



Accreditation and Professional Ethics National Safety Standards Checklist

CanTRA Provisional Member Centres moving to the requirement of Accredited CanTRA Centre (all members), must achieve 100% compliance to these national safety standards.

These are the standards recognized and agreed upon by the CanTRA insurer---“It is also understood and agreed that this policy is contingent on the member Therapeutic Riding Centre meeting the CanTRA standards of accreditation as set out in the CanTRA National Safety Standards Guidelines on file with the insuring company “---excerpted from the CanTRA summary of insurance. For centres holding insurance other than that available from CanTRA, this National Safety Standards Checklist must be filed with the insurer.

VISIT DETAILS:

Centre/Location: _____

Contact: _____

Site Visit Personnel: _____

Site Visit Personnel: _____

Scheduled Date of Visit: _____

FACILITY:

1. It is required that all areas used by clients should be accessible, including washrooms with suitable grab bars and 5 ft. turning space.

Yes No Comments: _____

2. No smoking in the barn, arena or any of the premises directly associated with the actual operation of the program. Signs must be posted prominently around the property and at each entrance to the barn.

Yes No Comments: _____

3. No flammable materials, such as gasoline, paint or kerosene may be stored in the stable vicinity. These must be stored in a separate building at least 50 feet from the barn, with signs posted identifying that the building contains hazardous materials (eg. garden shed with signage such as “gasoline stored here” clearly posted).

Yes No Comments: _____

4. There must be adequate fire extinguishers, as advised by the local fire department. These must be placed in the barns, arena and offices, and be recharged and inspected annually. Inspection card must be signed and dated by the inspector. Signs should be placed in prominent areas indicating their location (e.g. sign outside barn office – “fire extinguisher inside office door on left.”)

Yes No Comments: _____

5. **Fire drills must be carried out twice per year, and must involve all staff and as many instructors as possible (recognizing that volunteer instructors may not be available but someone should go through the procedure with them at an alternate time). It is strongly recommended that one drill be done in the winter during snow/ice conditions.**

Confirmation of this, in the form of a signed and dated report on the fire drill, to include number of staff, volunteers, riders and horses involved, plus the time it took to evacuate from the “FIRE” alert, to everyone gathered in the designated safe place and accounted for. This CanTRA form is to be completed and signed by the Executive Director/Program Director or Head instructor.

The centre should still have a Fire Safety Plan—and submit to their local Fire Dept. If the fire Dept. does not want or require it, then it can be kept at the centre—but these different scenarios can be discussed at the time of the visit- recognizing that many programs run out of someone else’s property or using someone else’s horses. The main focus is always safety – so even in a small part time program there needs to be an evacuation plan, practiced twice a year.

(Samples are available from the CanTRA Office.) *You must still carry out fire drills twice a year.*

Yes No Comments: _____

6. Emergency numbers (fire department, hospital, ambulance, veterinarian, etc.) and directions to the facility must be posted by the telephone(s). Location of additional telephones and emergency procedures should be posted near the entrance to the barn. There should also be an Emergency Action Plan (EAP) available for review, which covers the procedure in the event that a rider falls from a horse, for example, or similar occurrence. A muster station and plan in case of fire or natural disaster.

Yes No Comments: _____

7. Veterinary first aid kits must be well stocked and up to date, meeting the minimum requirements itemized on Appendix 1. Location must be accessible and visibly marked.

If the program is run out of facilities operated under someone else’s control, the program personnel should seek to satisfy themselves that the stable has met this requirement, even if the program personnel are not allowed to provide first aid to the facility’s horses. Program personnel should also request, in writing, that this kit be made available for observation during a Safety Standards evaluation visit. Should this not be allowed by the facility owners, the written request, and any response will be made available to the site visit personnel.

Yes No Comments: _____

8. Human First aid kit(s) must be well stocked, meeting the minimum requirements itemized on Appendix 1. Location must be accessible and visibly marked. If the program runs out of another facility, the recommendation is to stock a box and have it available during lessons.

Yes No Comments: _____

9. Emergency eyewash station or eyewash bottle must be in the barn, clearly marked and accessible to all staff and volunteers. If the program runs out of another facility, this can be a portable unit. (Please see further information at the end of this document).

Yes No Comments: _____

10. The barn, including stalls, bars and mesh wiring, must be in good repair. Stalls must be clean with appropriate bedding for the horses. Box stall size should be a minimum 10'x10', and ideally 12'x10'.

