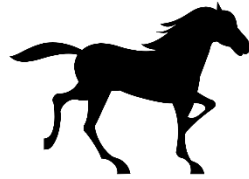


Livery Yard Handbook

Version 07.24



INGS FARM STABLES

Name:

Date Issued:

This handbook is designed to provide an overview with regards to our yard, routine, rules, and useful information. If you have any questions regarding what is contained herein, please just ask.

This is supplied to all clients alongside their individual livery contract. Acceptance and adherence to the information contained herein, is stipulated within the livery contract as signed by the client. **Ings Farm Stables** reserves the right to amend and re-issue this handbook at any time, to provide you with the most up to date information.

Welcome to Ings Farm Stables

Location Address: Ings Farm, 1 The Green, Sharlston, Wakefield, WF4 1EL

Correspondence Address: Ings Farm Stables, c/o The Old Barn, 1 The Green, Sharlston, Wakefield, WF4 1EL

Email: ingsfarmstables@outlook.com

Web: ingsfarmstables.co.uk

Facebook: www.facebook.com/Ingsfarmstables

Primary Contact: Claire Betteridge – Yard Manager - 07793546621

Preferential contact is to be made by voice call, text message or WhatsApp to the primary contact in the first instance. Please note that calls may go answered if working with a horse, but you will receive a reply as soon as possible.

Standard contact can be made between 7am and 9pm Monday to Saturday and 8am and 9pm on Sunday.

In the event of a genuine emergency, this number is available 24 hours a day. Except during yard holidays and/or illness, in which case the secondary contact will be available.

Secondary Contact: Lesley Urquhart – Yard Owner - 07718740485

Preferential contact is to be made by voice call or text message if the primary contact is not available.

YARD OPENING TIMES

The yard may be visited at the following times:

Monday to Thursday	7am to 9pm
Sunday	8am to 9pm

Whilst clients are welcome to visit between these times, access to the tack room, WC and kitchen area may not be available until 9am, therefore it is suggested if you require anything from the tack room before this time, you arrange to remove it the day before and take it home with you or store it in your alternative storage area if applicable and at your own risk.

As we live on site, please be respectful when visiting in the early morning or later in the evening.

For travelling to events and competition, or veterinary emergencies, we are happy to allow access outside these hours provided advanced notice is given where possible.

Ings Farm Stables reserves the right to temporarily withdraw visitation rights to control the spread of infectious and contagious disease in both equine and human clients.

Ings Farm stables reserves the right to limit entry if a risk to health and safety arises or in times of/but not limited to emergency.

YARD SERVICES

Veterinary Services: Ridings Equine Vets - 07747771182

Please put this number in your phone in case of emergencies

Farrier: Danny Harland - 07891800679

Transport: HHH Equine Transport - 07939817492
Equi-Move Horsebox Hire and Transport - 01924666911

PAYMENTS

Livery charges are calculated from the 1st of each month and are due monthly, in advance, by standing order.

This means, payment must be received by **Ings Farm Stables** before/on the 1st of each month to prevent a late payment.

If a livery package commences mid-month, a daily rate will be calculated and must be paid along with the next full months fee, before the arrival of your horse. Charges will be rounded up/down to the nearest decimal place.

For Example. Your livery starts on 15th June at £55 per week, therefore you must pay £356.19 before your horse arrives, (which is 15 days of June plus all July), then £238.33 per month, to be with **Ings Farm Stables** BEFORE/ON the 1st of August and ongoing, on the same day each month, until further notice.

Unpaid Livery Charges and Non-payment of a standing order, whether returned due to lack of funds, cancellation of the mandate or any other reason, will be treated as a breach of contract.

If it is more convenient for you to pay weekly, fortnightly or every 4 weeks, please discuss this with the yard manger.

You will not receive invoices for livery fees. Instead, a statement will be sent to you on a quarterly basis by email or in the post.

Payments for additional or extra services from the Extra Services List, must be made in advance/at the time of booking, by cash, bank transfer or PayPal. Once payment is received, you will be sent a receipt and confirmation of your booked service. Please note your service is not booked until it has been paid for.

Charges/fees for anything else not mentioned above, will be invoiced, and must be paid within 7 days of the date on the invoice.

Prices will be reviewed twice a year, however in certain circumstances it may be necessary to review them at other times. 30 days' notice will be given of any price changes.

LATE PAYMENTS

Any late or non-payment is a breach of your contract and will result in the immediate initiation of our debt recovery policy*. Which may put your livery space at risk as **Ings Farm Stables** will automatically withdraw their permission for you and your horse to remain on site.

If after 7 days the payment remains outstanding, interest will be charged at 1% per day and added to the amount due.

If your non-payment causes **Ings Farm Stables** to default on its own financial obligations or incur costs for returned cheques, bank charges etc, the amount will be added to your outstanding balance.

If the client fails to remedy the situation after **Ings Farm Stables** has attempted to speak to them. The Debt recovery action will include one of/a mixture of the following methods, dependent on the amount owed and the length of time outstanding.

- Suspending/reducing livery services without risking the welfare of the horse
- Limiting access to the yard
- Termination of your livery contact
- Referral to a Debt Collection Agency
- Instructing proceedings at a Small Claims Court
- Solicitor involvement
- Initiating abandonment proceedings.
- Instructing bailiffs to remove your horse

In extreme cases **Ings Farm Stables** will use **the right to lien including the power of sale** of your horse and/or tack and equipment. This allows us to detain and dispose of your tack/equipment and horse to recover costs under the Animal Act of 1971 and Control of Horses Act 2015.

The costs associated with recovery action plus any ongoing livery charges, if applicable, will be added to your outstanding balance. Recovery action may lead to a County Court Judgement or effect your Credit Rating.

If you have any problems with payments, please speak to the yard manager as soon as possible.

YARD POLICIES

Some of our policies are mentioned briefly here and throughout this handbook. Further details and more policies can be found on our website or in the relevant folders in the kitchen/Tack Room. You can also request copies of the policies by email.

Any policy that is not adhered to is considered a breach of your livery contract and may put your livery at risk.

Smoking/Vaping/Alcohol/Drugs Policy:

Smoking/Vaping is not permitted anywhere on the yard either externally or internally, including all fields and outdoor spaces. If you are a smoker/vaper, please exit the property completely.

Extinguish and dispose of your cigarette butts/Vapes considerately. Illegal drugs and drinking Alcohol are prohibited. Anyone found intoxicated will be asked to leave the premises.

Child Policy:

Children are permitted on the yard, however under 14's must be supervised by a parent, guardian, or other adult client (with their permission), and act sensibly around the horses and yard. All children should wear a suitable protective riding hat to the current standards, whilst mounted or handling horses on the yard. A livery client under the age of 18 cannot be responsible for another child, therefore if a young livery is bringing a friend to the yard, parental/guardian/adult supervision is still required.

There is a Safeguarding Policy in place*.

Dog/Other Animals Policy:

In the interest of health and safety, no dogs (or other pets) are permitted at **Ings Farm Stables**. Please do not leave them in your vehicle, as they will not be permitted to leave it.

