

Level 2 Certificate in Safe Working in the Equine Industry (0314-05)



www.nptc.org.uk

Qualification Handbook

**Version 1
August 2008**



Publications and enquiries

Publications are available as hard copy from:

City & Guilds NPTC
Stoneleigh Park
Stoneleigh
Warwickshire CV8 2LG
United Kingdom

or

as pdf file from www.nptc.org.uk under the 'Qualifications' tab, and then click on 'Equine'.

General information may be obtained from:

Customer support
City & Guilds NPTC
Stoneleigh Park
Stoneleigh
Warwickshire CV8 2LG
United Kingdom
Tel: +44 (0) 24 7685 7300
Fax: +44 (0) 24 7669 6128

Email: information@nptc.org.uk

Equal opportunities

NPTC wholeheartedly supports the principle of equal opportunities in employment, subcontracting and delivery of assessment services. We oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion or belief, sexual orientation, marital status, age or disability.

We believe that it is in NPTC's interests, and the interests of those who work for or in association with NPTC, to ensure that the human resources, talents and skills available throughout the community are considered when employment or work opportunities arise. To this end, within the framework of the law, we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate. Every step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

Similarly, we will strive to ensure that all candidates have equal access to assessment and that they are protected against unfair or unlawful discrimination, unnecessary barriers to assessment or harassment during assessment.

For a copy of our Equal Opportunities Policy please contact your assessment centre or NPTC at the above address.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, NPTC products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. NPTC cannot accept liability for loss or damage arising from the use of information in this publication.

© 2008 NPTC All rights reserved.

Registered Charity No: 1096429
Company Registration No: 4542170

Registered Office:
1 Giltspur Street, London EC1A 9DD
(NPTC is a member of the City & Guilds Group of Companies)

Contents

	page
Introduction	5
General Information and Structure of Qualification	6
Course Design	6
Assessment and Quality Assurance	7
Assessment Strategy	7
Appeals and Equal Opportunities	8
Centre and Qualification Approval	9
Registration and Certification	10
On-line Assessment Requirements	11
Test Specification	12
Opportunities for Health and Safety, Spiritual, Environmental, European Developments	12
Mapping to National Occupational Standards	13
Unit titles and Outcomes:	
Unit 001: Safe Working in the Equine Industry	15
Unit 002: Recognising Risks and Control Measures in the Equine Environment	21
Component 502- Centre-based Assignment	31
Further Information	41

This page is intentionally blank

Level 2 Certificate in Safe Working in the Equine Industry (0314-05)

Introduction

Compliance with health and safety legislation is important in all areas of employment including the horse industry.

The Level 2 Certificate in Safe Working in the Equine Industry has been developed to provide candidates with the knowledge and skills needed to help them protect their own health and safety, and that of others who may be affected by their activities. The qualification raises awareness of hazards and risks in the equine working environment, and looks at the control measures associated with basic routine equine tasks.

This qualification has been developed in partnership with the Health and Safety Executive (HSE).

It is suitable for:-

- Everyone, from leisure riders to those who work with horses full time.
- Employers who wish to promote a professional image within their business.
- Those who need to understand how to treat the horse and its surroundings.
- Those who wish to develop knowledge of health and safety requirements in the horse industry.
- Those who wish to add to their Continuing Professional Development.

For information about all land-based qualifications offered by NPTC, please refer to the website www.nptc.org.uk or contact information@nptc.org.uk.

Other Vocationally Related Qualifications (VRQs) are available in a range of vocational areas, please contact Customer Services Enquiry unit at City & Guilds for further information.

General Information

This qualification is recognised throughout the UK. The qualification is accredited by the Qualifications and Curriculum Authority (QCA) at level 2 and is therefore eligible for public funding.

The QCA reference number is 500/4235/X.

This level 2 qualification maps in to the level 2 NVQ in Horse Care, covering essential requirements and underpinning knowledge of health and safety and routine tasks in the equine workplace.

This qualification is available to candidates aged 14 years and over.

Qualification Structure

For the level 2 Certificate in Safe Working in the Equine Industry there are **two** mandatory units:

Unit 001: Safe Working in the Equine Industry

Unit 002: Recognising Risks and Control Measures in the Equine Environment.

Course Design

Tutors/assessors should familiarise themselves with the structure and content of the qualification before designing an appropriate course.

NPTC does not itself provide courses of instruction or specify entry requirements. As long as the requirements for the qualification are met, tutors/assessors may design courses of study in any way that they feel best meets the needs and capabilities of the candidates. Centres may wish to introduce other topics as part of the programme which will not be assessed through the qualifications, e.g. to meet local needs.

It is recommended that **50** guided learning hours should be allocated for the qualification. This may be on a full time or part time basis.

Assessment

To achieve the qualification, Candidates must complete the following:

- A single GOLA test. The test includes 30 questions and candidates must achieve a minimum of 70% correct answers. (**Component 501**- The Principles of Safe Working in the Equine Industry)
- An NPTC assignment, marked by the centre according to externally set marking criteria. The assignment is based on the candidate's own place of work/yard. (**Component 502**- The Principles of Recognising Risks and Control Measures in the Equine Environment)
Centres are required to mark the assignments. They are then required to send **all** centre based assignments to NPTC (Examination Officers) with a Form S (available electronically from the City & Guilds website). This should include the proposed marks. The examination officers will then send a **sample** to the moderators for moderation. The moderators will sign and send back to NPTC with moderated results. NPTC will submit the results to City & Guilds.

