



# FINNISH CONSUMER AGENCY'S GUIDELINES FOR THE PROMOTION OF SAFETY FOR EQUESTRIAN SERVICES

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**Consumer Agency's Guidelines**

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Legislative basis:

- Act on the Safety of Consumer Goods and Consumer Services 75/2004

Target groups:

- Service providers
- Supervising authorities

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**THE FINNISH CONSUMER AGENCY'S GUIDELINES FOR THE PROMOTION OF SAFETY FOR EQUESTRIAN SERVICES**

The Finnish Consumer Agency has issued guidelines for the promotion of safety for equestrian services. The guidelines are based on the Act on the Safety of Consumer Goods and Consumer Services (75/2004).

The purpose of these guidelines is to determine minimum safety requirements concerning the safety of equestrian services, to increase the safety, to intensify the monitoring of safety under the Act on the Safety of Consumer Goods and Consumer Services, and to prevent accidents.

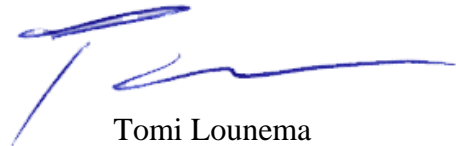
These guidelines enter into force on 8th July 2004.

Director General



Marita Wilska

Deputy Director



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# THE FINNISH CONSUMER AGENCY'S GUIDELINES FOR THE PROMOTION OF SAFETY FOR EQUESTRIAN SERVICES

## 1 PURPOSE OF THE GUIDELINES

The purpose of these guidelines is to determine minimum safety requirements concerning the safety of equestrian services, to increase the safety, to intensify the monitoring of safety under the Act on the Safety of Consumer Goods and Consumer Services (75/2004), and to prevent accidents.

The Finnish Consumer Agency has compiled these guidelines in collaboration with Central Union for Child Welfare in Finland, City of Espoo Public Health Unit, Equestrian Federation of Finland, Equine College Ypäjä, Federation of Finnish Insurance Companies, Finnish Trotting Association, the State Provincial Office of Eastern Finland, The Tapiola Group, and representatives from service providers.

## 2 SCOPE OF APPLICATION

The Act on the Safety of Consumer Goods and Consumer Services applies to services provided to consumers by business operators in the course of their business, and to other service providers that provide services other than in the course of business, for use by people that can be considered as consumers. The Act does not apply to societies for the public good in respect of services a society provides to its members other than in a business sense.

The guidelines are applicable in the determination of the safety of equestrian and similar services within the scope of the product safety legislation. The guidelines do not apply to competitions, but they apply to the spectator stands for competitions and for ensuring the safety of spectators, and to the goods sold and distributed at competitive events, and to other services provided (e.g. riding with a leading rein, buggy rides).

The scope of these guidelines includes riding in a field, on open terrain and in other surroundings, riding schools, pony trotting schools, trotting camps, horse stabling activity, various events, the supply of horse-drawn transportation and other equestrian services, and other horse-related activity coming under product safety legislation. The guidelines also apply to the buildings and structures used in the renting of stable places, and for the instructions for those renting.

## 3 BASIC CONCEPTS

**Acceptable risk:** There are always dangers and the risk of injury associated with activity involving horses (e.g. falling off a horse, a horse kicking a customer). The risk is acceptable if the appropriate measures in the circumstances are implemented to eliminate the dangers in equestrian services.

**Business operator:** Business trader or other service provider.

**Business Trader:** Natural, private or public juristic person who, for income or for other financial gain, professionally prepares, carries out, trades in, offers, sells or otherwise supplies consumer goods or consumer services in conjunction with business operations (e.g. a firm, society or club offers a service in exchange for payment or as an add-on benefit) (Act on the Safety of Consumer Goods and Consumer Services, Section 1).

**Cross-country riding:** Riding on open terrain, the service does not include food or overnight accommodation. (Report on the norms for tourism programme services).

**Danger:** Factor or circumstance that could cause physical, mental or economic harm to occur.

**Equestrian services:** Conducted or guided activity, or the watching of such activity, that takes place either outdoors or in a built environment involving the business operator's or the customer's own horses.

**Near-miss situation:** An unanticipated occurrence that could have led to an accident (Standard BS 8800:fi). Various factors relating to the situation gave rise to a danger, but personal injury was avoided.

**Other service provider:** Public or private juristic person who supplies consumer goods or consumer services other than in the course of business for use by people that can be considered as consumers (e.g. services provided by municipalities, churches, schools or educational institutions for which no charge is made) (Act on the Safety of Consumer Goods and Consumer Services, Section 1).

**Rescue plan:** Plan required under rescue legislation (Rescue Act (468/2003) Section 9, and the Government Decree on Rescue Operation (787/2003), Sections 9 and 10). The matters included in the rescue plan are an element of the safety document. The rescue plan and independent preparation protect people, property and the environment in general from the most likely dangers and accidents.

**Riding excursion:** Riding on open terrain, the service includes food but not accommodation (Report on the norms for tourism programme services).

**Risk assessment:** Extensive and systematic identification of dangers and health risks, and the assessment of their significance on safety, health and property. The aim is to improve safety.

**Risk:** The probability of a hazardous incident and the seriousness of the consequences (Risk assessment, Ministry of Social Affairs and Health).

**Safety document:** The written document compiled by the service provider in which the equestrian service activity and matters pertaining to its safety are defined. These are, for example, the person responsible for safety, delegation of tasks among the staff, risk assessment and management, the safety plan, arrangements for calling for help in various accident, danger or damage situations.

**Safety:** The activity is safe if the associated risks are acceptable. Safety refers to the overall physical and mental safety such that nobody gets injured, mental equilibrium is not shaken unnecessarily, and no damage to property is incurred.

**Trekking:** Riding on open terrain, the service includes food and accommodation (Report on the norms for tourism programme services).

#### **4 GENERAL SAFETY REQUIREMENTS FOR EQUESTRIAN SERVICES**

An equestrian service or participation therein may not constitute a danger, as referred to in Section 6 of the Act on the Safety of Consumer Goods and Consumer Services, to the health or property of a consumer using the service. Furthermore, an equestrian service may not cause danger or harm to others, such as spectators or passers by, that come within the sphere of its operations. Information in accordance with the government decree must be provided about the service (the decree on the information to be provided concerning consumer goods and services enters will probably enter into force in 2004). The safety of employees (those in an employment relationship, volunteer work and people under 18 years of age) must be taken into account in the manner required under the Occupational Safety and Health Act (738/2002).

Under Section 3 of the Act on the Safety of Consumer Goods and Consumer Services, a business operator is responsible for the safety of the an equestrian service for the whole duration of the service (e.g. stable area, complete route, complete camp activity).

For each participant group and number of participants, and taking the conditions into account, the equestrian service must be sufficiently safe. The business operator must specify in advance the maximum number of customers that can simultaneously take part in the different activities (e.g. in the field, indoor ring, cross-country, camp, trekking), and for the different groups (beginners, children, special groups). The business operator must also specify in advance the necessary age, skill or other requirements and restrictions in terms of safety. The maximum number of customers participating simultaneously in the equestrian service, and any restrictions, must be entered in the safety document.

Restrictions with regard to conditions must be set, when necessary, for the equestrian services. If the operation is unsafe, the service should not be performed. The business operator must have clear operating instructions regarding what to do if conditions change during the time of the activity (e.g. loud thunder). Operating instructions for changing conditions must be entered in the safety document and the entire staff must be aware of these.