Non livery horses may be permitted on the yard with the managers discretion, if agreed in advance. Proof of third-party insurance, vaccinations, worming and a Client Information/Declaration Form must be submitted in advance. The visiting horse will not be entitled to use any of the yard facilities, services, water, forage etc without incurring advance charges. There will also be a fixed charge of £3 for box/trailer parking. The livery Client must ensure the yard rules are followed and the animal is cleaned up after.

YARD ROUTINE

Your Individual Livery Contract outlines what is included in your livery package.

All owners are expected to visit horses daily unless otherwise arranged within our services/package. Individual or 24-hour turnout is not available.

The usual and preferred yard routine is daytime turnout and stabled overnight. Ideally horses must be turned out no later than 8am and in by 8pm or before it gets dark, whichever is the earliest. If this is not possible, extra services are available or you can ask another client to attend to this on your behalf.

In winter, turnout may be limited depending on ground conditions and weather. If yard manager closes fields a message will be sent via the yard WhatsApp group before opening to advise of this. If no message sent the fields are open for use as usual. However, owner reserve the right to stable horses as they fit and will either have to book extra services (water and hay will incur and extra charge) with the yard manager or attend to the horse themselves.

Horses must always have access to enough clean water and forage while stabled. Any horses/herd group who have not been attended to, with no notification having been received from the owner, and/or found without forage or water shall be watered/hayed/Turned in/out by the yard manager and an invoice will be issued.

Please do not leave any horse alone in the stable block or field. If bringing in/turning out would leave any horse alone, notify the yard manager.

The final check, lights out and lock up is 9pm. Everyone must be off the yard by this time. The automatic gates do not operate after 9pm, therefore it is imperative the yard is empty by this time.

No stable/herd/paddock swapping without Yard Managers consent.

YARD SERVICES

We offer a range of services to help care for and exercise your horse in your absence. A full price list has been provided to you within your welcome pack.

Services can be booked with the yard manager, subject to availability. Please ensure a MINIMUM of 24 hours' notice is given. Any short notice requests within 24 hours may be refused, or an additional late charge added for the inconvenience.

Cancellations will be refunded in full, except when cancelled within 24 Hours of the booked service. In this case refunds will be at the yard managers discretion, or a credit note may be given.

Further information can be found within the services section of your Livery Terms and Conditions.

EXTERNAL SERVICES

We have a yard farrier and vet who visit regularly; however, you are not obliged to use them.

Details of any forthcoming visits will be provided on the notice board/calendar and to the WhatsApp group.

If you are using our vet or farrier on a scheduled yard visit, the yard manager will attend to this at no extra cost, if your horse is in and ready to be seen.

If you are using your own vet/farrier/other professional or arrange to use our professionals outside of a scheduled yard visit, for security purposes, it is requested we are given advance notice of any such visits, and you are on site to attend to them. If not, this can be provided as an extra chargeable service.

Please note, we do not permit paid/unpaid services between livery clients, third parties or the use of freelance grooms on the yard for any services we offer, unless agreed with the yard manager in advance. If you use a freelance groom that requires use of our electricity supply, you may incur charges for this.

Anyone attending the yard to undertake paid services on your behalf, such as a farrier, physio, instructor etc, must hold the necessary professional qualifications, experience, and insurance. Copies of all documents may be requested before you may appoint them to undertake services on the yard.

YARD SECURITY

Security is everyone's responsibility. Please follow the rules below and those in the terms and conditions to reduce the likelihood of any problems.

If you are last on the yard, or are leaving the yard empty whilst riding, please make sure:

- All the lights are turned off,
- Tack lockers/room doors are securely closed and locked,
- All paddock/field gates are closed.
- Stables are secure.
- The electric gates are fully closed before you leave the driveway.

Access codes, combinations and entry permissions will be given to new livery owners and must be kept securely. These codes will be changed as a livery leaves or if it is suspected they have been

compromised. Please do not share these with anyone else without permission. Livery owners will need to provide their own combination lock for their tack lockers.

Please report any suspicious activity, people, or vehicles to us immediately and take photos where possible.

The yard is a member of the local horse watch community:

West Yorkshire Horse Watch – horsewatch@westyorkshire.police.uk

New Sharlston Neighbourhood Watch

YARD VISITORS

Whilst a limited number of occasional visitors are welcome to the yard, we ask they follow the same rules and behaviours as expected by clients. Any visitors to the yard must always be supervised and visitors under 18 years of age, must be supervised by an adult and not a young livery client. Visitors must not be given the location or codes of any security devices. Where possible, please advise us in advance of any visitors and refer to your Terms and Conditions.

Anyone being permitted to ride your horse must have their own insurance or be covered on your own policy, always be supervised, and not be carrying out services, unless agreed with the yard manager in advance.

If you have a share/loaner, we will need to see a copy of the share contract between yourself and the other person as well as being given prior notice of when they will visit the yard. The sharer must also have their own rider insurance and be expected to meet all points laid out in this handbook, and the relevant points in the livery contract. There will be a £75 fee if you decide to Loan/Share/Have a regular Rider to your horse. The fee can be paid by the livery, Loan/Share/Rider, or mixture of the two. £50 will returned to the payer 7 days after the contract ends, if the Loan/Share/Rider has not caused any damage or has any outstanding Invoices. £25 is a non-returnable admin fee. Admittance to the yard will be allowed once the fee has been paid and all the documents in pace. Failure to meet these rules and requests may risk your space with us. We must be given contact details of any sharers, including a next of kin. In some cases, accepting payment/services for share/loan may be classed as Hire and Reward and could have implications with your insurers and you may need a license from the Local Authority.

Visitors/Loaners/Sharers are not permitted to bring any guests/family/friends to the yard.

Refer to Livery Terms and Conditions for further information on visitors and shares/loans.

EQUINE WELFARE AND MANAGEMENT

VACCINATIONS:

All equines under our livery services or granted permission to be on the yard, must be vaccinated for both equine influenza and tetanus. A copy of vaccinations shall be requested prior to the arrival of a new horse, and annual proof of routine top-up vaccinations is required. Strangles vaccinations are recommended but not compulsory. However, you may be required to provide a clear blood test before entry.

PASSPORTS AND MICROCHIPS:

All equine under our livery services or granted permission to be on site, require a Horse Passport, this is a DEFRA requirement and as the keepers of the horse we should be satisfied that all clients horses have a correct passport, identifying the horse and up to date with the current owners' details.

We therefore reserve the right to request to view the original Horse Passport prior to the arrival of new horses, and to retain the original on site. In the event of an inspection by DEFRA or another equestrian governing body, we must be able to provide the original passport within 3 hours to avoid any fines or action being taken against both the horse owner and **Ings Farm Stables**.

From October 2020 it is a legal requirement that all horses are microchipped. Therefore, any horse liveried at the yard must be chipped prior to arrival.

WORMING

Ings Farm Stables prefers an individual approach to worming and as such, recommends faecal worm egg counts are carried out 4 times a year and an Equisal test twice a year. You can join our programme, provided by Westgate Labs, which can be included as part of your livery or invoiced separately. Alternatively, you can arrange your own testing/medication to be carried out at the same time as your herd and share the results with the herd group and yard manager.

INSURANCE

We hold the necessary public liability insurance to cover the yard and staff whilst providing care, custody, and control for your horses. A copy of this is displayed on the notice board and a copy can be provided upon request.