The centre-based assignment can be found on page 31 of the qualification handbook.

Quality Assurance

Quality assurance includes initial centre approval, qualification approval, the centre's own procedures for monitoring quality and NPTC's ongoing monitoring by an External Verifier. Details of NPTC's criteria and procedures, including roles of centre staff and External Verifiers can be found in *Providing NPTC Qualifications - A Guide to Centre and Qualification Approval*. See www.nptc.org.uk.

For candidates with particular requirements, centres should refer to NPTC's policy document *The Application of Reasonable Adjustments and Special Consideration in Vocational Qualifications*, which is available from www.nptc.org.uk

Assessment Strategy

The roles of assessors and internal verifiers/qualification co-ordinators are specified in *Providing NPTC Qualifications - A Guide to Centre and Qualification Approval*. Specific competencies required for this qualification are set out below.

Assessors should be occupationally competent, either qualified to level 3 or above in horse management or have significant and current experience of working in the industry at this level. They should have had formal training in assessment, which may be A1, D32/33 or other training that allows the assessor to demonstrate competence in the practice of assessment. This training may be carried out in-house or with an external agency. It would be envisaged that the training would encompass, but not be limited to:

- Assessment planning
- Methods of assessment
- Feedback
- Recording of evidence.

Internal verifiers/qualification coordinators must be occupationally competent, either qualified to at least level 3 or have significant and current experience of working in the industry at a supervisory level. They should have had formal training in assessment, as above and have experience of internal verification of NVQ's, or training in the quality assurance systems required by the awarding body.

The external moderator will judge that assessors and verifiers meet the above criteria during the qualification approval process or subsequent update.

Appeals and Equal Opportunities

Centres must have their own auditable, appeals procedure. If a candidate is not satisfied with the examination conditions or a candidate feels that the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, NPTC will arbitrate and an External Verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the External Verifier or NPTC if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at NPTC.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no candidate is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. The regulators require NPTC to monitor centres to check whether equal opportunities policies are being adhered to.

Centre and Qualification Approval

Centres wishing to offer NPTC qualifications must gain approval.

New centres must apply for centre and qualification approval.

Existing NPTC/City & Guilds centres will need to get specific qualification approval to run this qualification.

Full details of the process for both centre and qualification approval are given in *Providing NPTC qualifications – a guide to centre and qualification approval* which is available from www.nptc.org.uk

NPTC/City & Guilds reserve the right to suspend an approved centre, or withdraw their approval from an approved centre to conduct a particular NPTC or City & Guilds qualification, for reasons of debt, malpractice or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of NPTC or City & Guilds.

Operating Procedures – General Requirements

All Centres offering the qualification will have to meet the full requirements for the assessment procedures as detailed in this Handbook.

This includes the provision of:

- a) appropriately qualified staff to invigilate the examination and carry out assessments
- b) facilities for practical assessments and examinations to be undertaken at appropriate times under conditions required by NPTC.

Invigilation

Centres will be expected to provide invigilators for the examination procedures. The invigilator will be responsible for the conduct and integrity of the examination. The person(s) undertaking this role will need to:

- a) be familiar with the content of the NPTC/City & Guilds Conduct of examinations document
- b) accurately observe the time allotted for the examination
- c) read out the 'rules to candidates' prior to commencement of the examination
- d) ensure compliance with all other regulations relating to the examination.

Invigilators ideally will not be involved in training the candidates. However, where this is unavoidable, the trainer will not be allowed to be the only invigilator involved for that examination.

Registration and Certification

For the award of a certificate, candidates must successfully complete the on-line GOLA test and the centre-based assignment. (Components 501 and 502).

Assessment Components		Units covered in assessment components
Component 501	Multiple choice test (GOLA) - The Principles of Safe Working in the Equine Industry	GOLA test covering knowledge requirements for units 001 and 002
Component 502	Centre-based assignment - The Principles of Recognising Risks and Control Measures in the Equine Environment	Assignment covering knowledge requirements for part of unit 002.

- Candidates must be registered at the beginning of their course. Centres should submit registrations using Walled Garden or Form S (Registration), under scheme/complex no 0314-05.
- Centres are required to mark the assignments (Component 502). They are then required to send **all** centre based assignments to NPTC (Examination Officers) with a Form S (available electronically from the City & Guilds website). This should include the proposed marks. The examination officers will then send a **sample** to the moderators for external moderation. The moderators will sign and send back to NPTC with moderated results. NPTC will submit the results to City & Guilds.
- **Please note:** The centre-based assignment can be found on page 31 of the qualification handbook.
- Candidates are required to achieve both components of the qualification before a certificate will be issued (501 and 502).
- On-line GOLA tests are available on demand following registration. Schedules for on-line tests are made directly on the GOLA system (not Form S). Candidates must be date scheduled for the on-line tests via the GOLA system. This must be done at least 48 hours before candidates sit the on-line tests.

On-line Assessment Requirements

The 0314-501 assessment is available only on-line through the City & Guilds GOLA system.