Yes No Comments: _____

11. All utility equipment (forks, rakes, etc.) must be stored safely (prongs turned toward wall).

Yes No Comments: _____

12. Feed must be securely stored and inaccessible to the horses.

Yes No Comments: _____

13. The tack room must be clean and tack arranged in a safe and orderly fashion.

Yes No Comments: _____

14. Arena, fences and gates must be in good repair. Kick boards are necessary to protect the riders' knees and the volunteers from being hurt and are recommended to be installed in the indoor arena.

Yes No Comments: _____

15. The ramp and/or mounting block must be easily accessible, in good repair and, where possible, separated from the arena. The mounting ramp should be designed so instructors can safely leave with the mounted rider as the horse moves off into the arena.

Yes No Comments: _____

16. Dogs are not allowed in the arena when horses and/or riders are present. It is strongly encouraged that visitors to the farm not be allowed to bring their dogs as the predictability of their behaviour and the owner's ability to control the dog cannot be guaranteed. Service dogs are excluded from this requirement.

Yes No Comments: _____

HORSES:

1. Tack must be clean and supple, and checked for necessary repairs on a regular basis. A record of repairs must be kept. It is recommended that one person be identified to be responsible for tack for overseeing tack cleaning etc.

If the program is run out of facilities operated under someone else's control, the program personnel should seek to satisfy themselves that the stable has met this requirement, for the tack used in the therapeutic riding program. Program personnel should also request, in writing, that these records be made available for observation during a safety standards evaluation visit. Should this not be allowed by the facility owners, the written request, and any response will be made available to the site visit personnel.

The program must demonstrate this requirement for the tack they own/have control over.

Yes No Comments: _____

2. While horses are working the following tack is required for safety reasons under the CanTRA insurance:

-Bridle with reins attached to the bit (independent riders with quiet hands). Also when being led so that the leader has control if there is an emergency, while leading from the halter.

-If the reins are attached to a halter, the leader needs the lead rope to be attached to a bit connector.

-For centres that have restrictions on bridles being used because the horses do not belong to them it is suggested that discussion takes place with the owners re the CanTRA safety requirements and the possibility of a signed agreement is raised stating that the horses would never be led from the bit. There is very little control of the horse led from a halter with a rider on its back and no bit in its mouth.

Yes No Comments: _____

3. **Feeding treats:**

-Never feed by hand, always in a feed bowl or bucket – not in the arena as this is the horses' work area

-Do not feed when a horse has a bit in its mouth

-Following the lesson, untack the horse, remove from the crossties and lead into the stall, where the treat can be offered in a feed bowl – or if the horse is being returned directly to the paddock, feed just outside the barn before leading into the paddock

Rationale:

-When the horse has a bit in his mouth he is working

-Feeding in the crossties can result in a horse pawing the ground in anticipation, which is a safety hazard with riders and volunteers around the horses

-Feeding treats is done in the safest environment

4. Up-to-date records of care for the horses, including vaccinations, deworming and farrier care, must be available at all time. A sample Horse Health Record and Body Score Chart is available from CanTRA office.

If the program is run out of facilities operated under someone else's control, the program personnel should satisfy themselves that the stable has met this requirement. Program personnel should also request, in writing, that these records be made available for observation during a risk management evaluation for the horses used in the therapeutic riding program. Should this not be allowed by the facility owners, the written request, and any response should be made available to the site visit personnel.

Yes No Comments: _____

5. Horses must score between 2.5 – 4.0 on a scale of 0-5 using a Body Conditioning Score Chart, be well groomed (frequently brushed, mud and burrs removed, proper foot care). A copy of the Body Conditioning Score Chart is available from the CanTRA Office or may be viewed at www.omafra.gov.on.ca.

If the program is run out of facilities operated under someone else's control, the program personnel should satisfy themselves that the stable has met this requirement. Where this is not possible, program personnel should keep their own records regarding grooming and foot care completed during the therapeutic riding program.

Yes No Comments: _____

6. Horses must be schooled on a regular basis to ensure they are safe at walk, trot and canter – responding to the aids appropriately. Consistent training with games, props, wheelchairs, crutches, etc. must be done. The horses must also be trained to stand quietly for mounting, standing still at the ramp, and be led without nipping. **A written schooling schedule must be available.**

Yes No Comments: _____

7. Horses must be kept a safe distance apart in the ring/arena (minimum of one horse's length).

Yes No Comments: _____

8. Paddocks must be large enough for horses to express normal herd behaviour – running, rolling, interacting with herd mates. Daily turnout is recommended.