All horses and their riders/owners/sharers on the yard must be insured for a minimum of third-party liability. Please provide copies of insurance prior to arrival. Renewal documents shall be requested upon expiry. You must ensure that your own insurance covers any friends you allow to ride/handle your horse on a non-regular basis.

Any visitors to the yard undertaking paid services must hold the necessary professional qualifications, experience, and insurance. Copies of all documents may be required before you may appoint them to undertake services on the yard.

Part sharers/riders must also have rider's insurance, this is a mandatory requirement and copies must be seen and retained.

MAINTENANCE

The yard is responsible for overseeing the general maintenance of fencing, hedges, paddocks (except DIY poo picking and some weed control), stables, arena, and yard owned equipment. However, contributions may be required towards repairs for excessive wear and tear, or through incidents which have caused damage to stables, fences, gates fittings etc. Such as, but not limited to horses pushing through fencing, damaging stables/gates etc, damage caused by vices/abnormal behaviour or through horse owner/visitor negligence. If any repairs caused by damage result in a loss of earnings/income to the yard, this will be sort from the responsible client.

Any yard owned equipment removed from the property will be charged back to the client.

GRAZING AND TURNOUT

We offer year-round, daytime turnout in herds of five. Each herd will have the use of two paddocks to rotate between. It is recommended that paddocks are rotated every 6 weeks, to allow one to rest while the other is grazed. It is down to the owners of the herd to manage the rotation, but the yard manager may make suggestions if needed.

Turnout is in the horses allocated paddock only.

The level of grazing available will alter seasonally. If necessary, ad-lib forage will be provided during the winter months at no additional cost.

Ings Farm Stables reserve the right to change paddocks, herds, or turnout routines as we see fit for the maintenance of the grazing, and wellbeing of the horses.

Please be aware that whilst we offer year-round daytime grazing, we reserve the right to reduce or restrict this, as we see fit, in particularly wet, cold, or snowy weather to maintain our paddocks and in the interests of Health and Safety.

All paddocks must be checked for water, safe fencing, poo and litter picked daily on a 5-day rota within the herd group. Anyone who fails to undertake their turn will be charged for the extra service. If Paddock chores fall on a part/full livery day, it will be undertaken by the yard. If for any reason horses are kept in and therefore no chores are required on a particular day, the individual that was down for that day will be expected to do it the following day, rather than miss a turn.

Paddocks must be weeded/Ragworted regularly. Again, it is suggested a rota is drawn up within your herd group.

BEDDING AND FORAGE

Forage (hay or haylage) is included in your livery package on a fair use policy. You must not use more than 2% of your horse's ideal body weight, per day, if horses have grass and bucket feeds available the amount required per horse is less than 2%. If there is good forage you are having to dispose of, then you are feeding too much.

If you are travelling away from the yard, you may only take 1 haynet per horse. Any extra hay will be chargeable by the net.

Forage is from our own hay field or sourced from local farmers. If there are any problems with the forage, please advise us immediately in order alternative arrangements can be made/taken up with our supplier.

If you wish to use your own forage when stabled, you may do so, and a small reduction in your livery charges will apply. *Please note it will not be possible to do this where your horse has specific forage needs, when forage is required in the field, as the horse's graze as a herd. As we have limited storage, you may be required to keep your forage off site and therefore only suggest using bagged forage or hay replacers that are easily transportable.

At the time of writing this handbook, there is no requirement on farmers or livery yard owners to provide any nutritional or composition analysis of forage. This is the responsibility of the horse owner to arrange and pay for, should they wish to do so.

Please ensure the forage store is kept tidy. Twine and bale wrap must be disposed of in the bin provided.

Please ensure hay nets are tied securely in stables and out of reach of hooves and the horses have enough forage for the time stabled.

Forage can be soaked or steamed if required, however this will incur extra charges for water and electric, where appropriate.

Ings Farm Stables preferred choice of bedding is dust extracted shavings. This can be included in your livery package, or you can purchase it from the yard manager. We supply generic small flake, 20-28kg bales at cost + a small handling charge.

You can use any other bedding of your choice, however storage on the yard is limited and there may not be space available. If there is space allocated, you must arrange to source, purchase, take delivery of and store away the bedding yourself. Otherwise, you must store it off site and bring it to the yard when it is required.

YARD STORAGE

All clients are given a tack locker and where possible, a designated storage area. Your belongings must be kept in these areas only. Please only keep relevant tools and equipment on the yard to minimise clutter. We reserve the right to request removal of any excess equipment we do not deem necessary to be on the yard. Please ensure all tools and equipment are left clean and returned to storage areas when finished with.

Please make sure all feed bins close securely, and that feed bowls, scoops etc are rinsed regularly to minimise attracting rodents.

USE OF FACILITIES

Facilities are open to use for all clients during our opening times, at no extra cost. Suitable footwear and protective gear must be worn when using our facilities. Please be considerate to other users.

Arena:

- You must ensure the arena is suitable for your horses' requirements before use
- If someone is already using the arena, please ask before entering.
- A maximum of 2/3 rider/leaders can use the arena at any one time.
- A maximum of two lunged horses can use the arena any one time
- Please clear away any equipment and poo once your session is finished.
- Rake out/smooth over any deep hoof prints/ruts/holes once your session is finished
- Please only use lights if necessary and turn off as soon as you are finished
- The arena can only be used when it has not been booked for private use
- The arena must be vacated 30mins before the yard closes.

Please refer to your Livery Terms and Conditions for further information on loose schooling, how to book the arena for private use, cancellations and how to use the arena with multiple horses.

PARKING, TRAILERS, AND HORSEBOXES

Please ensure when visiting the yard that you and your visitors park considerately, there is space for 10 vehicles on the hard standing if parked correctly. Please do not block any entrances or gateways and be aware of any horses or people that may be moving about on the yard and in parking areas.

We can offer limited parking for small horseboxes and trailers, subject to availability. The charge for this is outlined on the Extra Services Price List. Any visiting horse transport must not block livery parking and a parking charge of £3 may apply for visiting horses.

Please Park all transport considerately. Please be advised that all vehicles must be correctly maintained and insured for the duration of parking on our premises. It is advised not to keep any tack

or items of value in your horsebox or trailer and an immobiliser, steering/wheel lock or similar are advised.

We do not accept any responsibility for theft, damage, or losses to or from vehicles or any other tack, equipment or equine kept/stored on our premises.

YARD CLEANLINESS

To help us keep the yard tidy, reduce maintenance, and upkeep costs and make the yard presentable to all visitors, please adhere to the following rules:

- Please clean up after yourself and your horse using the tools provided/your own tools
- Please put all droppings on the muck trailer and refer to the muck trailer husbandry rules
- Please do not leave half-full wheelbarrows on the yard or in your stable- please empty before leaving the yard
- Pick up all droppings from the arena when you have finished using it.
- Pick up all droppings on the yard, walkways and if possible, the road directly outside of the yard
- Please pick up litter and sweep the yard to keep it free from bedding, forage, hair, farrier trimmings, leaves etc but do not sweep this into the drains or stone drainage beds.