Each test will comprise of multiple choice items in accordance with the test specifications provided. The entire test will be conducted via the candidate's VDU. All data relating to the assessment will be held by City & Guilds with results and performance feedback being delivered back to the approved centre.

City & Guilds will continue to apply its rigorous quality control procedures to the production, editing, marking, moderating and revision of all questions whilst at the same time applying a robust security system to prevent assessments being accessed or drawn down by unauthorised persons or for purposes beyond those authorised.

GOLA Registration

Centres are required to register as a GOLA centre before any tests can be scheduled. The form for this is available from the website **www.cityandguilds.com/gola**

A centre only needs to register once for GOLA

Further information

There is a GOLA helpline number - centre enquiries and technical enquiries about GOLA can be directed to this number **0845 241 0070**.

Centres can also e-mail: **gola@cityandguilds.com**

The following leaflets are available:

A centre's guide to global on-line assessment

A centre's guide to technical requirements for global on-line assessment

A centre's guide to administering global on-line assessment

A learner's guide to global on-line assessment.

Centres looking for general information about GOLA or copies of the GOLA leaflets are advised to use the website **www.cityandguilds.com/gola**

Full details on the procedures for all NPTC qualifications registered and certificated through City & Guilds can be found in the *City & Guilds On-line Catalogue*.

Test Specification

The knowledge requirements for the qualification will be assessed by an on-line multiple choice test as set out in the Test Specification below.

Level 2 Certificate in Safe Working in the Equine Industry – multiple choice - GOLA 0314-05-501		
Test duration 1 hour		Pass mark 70%
Unit	Unit title	No of questions (1 mark each)
001	Safe Working in the Equine Industry	14
002	Recognising Risks and Control Measures in the Equine Environment	16
Totals		30

Opportunities for Health and Safety, Spiritual, Environmental, European Developments

The units provide opportunities to address the following issues as indicated:

Units	Spiritual, Moral, Ethical, Social and Cultural	Environmental	Health and Safety	European Development
001	X	X	X	
002	X	X	X	

Mapping to National Occupational Standards

Level 2 Certificate in Safe Working in the Equine Industry (0314-05)		Mapping to Lantra SSC Horse Care National Occupational Standards (March 2007)		
Unit	Title	Unit no.	Element no.	Knowledge and understanding
001	Safe Working in the Equine Industry	207	207.1	a,e
			207.2	a,b,d,g,h,i
		208	208.1	e
002	Recognising Risks and Control Measures in the Equine Environment	201	201.2	f,h
			202.1	c,f,k,l,m
			202.2	h,i
			202.3	c,h,i
		203	203.1	f,g
			203.3	a,b,h,i
		204	204.2	a,g,h
		205	205.1	a,f,g,h
		206	206.1	g,h
			206.2	h,i
		207	207.1	b,c
			207.2	b,e
		210	210.3	f
			210.4	f
		212	212.1	a,b,c,d,e,f,g,h
			212.2	d,f,g,h,k,l,m
		213	213.1	a,b,c,d,e,f,g,h
			213.2	a,c,e,f,g,l,j
			213.3	e,f,g,h

Level 2 Certificate in Safe Working in the Equine Industry (0314-05)		Mapping to ENTO Health and Safety National Occupational Standards (May 2007)		
Unit	Title	Unit no.	Performance criteria	Knowledge and understanding
001	Safe Working in the Equine Industry	HSS 1		a,b,j,l,n,p
		HSK 1	2,8	
		HSS 4		a,b,d,e,q
002	Recognising Risks and Control Measures in the Equine Environment	HSS 1	2,3	d,e,l,m
		HSK 1	3,4,5,6,7	
		HSS 4		f,g,h

This page is intentionally blank

Unit 001 Safe Working in the Equine Industry

Rationale

The aim of this unit is to provide candidates with an awareness of the effects that accidents and ill health can have on equine businesses. It identifies the responsibilities of the employee and employer, and highlights the consequences of unsafe behaviour in the equine workplace. It also outlines the key points and importance of risk assessments for anybody working with or around horses.

Assessment

The outcomes from this unit will be assessed on evidence resulting from a multiple choice test. The underpinning knowledge requirements are listed for each outcome. The multiple choice test (GOLA on-line) is based on the test specification (Component 501).

Guided learning hours

It is recommended that 20 guided learning hours should be allocated for this unit.

Mapping to National Occupational Standards

Mapping to the National Occupational Standards can be found on page 13 of the qualification handbook.

Unit 001: Safe Working in the Equine Industry	
Unit Level: 2	
Learning Outcomes Upon successful completion of this unit the learner/candidate will:	Underpinning Knowledge The learner has achieved the learning outcomes because he/she can demonstrate knowledge of:
1. Be aware of the effects accidents and ill health can have on businesses and people	<p>1.1 Recognise the effects that work related accidents, incidents and ill health can have on an individual to include:</p> <ul style="list-style-type: none"> • Serious injury/disability/death • Pain, grief and suffering • Development of disease/ill health • Loss of ability to work (or work at previous levels) • Loss of earning capacity • Poorer employment prospects • Impact on family and social life • Prosecution/civil costs <p>1.2 Recognise the effects that work related accidents, incidents and ill health can have on a business to include:</p> <ul style="list-style-type: none"> • Sickness payments • Recruitment and training costs for replacement staff • Loss of production/output/skilled staff • Unable to carry out work on time • Damage to machinery/buildings/horses • Administrative costs • Insurance costs • Prosecution/civil costs • Impact on labour relations • Costs of having to use contractors • Damage to reputation
2. Know his/her role in the business with regard to health and safety	<p>2.1 Identify the responsibilities/good practice of an employee with regard to health and safety in the workplace, to include:</p> <ul style="list-style-type: none"> • Taking reasonable care for their own health and safety and that of others • Co-operate/communicate with employer • Report defects in equipment etc • Not to interfere with anything provided for health and safety purposes