Yes No Comments: _____

PERSONNEL:

1. If an instructor is certified at the CTRBI level only, there must be confirmation and supporting documentation that this instructor teaches only 1:1 lessons.
If an instructor is certified at the CTRBI – 2 level, there must be confirmation and supporting documentation that the instructor teaches a maximum of two riders only.

Yes No Comments: _____

2. If group lessons are taught, the instructor(s) must hold the CTRII or higher certification.

Yes No Comments: _____

3. Recognizing that volunteers and staff do not work in isolation with therapeutic riding clients it is still required, that all personnel, whether paid or volunteer, aged 18 years and older must have a police check for the vulnerable sector before working in the program. NB – many police departments will do this free when this is needed for working with a charitable organization.

Yes No Comments: _____

4. All staff and volunteers must be trained in the correct tying of a quick-release knot, if tying horses is required at any time in the normal operation of the facility. Quick-release clips may be used instead.

Yes No Comments: _____

5. Paid and volunteer instructors must have current Standard First Aid and CPR (adult, child and infant) certificates. Volunteer personnel should also be encouraged to take First Aid and CPR courses.

Yes No Comments: _____

6. Personnel working around the horses must wear safe footwear (not necessarily safety boots), which protect heels and toes (i.e. **no** sandals, 'crocks' or such footwear).

Yes No Comments: _____

7. Volunteers must be trained in methods of basic horse handling in addition to leading, side walking and methods of supporting the rider.

Yes No Comments: _____

All centres are required to have a minimum of one Volunteer Training Clinic for new volunteers, given by a CTRSI or instructor with the highest level of certification.

Yes No Comments: _____

Volunteers should be trained in cleaning the horse's feet, grooming and positioning and securing the saddle (where appropriate).

Yes No Comments: _____

It is strongly recommended that program staff are the only ones to bridle and unbridle horses. This is a safety consideration for the well-being of the horses who have numerous different people working around them.

It is essential that additional updated training is provided for volunteers at least once a year.

Yes No Comments: _____

8. Instructors should be trained in the EAP requirements.

Yes No Comments: _____

9. Volunteer clinics must be held regularly and a handout including safety precautions must be available for all program personnel.

Yes No Comments: _____

10. **All** instructors must either be CanTRA-certified or show evidence of working toward CanTRA certification. This must be a priority. CanTRA membership and required updating hours must be current. "Other comparable certification, such as through PATH (US. certification) or from approved HETI member countries, will also be accepted." However the appropriate membership and updating hours to ensure the instructor is current, is still a requirement".

Yes No Comments: _____

11. All personnel are required to wash their hands frequently when working with horses. Notices should be placed in the barn reminding staff/volunteers of this requirement.

Yes No Comments: _____

12. ASTM/SEI approved riding helmets, “no more than 5 years old”, must be worn by all personnel or riders in the following circumstances:

- when riders are grooming
- when riding a horse (see next section)
- when lungeing a horse
- when free lungeing (if this is practice)

RIDERS:

1. If the program involves children/adults with physical disabilities, there should be input from a physiotherapist.

Yes No Comments: _____

2. When mounted, every rider must wear correctly fitted ASTM/SEI-approved helmet, secured with a permanently affixed safety harness. This applies to instructors, exercise riders and volunteers when schooling horses or mounted during a lesson, etc. See lightweight helmet guidelines in the CanTRA Instructor manual.

Yes No Comments: _____

3. Some form of safety stirrups must be used (i.e., Devonshire boots, Peacock, Toe cap stirrups, Australian safety snaps, western stirrup cover etc.). Any rider wearing running shoes or a shoes without a heel must use Devonshire boots or Toe cap stirrups. Saddles should be equipped with pommel straps.

