

General procedures and safety rules concerning working with horses

K-1 The rules for using helmets and vests			
Applicable to	Leisure department, racing department	Implementation date	July 20th, 2020
Person responsible for supervision	Horse Racing Department Manager Leisure Riding Department Manager	Date of last update	July 20th, 2020

Abstract

Rules for using helmets and vests for horse riding applicable at the Wrocław-Partynice Horse Racecourse.

Regulations

1. All persons moving on horseback on the premises of the Wrocław-Partynice Horse Racecourse are obliged to wear a properly fastened protective helmet while riding. Persons of full age riding a horse with a western bridle in a western style can ride in a western riding outfit, with headgear such as a hat or a baseball cap.
2. In this situation only a protective helmet is not required, although its use is recommended.
3. Persons under 16 years of age are recommended to wear a protective vest when riding. It is forbidden to use vests with an airbag for leisure riding. It is also prohibited to wear a safety helmet over other headgear, with the exception of a special cap under a riding helmet.
4. All racing riders are obliged to wear vests when horse riding on the Wrocław-Partynice Horse Racecourse.
5. In the case of riding instructors/leisure riding instructors, it is the employee's own responsibility to decide on riding in a vest on the basis of his/her own experience.
6. The Wrocław-Partynice Horse Racecourse shall not be liable in any situation for failure to use protective vests and helmets by employees or any third parties.
7. The Wrocław-Partynice Horse Racecourse recommends the use of vests for horse riding when:
 - Backing young horses.
 - Performing jumps over any obstacles – steeples, hedges, obstacles on a show jumping course.

K-2 The regulations concerning the use of indoor riding arenas and training yards at the Wrocław-Partynice Horse Racecourse			
Applicable to	Leisure department, racing department	Implementation date	July 20th, 2020

Person responsible for supervision	Horse Racing Department Manager Leisure Riding Department Manager	Date of last update	July 20th, 2020
---	--	----------------------------	-----------------

Abstract

Regulations concerning the use of indoor riding arenas and training yards at the Wrocław-Partynice Horse Racecourse

Regulations

1. Indoor riding arenas and training yards are open from 8.00 a.m. to 9.00 p.m.
2. Before entering the indoor riding arenas, any persons inside should be warned loudly and clearly with the phrase "attention, please" and wait for an answer confirming that one may enter safely.
3. The instructor conducting the activities is responsible for order and safety in indoor riding arenas and training yards.
4. Only the participants of the activities and the trainers who conduct them are allowed to stay in the indoor riding arenas and training yards during the training sessions. Unauthorised persons are prohibited from entering indoor riding arenas and training yards without the consent of the trainer conducting the activities. This does not apply to housekeeping staff.
5. The trainer or instructor conducting the activities decides whether any audience may be present in the stands.
6. The lunging of horses in indoor riding arenas is prohibited. This prohibition does not apply to the training staff of the Wrocław-Partynice Horse Racecourse
7. It is also prohibited to use the training yards as a run pen.
8. A rider shall remove the waste produced by his or her horse during the use of the indoor arena or training yard immediately after the end of the training/activities.
9. Persons using the indoor arenas are obliged to comply with the binding schedule of their use. Any changes in this respect should be agreed with the Leisure Riding Manager.
10. Owners of horses staying in the guest house and persons authorised by them are not allowed to use the indoor riding arenas and training yards during organised activities or other events unless they receive permission to enter from the trainer conducting the activities.
11. Every user of indoor riding arenas must comply with the applicable OHS and fire-fighting regulations.
12. The presence of dogs in an indoor riding arena or a training yard is allowed on the condition that they are kept on a leash and do not disrupt the order of the activities taking place.
13. Owners of horses staying in the guest house and persons authorised by them are liable for property and personal damage related to their use of indoor riding arenas and training yards (resulting from their use of indoor riding arenas and equipment located in them).

K-3 OHS instructions applicable to the transport of horses			
Applicable to	Leisure department, racing department	Implementation date	July 20th, 2020

Person responsible for supervision	Horse Racing Department Manager Leisure Riding Department Manager	Date of last update	July 20th, 2020
---	--	----------------------------	-----------------

Abstract

Occupational Health and Safety Instructions applicable to mechanical transport of horses on the territory of the Wrocław-Partynice Horse Racecourse.