Please ensure your stable is always left empty and ready for a horse. With your headcollar and lead rope on the hook on the front of your tack locker. In the event of an emergency and your stable needs to be accessed we must be able to do so. When horses are out it is recommended to leave a small clean bed in the stable or some bedding banked up on the sides.

If you hand your notice in and leave the yard, your stable, any personal storage area, and tack locker must be left empty, clean, and disinfected. This is the responsibility of the departing horse owner. You may incur charges if this is not fulfilled.

HEALTH AND SAFETY

Where possible, please ensure you message the yard manager every time you arrive and leave the property, this includes when you go out hacking. This gives an idea of who's on the yard when and will assist in the event of an emergency or fire outbreak.

Always ensure you are acting appropriately around horses, and are using equipment in the correct manner, that is fit for purpose.

Please report any broken or damaged fencing, facilities, or other equipment on the yard to management as soon as possible. Do not attempt repair unless it is an emergency.

Do not fix anything to any walls, fences, or doors.

Horses and hay nets must be tied to the rings provided.

Please do not leave horses unattended whilst tied on the yard, and please do not leave horses loose on the yard or other communal yard areas. Horses must only be loose in its allocated paddock.

Please always use a bridle, or headcollar and lead rope when leading horses around the yard. Please do not leave headcollars on in the field unless it is a field safe headcollar.

All owners must wear a riding hat to the current standards when mounted, and suitable footwear. All other people entering the yard, must also follow these guidelines.

Please do not use fences or other equipment as a mounting block.

All owners should check their tack and all other personal equipment on a regular basis. Tack and personal equipment should be kept in good repair and fit for use.

Whilst no one likes telling tales, it would be advised to report any dangerous practices seen undertaken on the yard to ensure no staff, clients, or horses are put at unnecessary risk.

Emergency Equipment:

Please read and familiarise yourself with the fire sign, procedures, and drill, as well as the location of fire extinguishers and first aid kits:

Fire Extinguisher	CO2 in the corridor (Electrical Fires), H2O (Non-electrical Fires) by the outside tap and at the opposite end of the yard.
First Aid Kit (Human)	In the cupboard under the sink in the kitchen
First Aid Kit (Horse)	As previous
Accident Book:	As Previous – To be completed by yard staff only
Fire Safety Policy:	On our website

First aid kit contents are checked and restocked regularly. If you use anything from the first aid kits, please make sure we know, or replace anything you have used personally. The items in the first aid kits are for emergency situations only and therefore should not be used for treatment of ongoing issues. Any items used in this manner will be invoiced back to the client.

The Health and Safety guidance applies to all clients, visitors, and professionals on the yard. More details can be found in the Terms and Conditions and the Health and Safety Policy *.

Electrics:

The electrical system is tested every 1 – 5 years by a qualified electrician and all yard owned, plug in electrical devices are PAT tested annually. All external electrics are connected to a trip switch and power breakers. The main trip switch is in the storage room.

It is each person's duty to ensure they act responsibly when using electrical equipment. Any faults, damaged equipment or dangerous practices need to be reported immediately.

Please do not use any electrical devices on the yard (such as extension leads, clippers, kettles etc) unless they have been PAT tested and/or permission sought. This includes charging mobile devices.

WASTE AND MUCK TRAILER

Please ensure all waste is disposed of accordingly. Where possible, please take waste or recycling home.

The muck trailer is emptied when full, and we are charged each time. As such, please ensure you only put bedding or forage on that is waste.

Please ensure the muck heap is stacked and maintained sensibly, throwing waste to the top, flattening it to form steps. Take care when using the ramp in damp or icy conditions.

ENERGY AND COST SAVING

To help us keep the running costs of the yard down, please try to adhere to the following rules:

- Please make sure lighting is only used as necessary, and all lights are turned off when the yard is left empty,
- Please only use water as necessary and try not to leave the taps/hose running, we are on a meter
- Turn off arena lights as soon as you have finished.

EXTREME WEATHER

In the event of poor weather, such as heatwaves, storms, snow or ice, contingency plans may need to be followed.

In the event of snow, flooding, or ice we shall contact all clients to update them with regards to the yard access and whether we advise for them to visit. If we decide that it is safer for clients to not visit, all horses will stay in, and the care be offered free of charge on that day. Otherwise, anyone who is unable to visit the yard will be subject to the service costs for cover.

Please be aware that whilst we offer year-round daytime grazing, we reserve the right to reduce or restrict this as we see fit in particularly wet, cold, or snowy weather to maintain our paddocks and in the interests of health and safety.

In cases of prolonged dry weather or several days of freezing weather, with may advise clients not to use the arena in the interest of the welfare of their horse.

HORSE HEALTH/WELFARE CONCERNS/BOX REST/ATTENDING TO YOUR HORSE

It is your responsibility to ensure the yard manager is fully aware of any vice/behaviours/special/medical needs, past/present/recurrent/ongoing health issues or injuries prior to accepting a place on the yard. You must also ensure the yard, yard routine, forage, arena, grazing, stables, livery package, opening hours etc is suitable for you and your horse's needs, before moving to the yard. As such, Ings Farm Stables do not accept responsibility for any illness/flare ups/worsening of any pre-existing or any new conditions affecting your horse, as a result of you moving to the yard and its routine.

If you have any concerns about the welfare, health or condition of your horse, or any other horse on the yard, please contact us immediately.

Following suspicion of illness or disease, horses may be placed in an isolation stable, or paddock and advice sought from our vet.

For horses/ponies on Part and Full Livery, after a settling in period, if it is safe to do so and the routine you keep for your horse accommodates it, The Yard Manager will regularly monitor your horses TPR (temperature, pulse, respiration), Body Condition Score, Weight, and Cresty Neck Score, and record them on your tack locker information plate, this assists us in knowing what is normal for your horse. This along with the other information on the plate will assist us and the vet in an emergency. DIY liveries are expected to monitor their own horses and provide the information on the tack locker information plate.

Unless extra services have been booked.

- DIY Liveries are expected to attend to their horse at least twice a day. The first visit within an hour of yard opening and again later in the day/evening.

- Part Liveries are expected to attend to their horse at least once a day, depending on the package
- Full Liveries are expected to attend to their horse at least once a week

If your horse is on box rest or requires extra attention due to box rest, the owner is expected to attend more frequently than mentioned above.

You are responsible for the welfare of your own horse. If you fail to provide the horse with its needs, the Yard Manager will carry out these and you will be charged for the service. If this happens on a regular basis further action may be taken by **Ings Farm Stables**. Failure to investigate issues or medicate a horse on vet advice will result in termination of your contract.

TRAVELLING TO EVENTS

If you are leaving the yard to travel and attend an event, please let us know. To maintain health of your horse whilst away from the yard, and to reduce the likelihood of contagious disease or illness, please follow the recommendations below:

- Do not allow nose to nose contact with other horses
- Ensure any transport, stables and facilities are clean and disinfected
- Do not share feed/water buckets, grooming kits or equipment
- Try to share transport with horses from the yard or use a reputable transporter
- Ensure worming and vaccinations are up to date, **Ings Farm Stables** recommends Strangles vaccinations if this a regular occurrence. Depending on the circumstances, vaccinations for EHV may be appropriate.