Yes No Comments: _____

4. The following completed forms must be on file and available for review by Site Visit Personnel.

a. For students:

- i. Referral form: This form is to be completed by a physician if the rider has a physical disability. In the absence of any physical disability, rider referrals may be accepted from any health professional with a client who would benefit from therapeutic riding (i.e. a child psychologist, physiotherapist, occupational therapist, etc.)
- ii. physiotherapy evaluation (where applicable)
- iii. witnessed release form, signed by the rider or in the case of a minor, their parent/guardian
- iv. photo release/consent

- v. therapy report (optional)
- vi. progress report
- vii. Down's Syndrome atlanto-axial verification, where applicable
- vii. completed incident report (where an incident has occurred)

- b. For volunteers:
 - i. confidentiality form, signed and witnessed
 - ii. release form, signed and witnessed
 - iii. completed incident report (where an incident has occurred)
 - iv. clear police check

Yes No Comments: _____

5. An instructor must supervise safe mounting and dismounting procedures, along with a therapist's input, as required.

Yes No Comments: _____

6. Hippotherapy: If this is offered as part of the program, the instructor must be responsible for the horse and a qualified health care professional (physiotherapist, occupational therapist or Speech Language Pathologist) who has taken minimum AHA Level 1 course or higher, is responsible for the rider. Both these people must be present during the sessions.

Yes No Comments: _____

7. Equine Facilitated Wellness: If this is offered as part of the program, the instructor must be responsible for the horse and have the minimum of CanTRA EFW Equine Professional –Basic or higher.

The Medical Professional should have the minimum of CanTRA EFW Mental Health Professional –Basic or higher

(CanTRA's model for EFW is a one-on-one interaction with a two person team of the equine and mental health/education practitioners working as partners with one horse and one client. Client must always be wearing a helmet).

Yes No Comments: _____

8. Backriding: This is not condoned by CanTRA and if practiced would not be covered by the CanTRA insurance. The centre is in compliance with CanTRA's policy on Backriding.

Yes No Comments: _____

POLICIES, PROCEDURES AND FORMS:

Site Visit Personnel are to review each of the following policies and centre records:

1. Emergency Procedures (EAP)

Yes No Comments: _____

2. Incident/accident Procedures and sample of the Incident report form

Yes No Comments: _____

3. Rider/Horse weight ratio policy in line with CanTRA's policy.

Yes No Comments: _____

4. Weight-limit policy (180 lbs.) in line with CanTRA's and HETI's policies.

Yes No Comments: _____

5. Completed Rider Profiles

Yes No Comments: _____

6. Veterinary records

Yes No Comments: _____

7. Feeding Schedule

Yes No Comments: _____

8. Horse care records

Yes No Comments: _____

9. Job descriptions/position expectations

Yes No Comments: _____

10. Continuing Education plan for instructors

Yes No Comments: _____

11. Dress code for instructors and volunteers

Yes No Comments: _____

12. Dress code for riders

Yes No Comments: _____

13. Confirmation of the date that all fire extinguishers were recharged. Recommend monthly checks.

Yes No Comments: _____

14. Other policies/records reviewed and comments:

ACKNOWLEDGEMENT AND SIGNATURES:

I acknowledge that the results documented above are thorough and accurate at the time of my visit and that I have no other comments to add.

Site Visit Personnel: _____

Site Visit Personnel: _____

Centre Representative: _____

APPENDIX A

VETERINARY CARE AND FIRST AID REQUIREMENTS

1. The following items must be available:

Thermometer	Blunt surgical scissors	Clean towels, sponges
Cotton wool	Sterile gauze and pads	Betadine scrub
Common salt, Epsom salts	Bandages and leg wraps	Antibiotic ointment
Vaseline petroleum jelly	Poultice	(eg. Furasone)

2. **Always have a veterinarian check eye injuries and never use human medication to treat a horse's eye problem.**
3. Keep all medications labelled and dated.
4. Store medications in a dry, clean locked cabinet.
5. Have farrier and veterinary telephone numbers clearly posted.
6. Prescription medication should be discarded at the end of the treatment period.
7. Always complete medication forms.

Veterinary Care

1. A horse will remain healthy most of the time if he/she is given consistent and high-quality care that includes a constant supply of fresh water, regular feeding of good quality feed, good, clean bedding in well-kept stalls, and protection from the elements. Knowing your horse and recognizing any changes in his/her normal behaviour or appearance will enable the attentive owner to quickly detect signs of poor health.
2. Listed below are the **indicators of good health**:
 - The horse stands and moves evenly, and behaves normally.
 - The horse has a confident and alert appearance.
 - The horse's skin is loose, supple and easily moved over the underlying structures.
 - When the horse is at rest, there is no sweating, except in hot weather.
 - The horse's eyes are fully open, bright and clear.
 - The conjunctiva (membranes) under the eyelids and lining the nostrils are salmon-pink in colour.
 - The horse is eating well and chewing normally.
 - The horse is in good flesh, neither overly thin nor fat (see Body Condition Scoring Chart).
 - There is no swelling or heat in the legs.
 - The horse urinates several times a day, and the urine is colourless or pale yellow.
 - The horse passes droppings about eight times a day in the form of damp, brown balls that break slightly on hitting the ground and do not have a strong smell. When the horse is at grass, the droppings may be looser and slightly lighter in colour.
 - At rest, the horse's normal rate of respiration (breathing) is 8 to 12 breaths per minute.
 - The horse's normal temperature is 38°C (100.5°F). If the horse's temperature rises to or above 39°C or 102°F, a veterinarian should be called.