#### **5 MARKETING AND ADVANCE INFORMATION TO BE SUPPLIED TO CUSTOMERS**

The advertising must comply with the requirements of the Consumer Protection Act (38/1978). The advertising must include the necessary information with respect to the health or financial security of the consumers. Under Chapter 2, Section 2 of the Consumer Protection Act, the advertising may not give information that is untruthful or misleading. Furthermore, the advertising may not omit information that is important for the

consumers, or present the information in an unclear manner (e.g. such that in one way or another the consumers gets a wrong impression of the content of the service offered, or of the factors relating to the purchase thereof).

The marketing material (e.g. adverts, brochures) must give a realistic description of the activities and services offered. The marketing material should describe for whom an event is intended. Pictorial material shown in the advertising must be from the actual place of operation. People appearing in the pictures must be using the appropriate personal protective equipment for the activity.

All customers participating in trekking or cross-country riding and riding camps must be given written information in advance before the commencement of the activity. The advance information must be written in the language generally used by the group of participants such that a customer will understand the necessary points concerning safety. Advance information can also be shown in the marketing material.

The advance information distributed to customers participating in trekking or cross-country riding and in riding camps should include:

- A description of the nature of the activity (e.g. in what kind of surroundings the riding takes place) and any route description or daily programme.
- The duration of the activity.
- Any advance knowledge or skills level required from the customer.
- Any restrictions with regard to age or health, for example.
- Equipment which the customers must themselves bring along, and any restrictions concerning the use of customers' own equipment.
- The necessary instructions on what to do and how to behave during the time of riding and/or the camp, instructions on the proper use of the necessary personal protective equipment (e.g. compulsory use of equestrian helmet), instructions on what to do in emergencies, instructions in case of cessation of activities, and any other instructions concerning safety or what to do following the riding and/or camp.
- The name of the person responsible for safety, and his/her deputy, and their contact particulars.
- The name of the person responsible for the activity and his/her contact particulars (if different from the person responsible for safety).
- The conditions or situations that may lead to the cancellation of the riding/camp or to immediate cessation.
- Information stating that horse riding while under the influence of intoxicants is forbidden. The customers should be informed in advance that, if necessary, the fitness of a customer to undertake the activity could be checked before participation in the service.

The advance registration of customers and advance information for the customers (e.g. health information form, contact particulars of a child's guardians) facilitate the planning of an equestrian service and increase customer safety. Information received in advance from the customers, such as riding skill, age, weight and height, facilitate the selection of a suitable horse or route for the customer. The customers must be informed if the business operator does not arrange accident insurance on their behalf.

## **6 SAFETY DOCUMENT**

### **6.1 General**

The business operator should prepare a safety document, which shall include, at a minimum, the information as in the model in Appendix 1, for ensuring the safety of equestrian services. In the case of trekking/cross-country riding or a riding camp, the safety document must include a separate safety plan as an appendix, as per Appendix 2.

The safety document must be gone through with the staff and voluntary workers and they must countersign this to certify their understanding. The safety document should be kept in a place where it can be easily found. The safety document must be updated when situations and circumstances change. The staff should review the contents of the safety document regularly, and the safety document should be gone through as part of the induction process for a new person.

The safety document can be combined with the rescue plan required under rescue legislation (Rescue Act 468/2003 and the Government Decree on Rescue Operation 787/2003). The business operator must have the preparedness for independent action in the event of situations of danger. The purpose of the rescue plan is to draw the business operator's attention to the early discovery of fire, independent initial extinguishing of fire, the rescue of people and animals and the proper functioning of the necessary equipment and systems.

The business operator must also take into account the requirements of the Occupational Safety and Health Act (738/2002) and, among other things, draw up an action plan for occupational safety and health.

The combination of different safety plans or the compilation of these together clarifies the operation and facilitates the updating of the plans.

### **6.2 Risk assessment and management**

The business operator must assess the risks relating to the equestrian service. The risk assessment should be drawn up in writing as part of the safety document. Risk assessment and management enables the systematic prevention of any accidents occurring.

Risk assessment and management:

1. Identifies the dangers relating to the activity, the situations in which dangers can appear, and the types of accidents that can occur in the activity (e.g. falling, a horse getting startled).
2. Considers measures to eliminate hazards, minimise risks and prevent accidents.

In risk assessment it is recommended to consider which hazards can cause the most serious accidents and which hazards carry a high probability for causing an accident. When considering the measures to be implemented the greatest attention should be paid to hazards whose consequences are very serious or which have a high probability of occurring.

### **6.3 Accident accounting, investigation of accident cause, and duty of reporting**

The business operator must keep an accident log, which includes details of any accidents that have occurred as well as any serious near-miss situations. As an aid in accident documentation an accident reporting form can be used (a model of an accident report form is shown in Appendix 3), where details of accidents involving customers or employees and near-miss situations, as well as the consequences of these are recorded. The accident reporting form is intended for the business operator's own use.

The investigation and analysis of accidents and their causes provides the basis for risk assessment and management, and for the development of a safety system. Accident accounting enables the information to be available, if needed, to the authorities and insurance companies, for example.

Under Section 4 of the Act on the Safety of Consumer Goods and Consumer Services, a business operator must report all serious accidents (e.g. accidents where hospital treatment is required) and particularly serious near-miss situations that occur in the course of the operation, at the earliest opportunity, to the municipal product safety supervisory authorities (health inspector), the State Provincial Office or the Finnish Consumer Agency. It is recommended that the report be made using the form on the Consumer Agency's website.

Under the Act on the Supervision of Occupational Safety and Health (131/1973) and the Employment Accidents Act (608/1948), an employer must report serious accidents involving employees to the occupational safety authorities and the police.

## **7 PERSONNEL, AND FIRST AID AND SAFETY TRAINING FOR PERSONNEL**

### **7.1 Basic requirements for personnel**

The business operator must appoint a person in charge of safety, and a deputy. The names, contact particulars and duties of the person responsible for safety and the deputy must be entered in the safety document and they must be made known to all members of staff and voluntary workers.

Persons responsible for leading and supervising the riding, and those responsible for instruction must have passed an examination in the equine vocational examination system (e.g. examinations for riding instructor, riding leader, or in horse care), or have lengthy practical experience. Personnel for trekking must also have wilderness skills such as in orienteering, providing emergency shelter etc. If a person under the age of 18 years old is acting as club leader or camp assistant, the business operator must pay particular attention to the supervision of their leadership and work.

There should be a sufficient number of personnel taking into account the nature of the activity, the number of customers and the level of skill. The minimum requirements set for personnel are:

- When working with horses, an assistant or club leader must be over 14 years old. In the case of 14 – 18 year old assistants and club leaders, guidance and advice

for such persons must be provided by a person over the age of 18 years old with sufficient professional skill, who is designated in the safety document as being in charge, e.g. a riding instructor. This person in charge must be in the immediate vicinity of the activity.

- Leaders of clubs for children under 7 years old must be over 18 years old.

Recommendations for the size of groups:

- If the customers for trekking are well experienced, the group should consist of a maximum of seven customers per guide.
- If the customers participating in trekking or a camp are inexperienced, there should be at least two competent leaders, with a maximum, however, of seven customers per guide.
- In indoor rings and in the field there should be a maximum of nine riders per leader. The size of the group should be determined in relation to the size of the indoor ring or field.
- The group size should be set in accordance with the customers' needs.
- The maximum numbers of customers in the groups for the different activities must be entered in the safety document.

To ensure the safety of foreign customers there must be a sufficient number of linguistically skilled leaders with respect to the number of participants.

Permanent employees must have written job descriptions showing the employee's tasks and responsibilities. With respect to permanent employees, an extract from the police records as required under Section 6, Subsection 2 of the Criminal Records Act (770/1993) must be taken into account for those working in a permanent capacity with minors.

## **7.2 First aid and safety training for personnel**

The personnel must have sufficient skills in first aid, rescue and initial fire extinguishing with respect to the nature and type of activity involved.

