

CEEPSA APPROVAL CRITERIA

RIDING SCHOOL/TRAINING CENTRE

The following is the basic checklist with the emphasis on **SAFETY**, Quality, suitability, condition, compliance. The order listed in no way reflects priority.

An * denotes not compulsory but highly recommended

1. Signage and Media information
2. Actual Access and entrance and exits to and from Establishment and security
3. Proximity to medical centre
4. Proximity to veterinary clinic
5. Overall condition and appearance

6. FACILITIES

- Administration
 - Lecture facilities
 - Tack Room
 - Feed Room
 - Hay Barn
 - Bedding storage
 - Stables
 - Paddocks
 - Arenas and schooling areas
 - Lungeing Arena
 - Toilets
 - Wash Bay with concrete floor and drainage
 - Change rooms/showers*
 - Disabled Accessibility and mounting block
 - Grooms facilities
 - Catering*
 - Gates and fencing
 - Store Room for tools and equipment
 - Store Room for chemicals and fertilizers
 - Parking
 - Shade and seating
 - Manure disposal and fly control
 - Horse Transport
7. Legal compliance met such as Registrations with SARS etc
 8. Proper record keeping and proper accounting.

9. Insurance

10. SAFETY AND RISK MANAGEMENT

- Security
- Trained Safety Officer*
- First Aid Kit Equine and Human
- At least one qualified person with a 1st Aid certificate
- Fire Drill instruction
- Accident instruction
- Emergency telephone numbers (Doctor and Vet)
- Emergency Evacuation Procedure
- Incident / Accident report book
- Fire hoses and extinguishers serviced and installed by SABS approved service providers
- Insurance Assessor Risk Management Report
- Indemnity signs, forms
- Protective wear policy and practice
- Lesson Management
- Safety clothing for grooms
- Policy for dogs

11. TACK AND EQUIPMENT – condition and suitability

- Riding
- Schooling

12. HORSES

- **Condition and appearance**
- **Suitability and temperament**
- **Age and soundness**
- **Workload and daily routine**
- **Health Regime – feet, inoculations, deworming etc**
- **Control to and from lessons and paddocks**
- **Ratio of horses to facilities**

13. STAFF

- Workload
- Qualifications and training program- skills development

14. INSTRUCTORS/TRAINERS/COACHES

- Number and qualification
 - CEEPSA Registered