- At rest, the horse's normal pulse (heart beat) rate is 36 to 42 beats per minute. Young horses and ponies may have higher rate – up to 45 beats per minute. The pulse can be felt on the artery found underneath and inside the lower jaw bone.

3. Listed below are **indicators of poor health or injury**.

Should the horse display any two of these symptoms, it is recommended that you contact the veterinarian.

- Running nose or eyes.
- Bruises, swelling or cuts.
- Lack of appetite (the horse is “off his/her feed”).
- Listlessness.
- Bare patches on skin.
- Heat and/or swelling in feet or legs.
- Dry, dull coat.
- Any unusual lumps.
- Persistent coughing.
- Increased pulse rate.
- Increased temperature.
- Increased respiration rate or flared nostrils when horse is at rest.
- Restlessness.

It is good practice to determine your horse's average resting pulse rate and temperature to be used as a comparison should your horse appear sick.

The Canadian Veterinary Association (CVMA) endorses the above-stated health measures. The CVMA stresses that you should be aware of and make yourself familiar with the horses you own or work with. Each time you groom, work or feed the horses, you should be observant, toward developing a greater understanding of that horse's attitude, physical condition and way of going.

Human First Aid Requirements:

1. Every employer employing not more than five workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box containing as a minimum (or in accordance with the Health and Safety legislation in your Province):
 - a current edition of a standard First Aid Basics first aid manual
 - one card of safety pins
 - dressings consisting of:
 - 12 adhesive dressings, individually wrapped
 - two rolls of gauze bandages, two inches wide
 - four sterile gauze pads, three inches square
 - one triangular bandage
 - two field dressings, four inches square, or two four-inch sterile bandage Compresses
2. Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum (or in accordance with the Health and Safety legislation in your Province):

- a current edition of a standard First Aid Basics first aid manual
 - one card of safety pins
 - dressings consisting of:
 - 24 adhesive dressings individually wrapped
 - four rolls of gauze bandages, two inches wide
 - 12 sterile gauze pads, three inches square
 - four rolls of four-inch gauze bandage
 - six triangular bandages
 - two rolls of splint padding
 - one roll-up splint
 - sterile surgical pads suitable for pressure dressings, individually wrapped
3. It is required that all programs have an Emergency Eye Wash Station that is clearly marked and readily accessible in the barn area. For those programs that run out of someone else's barn, this can be a portable unit that travels to the barn along with the First Aid Kit and is available when the program is running.

There are several options available – in a permanent facility it is recommended that this station is secured to the wall and clearly marked-preferably close to a heated area so the wash bottle(s) can be moved there to prevent freezing in the winter months (with clear direction indicating where they are). Plastic eye wash bottles with commercially prepared solution are less expensive, but are for one time use only and so could prove more expensive over time.

Eye wash supplies are available at Health & Safety Supply stores. The newer aerosol bottles, although more expensive to buy, are re-usable because they do not come into contact with the eye, and carry a three year expiry date.

Please note plastic tumblers from the dollar store can be used to cover the bottle tops to prevent dust accumulating.

Revised: January 01, 2019



Canadian Therapeutic Riding Association
FIRE DRILL

NAME OF CENTRE: _____

DATE OF FIRE DRILL: _____

TIME FIRE ALERT CALLED: _____

NUMBER OF:

RIDERS	
VOLUNTEERS	
PARENTS	
STAFF	
HORSES	

Time everyone safe and accounted for in the designated evacuation area: _____

Signed _____ **Witness** _____

Please print name and position underneath signature.

EMERGENCY



BIO MED WASH

PERSONAL

EYE & SKIN - FIRST AID



For Refills call PROBUY SAFETY
1-866-776-2891

EYE WASH STATION

PLEASE NOTE:

EYE WASH BOTTLE ABOVE
PAPER TOWEL DISPENSER
IN WASHROOM
(DURING WINTER)