All employees, including those on a voluntary basis, must know how to call for help, must be aware of the ways to call for help, and must know the emergency procedures. The participants must have access to at least one person with first aid training (minimum Finnish Red Cross First Aid 1 or similar knowledge and skills), and to a person with training in initial fire extinguishing. Refresher courses for those with first aid training must be arranged at sufficiently frequent intervals (e.g. the validity of the Finnish Red Cross First Aid card is 3 years). The requirements for first aid and rescue skills are greatest when the activity takes place on open terrain or outside the built-up area. In this case the leaders must have a skill level of at least the Finnish Red Cross First Aid 2 (or equivalent knowledge and skills).

All employees must be aware of the division of tasks among the staff (who rescues, who gives first aid, who calls for help, who provides guidance etc.) and of the determination of leadership responsibility in accidents. The delegation of tasks and leadership responsibility must be entered in the safety document.

Safety training and a readiness drill must be arranged for the entire staff at least once a year to rehearse measures for calling for help, the use of rescue and fire extinguishing equipment, and resuscitation and action to take during the most usual attacks of illness and accidents. Drills in rescue procedures and staff teamwork in particular must be carried out. Readiness drills must also be run through in respect of saving animals. A log must be kept for training and drills, in which the date of the training, the duration, the subjects and participants as well as the leader of the training/drill should be recorded.

Drills for special situations and emergencies must be carried out in the actual surroundings with respect to trekking, cross-country riding and camps. The drills can be carried out, for example, in collaboration with the rescue authorities and other business operators.

## **8 CUSTOMERS**

Appendices 6 and 7 show instructions for people moving around stables and for riders. These can be used as an aid when giving customers information about equestrian safety.

### **8.1 Equipment for riders**

Riders must use an equestrian helmet of an approved type (CE marking). The helmet must be of a suitable size and must be properly worn on the head. Footwear must have a broad heel. The footwear must be of a kind that does not get caught in the stirrup, or slip through it, e.g. no trainers and the footwear should not be too big. Riding boots or rubber boots are the best footwear, for example.

Clothing recommendations:

- Stretch trousers are good, where the seams do not rub and the trouser legs do not rise.
- For riding one should dress according to the weather.
- Flapping and rustling clothing should be avoided as these might frighten horses.
- The use of riding gloves is recommended.
- Long hair should be tied back.
- The use of earrings and rings, and piercing, should be avoided.
- The use of a body protector (with CE marking) is recommended when riding.
- In cross-country riding a reflective top or other fixed reflector should be used if necessary.

Before commencing an equestrian service the business operator must check that the participant has the appropriate clothing as required for the activity, and which gives sufficient protection for the weather conditions, for example. The business operator is required to provide the necessary personal protective equipment (helmet, reflectors) for the customer's use and to ensure that the personal protective equipment is correctly fastened. The customer should be told in advance of the necessary clothing and equipment, for example in the written material provided in advance. It would also be good for the business operator to be prepared to provide the customer with other personal protective equipment (body protector) and clothing (raincoat, warm clothing, suitable footwear).

## **8.2 Guidance for customers**

The staff must familiarise the customer with the behaviour code at the stables, handling horses, paying attention to other riders, and with the necessary equipment. The rules of the stables must be gone over with the customer. The customer must be told of the dangers associated with riding (e.g. the unpredictable behaviour of horses, characteristics of different horses, such as kicking), as well as the ways in which accidents can be avoided (e.g. dressing correctly, how to mount, handling a horse, the distance between horses when riding). The usefulness and essential nature of protective equipment must also be stressed, and the customer must be shown how to put on, fasten and take off protective equipment. The leader must ensure that the helmet, saddle and bridle are correctly fastened. The customer must be given instructions on what to do in an emergency, how to call for help, and must be told who is in charge of the activity.

When riding in traffic or going into open terrain the customer must be told of the traffic rules pertaining to riding, and be informed of the general instructions and safety matters relating to riding in traffic. The rider must also be told about good manners towards other riders and road users.

The customer must be told of any age restrictions and of the restrictions regarding the use of intoxicants. If the use of intoxicants is absolutely forbidden, information about this must be given in clear terms (e.g. in the advance information). The use of intoxicants or being under the influence of intoxicants is always forbidden when riding a horse, driving a horse or looking after a horse. The business operator always has the possibility and the duty to prevent or interrupt a service for safety reasons.

A customer should avoid bringing his or her own pets (dogs, cats) into an animal pen or stable area. However, if pets are brought they should be kept on a lead.

If the event is, for example, a programme number of a one-off nature (e.g. a stag night or corporate event), the customers must be told before the commencement of activity that participation is voluntary. A customer may not be forced to take part in an activity.

## **8.3 Customers for trekking, cross-country riding and camps**

Information the business operator receives in advance about the participants helps in the preparation of the necessary measures. If the participants are children, special groups, physically disabled or foreigners the business operator must adapt the structure of the programme to suit the requirements of the group. Adjustments can relate to the level of difficulty or the duration, for example.

Customers participating in trekking or cross-country riding must have basic riding skills. The customers' riding skills must be ascertained before setting out on a trek or cross-country ride by, for example, a test ride in the field. It is advisable to ascertain the state of health of the customer in advance. The state of health can be ascertained using a separate health information form, which can be used to clarify any illnesses or allergies that should be taken into account in terms of the activity. The information is of assistance in structuring the programme and planning the food, for example. The health information form should take into account the requirements of the Personal Data Act (523/1999) and

after the programme has finished the forms should be kept or destroyed in an appropriate manner.

If foreign customers are participating in treks or camps, there must be a sufficient number of linguistically skilled leaders in relation to the number of participants.

#### **8.4 Children and young persons**

When working with children and groups of children there must be more personnel and these must be more experienced than with older customers and those who have been riding for a long time. The leader must always be present when children are handling horses, both before and after the riding.

Persons under the age of 18 participating in trekking, riding excursions and camps must have a guardian's consent, which must be reliably ascertained (e.g. a consent form with a guardian's signature).

Stables, treks, camps, riding schools and clubs offering equestrian services must have the contact particulars of the guardians of the children and young persons who are customers, in order to be able to contact them if necessary.

#### **8.5 Special groups**

As far as special groups are concerned (e.g. in riding for the disabled, riding therapy and socio-pedagogic horse-related activity) there is greater emphasis on the requirements concerning the professional skill and the number of personnel. When leading a special group, in addition to the staff member leading the riding, there should also be an employee with the special skills for the group in question, such as a leader for riding for the disabled, or a riding therapist, or enough employees with the special teaching skills corresponding to the group in question.

When working with special groups a great deal of attention should be paid to the cooperation and communication (including sufficient advance planning of the activity and clarification of special risks and needs) between the people responsible for leading the riding and the special group's own leaders (e.g. parents, physiotherapists, youth workers), and to the size of the customer group and the suitability of the horses to be used.

When planning the premises for the needs of special groups, it is advisable to take into account the points relating to riding arenas in "Obstacle-free places of movement" in the Ministry of Education's publication number 63 "Places of Movement".

### **9 BUILDINGS AND STRUCTURES**

#### **9.1 General safety of buildings and structures**

##### **General**

Buildings (e.g. stables, accommodation premises) and structures must be suitable for the purpose they are used for. Buildings used for accommodation must comply with the

requirements of the health protection legislation (Health Protection Act (763/1994) and the Decree on Health Protection (1280/1994)). Attention must be paid to the selection of building materials and the safety of passageways. Any machines or equipment in use must also be suitable for the application involved and comply with regulations concerning them (e.g. Government Decision on the Safety of Machines 1314/1994).

### **Fire safety**

According to information from insurance companies, agricultural building fires in Finland have increased considerably during the last ten years (the most usual reason being electrical fires, heating equipment, maintenance and repair work).