ACTIVITIES BEFORE THE COMMENCEMENT OF WORK

1. A person authorised to transport horses owned by the Wrocław-Partynice Horse Racecourse may only be a sober employee with valid medical examinations and without any contraindications to perform work, trained in this area and in the scope of OHS rules, employed by the Wrocław-Partynice Horse Racecourse or a person to whom the Wrocław-Partynice Horse Racecourse commissions such transport.
2. The person driving the vehicle must hold a driving licence of category B+E and must have completed a horse escorting course.
3. The person driving the vehicle should submit a certificate of completion of the horse escorting course to the Leisure Riding Department Manager or a person indicated by him.
4. Before starting the transport, it is necessary to check the tyre pressure, the condition of the lights and other elements of the means of transport that are important for safety.

ACTIVITIES DURING WORK

1. The entry or exit of horses from trailers may be carried out by means of ramps or platforms with a slip-reducing surface.
2. Employees performing this work must use safety footwear to protect their feet from injuries.
3. Special care must be taken when introducing horses and the area around them must be protected from any access of unauthorised persons.
4. When transporting horses using this means of transport, escorting persons should stay in a place separate from the horses.

ACTIVITIES AFTER WORK COMPLETION

1. After placing the horse in the trailer, the person responsible for transport should prevent the horse from escaping.
2. After placing the horse in the trailer, the person responsible for transport should tie the horse in the middle of the trailer in such a way that prevents the horse from turning around.
3. The horse in the trailer must be tied up by its halter.

IT IS HEREBY PROHIBITED TO

1. Perform sudden movements that could startle the horses.
2. Approach the immediate vicinity of the horse in a manner that is unnoticeable for the animal.
3. Emit sounds that could scare the horses.
4. Tie up the horse by the bit or the rope halter.

HOW TO PROCEED IN EMERGENCY SITUATIONS

1. In case of doubts as to the manner of work performance, the employee should contact his or her immediate superior.
2. Any accidents at work should be immediately notified to the immediate superior.
3. All traffic accidents involving horses belonging to the Wrocław-Partynice Horse Racecourse must be reported immediately to the Leisure Department Manager.

K-4 OHS instructions applicable to horse box cleaning			
Applicable to	Leisure department, racing department	Implementation date	July 20th, 2020
Person responsible for supervision	Horse Racing Department Manager Leisure Riding Department Manager	Date of last update	July 20th, 2020

Abstract

Occupational Health and Safety Instructions applicable to horse box cleaning on the territory of the Wrocław-Partynice Horse Racecourse.

ACTIVITIES BEFORE THE COMMENCEMENT OF WORK

1. The person authorised to clean horse boxes may only be an employee trained in the scope of OHS rules, with valid medical examinations without any contraindications to perform work, employed by the Wrocław-Partynice Horse Racecourse.
2. If the cleaning is to be carried out by amateur riders (not employed by the Wrocław-Partynice Horse Racecourse), these persons must have valid medical examinations without any contraindications to perform work and be trained in the scope of OHS. The person responsible for an amateur should keep a copy of the valid medical examinations and workplace training.
3. Employees performing work are obliged to work in work clothes, work footwear and protective gloves.

ACTIVITIES DURING WORK

1. Horse box cleaning may be performed in two manners:
 1. Cleaning an empty horse box- without the horse inside.
 2. Cleaning a horse box with the horse inside.
2. The cleaning should take place with the horse box door slightly open. The horse should be placed on the side of the horse box which is opposite to the part of the box that is currently being cleaned.
3. When removing the waste with a fork, special care must be taken to avoid injuring the horse.
4. When performing this work, attention must be paid to the horse's behaviour, taking into account its movement capabilities.
5. During the whole process of cleaning the horse box with the horse inside, special care must be taken, the horse should be observed at all times and enough space must be ensured for jumping to the side or leaving the horse box safely if necessary.
6. When moving the cart, special attention must be paid to persons and horses that may be in the way.
7. Waste may only be stored on the manure board.
8. The rules and standards for manual transport must be observed when carrying out transport work.
9. Right of way is given to a rider leading a horse or moving on horseback in the whole area of the

ACTIVITIES AFTER WORK COMPLETION

1. When the work is finished, the cart must be put away and the workplace must be cleaned.

THE FOLLOWING IS PROHIBITED DURING CLEANING

1. Performing sudden movements that could startle the horses.
2. Approaching the immediate vicinity of the horses in a manner that is unnoticeable by the animals.
3. Emitting sounds that could scare the horses.

