees paid (see Manager Corporate Services)	
Equine accounts up to date (see Manager Corporate Services)	
<b>Biosecurity CHECKLIST (to be completed by equine management staff each term)</b>	
Two temperature checks	
Wormed or record of worming completed	
Riding gear clean	
Horse float clean	
Waste excrement monitored for worm larvae	
Waste removed from trailer to compost	
Monitor feed and water intake	

Please note: All animals kept at the college come under the Schools Animal Ethics Committee (SAEC) guidelines. Failure to meet these guidelines is a serious breach which could result in the SAEC taking legal action against the college and the offender.

In the unlikely event that the horse either dies or needs to be put down, removal from site is the parent/guardian's obligation. Arrangements may be made following consultation with the Assistant Farm Manager for the animal to be buried on-site.

**Student Sign**

**Equine Management Staff Sign**

\_\_\_\_\_

\_\_\_\_\_

**Date**

**Date**

\_\_\_\_\_

\_\_\_\_\_



# Rider Declaration

## Rider Declaration

### Student's Name:

This form is designed to inform the equine staff of you and your horse's capabilities. You must answer this declaration honestly to ensure that both you and college staff can work together to ensure safe practice for you and your horse.

1. How long have you been riding and involved with horses?

2. How long have you had your current horse (that you're bringing onsite) ?

3. What training or competing have you been doing with your horse?

4. Have you gained any certificates or qualifications with your riding?

5. Are you able/confident to do the following things with your horse;

### Ground Skills

-Lead on ground at walk and trot	Y	N
- Groom including picking up feet	Y	N
- Float load without assistance	Y	N
- Orally medicate eg: worming, bute	Y	N
- Dress and bandage an injured leg	Y	N
- Provide injections for your horse	Y	N

### Ridden Skills

- Mount without assistance	Y	N
- Walk	Y	N
- Trot	Y	N
- Canter	Y	N
- Jump	Y	N
- Ride out with other horses around farm	Y	N

**By signing this document, you declare that all the information you have provided is true and accurate to your abilities .**

**Student Sign**

**Date:**

**Parent Sign**

**Date:**



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# Horse Declaration

Horse Declaration (To be completed by equine staff member and Parent/Guardian each time horse arrives)			
Arrival Date			
Horse's temp on arrival		Horse wormed	
Arrival Date			
Horse's temp on arrival		Horse wormed	
Arrival Date			
Horse's temp on arrival		Horse wormed	
Arrival Date			
Horse's temp on arrival		Horse wormed	

Name of person in charge of horse:	
Contact phone:	
Address:	

Name of Student:	
Name of Horse:	
Age:	
Breed:	
Height:	
Sex:	
Identification: (colour/markings/brand)	
Property address of horse prior to coming to college	
Property Identification Code (PIC)	

## Health of Horse

I declare that the horse named above has been in good health, eating normally and has not shown signs of respiratory disease during the last 3 days leading up to its arrival. I give authorisation to the college to call for veterinary inspection of the above-named horse if it develops any signs of a illness during its stay. I agree to pay any veterinary fees incurred as a result of this veterinary examination.

## Cleaning and disinfection of horse gear

I declare that all horse equipment (tack, bridles, brushes, buckets and other articles that have come into contact with other horses) and the horse transport vehicle have been cleaned and disinfected before leaving the property to travel to the college.

Parent/Guardian Name \_\_\_\_\_

Equine Management Staff Name \_\_\_\_\_

Sign \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



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# Horse Float Agreement

<b>Horse Float Agreement</b>
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I give permission for \_\_\_\_\_  
to have a horse float at the WA College of Agriculture - Cunderdin, providing he/she adheres to the following rules.

The college accepts no responsibility for theft, damage or vandalism of student floats whilst parked on college property.

1. The float is to be parked at the horse yards
2. The float is not to be used during the week for any private purposes
3. Any student who abuses the privilege of having a float at the college by breaking the above rules will not be able to keep the vehicle on college grounds
4. The Principal will use discretionary powers where it is considered necessary to amend the Vehicle Policy
5. It is advisable that the float should have a lock on the hitch for security
6. It is the responsibility of the Parent/Guardian to ensure all relevant licensing and insurance is in place for the float

<b>Student Signature:</b>	<b>Date:</b>
<b>Parent/Guardian Signature:</b>	<b>Date:</b>
<b>Equine Management Staff Signature:</b>	<b>Date:</b>
<b>Residential Manager Signature:</b>	<b>Date:</b>



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# Overall Consent Form

## Parent/Guardian and Student Declaration

To be completed by both parties before a horse arrives at the college

I have read and understand the College Horse Policy.

I give permission for my son/daughter to be present at the equine area and to handle and ride their own horse on site without the direct supervision of college staff during residential time. The college does not accept liability for injury to the student or horse.

I understand that my son/daughter will not ride off the college site.

I understand and agree that privately owned horses are the sole responsibility of their owners and as such are responsible for all health, veterinary, farrier and dental treatment.

I have visited the horse facilities and approve of my son/daughter's horse to be housed there and give my approval for my son/daughter to work and ride in these facilities.

Parent Name:	
Parent Signature:	Date:

**I have read and understand the College Horse Policy and agree to abide by all conditions. I also understand that a breach of any of the guidelines or a loss of Good Standing may result in the removal of my horse from the college.**

Student Name:	
Student Signature:	Date:

Name of Horse:	
Age of Horse:	