With respect to buildings and structures (e.g. animal sheds, indoor rings, spectator stands, accommodation premises), attention must be paid to the Finnish building regulations (e.g. with regard to strength and fire safety) and to the fire safety regulations under the rescue legislation. Under the regulations and legislation referred to above, buildings must have a sufficient number of exit routes (e.g. in animal sheds and other ancillary buildings at least two exits that are independent of each other), and the exit routes must be clearly marked.

The buildings must have fire alarms/fire notification system and initial fire extinguishing equipment that is functional and easily accessible. Fire safety can be significantly improved by using fire prevention automation (sprinklers, fire notification or fire warning systems, fire alarms etc.).

It is good to plan the arrangements for fire extinguishing and rescue tasks beforehand in collaboration with the rescue authorities. Attention must be paid to ensuring that emergency routes are passable and that rescue units can get close to buildings and sheds during all the seasons of the year (car parking, snowploughing). The location of water sources for fire extinguishing purposes must also be clearly marked.

### **Electrical safety**

In order to prevent fire damage, the maintenance, service and regular inspection of electrical equipment and installations (especially lights and heating) should be attended to. Electrical wires and equipment, and other devices that could injure horses, or could be damaged by a horse, should be protected or located out of reach of horses, if necessary.

### **Crime prevention**

Attention should also be paid to crime prevention with respect to buildings and structures. Structural protection against break-ins (e.g. locks), electronic surveillance and guarding are preventative measures against damage from forcible entry, vandalism, and arson.

### **Behaviour code at stables**

Signs concerning good practices relating to behaviour in a stable should be on display in buildings, covering, for example, feeding the horses, going into stalls, keeping doors closed, and storing property. Areas that are for private use and where customers may not enter should be marked as such.

The rules of the stable must be distributed to new customers and to the parents of minors, and should be located in a visible place in the stables e.g. on the notice board. The rules should state in clear terms which actions are forbidden (e.g. shouting in the stables or running in corridors) and which procedures are to be followed when working, for example, in a stall (e.g. how the horse must be tethered). Smoking must be forbidden in the stable area except in a specifically designated place.

### **Service and inspection**

The buildings and structures should be serviced and inspected regularly. The business operator should take into account the Ministry of the Interior's regulation A58 concerning chimney sweeping. A person should be designated as responsible for service and inspection and the name and contact particulars of that person should be entered in the safety document.

## **9.2 Animal sheds**

Animal sheds refer to stables and similar buildings or structures for keeping horses or as weather shelters. An animal shed must be safe, clean and well kept. An animal shed must be suitable for the purpose of the activity in terms of space and other respects.

An animal shed must comply with the minimum requirements in terms of structures, materials, size and location, with regard to the circumstances, of the animal protection legislation (Animal Protection Act 247/1996, Decree on Animal Protection 396/1996 and the Decision of the Ministry of Forestry and Agriculture no. 14/EEO/1998 Animal Protection Requirements laid down for the Keeping of Horses). A horse must be able to stand, move and rest in a natural position in its shed. The floor must not be slippery nor have gaps such that a horse's hooves can become injured or get caught. Attention must also be paid in other activity to factors that promote a horse's well-being and safety, as these affect a horse's behaviour and thus indirectly the customer's safety.

In the event of an emergency horses must be able to exit a shed rapidly. Passageways and door openings must be wide enough to allow personnel and horses to move easily from one place to another. In animal sheds with two rows of stalls, the corridor between the two rows must be at least 2.5 metres wide. In sheds where the horses are kept both in stalls and boxes, the corridor between the row of stalls and row of boxes must be at least 3.0 metres wide. The interior height of an animal shed must be a minimum of 2.2 metres (Ministry of Forestry and Agriculture decision no. 14/EEO/1998 Section 3, requirement to be complied with by 1.1.2014 at the latest). Items may not be stored in the corridor or close to the walls. Horse care equipment must, as far as possible, be kept in a specifically designated place.

## **9.3 Fencing and indoor rings**

The riding area should be fenced. The ground of the riding area should be level and springy, but not boggy. There may be no stones or other hard objects on the ground of the riding area. The fences of the riding area, the walls of indoor arenas and the ground must be safe and made from material that is suitable for horses. There must be no sharp corners or spikes on the ground or in the structures. The condition of the fences, walls and ground

must be inspected and maintained when necessary. The entrances to the riding areas must be sufficiently wide.

There should be notices on the fencing to the effect that feeding animals without permission is forbidden. Electric fences should carry a warning about the electrification.

Indoor and outdoor spectator stands should be separated from the riding track by a protective fence. Entry to the stands must be safe. The spectators must be given instructions as to the correct behaviour close to fences and in indoor rings (e.g. no dogs, shouting forbidden, the use of tobacco and alcohol forbidden).

#### **9.4 Stable area surroundings**

The business operator must ensure that there is adequate lighting in the area. Good lighting increases customer and occupational safety and prevents vandalism and crime.

The transfer routes leading from the stables to the field must be as safe as possible. It is recommended that transfer routes and roads used by vehicles are planned so as to avoid having crossing places. The condition of the transfer routes must be maintained (e.g. snow ploughing and prevention of slipperiness in winter). Car parking places should be situated so that customers do not have to travel with horses from the animal shed to the riding area through the car parking area.

Attention must be paid to keeping emergency routes passable and to rescue units having access close to buildings and fences (car parking, snow ploughing).

## **10 ROUTES AND PUBLIC EVENTS**

### **10.1 Routes**

When planning riding routes attention should be paid to the following:

- Terrain that is suitable and safe for riding, e.g. the profile of an easy route has gently rising and falling terrain.
- Adequate visibility: The vegetation at sharp corners and at riding track crossings must be cleared so that visibility is sufficient and surprise encounters cannot occur. Widening the track also improves safety.
- A sufficient distance from traffic roads and other sources of disturbance. (Guide for Planning and Building a Riding Centre. Rakennustieto, Helsinki 1994).
- Dimensions and establishment of riding routes: The minimum width for a hoof track is 1 m. Free area at the track is 1.5 m and 3.0 metres in height. For free galloping the track width needs to be 2.0 m. (Manual for Planning of Pedestrian and Bicycle Traffic, The Finnish Road Administration 1998, SRL (Equestrian Federation of Finland) Horse ring material 2003, part B: Outdoor and horse routes)
- The routes should cross as few roads as possible.
- The degree of difficulty of a route (terrain, length, speed) should be planned according to the participant group (skill, age, special group).
- When planning the overall route, a risk assessment should be made, i.e. consideration of the difficult sections of the route and measures for preventing accidents.

- Getting permission from the land owner/keeper. When planning routes, the law on private roads (358/1962) should be taken into account. Permission from the landowner or road association must be sought for regular and organised activity. In other cases riding comes under public right of access.
- If vehicular roads must be crossed, the crossing point should be marked with the necessary signs (warning sign for “other danger”).
- If the riding route must partly run on a vehicular road or path for cyclists and pedestrians, clear instructions about these should be prepared for the customers.

There are different kinds of routes – constructed routes and trekking routes. Trekking routes are mainly forest or field tracks and paths, for which the above recommendations should be taken into consideration where possible.

Under Section 46 of the Road Traffic Act (267/1981) a rider must, where applicable, observe the rules that apply to drivers of vehicles. Under the rules a rider’s place is on the roadway, and riders may not generally use paths for cyclists and pedestrians. However, under the Decree on Road Traffic (182/1982) it is possible to allow riding on a path for cyclists and pedestrians with a road sign to that effect (road sign 427 “Riding path”).

Section 15 of the Public Order Act (612/2003) forbids riding or the driving of a horse-drawn or other similar vehicle on paths used for physical exercise, other similar types of running track, maintained ski tracks and sports fields, unless otherwise indicated.