HOW TO PROCEED IN EMERGENCY SITUATIONS

1. In case of doubts as to the manner of work performance, the employee should contact his or her immediate superior.
2. Any accidents at work should be immediately notified to the immediate superior.

FINAL REMARKS

The employees should:

1. Take care of cleanliness and order at their workplace.
2. Respect the entrusted property and objects assigned for work performance.
3. Not create any hazard for them and their collaborators.
4. Comply with the rules and provisions specified herein.
5. In the event of any situation not described in these instructions, ask for guidance on how to proceed from the immediate supervisor .
6. Employees will be held responsible for any non-compliance with the provisions of these instructions.

K-5 OHS instructions applicable to unloading and loading hay and straw			
Applicable to	Leisure department, racing department	Implementation date	July 20th, 2020
Person responsible for supervision	Horse Racing Department Manager Leisure Riding Department Manager	Date of last update	July 20th, 2020

Abstract

Occupational Health and Safety Instructions applicable to unloading and loading hay and straw on the territory of the Wrocław-Partynice Horse Racecourse.

ACTIVITIES BEFORE THE COMMENCEMENT OF WORK

1. The person authorised to unload hay and straw and to load them into stable premises may only be an employee with valid medical examinations without contraindications to perform work, who has

been trained in this area and in the scope of OHS rules, who is not under the influence of alcohol or drugs, employed by the Wrocław-Partynice Horse Racecourse or authorised by the tenant of the stable.

2. An employee who drives a tractor must have an appropriate license to perform this work.
3. Employees who take do any work in the attic of the stable, should take appropriate protection measures against falling from a height.
4. Employees taking part in the work must wear working clothes.
5. Employees who take part in unloading hay and straw and loading them into stable rooms should designate a hazard zone on the sides with barriers 1.1 m and 0.6 m high. The zone should not be less than 6 m.
6. Employees performing the work are required to display information boards on the stable door about the work related to the unloading and loading of hay and straw.
7. Employees should secure the stable door in such a way as to prevent it from being opened by unauthorised persons during work performance.

ACTIVITIES DURING WORK

1. Any supplier of hay and straw is obliged to unload on his own at a pre-determined location.
2. Hay and straw are fed to the top of the stable by means of a loader, and its operator should have appropriate qualifications.
3. The designated employee shall ensure that no third parties are present in the hazard zone.
4. Employees in the stable attic must be secured with a safety harness attached to fixed elements of the stable, they should collect the material and then transport it to the interior of the stable.
5. Maximum care must be taken when performing work.
6. Any requirement for a tractor for unloading straw or hay must be notified 1 day in advance.
7. The work should be performed by a team composed of an appropriate number of persons, taking into account the permissible lifting standards.

ACTIVITIES AFTER WORK COMPLETION

1. After work completion it is necessary to clean the area.

IT IS HEREBY PROHIBITED TO

1. Consume meals.
2. Allow unauthorised persons who have not obtained the consent of the immediate superior to perform this work.
3. Remove any barriers delimiting the hazard zone.
4. Perform work without equipment protecting against the fall from height.
5. Use hazardous working methods that pose a risk to health and life.
6. Drink alcohol, engage in small talk and get involved in hazardous entertainment.
7. Performing unloading and loading at dusk and at time of limited visibility.
8. Smoke tobacco.

HOW TO PROCEED IN EMERGENCY SITUATIONS

1. In case of doubts as to the manner of work performance, the employee should contact his or her immediate superior.
2. Any accidents at work should be immediately notified to the immediate superior.

FINAL REMARKS

Employees should:

1. Take care of cleanliness and order at their workplace.
2. Respect the entrusted property and objects assigned for work performance.
3. Not create any hazard for them and their collaborators.
4. Comply with the rules and provisions specified herein.
5. Employees should be held responsible for any non-compliance with the provisions of these instructions.

K-6 OHS instructions applicable to unloading and loading of oats			
Applicable to	Leisure department, racing department	Implementation date	July 20th, 2020
Person responsible for supervision	Horse Racing Department Manager Leisure Riding Department Manager	Date of last update	July 20th, 2020

Abstract

Occupational Health and Safety Instructions applicable to unloading and loading oats on the territory of the Wrocław-Partynice Horse Racecourse.