If we hold any concerns about the health of your horse upon your return from an event, we may place your horse in isolation and monitor TPR (temperature, pulse, respiration) for 5 days to check all is clear.

If you will be away for overnight or longer, please let us know.

Please ensure loading, unloading, and parking of transport is done so considerately and in a safe manner. You will be charged for any extra forage you require, by the net.

CHRISTMAS AND BANK HOLIDAY ARRANGEMENTS

Ings Farm Stables remains open at its usual times and expect all clients to attend to their horses as they do at any other time of the year. Occasionally we may not be able to provide Part or Full Livery on these holidays, but you will be notified in advance if this is the case. Extra services may not be available, unless booked well in advance and may be charged at a higher rate. Therefore, it is suggested you liaise within your herd group to ensure there is enough cover to ensure your horses needs are met, while following the yard rules and routines.

During these periods the Yard Owner, Manager and others living on site are likely to be away from home or have extended family visiting, therefore please be considerate of this.

COMMUNICATIONS

Our contact details are at the start of this handbook. Unless in a genuine emergency, please ensure you keep all contact within the hours detailed. We will always endeavour to acknowledge communications quickly.

If you have any problems with the yard routine, making payments, seeing to your horse, livery clients, or our services, or wish to discuss any aspect of the yard, we have an open-door policy.

Please feel you can always use the suggestions box or approach us, and we will endeavour to help in the best possible way.

We also have a complaints policy. *

A livery WhatsApp group will be used to convey information relevant to the whole yard or herd group. Information specific to a horse/individual which is not in the interest of others, will be done so privately.

All communications including but not limited to, emails, text messages, phone calls, details of your livery package and prices etc are private and confidential and must not be shared with any other livery or person. This also applies if you are no longer a client.

GDPR

As part of GDPR (General Data Protection Regulation) brought in, in May 2018, we need to hold details about you on our database and need to inform you of this. These details: such as contact details, next of kin, horse details, are only retained to help us communicate with you, and to best care for your horse whilst it is in our care. All documents and details are stored securely. However, redacted information about your horse may be on display/easily accessed, to assist in an emergency. You have been issued with the GDPR Notice which gives you more details. Ings Farm Stables is registered with the IOC.

CCTV recording (with sound) and monitoring equipment is installed at Ings Farm Stables for the use of:

- Crime prevention and prosecution
- In the interests of Health and Safety
- In the interests of horse welfare
- To settle any disputes, if appropriate

The equipment is kept securely, password protected and can only be accessed by the Yard Owner and Yard Manager. Recordings will be saved and shared with the relevant bodies for the purposes mentioned above. Any other recordings are automatically deleted after approximately 14 days.

You may request to see recordings of you and where possible this will be provided within a month of the request.

You are not permitted to install or use any personal video or audio recording equipment or CCTV as this is a breach of GDPR. You may however video yourself riding in the arena, but any equipment must be removed after each use.

SOCIAL MEDIA

For more information, please see your Livery Terms and Conditions and our social media Policy, later in this folder, where there is a form to return.

CONDUCT AND CIVILITY

All clients, their visitors, shares/loans, staff, volunteers etc are expected to treat each other with respect and the enjoyment of your time on the yard depends on cooperation and teamwork among all.

Please make any new clients feel welcomed and make effort to get to know them.

We do not tolerate bullying on the yard. Any instances of harassment, bullying or negative behaviour would be determined as unreasonable behaviour and may result in immediate notice being given to the perpetrator.

CONDUCT WHILE RIDING OUT

While off the yard, please remember your conduct reflects the yard. Please keep to public rights of way, bridleways, riding areas and farm tracks. Do not ride on pavements, in neighbouring fields or on private land, without permission. Landowners may prosecute, and this could cause issues between local landowners and the yard

Please keep aware of your surroundings and do not become distracted by chatting amongst your fellow riders or by your using your phone. Remember it is illegal to use your phone while driving, please do not anger drivers by doing so whilst riding.

Familiarise yourself with the latest edition of the Highway Code and use the correct signals. Ensure your tack and safety equipment are to the correct standard and in good state of repair.

Acknowledge and thank drivers. A smile, nod or thank you may encourage them to drive carefully in future. When thanking an overtaking car, they may not be able to see your thanks until they are a little in front of you.

If riding out on your own, you are advised to share details of your planned route and return time, with fellow clients, staff, or management in case of an accident. A board will be available for you to use. You can even share your live location using WhatsApp. It is recommended that you use the what3words app in case of an emergency, to ensure you are easily located. As previously mentioned in the health and safety section, let the yard manager know when you leave the yard and when you return.

When riding out, it is advised to always take your fully charged mobile phone with you and consider attaching details/ID to both you and your horse in case of accident.

While **Ings Farm Stables** recommends High-Viz use every time you ride out, it suggests you refrain from using any with slogans such as Horse/Rider in Training, Novice, Young, Inexperienced Horse or Rider as this could be used against you in an accident.

Ings Farm Stables does not condone riding out in the dark, extreme weather or fog. If you must do this, please ensure you use riding lights.

NOTICE TO VACATE THE YARD

Refer to the Detailed Terms and Conditions

DISCLAIMER

These guidelines are published to the best of our ability and with the best of intentions. We strive that they will always be accurate and valid. These guidelines should also be followed by any visitors or service providers on the yard under your instruction or supervision.

We cannot be held responsible if you choose not to follow these guidelines and this leads to damage of property, or injury to yourself or your horse.

Due to the nature of working and keeping horses in outdoor environments we are often at the mercy of the elements. While we take every care to prevent mud, ice, and wet conditions, at certain times of the year this is unavoidable and extra care should be taken by all those visiting the site. As such we do not take any responsibility for slips and falls due to these conditions.

You will need to sign and return a copy of the accompanying 'Handbook Acceptance Form' to confirm you have read and understood the information contained herein.

This handbook is issued in conjunction with your Individual Livery Schedule.

* Policies are available on our website or can be requested as an electronic or as a hard copy. Copies can also be found in the folders in the kitchen but must not be removed.

Detailed Livery Terms and Conditions

Services

- All services, facilities and grazing at Ings Farm Stables must be fully checked by the client to ensure adequacy for their and their horses requirements/needs.
- Services included in your livery package are set out on your individual livery schedule and may be withdrawn by the yard without notice, if it is deemed a risk to any person or animal to complete them. This will not result in a price reduction of livery fees.
- Owners helping with or removing any service from the livery schedule on an ad-hoc basis will not result in a price reduction of livery fees.
- Extra services outside of individual livery schedules are set out on a separate price list and are available daily, subject to availability.
- Requests for extra services must be made in person and paid for at the time of booking, 7 days in advance, where possible. Any with less than 24 hours' notice may result in an inconvenience charge.
- Cancellations of extra services will be refunded up to 24 hours prior to the booking. Cancellation within 24 hours of the booking will only be refunded at managers discretion.
- Extra, chargeable services may be withdrawn at any point, by the yard, without prior notification.
- Over bank holidays, Christmas, and New Year Part/Full livery, some extra services may not be available, or an additional charge may be applicable.
- Owners are not permitted to employ their own grooms to carry out any yard services set out on the price list, unless agreed in advance.
- The yard and its facilities may not be used by horse owners, their instructors, trainers, loanees or visitors for their own outside business interests.
- Owners going away on holiday must provide 28 days notice, where possible.
- All owners must complete a care and emergency vet plan before arrival on the yard.
- All horse owners must be responsible for their own tack/equipment cleaning/repairs/purchasing, grooming etc.
- All persons using and visiting the yard, must keep the yard, barns, storage rooms etc, neat and tidy. String, baling twine and litter should be disposed of in the bins provided or taken home.
- Owners/Loanees/Visitors are expected to skip out stables, sweep, top up water and watering cans, remove droppings on the yard, arena, paths, tracks, drive etc and from the road/footpath immediately outside the farm. Muck buckets should be emptied to the muck trailer.
- All tools must be put away immediately after use.
- Anything which requires maintenance/repair must be reported as soon as possible and the client should not attempt to repair it themselves, unless in an emergency.
- The final check, lights out and lock up is 9pm. All owners, visitors and loanees must make sure they are off the yard by this time. *(The automatic gates stop working at 9pm, so it is imperative that the yard is empty by this time)*