## 10.2 Public events

When organising events for the public, in addition to the safety document mentioned in these guidelines, the business operator needs to do the following:

- A notification (to the police authority responsible for the area where the event will be held) in accordance with the Section 14 of the Assembly Act (530/1999), concerning the holding of a public event.
- A notification in accordance with Section 13 of the Public Health Act (763/1994) regarding activity specifically mentioned in the Act (e.g. the preparation, sale and offering of food products), a notification as required under Section 18 regarding a facility supplying drinking water, and a notification (to the public health officials) as required under Section 37 concerning a the holding of a public event where food products are sold or supplied.
- A rescue plan in accordance with rescue legislation [(Rescue Act (468/2003) and the Government Decree on Rescue Activity (787/2003)].

There should be a sufficient number of stewards at a public event (Public Order Keeping Act 533/1999). The goods that are sold or distributed (e.g. prizes) at a public event (e.g. competitions, riding events) must be safe and comply with any regulations.

Appendix 4 of these guidelines shows the organisations from whom a business operator can get guidance when organising a public event as well as generally when commencing business operations or during the course of such activity.

## **11 RIDING EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT**

Riding equipment and personal protective equipment must be suitable for riding and personal protective equipment (equestrian helmet and body protector) must have the CE marking. The use of a safety stirrup is recommended.

Riding equipment and personal protective equipment must be intact, clean and easily available. Broken or unusable equipment should be disposed of to prevent it from getting mixed up in any circumstances with sound equipment.

The business operator must carry out regular checks on the condition of the equipment (e.g. helmets, saddles, bridles) and ensure that equipment is properly kept and cleaned. Riding equipment and personal protective equipment must be serviced at regular intervals and a service log concerning the service and inspection should be kept. The equipment and protective equipment must be kept and serviced in accordance with the manufacturers' instructions. A person to be responsible for the riding equipment and personal protective equipment should be appointed, and the contact particulars for that person must be entered in the safety document.

If customers use their own personal protective and safety equipment, the leader/instructor must ensure that they are suitable for the activity. The business operator is responsible for the appropriateness of all equipment and protective equipment, and controls that they are used correctly. The staff should act in an exemplary manner and always use the necessary and approved personal protective equipment.

The business operator must regularly inspect the condition of the horses' legs, hooves and shoes. Horses should have suitable shoes when riding outdoors in winter.

## **12 READINESS FOR EMERGENCIES**

### **12.1 Readiness for first aid and rescue**

There should be written instructions regarding procedures in the event of emergencies (e.g. accident, sudden illness, fire, carbon monoxide poisoning). The instructions should show what to do in an emergency, responsibilities (who does what), and how to call for help to the place. The general emergency number (112), and the numbers of the person responsible for safety, the doctor on duty and the veterinarian must be clearly displayed on the notice board of the stables/riding centre, and next to the telephone. Written telephoning instructions with the address of the stables and driving directions for rescue vehicles must be displayed next to the telephone numbers. It is good for the leaders/instructors to enter the telephone numbers of the emergency centre and the person responsible for safety into the memory of their mobile phones.

The instructions should also show what to do following the accident: who, in the organisation itself, gives information about the accident to the relatives of those involved, to the media; who notifies the authorities (municipal product safety control, State Provincial Office or Consumer Agency, police, Occupational Health and Safety Inspectorate); how the follow-up will be arranged; how accidents that have occurred are reported and analysed.

A riding stable must have its own medical cabinet/first aid pack for people. First aid and rescue equipment that is easily accessible, sufficient, and appropriate for the activity concerned must accompany all activities. The leader must ensure that it is possible to give an alarm. If possible, the customers should have clear instructions on how to find a telephone for calling for help.

It is good for the business operator to ascertain in advance the operational resources of the local rescue facilities as well as the actual readiness time, in other words the time that elapses between summoning help to its arrival at the scene. If the elapsed time is long, the business operator must be prepared for more extensive independent rescue activities.

The buildings should contain the number of initial fire extinguishing equipment as specified by the rescue authorities. The initial fire extinguishing equipment should be located in a visible place, easily accessible and clearly marked. The initial fire extinguishing equipment should be serviced and inspected in accordance with the regulations. Other material should also be acquired according to the potential dangers that could be thought to arise.

Rapid evacuation drills should be held in the stable area, also in terms of how to get the horses out as quickly as possible (Central Rescue Organisation of Finland's course on saving animals). It is also advisable to practice joint emergency drills together with the local rescue authorities.

## **12.2 Readiness for emergencies on treks, excursions and at camps**

Special attention must be paid to first aid preparedness on trekking excursions and at camps. The requirements for the first aid training of personnel are greater and the first aid equipment must include the necessary equipment for keeping a patient warm. The first aid equipment must include the first aid items necessary for staunching the flow of blood, and splints in case help is not available within a reasonable amount of time. The first aid equipment should also include, for example, disposable gloves and resuscitation masks to protect against any blood infection.

The leader should ensure the possibility to summon help. The mobile phone should be checked to ensure that it is working and that the battery is sufficiently charged. A description of the route and the schedule together should be left for information at the business operator's office, where a deputy for the person in charge of route safety is specifically named.

On treks, excursions and camps the participants should be given instructions on what to do in case they get lost. The service provider should also prepare written instructions for situations where a customer goes missing: how to organise a search and summon help. When there are grounds to believe that a person is lost or injured the incident must be reported to the police. In such cases the police will lead the search.

## **13 SUBCONTRACTING AND THE RENTING OF STABLING**

Under the Act on the Safety of Consumer Goods and Consumer Services a business operator, or other service provider who provides services to a consumer, is responsible for the safety of the service. This also applies to renting and subcontracting. When using the services of a subcontractor the business operator must ascertain the safety of the service overall (that is to say that a business operator offering a service package is responsible for the safety of the entire service provided). The same safety requirements apply to subcontracted services as to the principal business operator.

When supplying equestrian services as a subcontractor, the equestrian service must include a professionally skilled leader, the necessary riding equipment and personal protective equipment. The customers must be given instruction on the correct and safe use of the equipment, and the skill of the customers should be ascertained.

With regard to the renting of stabling the building should comply with the requirements in Section 9 concerning buildings and structures. The customers renting stable places must be told the rules of the stables and those renting should be given a written copy of the rules. The rules should also appear on the notice board.

Customers who have rented a stable place must be instructed in how to act safely. The business operator should provide information on good routes and instruct the customers in cross-country riding. Cross-country riding alone is not recommended. Customers riding cross-country, and particularly those riding alone, must tell the stable staff where they intend to ride. The business operator must give instructions to the customers on riding routes and on how to ride in traffic, and notify others who are riding and, for example, neighbours and landowners.

It is recommended that a written agreement be made with customers for rental and full-board services.

## **14 SUITABILITY OF HORSES USED FOR EQUESTRIAN PURPOSES**

Horses supplied for the customers to use must be schooled in the said activity. Horses should have a friendly nature towards people and they should behave with maximum dependability. It is recommended that horses used for equestrian services should be at least 5 years old.

If in some services and activities only certain horses are used, or if a horse has some limitations (e.g. weight limit for a rider), this information should be entered in the safety document.

The business operator and the employees should be sufficiently experienced in working with animals. If a participant in the service is inexperienced with horses the leader/instructor must constantly monitor the activity with the animal in case of any unexpected situations.

The business operator is always responsible for the transportation and loading of horses. During loading bystanders should remain at a sufficient distance from the loading situation.

The activity must comply with the regulations under the Animal Protection Act and Decree and the Decision of the Ministry of Forestry and Agriculture no. 14/EEO/1998, which regulate, for example, aspects relating to the place where animals are kept, and their care and treatment.