ACTIVITIES BEFORE THE COMMENCEMENT OF WORK

1. The person authorised to unload oats and to load them into stable premises may only be an employee with valid medical examinations without contraindications to perform work, who has been trained in this area and in the scope of OHS rules, who is not under the influence of alcohol and drugs, employed by the Wrocław-Partynice Horse Racecourse or authorised by the tenant of the stable
2. Employees performing this work should wear dust masks and safety glasses.
3. Employees taking part in the performance of this work must wear working clothes.
4. Employees taking part in the unloading of oats and the loading into stables premises should designate a hazardous zone in accordance with the applicable regulations.

ACTIVITIES DURING WORK

1. The employee should ensure that no third parties are present in the hazard zone.
2. The employee should continuously supervise the correct operation of the machine.
3. If a blower becomes clogged, an employee should only start to unclog it after switching off the machine.
4. While operating the machine, the employee should constantly observe its operation and focus his/her attention only on essential (safe) oats unloading activities.
5. In the event of a power cut, the drive and power supply must be disconnected.
6. The entrusted work must be carried out accurately, in accordance with the applicable rules and regulations and the instructions of the immediate superior, without creating a hazard to oneself and one's collaborators.
7. The machine should be disconnected from the power supply by deactivating the main switch or by pulling the plug out of the socket in the following cases:
 1. during maintenance works,
 2. in a hazardous situation,

3. when leaving the workplace.

ACTIVITIES AFTER WORK COMPLETION

1. After work completion, the employee should clean the area of work performance.

IT IS HEREBY PROHIBITED TO

1. Consume meals.
2. Smoke tobacco.
3. Use hazardous working methods that pose a risk to health and life.
4. Drink alcohol, engage in small talk and get involved in hazardous entertainment.
5. Remove the barriers delimiting the hazard zone.
6. Allow unauthorised persons who have not obtained the consent of the immediate superior to perform work.

HOW TO PROCEED IN EMERGENCY SITUATIONS

1. In case of doubts as to the manner of work performance, the employee should contact his or her immediate superior.
2. Any accidents at work should be immediately notified to the immediate superior.

UWAGI KOŃCOWE

The employees should:

1. Take care of cleanliness and order at their workplace.
2. Respect the entrusted property and objects assigned for work performance.
3. Not create any hazard for them and their collaborators.
4. Comply with the rules and provisions specified herein.
5. In the event of any situation not described in these instructions the immediate supervisor should be asked for guidance on how to proceed.
6. Employees will be held responsible for any non-compliance with the provisions of these instructions.

K-7 Regulations on the entry and exit of horses from the territory of the Wrocław- Partynice Horse Racecourse			
Applicable to	Leisure department, racing department	Implementation date	July 20th, 2020
Person responsible for supervision	Horse Racing Department Manager Leisure Riding Department Manager	Date of last update	July 20th, 2020

Abstract

Regulations of entry and exit of horses from the territory of the Wrocław- Partynice Horse Racecourse

Regulations

1. Any intention to bring a horse to the Wrocław-Partynice Horse Racecourse should be reported before the planned arrival – by e-mail to: zapisy@torpartynice.pl – in a case of a racehorse, rekreacja@torpartynice.pl – in case of other horses.
2. The notification shall specify:
 1. Horse data,
 2. First name and surname of the horse owner,
 3. First name and surname of the person transporting the horse,
 4. The registration plate of the car by which the horse is transported.
3. On the basis of the notification, a "Protocol of import/export of the horse" should be drawn up, which will contain the following clause: "The Transferor hereby declares that the horse is healthy, has all required vaccinations and comes from an area free of infectious and contagious diseases. The provision of false information in this regard shall result in the initiation of appropriate legal steps by the Transferee to seek compensation from the Transferor for the resulting losses." (Appendix No. 1)
4. Upon entering the premises of the Wrocław-Partynice Horse Racecourse the person transporting the horse should present the original or the copies of the horse's passport to the gate-house employee, who should enter the passport number, date and time of arrival into the protocol. The security employee and the carrier should sign the protocol.
5. Upon exiting the premises of the Wrocław-Partynice Horse Racecourse the person transporting the horse should present the original of the horse's passport to the security employee, who should enter the date and time of departure into the protocol. The security employee and the carrier should sign a protocol.
6. Horses reported for races at the Wrocław-Partynice Horse Racecourse enter and leave the area of the Wrocław-Partynice Horse Racecourse on the basis of a list produced by the Racing Department and passed to a security employee. Before departure, any person transporting a horse(s) should obtain a form with the confirmation payment of the horse box fee(s) at the registered seat of the Wrocław-Partynice Horse Racecourse, which, in addition to the protocol mentioned in point 3 will be the basis for leaving the premises of the Wrocław-Partynice Horse Racecourse.
7. Horses enrolled for a competition and other events organised at Wrocław-Partynice Horse Racecourse enter and leave the premises of the Wrocław-Partynice Horse Racecourse on the basis of a list produced by the Leisure Department and passed to a gate-house employee.

K-8 Regulations concerning racing raceways			
Applicable to	Leisure department, racing department	Implementation date	July 20th, 2020
Person responsible for supervision	Horse Racing Department Manager The Manager of Technical Administration and Infrastructure Department	Date of last update	July 20th, 2020

Abstract

Regulations concerning the use of racing and training raceways on the territory of the Wrocław-Partynice Horse Racecourse.

Regulations

1. From April 1st to October 31st, training rides on the working track can take place between 6:00 a.m.-10:00 a.m. and 10:30 a.m. -2:00 p.m. and from November 1st to March 31st between 6:00 a.m. -10:00 a.m., 10:30 a.m. -2:00 p.m. and 2:30 p.m.-5:00 p.m.
2. Harrowing of the working track raceway on the main racetrack will take place between 10.00 a.m.-10.30 a.m. and 2.00 p.m. -2:30 p.m. and every Monday between 10.00 a.m.-10.30 a.m. and 2.00 p.m. -3:00 p.m. During these times, it is strictly prohibited to use the working track and the racing raceways of the flat track, the track with the fences and with the obstacles.
3. Harrowing of the training track raceway (the orbit) will take place between 10.00 a.m.-10.15 a.m. and 2.00 p.m. -2:30 p.m. During these times, it is strictly prohibited to use the training track (the orbit).
4. Any change of the harrowing time requires the notification of the raceway users and can be made only upon the decision of the Racing Department manager.
5. From April 1st to October 31st, training rides on the working and training track (orbit) are held to the left ("Warsaw style") on Mondays and Wednesdays, and from November 1st to March 31st – on Mondays, Wednesdays and Fridays. On the remaining days, training rides are held to the right ("Wrocław style").
6. The raceway of the track for flat racing can be used only after races. In justified cases, after obtaining the written consent of the Racing Department manager it is possible to use the raceway for flat races on other days.
7. The raceway for fence races may be used until Tuesday preceding the racing Sunday, before 12 noon.
8. The raceway for obstacle races may be used until Tuesday preceding the racing Sunday, before 12 noon. Obstacles marked as closed cannot be used during training.
9. Trainers of racing horses and owners of other horses using the Wrocław – Partynice Horse Racecourse training infrastructure are fully responsible for accidents and other adverse events.
10. The staff of the Wrocław- Partynice Horse Racecourse should take special care of horses participating in training during work on the track and in the orbit (and in their vicinity).
11. Trainers of racehorses and other users, including employees of the Wrocław- Partynice Horse Racecourse should immediately inform an employee of the Racing Department of any breach of the Regulations and of any case relevant for safety.
12. The following sanctions will apply for breaching the regulations:
 1. A written reminder in the first case of breach
 2. A written reprimand in the second case of breach
 3. Any subsequent case will have a financial penalty of PLN 500
 4. For every gross violation of the regulations – deprivation of the right to use the infrastructure of the Wrocław-Partynice Horse Racecourse with immediate effect.
13. In case of any incurred damage, the Wrocław-Partynice Horse Racecourse will claim civil damages, regardless of the amount of the contractual penalties paid.

K-9 Procedures for fencing condition inspections at the Wrocław- Partynice Horse Racecourse			
Applicable to	Technical Administration and Infrastructure Department	Implementation date	July 20th, 2020
Person responsible for supervision	Horse Racing Department Manager Leisure Riding Department Manager	Date of last update	July 20th, 2020

Abstract

Instructions concerning the inspection of the consistency of fencing conditions at the Wrocław-Partynice Horse Racecourse.

PROCEDURE

1. The manager of the Technical Infrastructure and Administration Department should inspect the condition of fencing around the facility, including the racetrack, the entrance gate to the racetrack and the barriers at the Wrocław-Partynice Horse Racecourse.
2. The person responsible for inspecting the condition of fencing, the entrance gate and the barriers on the premises of the Wrocław-Partynice Horse Racecourse on a given day is designated by the manager of Technical Infrastructure and Administration.
3. The fencing around the racetrack, the entrance gate to the racetrack and the entrance barrier to the area of the Wrocław-Partynice Horse Racecourse are inspected every Monday, by 10:00 a.m at the latest.
4. Each time any damage that is found after an inspection of the fencing condition, the entrance gate to the racetrack and the entrance barrier to the area of the Wrocław-Partynice Horse Racecourse, a memo should be drawn up by the person performing these activities.
5. The memo should contain information on the number of damage cases and their exact locations.
6. The person performing the inspection should immediately submit the memo to the manager of the Technical Infrastructure and Administration Department.
7. In case of any damage or defects, the manager of the Technical Infrastructure and Administration Department should present the memo to the director of the Wrocław-Partynice Horse Racecourse.
8. The person responsible for repairing the damage will be appointed by the manager of the Technical Infrastructure and Administration Department.

K-10 OHS instructions concerning the lead machine for horse training			
Applicable to	Leisure department, racing department	Implementation date	July 20th, 2020
Person responsible for supervision	Horse Racing Department Manager Leisure Riding Department Manager	Date of last update	July 20th, 2020

Abstract

OHS instructions concerning the operation of the lead machine for horse training, applicable on the territory of the Wrocław-Partynice Horse Racecourse

GENERAL REMARKS

1. The lead machine for horse training is a device intended for providing exercise and training for 8

saddle horses, walking or trotting.

2. The operation of the machine for horse training should be entrusted to an adult employee with valid medical examinations, who has received workplace training in the scope of OHS and machine operation and is familiar with the operation and maintenance documentation of the machine.
3. The horse training machine may only be utilised in accordance with its intended use.
4. Only employees of the Wrocław-Partynice Horse Racecourse and employees authorised by stable leaseholders will have the right to operate the machine for horse training.
5. The whole machine must be visible from the location where the controls are installed.
6. The employee who operates the machine is responsible for ensuring safe working conditions.
7. At all times during training, the person operating the machine should be close to the controls and observe the training and operation of the machine.
8. It is prohibited to have any people present within the operating radius of machine arms.

ACTIVITIES BEFORE THE COMMENCEMENT OF WORK

1. Before turning on the power supply of the machine drive, it is necessary to check:
 1. the condition of the guards of the drive V-belts
 2. the condition of the electrical system.
2. The direction of movement should be set with a switch. Briefly turn on the machine without horses present with the button to check its operation. After checking, the machine should be turned off with the red button.

PLEASE NOTE: The device cannot be activated if persons are present within the operating radius of the machine arms.

ACTIVITIES DURING WORK AND UPON ITS COMPLETION

1. The halter of the horse should be attached to the lead at the machine arm. (This does not apply to horse walkers)
2. After the horses have been attached to the machine arms and the employees have left the operating range of the machine, set the direction of movement of the machine with the switch.
3. Set the required machine speed with the button.
4. Keep the machine under constant supervision during training from the controls location.
5. If it is necessary to change the direction of machine movement, power supply should be disconnected using the red button, after which it is necessary to wait for a moment until the machine and the horses stop, and then switch on the appropriate direction of movement with the button.
6. After attaching the horse to the machine arm, make sure that the clasp is properly fastened and secured.
7. In the event that the horse becomes detached or breaks off from the arm, the machine must be stopped immediately. the loose horse must be caught as soon as possible while observing the necessary safety measures.
8. An employee operating the machine controller may set the speed of rotation so as to allow horses to walk or trot. The speed should be adapted to the horses that are currently using the machine.
9. After work completion:
 1. Disconnect the power supply to the drive and protect the cabinet with controls against opening and the activation of the drive by unauthorised persons,
 2. uncouple the horses from the lead and bring them outside the range of the machine arms,

3. order the workplace.

PROHIBITED ACTIVITIES

1. Staying within the operating radius of the arms of the moving machine.
2. Leaving the machine controls box open without any supervision.
3. Introducing horses or walking into the machine during its operation.
4. Using the machine for purposes other than intended.

FINAL REMARKS

1. In the event of a failure or malfunction of the machine, disconnect the power supply to the drive.
2. Any technical faults or damage must be reported immediately to the superior.
3. During repairs and maintenance of the machine, it should be disconnected from the mains and the controls should be secured against accidental power-up.
4. The controls and workplace of the horse training machine should be kept clean.
5. A maximum of 8 horses may be attached to the machine at a time (in accordance with its intended use), and they should be placed in a manner preventing them from endangering one another (the stallions should not be placed behind the mares, etc.) or the persons operating the machine.
6. At least two persons are required to operate the machine – one to operate the controllers located in a box mounted on the façade of the stable building nearby, the other to guide and tie the horses to the machine.

K-11 OHS instructions applicable to the shoeing of horses			
Applicable to	Leisure department, racing department	Implementation date	July 20th, 2020
Person responsible for supervision	Horse Racing Department Manager Leisure Riding Department Manager	Date of last update	July 20th, 2020

Abstract

OHS instructions applicable to horse shoeing at the Wrocław- Partynice Horse Racecourse.

ACTIVITIES BEFORE THE COMMENCEMENT OF WORK

1. The person authorised to shoe horses owned by the Wrocław-Partynice Horse Racecourse must be a qualified shoeing specialist.
2. Employees assisting in the shoeing of the horses of the Wrocław-Partynice Horse Racecourse must be sober, have valid medical examinations without any contraindications to perform work and be trained in the scope of occupational health and safety.

ACTIVITIES DURING WORK

1. The shoeing of horses should be carried out in the corridor of the stable or in a place which ensures the least mobility of the horse, and at the same time guarantees a safe evacuation route for the blacksmith and other persons involved in the shoeing.
2. Passing the horses or any movement of persons near the horse that is being shod is prohibited.

ACTIVITIES AFTER WORK COMPLETION

1. After the completion of work, employees participating in the shoeing shall place the horse in the horse box.

IT IS HEREBY PROHIBITED TO

1. Perform sudden movements that could startle the horses.
2. Approach the immediate vicinity of the horse in a manner that is unnoticeable to the animal.
3. Emit sounds that could scare the horses.

HOW TO PROCEED IN EMERGENCY SITUATIONS

1. In case of doubts as to the manner of work performance, the employee should contact his or her immediate superior.
2. Any accidents at work should be immediately notified to the immediate superior.

K-12 Regulations for use of the horse trail			
Applicable to	Leisure department, racing department	Implementation date	July 20th, 2020
Person responsible for supervision	Leisure Riding Department Manager	Date of last update	July 20th, 2020

Abstract

Regulations for use of the horse trail at the Wrocław-Partynice Horse Racecourse.

PROCEDURE

1. The horse trail is intended for tourist, leisure and training use of horses.
2. Horse riding is allowed only on designated routes, marked with information boards with an inscription "the horse trail".
3. The trail has terrain characteristics. There are no special improvements that increase safety, therefore special care should be taken on the trail.
4. Each adult user uses the trail under his/her own responsibility and any children use it under the responsibility of a legal guardian or an instructor under whose care they remain during the activities.
5. Abandoning the trail is only allowed in situations of higher necessity (saving the life and health of people or horses, bypassing any encountered obstacles, etc.).
6. Individual sections of the trail can be closed periodically due to maintenance or construction works.
7. Riders are obliged to clean up after their horse after passing through footpaths.
8. Riding on the trail can be carried out using all horse gaits, whereas when riding a racing horse only

walking or trotting is allowed.

9. Crossing the footpaths is allowed only in places marked with the boards: "Attention. A horse pass" and it requires special caution from the riders. Riders on horseback when approaching the pedestrians using these paths, are obliged to warn them with an announcement: "Watch out!".
10. The passes may be crossed only when trotting.
11. Users of the horse trail should comply with the rules of social coexistence and cultural behaviour.
12. Riders will be subject to the following sanctions for breaching the Regulations:
 1. A written reminder in the first case of breach.
 2. A written reprimand in the second case of breach.
 3. Any subsequent case– a financial penalty of PLN to the amount of PLN 500.
 4. For each subsequent breach of the regulations- immediate exclusion from the use of the horse trail.
 5. In case of the employees of the Wrocław- Partynice Horse Racecourse, penalties for breach of order will be applied in accordance with labour law.
13. In case of any incurred damage, the Wrocław-Partynice Horse Racecourse will claim damages, regardless of the amount of the contractual penalties paid.