**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** |
| Trainer  Foreman  Strappers | Monitor people near parade area.  Cleaning area  Staff organization  Prepare and lead horses | Licensed trainer and registered personnel  Horse 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 strain  Cuts & bruises | | Manual handling techniques  Safety gloves, shovel & bucket |
| Erect signs to designated area | Muscle strain  Cuts & bruises | | Manual handling techniques  Safety gloves  Cable ties |
| Arrival of Owners   * Car parking * Direct to parade area * Monitoring of gates to keep out unauthorised persons | Injury to people and animals  Clients in unsafe areas | | Clear signs indicating appropriate parking areas.  Signage, barricades, clear instructions on arrival  No alcohol |
| Prepare horses  Groom 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 approved  All people (except strappers) to keep a minimum 2m distance from all horses |
| Horse parading – lead / parade horses | Collision of horses entering and leaving parade area  Injuries from trampling  Unruly horses  Lose control of horse  Injury to clients / spectators | | All horses to parade on same direction  Clear instructions on timing of showing horses  Use experienced staff  Advise clients of need for quiet behaviour  Advise staff if any problem with particular horses |
| Safe area for Owners | Injuries from unruly horses | | Safe area to be designated by trainer  Owners 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. |