



WESTERN AUSTRALIAN  
COLLEGE *of* AGRICULTURE  
*Denmark*

5.4

# Horse Guidelines

VERSION	REASON FOR UPDATE	DISTRIBUTION		
		AUTHORISED BY	DATE DISTRIBUTED	DISTRIBUTED TO
1	ORIGINAL DOCUMENT			
2	Update to fees. Add helmet specifications. Add insurance cover recommendation.	College Board	29-11-2016	All parents / carers. All staff.
3	Addition of cover page and formatting changes	Manager Corporate Services	26-09-2018	Website.



## 5.4 Horse Guidelines

Part of the educational and recreational program offered by the college is the opportunity for a student to bring a horse into the college.

The following guidelines have been written with the students, animals, college welfare and the Equine Industries Code of Practice in mind. Due to the many different animal enterprises run at the college, there is a limited area available for horses. The college will take *no responsibility* with regard to any loss or injury to the horse or equipment.

On signing the guidelines, the student fully understands the guidelines provisions and undertakes to abide by them.

### 1. THE ARRIVAL OF THE HORSE

A qualified person designated by either the Equine Manager, or the Farm Manager inspects the horse on arrival. The horse will be inspected for soundness and health. A horse declaration form will be signed and a photograph will be taken of the horse and a horse identification form will be completed. You need to give 48 hours notice **each** time you drop off your horse at school to have a staff member present and the horse inspected. If possible all new horses will be quarantined in stables for 1-2 days.

### 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) Horse must be either a gelding or an unmated mare and broken in for riding.
- c) Proof of health maintenance to include:
  - trimmed hooves
  - vaccinations up to date (proof may be requested)
  - worming program
- d) Horses are to be wormed under supervision on arrival
- e) Horses must be under the age of 25 years
- f) The Equine Supervisor must be contacted and an area is reserved for the horse.
- g) No hay to be brought onto farm. Quality hay is included in the agistment cost. All other feed to be purchased prior to horses coming onto site.

### 3a. HORSE WELLBEING

Whilst the horse is at the WA College of Agriculture – Denmark the student will ensure that the horse is suitably cared for to the satisfaction of the Equine Supervisor and the Farm Manager. Personal 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.

### 3b. STUDENT RESPONSIBILITIES

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

- a) Ensure that the horse is groomed at least four times a week
- b) The horse must be adequately fed (a feed schedule is to be documented and accepted by the Equine Supervisor). Fed twice a day.
- c) Allocated paddock to be kept tidy. Regular fence checks to be carried out. Water trough to be cleaned, manure spread and weeds pulled weekly.
- d) Horses will be drenched at discretion of Equine Supervisor
- e) Complete their horse duties between 6.45am and 7.25am, and after school. No horse activities after dinner.
- f) Have horse's hoofs maintained. A farrier regularly visits the College.



**CARE:** all horse care needs to be dealt with out of class hours with all relevant permissions gained.  
**IF IN RESIDENCY TIME – YOU MUST LET SUPERVISORS KNOW WHERE YOU ARE.**

#### 4a. RULES FOR RIDING

- a) If in residential time, students must have permission from the residential staff (this also includes day students).
- b) Appropriately dressed with long pants or jodhpurs, boots and long sleeved shirt:
  - Approved helmet (**Aust Safety Standards 3828 or equivalent**) that is **less than 5 years old**.
  - High Vis vests will be supplied for on farm riding.
  - Singlets are not approved riding attire.
  - Appropriate boots to be worn at all times when accessing equine area.
- c) Written permission to ride and handle horses as well as having undertaken a riding test to assess skill level \*\*. (conducted by Equine Trainer).

**\*\* the skill assessment will determine where a student can ride and whether they can ride with or without supervision. Areas in which horses can be ridden will be explained to student after the assessment.**

- d) Paddock gates to be left as found and gates are not to be used for tethering.
- e) Remove manure from roadways and arena immediately.
- f) No riding around residential or classroom areas.
- g) Tack room and wash down areas are to be kept clean and tidy.
- h) Regularly exercise the horse (at least 3 times per week).
- i) Your horse is to be tied up at all times when brushing, rugging etc.
- j) Do not access horses which are not your own unless given permission from the owner.
- k) Access equine area in pairs.
- l) No bareback riding or horse swapping.
- m) All horse gear to be checked at commencement of each term by Equine AITO or Farm Manager to ensure safety standards are maintained.

#### 4b. RULES FOR RIDING OFF SITE

**As above plus:**

- a) Signed parental permission for off site riding.
- b) Follow school excursion plan.
- c) Negotiated planned ride with teacher/supervisor.
- d) Must be three or more riders.
- e) Must have mobile phone with residential numbers logged.
- f) In case of accident, one person to stay with injured student and the other to seek help or phone for assistance.

#### 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 MAJOR HOLIDAYS AND TERM BREAKS**

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

**Closed Weekend:** Horses *may* be allowed to stay on site. If however there are any management problems, the local vet will be called in and you will be contacted. Horses will not be specially fed over this period. All out of pocket expenses will be paid for by the owner.

## 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 cannot be invited to assist. Permission needs to be provided by parents and approved by the Equine Trainer.
- c) Students must ensure a safe working environment for themselves and their horse.

## 8. AGISTMENT COSTS

- a) A fee of \$250.00 per term will be charged for all horses 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. This includes the provision of hay for all horses at the College.

