**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

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| **Job: STABLES OPEN DAY** | **Document Reference** |
| **Department: XXXX Racing Stables****Section: Bottom Stables****Work Area: Courtyard** | **No:** |
| **Revision Date:****Manager’s / Trainer’s Approval:****Manager’s / Trainer’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | **Safety Checks / Hazardous Substances** |
| * Bridles / head collars / leads / anti rearing bits
* Non-slip parade surface
* Barricades or signs directing visitors to designated area
* Personal Protective Equipment: Wide brimmed hats / sunscreen, safety work boots / gloves
 | * Guard dog secured
* Vet products and assorted equipment in locked cabinets
* Stable tools stored away and secure
* Check all bridles and leads in good condition
 |
| **Codes of Practice Legislation: Applicable to Work? Y/N** **If Yes, state:** | **External Considerations**Weather conditions |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete work** |
| TrainerForeman Strappers | Monitor people near parade area.Cleaning areaStaff organizationPrepare and lead horses | Licensed trainer and registered personnelHorse handling competency, people skills, on-the-job training |

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| **SAFE WORK METHOD STATEMENT (PART 2)** | **Document Reference:** |
| **Job: STABLES OPEN DAY** | **No:** |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | **Key Safety Controls & Associated Procedures** |
| Establish schedule Notification to clients |  |  |
| Prepare stables * Secure parade area
* Secure tools / tack room
* Secure guard dogs
* Erect signs
 | Manual lifting – muscle strain | Use light barricades (eg. witches hats) and correct lifting techniques.Handle tools correctly Usual dog handler |
| Physically check parade area | Muscle strainCuts & bruises | Manual handling techniquesSafety gloves, shovel & bucket |
| Erect signs to designated area | Muscle strainCuts & bruises | Manual handling techniquesSafety glovesCable ties |
| Arrival of Owners* Car parking
* Direct to parade area
* Monitoring of gates to keep out unauthorised persons
 | Injury to people and animalsClients in unsafe areas | Clear signs indicating appropriate parking areas.Signage, barricades, clear instructions on arrivalNo alcohol |
| Prepare horsesGroom horses | Kicks, bites, crush injury  | Use experienced staff and their PPE |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | **Key Safety Controls & Associated Procedures** |
| Checking horse coming into the parade area | Risk of injuries from trampling | Strappers footwear safety approvedAll people (except strappers) to keep a minimum 2m distance from all horses |
| Horse parading – lead / parade horses | Collision of horses entering and leaving parade areaInjuries from tramplingUnruly horsesLose control of horseInjury to clients / spectators | All horses to parade on same directionClear instructions on timing of showing horsesUse experienced staffAdvise clients of need for quiet behaviourAdvise staff if any problem with particular horses |
| Safe area for Owners | Injuries from unruly horses | Safe area to be designated by trainerOwners to sty in safe area at all times |
| Owners leave | Clients left in area | Inspection of stables |
| Removal of barriers etc | Muscle strain | Light barricades, correct lifting techniques.  |