## **15 FOOD SAFETY**

The business operator must ensure that any food products sold/offered in connection with equestrian services (e.g. trekking, camps, various public events) are safe. If the service includes the provision of meals, the business operator must always contact the municipal health inspector and clarify the conditions under which food can be prepared and/or offered, and which aspects should be taken into account in self-monitoring.

Under Section 36 of the Food Protection Act (763/1994, with amendments), a business operator must be aware of the hygiene dangers associated with the handling of food products in his/her business, and must prepare and implement a plan for preventing and eliminating the deficiencies that cause health risks (self-monitoring).

Under Section 40 of the Health Protection Act a business operator is responsible for ensuring that all those who work in premises containing food products have sufficient expertise in food hygiene with respect to the tasks they undertake, and that an employee shall, if necessary, receive training and guidance in food hygiene. Furthermore, people handling easily perishable, unpacked food products must, under the Decree on Hygiene Skills (1115/2001) and the amendments to the Decree (1227/2002), demonstrate their knowledge of food hygiene either by taking a special skills test or by means of an approved examination or training.

## **16 NOTIFICATIONS AND INSURANCES**

### **16.1 Notifications**

When organising public events the business operator must make the necessary notifications as mentioned in Section 10.2. If the keeping of horses is of a professional nature, or otherwise on a large scale, the business operator must make a written notification in accordance with the animal protection legislation [(Animal Protection Act 247/1996) and the Decree on Animal Protection (396/1996)] to the State Provincial Office for the area where the business operates. The duty of notification also applies to the professional or large-scale selling, acting as agent, renting, breeding, training and schooling of animals, as well as the taking in of animals for keeping and treatment.

Under the animal protection legislation a business operator must keep a list of all animals involved in the activity.

## **16.2 Insurances**

The business operator must take out the statutory personal insurances (pension and accident insurance) on behalf of those people in an employment relationship. In addition to the statutory insurances it is good for the business operator to take out voluntary accident insurance for himself/herself and for the personnel, and to take out third party liability insurance for the business. The coverage of the third party liability insurance should be assessed on a case-by-case basis. It is also good to take out insurance on behalf of temporary staff. If the business operator does not take out accident insurance for temporary staff they should be clearly informed of this.

In conjunction with the organising of public events, the business operator must take care of the insurance, especially third party liability insurance. In the case of various equestrian services, the business operator can consider various types of voluntary group insurances for the participants, or ensure that accident insurance for the participants is provided for in another way. For example, riding schools and stables belonging to the Equestrian Federation of Finland come within a group insurance scheme. Regular and occasional riders at these schools and stables come within the group insurance scheme. The customers must be informed if the business operator has not taken out accident insurance on their behalf.

Excesses and maximum compensation sums apply to insurance policies, and the terms and conditions of insurance policies contain restrictions. The pricing is affected by the turnover of the business, the risk and the extent of the insurance coverage sought.

If the business involves movable property or permanent premises, it is recommended that these are also insured. It is recommended that when starting up, the business operator contacts his or her own insurance company to discuss the detailed insurance needs for their own business. It is good for the party responsible for organising an event and the party ordering such to draw up a sufficiently comprehensive and detailed written agreement showing, for example, the tasks, responsibilities and obligations of each party, and the arrangements for insurance.

## **17 MARKET SURVEILLANCE**

Under Section 3 of the Act on the Safety of Consumer Goods and Consumer Services the business operator providing the service is primarily responsible for the safety of the equestrian service.

The supervising authorities for consumer services that come under product safety legislation are the Consumer Agency, State Provincial Offices and municipal supervising authorities.

Under Section 29 of the Act on the Safety of Consumer Goods and Consumer Services, business operators and other service providers must, within the time specified by the authorities, provide the supervising authorities with the information necessary for monitoring compliance with the law. If the service causes danger to a consumer's health, the authorities can forbid the provision of the service for a certain period or, in extreme

cases, impose a ban on operations. A ban on operations is reinforced with a conditional fine and is publicised.

## **18 IMPLEMENTATION OF THE GUIDELINES**

Central Union for Child Welfare in Finland, Equestrian Federation of Finland, Equine College Ypäjä, Federation of Finnish Insurance Companies, Finnish Trotting Association and the Tapiola Group aim to contribute to seeing that these guidelines are followed.

## **19 ENTRY INTO FORCE**

These guidelines enter into force on 8th July 2004.

## **20 LEGISLATION, INSTRUCTIONS AND RECOMMENDATIONS**

### **20.1 Applicable legislation**

- Act on Checking the Criminal Background of Persons Working with Children (504/2002)
- Act on the Safety of Consumer Goods and Consumer Services (75/2004)
- Animal Protection Act (247/1996) and Animal Protection Decree (396/1996)
- Animal Protection Requirements for keeping Horses. Ministry of Forestry and Agriculture. Decision no.14/EEO/1998.
- Assembly Act (530/1999)
- Consumer Protection Act (38/1978)
- Criminal Records Act (770/1993)
- Decree on the Transportation of Animals (491/1996)
- Employment Accidents Act (608/1948)
- Environmental Protection Act (86/2000)
- Environmental Protection Decree (169/2000).
- Food Act (361/1995)
- Government Decree on Personal Protective Equipment (1406/1993)
- Government Decree on the Safety of Machines (1314/1994)
- Health Protection Act (763/1994) and Health Protection Decree (1280/1994)
- Hygiene Skill Decree (1115/2001 and 1227/2002) (Ministry of Social Affairs and Health decree on the food product hygiene skill required of people working in food product premises and the testing of skill).
- Land Use and Building Act (132/1999)
- Ministry of Social Affairs and Health decree on the quality requirements and control tests for the drinking water of small facilities (401/2001)
- Ministry of Social Affairs and Health decree on the quality requirements and control tests for drinking water (462/2000)
- Ministry of Social Affairs and Health decree on various premises and facilities referred to in the Health Protection Act, and notification concerning moving vehicles or equipment (167/2003)

- Ministry of the Environment decree on the fire safety of buildings. National Building Code of Finland E1. Regulations and instructions. Helsinki 2002.
- Ministry of the Environment decree on the fire safety of production and storage buildings. National Building Code of Finland E2 (to be revised).
- Ministry of the Interior's regulations on chimney sweeping A58
- Nature Conservation Act (1096/1996)
- Nature Conservation Decree (160/1997)
- Outdoor Recreation Act (606/1973)
- Package Travel Act (1079/1994)
- Private Roads Act (358/1962)
- Product Liability Act (694/1990)
- Product Safety Act (738/2002)
- Public Order Act (612/2003)
- Rescue Act (468/2003) and Government Decree on Rescue Activity (787/2003)
- Road Traffic Act (267/1981) and Road Traffic Decree (182/1982)
- Tort Liability Act (412/1974)
- Travel Information Decree (1085/1994)

Up-to-date legislation is available from, for example, the data bank of legislation maintained by the Ministry of Justice and Edita at <http://www.finlex.fi/>.

## 20.2 Standards

- **SFS-EN 1384:** *Helmets for equestrian activities..*
- **SFS-EN 13158:** *Protective clothing – Protective jackets, body and shoulder protectors for horse riders – Requirements and test methods.*
- **SFS 5900:** *Fire precaution of hot works during assembly, maintenance and repair works.*

## 20.3 Literature on riding and safety

- Aiming for a healthy and well horse. Ministry of Forestry and Agriculture, Food and Health Department publication, Helsinki 2004.
- Basic handbook for leaders. Suomen Hippos ry, 2002.
- BS 8800:fi. Guide to Occupation Health and Safety Management Systems. Finnish Standards Association, Helsinki 1998.
- Building guide for riding centres. Rakennustieto 2004.
- Environmental protection guidelines for stables. Ministry of the Environment handout 121. Helsinki 2003.
- Equestrian Federation of Finland's traffic rules for riding tracks:  
<http://www3.webotek.com/cgi-bin/iisi3.pl?cid=ratsastus&mid=133&sid=20081>
- Fire safety of agricultural buildings RMO C5. Ministry of Forestry and Agriculture. (to be revised)
- First Aid Guide. Duodecim, Finnish Red Cross. Gummerus 2003.
- Hevostaitokansio (Equine skills binder). Equestrian Federation of Finland, Helsinki 2002.
- Initial fire extinguishing guide. Finnish Association of Fire Chiefs. Helsinki 2000.

- Investigating the criminal background of people selected for working with children <http://www.mol.fi/ammattit/rikostaustalaki.html>
- Manual for Planning of Pedestrian and Bicycle Traffic, The Finnish Road Administration 1998.
- Material for a horse ring. Preliminary project for the South Finland equine sector. Laurea Polytechnic, Hyvinkää 2003.
- Ministry of Forestry and Agriculture's building regulations and guidelines. The Ministry of Forestry and Agriculture's compiled building guidelines include the Ministry's regulations and recommendations for house building for which financial aid through the agricultural administration is granted.
- Obstacle-free places of movement. Ministry of Education, Places of Movement publication number 63. Rakennustieto Oy, Helsinki 1997.
- Planning and implementation principles for outdoor recreation tracks [www.suomenlatu.fi/poluistareiteiksi](http://www.suomenlatu.fi/poluistareiteiksi).
- Risk Assessment. Occupational safety guidelines and instructions 14. Ministry of Social Affairs and Health. Tampere 2002.
- Risk management for SMEs [www.pk-rh.com](http://www.pk-rh.com).
- Safety plan, guide for enterprises and institutions. The Finnish National Rescue Association. Helsinki 2004.

## Appendix 1

### MODEL FOR SAFETY DOCUMENT

1. Person responsible for safety, and deputy
  - names of persons and contact informations (telephone numbers)
  - definition of duties:
    - E.g. – supervision, planning and guiding of general safety
    - training and drilling personnel
    - responsibility for initial fire extinguishing equipment and first aid equipment
    - reporting and monitoring of accidents and near-miss situations
    - overseeing that emergency routes are passable.
2. Job descriptions of personnel
  - person's name or position and contact informations
  - leader's professional skill/training if required
  - definition of tasks
  - duties when accidents occur.
3. Customers and customer groups
  - the maximum number of customers at one time specified by the service provider for the different activities
  - any requirements with respect to age, fitness, skill etc. (e.g. basic riding skills)
  - any restrictions (e.g. forbidding the use of intoxicants)
  - procedure for when conditions change
  - equipment for customers, e.g. with respect to clothing
  - instructions for customers (stable rules, care and handling of horses, safety equipment and use of personal protective equipment, what to do in an emergency, using a horse in traffic).
4. Horse
  - list of horses
  - limitations for different horses, special care instructions
  - horses used in the different activities.
5. Buildings and structures
  - list of buildings and structures
  - map/drawing of the location of the buildings and structures
  - name and contact particulars of the person responsible for inspection and maintenance
  - inspection and maintenance
    - maintenance plan (when and how inspection and maintenance is carried out)
    - maintenance log (recorded in a diary, for example)
  - arrangements for fire extinguishing and rescue tasks
  - fire safety (list of fire equipment e.g. fire alarms, extinguishers, fire extinguishing blankets and the location of these)
  - fire inspections made, chimney sweeping, care and inspection of manual fire extinguishers (recorded in diary, for example)
  - escape routes (see Appendix 2).

6. Riding equipment and personal protective equipment
  - a list of riding equipment and personal protective equipment, the place of storage and date of acquisition
  - the name and contact particulars for the person responsible
  - inspection and maintenance
    - maintenance plan (when and how inspection and maintenance is carried out)
    - maintenance log (recorded in a diary, for example)
7. Other equipment
  - list of equipment, the place of storage and date of acquisition
  - the name and contact particulars for the person responsible
  - inspection and maintenance
    - maintenance plan (when and how inspection and maintenance is carried out)
    - maintenance log (recorded in a diary, for example)
8. Risk assessment and safety plan (risk assessment covering the entire area)
  - what are the dangers (physical and mental dangers)?
  - how can the dangers be monitored?
  - measures to eliminate dangers or to prevent accidents (e.g. the use of safety equipment and personal protective equipment, instruction of customers, restrictions according to conditions, familiarisation and functioning of guides)
  - procedures to be followed after an accident (aftercare, information, notification of authorities, reporting, compensation).
9. Instructions in the event of accident or emergency (e.g. sudden illness, accident, fire)
  - means and instructions for getting help, and back-up system
  - division of duties and responsibility for leadership
  - operating procedure and giving first aid
  - list of first aid and emergency equipment and their location
  - evacuation plan
  - search plan
  - diary of emergency training.
10. Accident accounting and investigation of the cause of accidents (accidents and serious near-miss situations)
  - description of the arrangements for accident accounting and investigation
    - filling out the accident notification form
    - returning the form to the person in charge
    - accident analysis (e.g. which factors led to the accident occurring?)
    - consideration and implementation of measures to prevent similar accidents from arising, and the appointment of a person responsible and schedule for implementing the measures
    - informing about incidents (person responsible and means of communication)
    - reporting incidents (municipal product safety supervisory authorities, State Provincial Office, Consumer Agency, Occupational Safety and Health Inspectorate, police, insurance company).

## Appendix 2

### **MODEL FOR SAFETY PLAN FOR TREKKING, CROSS-COUNTRY RIDING AND CAMPS**

1. Description of the activity
  2. Name of the person responsible for safety and the deputy, and their contact particulars (separately for the cross-country ride and at the office)
  3. Driving directions and other instructions for getting to the camp (also the routes for rescue and ambulance units)
- Or
4. For trekking and cross-country riding: route details, departure point, return point, daily trips, overnight and resting places, activity places, supplemented with a map clearly showing the points mentioned above.
  5. Risks associated with the activity
  6. Risk management:
    - Maximum number of customers
    - Horses to be used
    - Restrictions (weather, other conditions, intoxicants)
    - Competency requirements for leaders
    - Activity of leaders prior to commencement of the programme (e.g. ensuring safety and checking equipment, including first aid equipment, emergency service contacts)
    - Familiarizing and guiding the customers on the activity
    - Equipment to be used: personal protective equipment, riding equipment
    - Traffic safety
    - Special equipment
    - Transportation and storage of food and water
    - Fire safety (e.g. fire alarms, dealing with fire, fire safety of materials, water container for extinguishing fires in tent accommodation, and the use of a fireguard)
  7. Procedures if conditions (e.g. weather) change
  8. Procedure in the event of a customer or member of staff sustaining a physical injury
  9. Procedures in the event of other accidents or injury (e.g. fire, carbon monoxide poisoning)
  10. General instructions (e.g. dealing with fire, forest fire warnings)
  11. Procedure following an accident:
    - Reporting (e.g. accident accounting)
    - Giving information about the incident (e.g. person responsible for giving information and method of communication)
    - Reporting incidents to the authorities (municipal product safety supervisory authorities, State Provincial Office, Consumer Agency, Occupational Safety and Health Inspectorate, police)
    - Follow up (e.g. crisis counselling)
  12. Other matters to be taken into account.

## INCIDENT REPORTING FORM

This form must be completed as soon as possible following the incident (accident or near-miss situation). Return the completed form to the designated contact person in your organisation. Continue on the reverse side of this form if necessary.

|  |  |
|--|--|
| <b>Place where the accident or near-miss occurred</b>  | <b>Date and time</b>   |
|  |  |
| <b>Personal particulars of injured person</b>  |  |
| Name   | Personal ID  |
| Address  | Telephone number   |
| e-mail address   |  |
| <b>Information about the incident</b>  |  |
| During what kind of activity did the accident happen?  |  |
| Description of the incident (detailed description on how the accident or near-miss situation happened)                                   |  |
| Consequences of the incident (e.g. nature of injury, number of injured)  |  |
| What could have happened?  |  |
| Weather conditions at the time of the incident   |  |
| Reasons for the incident   |  |
| How could such an accident be prevented in the future/ Suggestions for action?   |  |
| <b>Additional information:</b>   |  |
| <b>The following have been contacted regarding the incident:</b>   |  |
| <input type="checkbox"/> Police<br><input type="checkbox"/> Emergency services<br><input type="checkbox"/> Person responsible for safety | <input type="checkbox"/> Insurance company<br><input type="checkbox"/> Consumer Agency/ municipal product safety supervisory authorities |
| <b>Date, name, name in block letters and telephone number</b>  |  |

## Appendix 4

### **ORGANISATIONS TO CONTACT**

The following list is a compilation of official and other bodies that can provide guidance and advice when commencing equestrian service activity and during the time of operation of such. They can provide information about current regulations and give advice on improving safety. This list is for guidance and possibly may not include all the bodies.

- Consumer Agency (national centre of expertise for product safety)
- Employment and Economic Development Centre (TE Centre)
- Federation of Finnish Insurance Companies (SVK) (Accident prevention material)
- Finnish Tourist Board, MEK (marketing abroad and information about service providers)
- Insurance companies (insurances, security services, protection instructions, guides)
- Local Occupational Health and Safety Inspectorate
- Local police department (information about a public event, supervision of order)
- Local rescue department (fire inspector)
- Municipal building inspectors (constructing or repairing a building, and change of use)
- Municipal business advisor (matters relating to setting up a business)
- Municipal environmental permit authorities
- Municipal environmental protection authorities
- Municipal public health authorities/ product safety supervisory authorities (product safety and food product matters, drinking water, animal protection)
- Rural Advisory Centres (agricultural advisory services)
- Safety Technology Authority (TUKES) (electrical safety)
- State Provincial Offices
- The Finnish National Rescue Association (SPEK) (Guide on drawing up a rescue plan, publications, courses)

## Appendix 5

### **RIDING ASSOCIATIONS, ORGANISATIONS AND SOCIETIES**

(contact particulars based on information as at 8.7.2004)

Agrifood Research Finland (MTT)  
Equine business  
Varsanojantie 63  
32100 Ypäjä  
tel. +358 (0)2 763 6560  
[www.mtt.fi](http://www.mtt.fi)

Central Union for Child Welfare in Finland  
Armfeltintie 1  
00150 Helsinki  
tel. +358 (0)9 3296 011  
[www.lskl.fi](http://www.lskl.fi)

Equestrian Federation of Finland  
Radiokatu 20  
00093 SLU  
tel. +358 (0)9 2294 510  
[www.ratsastus.fi](http://www.ratsastus.fi)

Federation of Finnish Insurance Companies  
Bulevardi 28  
00120 Helsinki  
tel. +358 (0)9 680 401  
[www.vakes.fi](http://www.vakes.fi)

Finnish Horse Owners Association  
PO Box 56  
02601 Espoo  
tel. +358 (0)9 5413 472  
[www.shkl.net](http://www.shkl.net)

The Finnish National Rescue Association, SPEK  
Ratamestarinkatu 11  
00520 Helsinki  
tel. +358 (0)9 476 112  
[www.spek.fi](http://www.spek.fi)

Finnish Sports Federation  
Radiokatu 20  
00093 SLU  
tel. +358 (0)9 348 121  
[www.slu.fi](http://www.slu.fi)

Finnish Trotting Association  
Tulkinkuja 3  
02650 Espoo  
tel. +358 (0)9 511 001  
[www.hippos.fi](http://www.hippos.fi)

Socio-pedagogic equestrian activity  
Equestrian Federation of Finland  
Radiokatu 20  
00093 SLU  
tel. +358 (0)9 2294 510

## **INSTRUCTIONS FOR PEOPLE MOVING ABOUT STABLES**

1. Observe the instructions of the service provider and/or the stable staff. The stable rules are important for safety and for enjoyment. Read the stable's notice board regularly. There you will find additional instructions for moving about the stables safely. Safety concerns us all.
2. Under the Act on the Safety of Consumer Goods and Consumer Services (75/2004), the provider of the equestrian service is responsible for ensuring that the service is safe.
3. The stable is the home of the horses, you must therefore behave in a proper and calm manner, avoiding, for example, running and shouting.
4. Do not touch a horse without the permission of the owner or a member of staff.
5. Do not enter the stalls or pens without permission.
6. Do not feed the horses or give them sweets without permission.
7. If you go into the feed room, always shut the door afterwards.
8. If you bring your own pets into the stable area, they must be kept on a lead.
9. Horses may be frightened by flapping cloths and umbrellas, so use them with care.
10. Do not bring prams near the horses, horses may be frightened by them.
11. Smoking is forbidden in the stable area, except in specifically designated places.
12. Do not give instructions to riders when you are watching the riding. That is the job of the riding teacher/instructor.
13. Take particular care of children. Teach children how to observe the instructions.
14. Be careful of electric fences. Electric fences are marked with a warning sign.
15. Park cars in designated areas only.
16. If you notice that something is wrong, please notify the stable staff immediately.

## **INSTRUCTIONS FOR RIDERS**

1. Observe instructions given by the leader/instructor/service provider. Make yourself aware of the risks associated with riding. Further information on how to act in a safe manner can be found on the notice board. Safety concerns us all.
2. The provider of the equestrian service is responsible for ensuring that the service is safe. The Act on the Safety of Consumer Goods and Consumer Services (75/2004).
3. Please inform the organiser in advance (using a form or verbally) of any movement restrictions, illnesses or allergies. This will enable the organiser to make preparations and amend the programme if necessary. Be honest about your riding skills.
4. Before mounting the horse put on your helmet and fasten it properly. Ensure that your footwear is suitable for riding and that you are wearing appropriate clothing.
5. When mounting, the horse must be standing upright in its place, with its weight on all four legs, head up and the reins short. You can use a stand if necessary. Always mount onto the saddle in a horse-friendly manner, don't prod the side of the horse with your foot, don't flop down heavily onto the saddle. When putting your right leg over the saddle, put your foot in the stirrup first and then ease yourself gently onto the saddle.
6. Only set off when the leader has given permission or it has been separately agreed with the group.
7. Always look in the direction you are going so that you maintain awareness and are able to anticipate upcoming situations. Hold the reins, even when long, in such a way that you can easily shorten them if necessary.
8. A horse can easily sense your mood, attitude and feelings.
9. Always maintain a sufficient distance from the horse in front. If you ride too close to the horse in front it might become irritated and even kick. Do not ride too close to a horse beside you, this might trigger the competitive instincts in the horses.
10. Try to use aids as lightly as possible when riding. Use aids in such a way, however, so that the horse reacts but does not question the use of the aid. A horse likes clear limits.
11. If you fall from the saddle let go of the reins. Don't get dragged along with the horse. In a fenced area a horse can be caught relatively quickly. Keep calm if someone else falls off a horse. Stop the horse and calm it. Wait for instructions from the leader. Don't shout if you are frightened, a horse may bolt hearing a loud noise.
12. Never smoke when on horseback or near a horse.

The organiser of the equestrian service is responsible for the safety of the service. If in doubt regarding the safety of the service, you can raise the matter with the service provider or, if necessary, notify the municipal health inspector, the State Provincial Office, or the Consumer Agency tel. +358 (0)9 77 261 about the matter. The notification can also be made on the Consumer Agency's website ([www.kuluttajavirasto.fi](http://www.kuluttajavirasto.fi)).