Passports/Insurance/Microchips

- Owners must ensure all horses are correctly passported. Passports must be up to date with the current owners' details.
- All passports (packages over DIY are exempt) must be surrendered to the yard manager to be kept securely on site. *Not only does this assist with Vet appointments, legally the passport should be held where the horse is kept. Anyone not agreeing to this term will be refused livery on the yard.*
- Owners must ensure their horse is microchipped. This is a legal requirement from October 2020.
- Owners must have public liability insurance, as a minimum, to cover them and any horse they ride/handle. A copy of the insurance certificate must be provided to the yard manager prior to arrival and at each renewal.

Ménage/Arena/School

- Owners have use of the arena at no extra cost, according to the rules mentioned below. *
 - No more than two/three ridden/led horses (dependent on size/behaviour/activity) in the arena at once
 - No more than 2 Lunged/long reined horse in the arena at once
 - When working on the same rein, the faster horse has the outside track
 - When working on opposing reins, pass left hand to left hand
 - Arena can only be used when not privately booked

**This is subject to change in future if a second arena is installed. Liveries will only be permitted to use the yard owner's arena if booking for private use. The liveries will not be able to book the new arena for private use but up to 3/4 horses will be to use the arena at one time.*
- Owners can book an arena for private use at £5 per hour/part of any hour. Bookings and payments must be made at least 7 days in advance. This can be split between two owners.
- Owners are not able to book more than one arena for the same time slot.
- Cancellations will be refunded up to 24 hours prior to the booking. Cancellation within 24 hours of the booking will only be refunded at managers discretion.
- Owners can use outside instructors.
- The arena must be vacated half an hour before yard closing time.
- Horses' feet must be picked out prior to use, to avoid foreign objects from entering the surface
- Droppings must be removed from the arena
- All jumps and equipment must be replaced tidily after use. Floodlights must be turned off immediately after use.
- Raking the outside track is appreciated but not required. However, if your horse makes deep/large hoof prints anywhere please rake this over to avoid injury to succeeding users.
- Loose/Free Schooling is only permitted when there are no horses turned out in the adjacent fields and no-one else in the arena. Only one horse can be free schooled at once and must be in a controlled manner. If the horse becomes excitable, or others want to enter the arena, the horse must be caught and handled appropriately. Any large/deep hoofprints/holes must be raked over before leaving the arena.
- Consideration must be taken when using the arena at peak times such as evenings or weekends and you may not be permitted to book the arena for private use for the same time slot on a regular basis if problems arise for other clients.
- Please do not allow children to play in the arena.

Visitors

- Visitors must always be accompanied by the owner. Unless prior permission is given. (E.G the owner is on holiday and asked a friend to check their horse.)
- Only two visitors are permitted with each client at once.
- Novices must always be accompanied by an experienced handler
- Any visitors, loanee, persons invited or employed by the horse owners must be informed of these terms.
- Under fourteens must always be accompanied by a parent/guardian
- Owners accept responsibility for the conduct of their visitors and must ensure they follow the yard rules.
- During certain circumstances visitors to the yard may be restricted or not permitted at all. This also applies to owner/loaners. E.G when major works are conducted or in times of infections/contagious disease outbreaks.

- New yard protocols may be put in place with little/no notice in such circumstances.

Loans/Sharers/Helpers

- Any owner wishing to loan/share their horse must discuss with the yard owner/manager before advertising. Loaning/Sharing in return for money have insurance and local authority implications.
- Potential loanees/sharers/helpers must be vetted by the horse's owner and yard owner/manager for suitability.
- Payment of livery will remain the responsibility of the owner.
- The loanee/sharer/helper will not be responsible for any payments to yard unless they are paying for extra services or arena hire.
- The owner must ensure full payment is available on the day of any yard visit, when a professional attends to their horse, regardless of any contribution agreement between the owner and loanee/sharer/helper
- The owner and loanee/sharer/helper must use a contract and provide a copy to the yard owner/manager
- The loanee/sharer/helper must adhere to the owners' individual livery schedule and the terms and conditions of the yard. It is the owner's responsibility to ensure the loanee/sharer/helper understands this.
- The loanee/sharer/helper must have public liability insurance and a copy provide to the yard owner/manager. No exceptions
- The loanee/sharer/helper must complete and return to the yard owner/manager a client information sheet and GDPR form.
- The loanee/sharer/helper is not entitled to visitors. Any visitors they wish to bring to the yard must be agreed advance with the yard owner/manager
- The yard owner/manager will not become involved with any disputes between the horse owner and loanee/sharer/helper, nor will they be responsible for ensuring the loanee keeps to the terms of the loan agreement (unless it relates to yard protocol), this is the responsibility of the horse owner.
- The loanee/sharer/helper will only be provided with any passwords, keys, or entry codes to the yard with the managers discretion.
- Horse/livery records and passport will not be provided to the loanee/sharer/helper without the horse owners permission
- The horse owner must not discuss livery payments with the loanee/sharer/helper
- Livery offered to full loans without the horse already been stabled at the yard prior to the loan, will be at managers discretion.