Any rider who wilfully causes damage to College property may be charged.

## 9. COLLEGE HORSES

- a) Students may apply to have access to the College horses as part of their Equine program. Students who ride the College horse will be charged \$100.00 per term per person to cover the cost of feed, farrier and veterinary costs. The use of the College horses may be on a shared basis.

**HORSES ON SITE:** After reading the guidelines, students can then 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 check list needs completing prior to a horse coming on site.*

## 10. AUTHORISATION

It should be remembered that horses are allowed onto the college grounds at the discretion of the Principal and can be removed at any time at his/her 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 participating in the Equine program either during school or residential time 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 intending to participate in the equine program during school or residential times have current personal accident insurance cover.

Schools are sometimes asked by parents to arrange insurance or to provide recommendations about where to obtain personal accident insurance. However, the Department 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.

**I have read the above guidelines and agree with the conditions.**

**Parent Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Student Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Name of Horse:  
(if applicable)** \_\_\_\_\_



**CHECKLIST**  
**(to be completed by instructor)**

Suitable horse to meet guidelines requirements	
Suitable helmet	
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	

**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 offender.

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



**Horse Declaration**  
(for completion by instructor and parent each time horse arrives)

Arrival Date: _____	Horse's Temp on Arrival: _____	Horse Wormed: _____
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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 (s):** \_\_\_\_\_  
**Contact phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Name of Horse:** \_\_\_\_\_ **Age:** \_\_\_\_\_  
**Breed:** \_\_\_\_\_ **Height:** \_\_\_\_\_ **Sex:** \_\_\_\_\_

**Identification (colour/markings/brand):**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Address of property from which the horse has moved from:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Health of Horse**

I \_\_\_\_\_ declare that the horse/(s) named above has/have been in good health, eating normally and not shown signs of respiratory disease during the last 3 days leading up to its arrival. I give my authorisation for the designated WA College of Agriculture: Denmark Administration to call for veterinary inspection of the horse/(s) named above and in my care should they be showing signs of a respiratory illness at any time during its stay. I agree to pay any veterinary fees incurred as a result of this veterinary examination.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**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 equines) and the horse transport vehicle have been cleaned and disinfected before leaving the property to travel to the college.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**PERMISSION TO RIDE A HORSE DURING RESIDENTIAL TIME –  
WA COLLEGE OF AGRICULTURE SCHOOL DENMARK**

In Residential time I give permission for my son/daughter \_\_\_\_\_ to be present at the Equine Arena and to handle and ride their own or college horse without direct supervision of College staff. The College does not accept liability for injury to the student or horse.

**Signed** \_\_\_\_\_  
(parent / guardian)

**Date** \_\_\_\_\_

**PERMISSION TO PARTICIPATE IN EQUINE PROGRAM –  
WA COLLEGE OF AGRICULTURE SCHOOL DENMARK**

I give permission for my son / daughter \_\_\_\_\_ to handle, ride and be involved in the Equine program at WA College of Agriculture Denmark.

**Signed** \_\_\_\_\_  
(parent / guardian)

**Date** \_\_\_\_\_





# WA COLLEGE OF AGRICULTURE – DENMARK

## Horse riding agreement (to be completed for every student)

I have read, understood and agree to the conditions outlined as Horse Agistment and Riding Policy in the Horse Guidelines.

Signed \_\_\_\_\_  
(Student)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Parent/Guardian)

Date \_\_\_\_\_

### Assessed horse riding level of competence

Equine supervisor /  
teacher to circle  
appropriate level and  
sign below

1. Round yard / arena only with supervision by staff
2. Round yard / arena only unsupervised by staff
3. Round yard / Arena / Riding paddock unsupervised and Riding on Farm supervised by staff
4. Round yard / Arena / Riding paddock unsupervised by staff
5. College laneways unsupervised by staff
6. College paddocks unsupervised by staff

Riding of College horses is only permitted if permission is given by the Equine teacher.

Students will need to complete this form before any riding can take place.

Review of this assessment may be requested by the student to the equine teacher / supervisor at any time to progress up the levels.

Signed \_\_\_\_\_  
(Equine supervisor / Teacher)

Date \_\_\_\_\_



WA COLLEGE OF AGRICULTURE – DENMARK

**Horse agistment and Riding Agreement** (to be completed by students bring own horse)

I \_\_\_\_\_  
(Parent / Guardian)

- a) **Have read, understand and agree to the conditions outlined in the Horse Guidelines**
  
- b) **Understand and agree that privately owned horses are the sole responsibility of their owners and as such are responsible for all any and all health, veterinary, farriery and dental treatment.**
  
- c) **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.**

STUDENT NAME \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Student)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent / Guardian)

**WA COLLEGE OF AGRICULTURE – DENMARK**

**Use of College Horses** (to be completed by students leasing college horse)

I \_\_\_\_\_  
(Parent / Guardian)

***Would like to request permission for my son / daughter \_\_\_\_\_  
to have use of the College horses during the Equine Program.***

***I understand that no one horse is allocated to a student and that my son / daughter will  
have access to all the school horses at the discretion of the Equine Supervisor.***

***I have read and understood the Horse Guidelines.***

***I understand that my child will NOT have access to the College horses after school  
hours without permission of the Equine Supervisor (Teacher).***

***I have paid the \$100.00 fee and understand that this is payable each term for the use of  
the College horses.***

Signature \_\_\_\_\_  
(Parent / Guardian)