	<p>2.2 Identify the responsibilities of an employer with regard to health and safety in the workplace, to include:</p> <ul style="list-style-type: none"> • Ensure health, safety and welfare of employees and other persons, so far as is reasonably practicable • Provide safe systems of work, safe equipment etc • Ensure that risk assessments are carried out (and reviewed when changes occur) • Provide information, instruction, training and supervision • Appoint competent persons to assist • Produce a written health and safety policy when employing 5 or more persons • Consult with employees <p>2.3 Identify what responsibilities/good practice the employee has in the use, care and replacement of PPE provided for use at work, to include:</p> <ul style="list-style-type: none"> • Follow instructions for using PPE • Maintain PPE as instructed • Store PPE in suitable place • Request replacement PPE if it becomes damaged/unusable
<p>3. Know how to co-operate with others to improve health and safety</p>	<p>3.1 Indicate the benefits of co-operating with others to improve health and safety standards, to include:</p> <ul style="list-style-type: none"> • Creation of a safer/healthier working environment • Compliance with legal requirements • Reduction in accidents/incidents/lost time • Creation of a positive health and safety culture <p>3.2 Identify when (and on what issues) he/she would expect to be consulted by his/her employer, to include:</p> <ul style="list-style-type: none"> • Changes affecting employees health or safety • Appointing competent persons • Information on risks from work • Planning health and safety training • Consequences of introducing new technology

	<p>3.3 State ways in which he/she might contribute to a positive, vibrant health and safety culture in the workplace, to include:</p> <ul style="list-style-type: none"> • Maintaining awareness of own health and safety and that of others • Compliance with instructions & policies • Setting a good example to others • Not taking unnecessary risks • Working to high standards of health and safety at all times • Communicating with others on health and safety issues • Co-operating with others • Prompt reporting of accidents/incidents/matters of concern • Requesting information/training
4. Understand how his/her work can affect the health and safety of others	<p>4.1 Identify how his/her work can adversely affect the health and safety of others, to include:</p> <ul style="list-style-type: none"> • Poor standards in the workplace may cause injury/ill health to others • Setting a bad example to others may cause them to adopt poor practices and create additional risk • Creating stress for others in the workplace
5. Know the consequences of safe versus unsafe behaviour and the impact that has on attitude of others towards risk	<p>5.1 Recognise examples of unsafe behaviour in the workplace, to include:</p> <ul style="list-style-type: none"> • Not following employers instructions/safe systems of work • Not operating machines/work equipment safely • Not maintaining machines/work equipment properly • Exceeding personal capacity in manual handling tasks • Working without considering the safety of others • Defeating or interfering with safety devices • Using equipment or performing tasks without being trained/competent • Failure to wear PPE when instructed to do so • Foolish behaviour or horseplay

	<p>5.2 Recognise examples of safe behaviour in the workplace, to include:</p> <ul style="list-style-type: none"> • Following safety instructions/safe systems of work at all times • Checking/inspecting equipment before use • Using work equipment safely • Reporting defects and deficiencies • Operating equipment/carrying out tasks only when authorised/trained • Being attentive and careful at all times • Not interfering with safety devices • Reporting matters of concern promptly <p>5.3 Identify possible consequences of unsafe behaviour in the workplace, to include.</p> <ul style="list-style-type: none"> • Accidents/ill health to self or others • Damage or harm to buildings/equipment/horses • Risk of disciplinary action by employer • Risk of prosecution by HSE • Impact on business profitability/employment
6. Understand the importance of following manufacturer's/suppliers instructions	<p>6.1 The purpose of following manufacturers' instructions for the use of equipment, materials and products, to include:</p> <ul style="list-style-type: none"> • Awareness of hazards/risks and control measures for safe use • Awareness of operating parameters/restrictions • Maintenance requirements • Optimise performance
7. Understand the importance of checking that measures to protect health and safety in the equine environment are properly maintained and used as instructed	<p>7.1 Describe the benefits of regular checks of vehicles, work equipment and safety equipment, to include:</p> <ul style="list-style-type: none"> • To ensure reliability of operation • To identify any issues that may put user at risk • To comply with specific legal requirements • To ensure suitability for task to be performed • To check adequacy of protective devices provided

<p>8. Understand the importance of risk assessment and the key points relating to risk assessment in practice</p>	<p>8.1. Identify the significance of a risk assessment and safe system of work prepared by an employer, to include:</p> <ul style="list-style-type: none"> • Required by law • The meaning of the terms “hazard”, “risk” and “control measures” • Significant findings to be recorded by employer • Employees to be informed of findings • Required for significant health or safety risks • Set out precautions/safe system of work to be followed • Regularly reviewed/updated
-------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Unit 002 Recognising Risks and Control Measures in the Equine Environment

Rationale

The aim of this unit is to provide candidates with an awareness of the hazards and risks in the equine working environment. It looks at the main sources of accidents in the workplace and the risks and control measures associated with a range of routine yard tasks. It includes a section on safety when riding horses and how to deal with an accident or emergency that may occur when working with or around horses. It also raises the importance of supervision and training in the workplace.

Assessment

The outcomes from this unit will be assessed on evidence resulting from:

1. A multiple choice test (GOLA on-line) based on the test specification (Component 501).
2. An NPTC assignment, marked by the centre according to externally set marking criteria. The assignment is based on the candidate's own place of work/yard (Component 502). This can be found on page 31 of the qualification handbook.

Guided learning hours

It is recommended that 30 guided learning hours should be allocated for this unit.

Mapping to National Occupational Standards

Mapping to the National Occupational Standards can be found on page 13 of the qualification handbook.

Unit 002: Recognising Risks and Control Measures in the Equine Environment	
Unit Level: 2	
Learning Outcomes Upon successful completion of this unit the learner/candidate will:	Underpinning Knowledge The learner has achieved the learning outcomes because he/she can demonstrate knowledge of:
1. Be aware of major sources of accidents and ill health in the equine workplace	<p>1.1 Describe the main sources of accidents in the equine workplace to include:</p> <p>Fatal accidents</p> <ul style="list-style-type: none"> • Workplace transport – struck by a moving vehicle • Falls from height/horse • Struck by moving or falling objects • Struck by something collapsing or overturning • Contact with machinery • Contact with electricity • Injury by a horse or horse related <p>Non-fatal accidents</p> <ul style="list-style-type: none"> • Handling, lifting or carrying • Struck by a moving object • Slip, trip or fall on the same level • Falls • Contact with machinery • Injury by an horse or horse related <p>1.2 Describe the main sources of fatal/non fatal ill health in the equine workplace to include:</p> <ul style="list-style-type: none"> • Occupational asthma • Dermatitis • Zoonoses • Musculoskeletal disorders
2. Know appropriate measures to control the risks in the equine workplace	<p>2.1 Identify appropriate measures to control the risks in the equine workplace to include:</p> <ul style="list-style-type: none"> • The basic principles of the hierarchy of risk control measures with examples of how this might work in practice
3. Recognise safety signs that are found on the yard	<p>3.1 Interpret the meaning of common types of safety sign found in the equine workplaces</p>

<p>4. Identify risks in the workplace and examples of control measures</p>	<p>4.0 Risks in the workplace associated with the following and give examples of control measures for each:</p> <p>4.1 Workplace transport</p> <p>Risks</p> <ul style="list-style-type: none"> • Pedestrians struck by moving vehicle. e.g. horse trailer, horsebox • Pedestrian struck by unsecured loads. e.g. Straw/shavings delivery • Vehicle overturns/collisions <p>Control measures:</p> <p>Safe site to include:</p> <ul style="list-style-type: none"> • Segregation of vehicles from pedestrians • Well defined traffic routes • Effective one way systems • Signage • Lighting • Surfaces properly maintained <p>Safe vehicle to include:</p> <ul style="list-style-type: none"> • Effective maintenance of steering, brakes, lights, tyres • ROPS/seat belts fitted • Reversing aids fitted • Loads secured • Machine suitable for task <p>Safe Driver</p> <ul style="list-style-type: none"> • Trained and competent • PPE worn where necessary • Requirements for certificates of competence/tests e.g. driving horseboxes, towing trailers <p>4.2 Falls from height</p> <p>Risks</p> <ul style="list-style-type: none"> • Falls from height during access to workplace, e.g. using ladders • Riding falls • Falls from height whilst carrying out work, e.g. on hay/strawstack
----------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>Control measures:</p> <ul style="list-style-type: none"> • Avoid working at height where possible • Provision of appropriate access equipment • Measures to prevent falls at the workplace • Use of purpose made access platforms • Safe systems of work • Precautions to prevent falls of materials/tools • Training and supervision • Wearing PPE when riding <p>4.3 Machinery/Work Equipment</p> <p>Risks:</p> <ul style="list-style-type: none"> • Contact with dangerous parts of machinery & equipment. e.g. unguarded power take off shafts • Risks from stored energy • Movement of unsecured equipment, e.g. parking brake not applied • Electrocution, e.g. from clippers, steam/pressure washes, overhead electricity power lines <p>Control measures:</p> <ul style="list-style-type: none"> • Recognition of dangerous parts of machines found in typical equine settings • Adequate and suitable guards for dangerous parts • Requirements for operating controls to be marked and working correctly • Safe systems of work for blockages/break downs • Maintenance/Inspection and testing requirements • Staff training <p>4.4 Manual Handling</p> <p>Risks:</p> <ul style="list-style-type: none"> • Musculo skeletal disorders • Upper limb disorders <p>Control measures:</p> <ul style="list-style-type: none"> • Avoidance of hazardous manual handling • Assessment of hazardous manual handling tasks • Use of lifting aids/mechanical means to reduce risk
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> • Training of staff in safe lifting techniques <p>4.5 Dust</p> <p>Risks:</p> <ul style="list-style-type: none"> • Occupational asthma from exposure to asthmagens • Other respiratory diseases/conditions <p>Control measures:</p> <ul style="list-style-type: none"> • COSHH assessment • Elimination/substitution of dusty processes • Use of engineering controls/enclosure • Systems of work to control exposure • Provision and use of suitable PPE, e.g. dust masks <p>4.6 Hazardous substances</p> <p>Risks:</p> <ul style="list-style-type: none"> • Ill health from exposure to veterinary medicines • Ill health from exposure to pesticides, chemicals etc • Processes giving rise to hazardous substances, e.g. welding fumes <p>Control measures:</p> <ul style="list-style-type: none"> • COSHH assessment • Elimination/substitution • Engineering controls • Safe systems of work • Provision and use of appropriate PPE • Instruction and training <p>4.7 Electricity</p> <p>Risks:</p> <ul style="list-style-type: none"> • Fatal electric shock/burns from contact with live conductors/electrical components, e.g. faulty clippers, tipping trailers below power lines <p>Control measures:</p> <ul style="list-style-type: none"> • Protective measures for work in the vicinity of overhead power lines • Fuses/Residual Current Devices for electrical equipment • Reduced voltage or battery powered tools • Maintenance of systems and equipment including inspection and testing requirements
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>4.8 Infectious animals</p> <p>Risks</p> <ul style="list-style-type: none"> • Zoonoses from horses or from the equine environment, e.g. ringworm, leptospirosis, tetanus • Spread of disease to other horses, e.g. strangles <p>Control measures</p> <ul style="list-style-type: none"> • procedure when handling infectious animals to include: <ul style="list-style-type: none"> - Minimising contact with infectious horses apart from essential contact - Wearing disposable PPE when dealing with the infectious horse concerned - Ensuring clothing is changed before touching other horses on the yard - Maintaining good personal hygiene at all times, e.g. Washing hands etc - Complying with yard disease control procedures - Limiting yard access to authorised persons only - Stopping all movement of horses in and out of the infectious yard <p>4.9 Slips, trips and falls</p> <p>Identify typical causes of slips, trips and falls in the workplace and give examples of control measures, to include:</p> <p>Causes:</p> <ul style="list-style-type: none"> • Wet/icy/contaminated or slippery floors • Obstructions e.g. across passageways, doorways and access routes • Poor lighting • Poorly maintained surfaces e.g. pot holes in yard • Inappropriate footwear <p>Control measures:</p> <ul style="list-style-type: none"> • Procedures/equipment for dealing promptly with spillages/leakages • Good yard organisation and housekeeping • Access routes free from obstructions • Good lighting • Maintenance of yard surface and ground conditions • Good footwear
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>5. Understand the risks and control measures associated with basic routine tasks</p>	<p>5. Risks in the workplace associated with the following routine tasks and examples of control measures:</p> <ul style="list-style-type: none"> • Leading horses • Mucking out • Yard organisation • Maintaining the muck heap • Feeding horses in the stable • Feeding horses in the field • Restraining horses • Putting on and removing rugs • Tacking up and un-tacking • Lungeing horses • Fitting bandages • Grooming • Bathing horses • Turning horses out into fields • Catching horses from a field • Loading and unloading horses from lorries and trailers • Handling mares and youngstock
<p>6. Understand the key issues concerning the wearing of appropriate Personal Protective equipment (PPE) when riding and leading horses</p>	<p>6.1 The PPE that should be used when riding and leading horses to include:</p> <ul style="list-style-type: none"> • Riding hats • Footwear • Hand protection • Body protectors • Leg protection. e.g. half chaps etc <p>6.2 The current safety standards required for PPE</p> <p>6.3 The importance of the correct fit for PPE</p> <p>6.4 The need to ensure PPE is properly maintained</p> <p>6.5 Action to take when PPE is defective or damaged</p> <p>6.6 The dangers of :</p> <ul style="list-style-type: none"> • wearing jewellery around horses • wearing perfume • wearing loose items of clothing that are left unzipped • body piercing

<p>7. Understand the need for and importance of checking and maintaining tack</p>	<p>7.1 The risks associated with :</p> <ul style="list-style-type: none"> • badly fitting tack • poor quality tack • unsafe, damaged tack <p>7.2 The importance of checking the tack/girth prior to mounting</p> <p>7.3 What to look for when checking tack</p> <p>7.4 The dangers of a loose girth</p>
<p>8. Understand how to minimise the risk of injury when riding</p>	<p>8.0 Explain the safety principles associated with riding activities to include:</p> <p>8.1 mounting</p> <p>8.2 dismounting</p> <p>8.3 riding in an enclosed area with others including within a riding school</p> <p>8.4 on the public highway including:</p> <ul style="list-style-type: none"> • the need for control of the horse • appropriate High Visibility clothing and PPE for the horse and rider • the need for selecting an appropriate route with due regard for traffic conditions • the weather conditions • the importance of telling someone where you are going • following the Highway Code • using correct hand signals • riding on the road in groups <p>8.5 jumping to include:</p> <ul style="list-style-type: none"> • rider PPE • horse tack and equipment • the jumping area • the going and weather conditions • riding over fences in an enclosed area • riding over fences in the open • the fences • jumping at competitions • never jumping when alone <p>8.6 The benefits of horse and rider insurance</p>

<p>9(1). Know how to deal with an accident or emergency in the equine environment</p>	<p>9.1 Indicate what to do in the event of an accident, to include:</p> <ul style="list-style-type: none"> • The functions of the first aid appointed person • The functions of the trained & certificated first aider (nominated person) • Reporting accidents/incidents/ill health to a responsible person • Legal requirements for accident reporting • Step by step procedure • Basic rules for dealing with an accident that happens away from the yard • The contents of a first aid kit • Keeping records
<p>9(2) Know the procedures to follow in emergency situations</p>	<p>9.2 Know the procedures to follow in the following emergency situations to include:</p> <ul style="list-style-type: none"> • fire • flood • major accident/incident • escaped or trapped horse
<p>10. Be aware of the particular risks to children, vulnerable adults and visitors in the equine environment</p>	<p>10.1 Name groups of people who are most at risk in the typical equine working environment, including:</p> <ul style="list-style-type: none"> • children and young people • non English speaking workers • those with disabilities • temporary, seasonal or casual staff • delivery drivers or visitors unfamiliar with the workplace • contractors • pregnant workers • lone workers • senior citizens/those persons above normal retirement age • members of the public <p>10.2 Recognise the importance of awareness and supervision (of at-risk groups)</p>

	<p>10.3 Identify how and why the health and safety of vulnerable groups of people might be at risk in the equine working environment, to include:</p> <ul style="list-style-type: none"> • Lack of awareness of hazards/risks • Ability to understand instructions/communicate effectively • Lack of physical/mental maturity • Unfamiliarity with the workplace/hazards • Vulnerability to injury/ill health/infection • Difficulties in summoning assistance
<p>11. Be aware of specific tasks associated with machinery and equipment used in stables and grazing areas which require specific standards of training and competence</p>	<p>11.1 Specific work activities/equipment for which recognised standards of training/competence are available or required in the equine workplace to include:</p> <ul style="list-style-type: none"> • Fork Lift Trucks and Telescopic Material Handlers • All Terrain Vehicles (ATVs)/Quad Bikes • Chainsaws • Road vehicles such as horseboxes/towing vehicles and trailers • Pesticides

Level 2 Certificate in Safe Working in the Equine Industry (0314-05)



www.nptc.org.uk

Component 502 Centre-based assignment

The Principles of Recognising Risks and Control Measures in the Equine Environment

**Version 1
July 2008**

This page is intentionally blank

ASSIGNMENT 502 THE PRINCIPLES OF RECOGNISING RISKS AND CONTROL MEASURES IN THE EQUINE ENVIRONMENT

Guidelines to candidates

Guidelines for completing the assignment

Please note: Information supplied by candidates when completing this assignment will be used solely for the purpose of this assessment and will remain strictly confidential.

It is important that assignments are submitted with the assignment mark sheet attached to the front of the assignment. Assessors/candidates must complete boxes on the assignment mark sheet displaying their name, centre name, enrolment number and centre number clearly. You must ensure that you sign the assignment mark sheet.

All sections of the assignment must be securely fastened together before it is submitted for marking. Any separate sheets of paper will not be accepted for marking.

Assignments should be submitted for marking to your assessment centre.

Assignment copies

It is strongly advised that you take a copy of your assignment before handing in. In the event of loss you may need to send a second copy of your assignment to the marker.

Time limits for the assignment

Time limits have not been included for the assignment because time is not an assessment criteria in this context.

Marks and grades

The result and comments for the completed assignment will be recorded onto the assignment mark sheet. Feedback on this work will be returned to you once your assignment has been marked.

The project assignment may be hand written or word-processed. Hand written submissions must be clear and legible.

No extra marks are given for length of the project assignment – the important thing is to address each section as it applies to your business.

Guidelines to assessors

Centres are required to mark the assignments.

It is important that the candidate submits the assignment with the assignment mark sheet attached to the front of the assignment. The assessor/candidate must complete the boxes at the top of the assignment mark sheet displaying their name, centre name, enrolment number and centre number clearly.

All sections of the assignment must be securely fastened together. Any separate sheets of paper will not be accepted for marking.

Assignments should be marked based on the marking criteria provided at the bottom of each task.

Centres are required to send **all** marked centre-based assignments to NPTC (Examination Officers) with a Form S (available electronically from the City & Guilds website). This should include the proposed marks. The examination officers will then send a **sample** to the moderators for moderation. The moderators will sign and send back to NPTC with moderated results. NPTC will submit the results to City & Guilds.

ASSIGNMENT 502 THE PRINCIPLES OF RECOGNISING RISKS AND CONTROL MEASURES IN THE EQUINE ENVIRONMENT

Assignment composition and mark sheet

To be completed by the assessor and signed by the candidate.

Candidate name	Enrolment number
Centre name	Centre number

Task	Pass/fail	Comments
A		
B		
C		
Candidates must pass all three tasks to pass the assignment overall		Overall Grade (Pass/fail)

Candidates must sign below to declare that the assignment submitted is their own work

Candidate's signature	Date
Assessor's signature	Date
External moderator's signature (where applicable)	Date

This page is intentionally blank

ASSIGNMENT 502 THE PRINCIPLES OF RECOGNISING RISKS AND CONTROL MEASURES IN THE EQUINE ENVIRONMENT

Task A

Assessor guidance

In order to achieve task A the candidate will be required to draw a diagram or describe a stable yard on which they are working or are familiar with.

The diagram or description must clearly detail all key work areas. All items/areas which directly have a bearing on the safe and efficient running of the stable yard must be identified.

The diagram may be presented in hand written or electronic form.

Candidate guidance

In order to achieve task A you will be required to draw a diagram or describe a stable yard on which you are working or are familiar with.

The diagram or description must clearly detail all key work areas. All items/areas which directly have a bearing on the safe and efficient running of the stable yard must be identified.

The successful diagram/description will:

- clearly describe the location of all stabling and equine housing
- identify the positioning of the muck heap
- state/depict the location of all fire hydrants and water hoses for the control of fire
- state/depict the fire assembly point, equine/human
- identify the location and size of tack room and feed room
- identify the location of hay and bedding store areas
- identify the location of first aid equipment both human and equine.
- identify where on the premises information pertaining to health and safety on the stable yard can be located
- state the purpose of locating fire hydrants in particular areas of the yard
- state the maintenance requirements for fire hydrants

The diagram may be presented in hand written or electronic form.

Marking criteria

To achieve a PASS the candidate must present work that sufficiently covers the points listed in the candidate guidance.

ASSIGNMENT 502 THE PRINCIPLES OF RECOGNISING RISKS AND CONTROL MEASURES IN THE EQUINE ENVIRONMENT

Task B

Assessor guidance

In order to achieve task B the candidate will be required to detail a daily working routine for a commercial stable yard on which they either work or are familiar with.

The task should detail working times. The description should indicate a starting time and approximately how long each task will take.

In addition the candidate will be expected to choose **THREE** of the following activities listed below:

Leading horses, mucking out, maintaining the muck heap, feeding horses, putting on and removing rugs, tacking up and un-tacking, lungeing, grooming and or bathing horses, turning horses out and catching a horse from a field, loading and un-loading horses from lorries and/or trailers.

For each chosen activity:

- identify the hazards and risks to individuals and personnel
- the risk to livestock
- detail of how the risk may be minimized by explaining how good working practice may be promoted

The document may be presented in hand written or electronic form.

Candidate guidance

In order to achieve task B you are required to detail a daily working routine for a commercial stable yard on which you either work or are familiar with.

The task should detail working times. The description should indicate a starting time and approximately how long each task will take.

In addition you will be expected to choose **THREE** of the following activities listed below:

Leading horses, mucking out, maintaining the muck heap, feeding horses, putting on and removing rugs, tacking up and un-tacking, lungeing, grooming and or bathing horses, turning horses out and catching a horse from a field, loading and un-loading horses from lorries and/or trailers.

For each chosen activity:

- identify the hazards and risks to individuals and personnel
- the risk to livestock
- detail of how the risk may be minimized by explaining how good working practice may be promoted

The document may be presented in hand written or electronic form.

Marking criteria

To achieve a PASS the candidate must present work that sufficiently covers the points listed in the candidate guidance.

ASSIGNMENT 502 THE PRINCIPLES OF RECOGNISING RISKS AND CONTROL MEASURES IN THE EQUINE ENVIRONMENT

Task C

Assessor guidance

In order to achieve task C the candidate will be required to write a booklet aimed at providing information to riders working in a riding school situation.

The aim of the booklet will be to provide riders with the necessary details that enable them to prepare and ride safely:

- a) in a riding school
- b) on the road

The booklet can be produced in A5 or A4 form and may be presented in a handout type format.

Candidate guidance

In order to achieve task C you will be required to write a booklet aimed at providing information to riders working in a riding school situation.

The aim of the booklet will be to provide riders with the necessary details that enable them to prepare and ride safely:

- a) in a riding school
- b) on the road

The booklet should include the following information:

- appropriate clothing, equipment and PPE for the horse and rider
- the required current standard of PPE
- clothing/accessories that should not be worn
- standard procedure and practice for entering and using the riding school and when riding on the road

The booklet can be produced in A5 or A4 form and may be presented in a handout type format.

Marking criteria

To achieve a PASS the candidate must present work that sufficiently covers the points listed in the candidate guidance.

Further Information

Further information regarding centre/scheme approval or any aspect of assessment of our qualifications should be referred to City & Guilds NPTC, with the exception of registration and certification which is via the walled garden or the relevant City & Guilds regional office:

Region	Telephone	Facsimile
NPTC	024 7685 7300	024 7669 6128
City & Guilds Scotland	0131 226 1556	0131 226 1558
City & Guilds North East	0191 402 5100	0191 402 5101
City & Guilds North West	01925 897900	01925 897925
City & Guilds Yorkshire	0113 380 8500	0113 380 8525
City & Guilds Wales	02920 748600	02920 748625
City & Guilds West Midlands	0121 359 6667	0121 359 7734
City & Guilds East Midlands	01773 842900	01773 833030
City & Guilds South West	01823 722200	01823 444231
City & Guilds London and South East	020 7294 2820	020 7294 2419
City & Guilds Southern	020 7294 2724	020 7294 2412
City & Guilds East	01480 308300	01480 308325
City & Guilds Northern Ireland/ Ireland	028 9032 5689	028 9031 2917

Websites www.nptc.org.uk and www.cityandguilds.com.

SP-0314-05