Safety and Conduct

- Owners and their visitors are required to conduct themselves responsibly and take care for the safe control of themselves and their horses on and around the yard.
- Head protection to the current British Safety Standard must always be worn when riding on the property and surrounding areas. It is also encouraged when handling horses on the ground.
- The correct footwear and clothing must always be worn.
- Hair must be secured, and jewellery kept to a minimum.
- Clearing up must be conducted by horse owners after attending to their animals, including after their visitors.
- Horse owners and their visitors must not climb on or drive any of the farm vehicles nor enter any private barn, stables, office, walkway, house, or garden, which is beyond the arena.
- Climbing on/over or sitting on fences, gates, doors etc is prohibited.
- Horse owners (and their visitors/loaners etc, riding any horse stabled at Ings Farm Stables) may only ride in designated areas. Riding in the fields is not permitted.
- Children under fourteen must always be accompanied and supervised by their parent/guardian on the yard. The yard cannot be used as a drop off/day care during school holidays, weekends etc or if the parent/guardian goes out hacking.
- Owners and their visitors will be asked to leave the yard should they not conduct themselves in an appropriate manner.
- Owners may be asked to remove dangerous, aggressive, or bullying animals from the yard, should they be deemed a risk

- Owners are asked to keep themselves, their visitors, and horses away from any yard that has any illness or disease to prevent the spread to Ings Farm Stables
- Keys, passcodes/words may not be shared by the owner/loanee/sharer to any third party. *(If any breach occurs the owner must notify the yard manager immediately to ensure locks/codes can be changed. Owners will be charged for replacement keys/locks etc. which may include copies of keys for staff and all other clients.)*
- Fire extinguishers and other safety/security equipment must not be abused and must be reported to the yard manager if faulty.
- The yard is equipped with CCTV, alarms, and other security features. Please ensure all gates are fully closed before leaving the yard.
- Conduct yourself in a courteous manner when out of the yard or at shows/hacking etc. as your behaviour reflects that of the yard

Photography/social media

- Do not post any photographs/videos to social media if it shows any of the three houses on site, the inside of the tack room/storage areas or locations of any security devices.
- Seek permission of any individual and/or their parent/guardian before posting photographs/videos of them on social media
- Be security conscious when posting on social media.
- Online and social media posts about the yard, staff or clients should be mindful of others feelings/attitudes. It should not be used for public arguments or to express dissatisfaction.
- **Ings Farm Stables** will not tolerate any form of bullying through social media.
- **Ings Farm Stables** will not become involved with disputes on social media and may act against those who use it to air grievances or in an inflammatory/derogatory manner.
- **Ings Farm Stables** would like to use images of you/your horse, please see our social media policy for further details

Welfare of the Horse

- All horses liveried at the **Ings Farm Stables** must be maintained to an adequate standard by their owner. If they are not maintained to a standard considered to be adequate by the yard manager, the appropriate yard services will be conducted at cost to the horse owner. Repeated violations will result in reporting to the relevant authorities and/or notice to vacate given to the owner.
- If the standard is considered inadequate or the food is inadequate in any way, hay or equivalent will be given to the horse or appropriate yard services will be conducted to remedy the situation at cost to the horse owner. Repeated violations will result in reporting to the relevant authorities and/or notice to vacate given to the owner.
- Horses must be always treated with consideration and kindness. Abusive behaviour towards animals will not be tolerated. Should this occur, the owner will be reported to the relevant authorities and/or asked to remove their horse(s) from the yard.
- In the unfortunate event of a horse becoming ill or injured during its stay at the yard and the owner cannot be contacted, their nominated vet (and/or responsible person) will be called out or the yard vet if none is nominated, at cost to the horse owner. An emergency vet plan must be in place for this reason.
- If the farrier does not attend regularly to a horse's feet or the yard manager considers the visit to be inadequate, a farrier, who may not be the horse's regular farrier, will be called out to remedy the situation at cost to the horse owner. Repeated violations will result in reporting to the relevant authorities and/or notice to vacate given to the owner.
- The horse, all its equipment and the horse's bed must always be kept in good clean condition.
- Fresh water and good quality hay or relevant bulk must be provided in sufficient quantities.
- Horses must be turned out as much as possible, within the confines of the yard routine
- Extended periods stabled must be avoided.
- Weight, body condition and general welfare records should be updated regularly by the owner and made readily available in case of emergency.
- No horse should be left alone in a field or stable or unattended in any arena, grooming area etc for extended periods of time.
- It is the owners' responsibility to ensure the yard manager is made aware of any behavioural issues, illnesses, allergies; quirks etc. to ensure the horse receives the best possible care and prevent spread of contagious disease.

- New liveries will be quarantined for 14 – 21 days with bio security measures and charged accordingly. *Managers discretion.*

Worming

- The yard promotes individual testing/worming rather than a blanket approach. You can arrange this yourself or join the yard programme.
- No horses/ponies are exempt from the programme
- The yard requires that Individual worming records will be kept by the owner and the yard manager
- New liveries will be asked to provide a historic worming record and may be asked to worm their horse prior to, or on the day of arrival, which could result in stabling for the first 24 hours.

Vets/Dentist

- The yard has its own vet in regular attendance; owners are encouraged to use this vet.
- Vet/dentist fees are the responsibility of the owner and are not included in any livery package
- Owners may use an alternative Vet but must be on the yard to accompany them for appointments.
- Any professional on the yard must have their own insurance and be attended by horse owner/Yard Staff (fees may be applicable)
- All horses must be kept up to date with Flu and Tetanus vaccinations. Strangles vaccinations are encouraged by the yard but are not compulsory.
- New liveries will not be permitted on to the yard without an up-to-date vaccination record.

Farrier/Podiatrist/Back Specialists/other Professionals

- Same terms and conditions as above

Emergencies

- Head collars and lead ropes must be provided by the owner and hung neatly outside tack lockers in case of emergencies and made available if the horse is turned out.
- Daytime, evening and next of kin, vet, farrier, and equine dentist contacts must be provided by the owners.
- Owner must provide an emergency vet plan.
- Owners must ensure most recent health records are available for a vet in case of emergency. (TPR). A horse information card will be added to your tack locker and redacted copies of your emergency vet and care plan will be available in the Health and Safety Folder in the Tack Room, in case any emergency arises.

Turn Out

- Use of the fields for grazing is at the discretion of the yard.
- Grazing is allocated in herds of five.
- Each herd will have the use of two paddocks. One resting, while one is grazed. It is recommended that paddocks are rested/grazed for 6-week periods. The yard manager may use the resting fields for hay or top the field depending on grass growing conditions.
- Horses must only be turned out in their allocated paddock.
- Daytime turnout only, between 7am and 7pm.
- You must not allow the paddocks to become horse sick, poached, over grazed or overly muddy. If the paddocks need extra maintenance because of this, you will be responsible for the cost of remedial works within your herd group.
- No horse must be left alone in the field.
- The adequacy of turn out must be checked by the horse owner.
- Individual grazing is not possible. *Exceptions in cases of new/sudden illness/injury for limited time periods*
- Horses must be adequately rugged where appropriate.
- It is everybody's responsibility to remove dangerous plants and weeds from the grazing fields and surrounding areas and dispose of them correctly and not on the muck heap. Ings Farm stables suggest a weeding rota within your herd group.
- The field must be pooped daily and a rota is suggested.
- Water troughs must be kept clean and adequate water must be always provided. (Horse owners' responsibility on DIY & DIY days of part livery packages)

- Head collars must be removed when turned out, unless difficult to catch then a field safe head collar must be made available by the owner.

Rugs, Tack and Equipment

- Rugs should be dried in the space provided and removed once dry.
- Clothing, rugs, tack, feed, hay, bedding, and equipment should not be left over doors and fences or stored in your stable, field or on the yard; they should be stored away tidily in your individual tack locker or other designated storage area, if available.
- It is the horse's owner's responsibility to provide their own padlocks for their tack lockers. The yard manager suggests combination locks,
- Any rugs not in daily use (winter rugs in summer) must be securely stored away and not left over, doors, rugs racks/rails/hooks.
- Any rugs, tack or other equipment left at Ings Farm Stables by the owner is done so at their own risk.
- The yard encourages owners to adequately insure any tack, rugs or equipment left on the yard. Check the small print of your policy as some insurers do not cover tack if multiples are kept on site.

Water

- Please conserve water, we are on a meter. Do not allow buckets to overflow.
- Tip used water into the areas specified only
- In winter, do not allow puddles of ice to form on the yard. (*Grit will be provided in certain areas*)
- Keep an eye on the weather forecast. It is advisable to fill large containers with water prior to freezing temperatures in case of freezing pipes.
- Bathing horses is not permitted unless included on your individual livery schedule, if not included an extra charge is payable for use of water. Bathing is discouraged more than once a month and should be conducted in specified areas only
- Water for cleaning tack, equipment & brushes is provided at yard managers discretion

Muck Heap/Bagged Manure/Muck Trailer

- The muck trailer and surrounding area must always be kept neat and tidy
- It should be maintained by everyone to a good standard.
- General waste/litter and weeds are not permitted on the muck heap
- Bagged manure may be taken for personal use, however empty bags must be returned immediately, or new rubble sacks must be provided in exchange. (*Bin or garden waste bags are not strong enough*)
- Muck should be placed to the back and top of the pile and then levelled to form steps.
- Please sweep up afterwards
- Take care on the ramp and trailer in wet and icy conditions

Forage, feed, and Bedding Storage

- Must always be kept neat and tidy.
- Hay/haylage is included in livery packages on a fair use policy already mentioned. However, if you are travelling your horse, you are only permitted to take the same amount of hay you would normally use while on the yard. If you take more, extra costs will be incurred.
- Haynets must be stored away neatly when not in use.
- Basic feed and Shavings can be included as part of your livery package or can be bought from us when needed.
- You can use your own bedding and forage; however, we may not be able to offer storage. If storage is available, you must arrange and take deliveries of the bedding yourself and storage charges may be applicable.

Damages

- Except for fair wear and tear and accidental damage to the facilities, stables, fencing etc. damage caused by obvious negligence or misuse will not be accepted by the manager and costs for damages will be sought from the horse owner.
- A contribution may be required towards repairs for excessive wear and tear, or through incidents which have caused damage, such as, but not limited to horses pushing through fencing, fence walking or damaging stables.

Fixtures and Fittings

- Permission is required before fixing items to the stables or any other area on the yard and may only be fixed by the yard. The yard does not allow name plates on the stable doors or the outside of tack lockers.
- 1 to 2 tie rings, kick bolts and safety locks will be fitted to the stable, if you require extra, it must be provided at your own cost and fixed only by the yard.
- Stable and arena lights to be turned off after use. Lights out at 9pm.
- Gates/doors should also be closed after use or tied back and not left to swing in the wind.
- Horses should not be tied to anything other than tie rings, using appropriate twine or safety products.

Vehicles

- Must be parked neatly in the spaces provided, reversed in where possible, unless loading/unloading.
- Access areas must not be blocked.
- In hot weather dogs should be left at home rather in vehicles as they will not be allowed out of the car at any time.
- Vehicles are left at horse owners' risk and must be locked. Valuables/belongings left in cars are done so at own risk.
- No vehicles left overnight, without permission
- Trailers/box storage, with permission at an extra cost. *(trailers/boxes must be, secured, taxed, insured, and maintained by the owner. They are left at owner risk; Ings Farm Stables do not accept liability for any loss or damage)*

Biosecurity & Health

- New liveries will be unable to move to the yard without having a blood test/guttural pouch swab carried out by the yard vets at the cost to the horse owner, unless the owner can prove up to date vaccinations for strangles. *(Managers discretion. See flow chart)*
- New liveries must be able to prove they are up to date with Flu & Tetanus vaccinations. If not, the horse will not be allowed to move to the yard until it has had at least the first three vaccinations at the cost of the owner. *(See flow chart)*
- New liveries must provide worming history, the yard may ask you to worm your horse prior to/on arrival at the yard.
- New liveries will be isolated and quarantined for 14 - 28 days. Access to arena, facilities, equipment, and fields will be restricted (Risk Dependent). The Owner and their visitors must adhere to strict quarantine protocol during this time. *(Managers discretion. See Bio Security & Quarantine Protocol)*
- Owners are expected to keep and update records of weight, Body Condition Scoring, Temperature, Respiration, and heart rates and have them readily available/kept on site.
- If using horse transport that is hired or borrowed, make sure it has been thoroughly disinfected before loading your horse
- When away from home use your own buckets, equipment, tack etc. Limit mingling with other horses, wash your hands after handling other horses. Disinfect any stables before use and do not allow your horse to share water.
- Do not allow your horse to graze near any unknown horses when away from the yard
- If you travel between yards or have access to horses elsewhere develop good practice of disinfecting your hands, footwear, tyres between yards and wearing separate clothing.
- Notify the yard manager of any horses on the yard with a cough or nasal discharge immediately.

Notice of Vacation

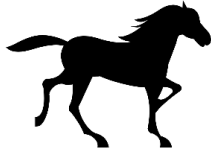
- A two-month probationary period, from the day the horse arrives on site, will apply to each new client/horse. Within this period the yard manager and livery client can provide 1 weeks written notice to vacate the yard.
- After the probation period the manager must provide 1 months written notice to the owner to vacate the yard or change services on the individual schedule/terms in this contract.
- After the probation period, the horse owner/livery client must provide one month's written notice to end any extra services, box/trailer storage or to vacate the yard with their horses and possessions. E.G Notice is given 25th Jan the client remains responsible for all livery charges until 25th Feb. All charges

incurred must be paid up to and including the day of vacation or the day the notice period ends, whichever is the latter.

- If the client chooses to remove the horse before the end of the notice period, payment is still required for the full notice period. However, the client will lose the right of access to the yard, facilities or consumables, such as hay or water etc.
- On the departure day, the Horse owner must ensure that the stable, tack locker, any other storage area, is left clean and disinfected ready for the next client, you will be charged if this is not done. If departure day was your day for field chores, you will be expected to carry this out as normal to prevent incurring fees. You will be charged storage for any items left, these will be held for 3 months before being disposed of or used to recover any outstanding fees.
- The manager reserves the right to provide 7 days' notice to any livery to remove their horse and possessions from that yard if in breach of this contract, or to request immediate vacation from the yard if behaviour is inappropriate.

Although every care is taken, the proprietor, manager and employees at the yard will not be held responsible for any theft, loss, damage or injury to any vehicle, horsebox/trailer, animal, equipment, person, or their possessions, entering, visiting, or left on the yard.

Page 25/Signature Page – To be retained by Ings Farm Stables.



INGS FARM STABLES

Livery Yard Owners Handbook Acceptance Form – V07.24

I confirm that I have received, read, and understood in full, the details contained within the Livery Yard Handbook and the Detailed Terms and Conditions. I understand that acceptance and following of this constitutes part of my Livery Contract and Agreement with **Ings Farm Stables** and that updated versions of this handbook and/or Terms and Conditions may be issued as deemed appropriate by Ings Farm Stables.

Name:

Date Issued:

Dated:

Acceptance of updated versions:

Name:

Date Issued & Version:

Signed:

Name:

Date Issued & Version:

Signed:

Name:

Date Issued & Version:

Signed: