Livery Service Agreement

Between

1. Aberystwyth University

Visualisation Centre, Penglais, Aberystwyth, Ceredigion, Wales SY23 3BF (“the University”)

and

1. Customer’s name (write in below):

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Customer’s address (write in below):

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(“the Customer”)

each a **“Party”** and together the **“Parties”** for the provision of **A DIY LIVERY SERVICE (“the Livery Service”)** in respect of a horse owned by the Customer known as

Horse’s Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport No:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(“the Horse”)

This Agreement is made on the following terms and conditions.

1. LIVERY SERVICE - THE UNIVERSITY’S OBLIGATIONS

In return for payment of the charges set out below at Clause 6 (the “Charges”), the University undertakes to provide the Customer with the following services, facilities and materials at the University’s Lluest Equine Centre (the “Livery service”):

* A Do It Yourself stable/loose box for the Horse without rubber matting (the location of which may be varied by the University at its sole discretion);
* Field turn-out for the Horse subject to ground conditions. This may be for limited duration in periods of bad weather (the location of which may be varied by the University at its sole discretion);
* Secure storage, of reasonable capacity, for the Horse’s saddle and associated tack;
* Limited storage for feed and for the Horse;
* Use of two large (60m x 30m) riding schools (one indoor). There is also a horsewalker, round pen, weighbridge and two DriMee solariums. These will be available subject to availability, outside of timetabled teaching hours;
* Maximum of 5 unopened bales of shavings upon arrival and maximum of 2 bales per week thereafter.
* Any hay and shavings provision not used, is non-transferable (week by week or livery to livery) and non-refundable.
* A copy of the University’s Livery Code of Practice.

2. CUSTOMER’S OBLIGATIONS

2.1. The Customer requests and agrees to pay for the Livery Service specified in this Agreement.

2.2. The Customer understands and accepts that the University’s Livery Code of Practice is an integral and binding element of this Agreement.

2.3. The Customer understands and accepts that the following items are not provided by the University as part of the Livery Service and must be undertaken or arranged by the Customer at the Customer’s own expense:

* At least twice daily, to check and provide the Horse (as necessary) with water, forage and feed;
* At least twice daily, to carry out routine stable management and check the welfare of the Horse in accordance with the Livery Code of Practice;
* Providing adequate bedding for the Horse in its allocated stable/loose box:
* Ensuring that the Horse’s vaccination programme (as specified in the University’s Livery Code of Practice) is up to date and recorded on a valid DEFRA-approved passport;
* Ensuring the Horse has been microchipped and registered on the Central Equine Database;
* Ensuring the Horse has been blood tested for Strangles, no longer than two weeks before the Horse’s arrival at Lluest Equine Centre;
* Arranging veterinary and dental treatment for the Horse as necessary;
* Arranging shoeing and farrier services for the Horse;
* Arranging, and maintaining for the duration of this Agreement, Public Liability Insurance cover for the Horse to a minimum claim cover level of two million pounds (£2 million);
* Transporting the Horse to and from the University’s premises at the commencement and termination or expiration of this Agreement.
* Follow the worming programme.

4. INSURANCE

4.1. As specified in 2.3 above, the Customer is obliged to arrange, and keep in place for the duration of this Agreement, adequate Public Liability Insurance cover in respect of the Horse and shall show evidence of such insurance at the request of the University.

4.2. The University does not provide or arrange insurance cover against theft of the Horse or its saddle, tack or associated equipment, nor against accidental injury to the Horse and any associated veterinary fees. It is the responsibility of the Customer to arrange any such insurance as the Customer deems appropriate.

5. LIABILITY AND INDEMNITY

5.1. The University shall not be liable for the loss of the Horse through theft, except where such loss occurs as the direct result of proven negligence on the part of the University. In any event, the University’s maximum liability in respect of any such loss shall be limited to £2,500 (two thousand five hundred pounds).

5.2. The University shall not be liable for the death of the Horse through illness or injury, except where the death occurs as the direct result of proven negligence on the part of the University. In any event, the University’s maximum liability in respect of any such loss shall be limited to £2,500 (two thousand five hundred pounds).

5.3. The Customer agrees to indemnify the University against any claims made by third parties in respect of any loss injury or damage caused by the Horse or arising from the Customer’s use of the Horse.

5.4. The University shall not at any time have any liability whatsoever to the Customer or any other third party as a consequence of this Agreement.

5.5. In the event that the Customer is not the legal owner of the Horse, the Customer:

* warrants that he/she has full delegated authority from the Horse’s legal owner for the supervision, care and control of the Horse, and
* warrants that he/she is acting with the knowledge and full consent of the owner in arranging livery for the Horse, and
* undertakes to indemnify the University against any claim whatsoever which may be made by the owner in respect of the Horse.

6. CHARGES

6.1. The University shall make a charge to the Customer for the provision of the Livery Service as specified in this Agreement (the “Charges”) as detailed below.

6.2. To secure an offered livery place; a deposit of £100.00 is charged at the time of a livery place being offered.

At the end of the contractual period this deposit will be refunded. If necessary, any outstanding Charges incurred will be deducted from this deposit on departure, at the end of the contract period.

6.3. The Charges for the Livery Service shall be as follows:

|  |  |
| --- | --- |
| Item  | Charge (including VAT) |
| **WINTER LIVERY CHARGES** SHAVINGS OPTIONStable, turn-out (may be restricted in wet weather), storage facilities, use of facilities, Ad lib hay, maximum 5 bales of Shavings on arrival and a maximum of 2 bales per week thereafter.  | £70.00 per week |
| CHOPPED STRAW OPTIONStable, turn-out (may be restricted in wet weather), storage facilities, use of facilities, Ad lib hay, 5 bales of chopped straw on arrival and 2 bales per week thereafter. | £65.00 per week |
| **SUMMER LIVERY**Stable, turn-out, storage facilities, use of facilities, Hay. **Bedding not included** | £50.00 per week |
| **FULL LIVERY** As winter Livery plus* Mucking out
* Hay and water
* Feed as required
* Turning out and bringing in (Change rugs if needed)
* Wash legs (if needed)
* Ridden exercise not included (if this is required please discuss with the Yard manager)
 | £150.00 per week(This fee is additional to winter livery fees) |
| Bring in/ Turn out | £5.00 each journey |
| Mucking out/ hay/ water | £15.00 per day |
| Wormers and Faecal egg counts | At Cost |
| Extra Shavings  | £8.40 + VAT |
| Handling for a professional (ie Vet/physio) | £20.00/visit |

6.4. Invoices will be sent to registered email monthly in arrears.

6.5. Terms of business are payment on receipt of invoice within 30 days.

6.6. The quoted Charges for the Livery Service are inclusive of VAT. In the event that the rate of VAT is changed by Government during the life of this Agreement, the new VAT rate shall be applied to the Charges from the date at which the change takes place.

6.7. The Customer agrees to pay in full to the University the Charges stated on each invoice on receipt, and not to withhold or offset any amount therefrom for any reason.

6.8. Failure to pay an invoice in full when due shall constitute a material breach of this Agreement and may result in termination and/or legal action to recover amounts outstanding.

6.9. If the Customer chooses to temporarily or permanently remove the Horse from the University’s livery facilities under any circumstances there shall be no entitlement to refund or suspension of the Charges. However, the University will, at its sole discretion, consider varying or suspending the Charges in the event that the Horse has to be removed for urgent veterinary treatment or in the event of long term injury or death of the horse.

6.10. In the event of 6.9, the Customer must give at least 7 days’ written notice of the period of removal via email to Jennifer Lawrence at jel27@aber.ac.uk.

6.11. Prices are determined on the cost of bedding and forage at the time of publishing this agreement. If there is a significant increase in the cost of bedding and/or forage during the term of this agreement the cost of livery will need to increase to cover this cost. A minimum of 4 weeks’ notice will be given of any increase.

7. PERIOD OF SERVICE PROVISION

7.1. The provision of the Livery Service shall commence on Friday 23rd September 2022 and shall continue until Sun 04 June 2023 unless otherwise terminated in accordance with clause 8 of this Agreement.

8. TERMINATION

8.1. If an end-date is specified at 7.1 above, this Agreement and the provision of the Livery Service shall naturally expire and be terminated at 12noon on that date.

8.2. Irrespective of the period of notice specified in 6.9 above, the University shall have the right to terminate this Agreement with immediate effect in the event of any of the following:

* if the horse exhibits any habits, symptoms or other characteristics which, in the opinion of the University may be detrimental or injurious to the University’s staff, students, property or other livery customers or their horses. In this context, “symptoms” includes contagious or infectious illness or disease;
* if the Customer is in material breach of this Agreement. Material breach includes, but is not limited to, unacceptably low standards of care of the Horse; poor maintenance of the allocated stable/loose box, and adjacent yard areas and facilities; inadequate care or mistreatment of the Horse (in the opinion of the University);
* if the Customer ceases to be a student at the University.
* 8.3. In the event of termination for any reason specified at 8.2 above, the Customer shall arrange removal of the Horse from the University’s premises within 7 days of receiving notice of such termination from the University. If the horse is not removed by the Customer within that period, the University shall have the right to:
* levy a charge on the Customer for each day that the Horse remains on the University’s premises, equivalent to the University’s then current daily charge for a full livery service, and
* arrange for the transportation of the Horse to the address of its Owner and recover from the Customer any expenses incurred in so doing.

9. GENERAL

9.1. A person who is not a party to this Agreement shall not have any rights under or in connection with it.

 9.2. The University shall not be responsible for any loss, damage or expense resulting from any delay, variation or failure in the provision of the Livery Service arising from circumstances beyond the University’s reasonable control, including (but not limited to) earthquake, flood, storm, act of God, epidemic or pandemic, national emergency, riots, industrial disputes (including those which may involve its own staff), interruption of services rendered by any public utility or interference from any local or national government agency or official. These limitations will not apply insofar as any liability may not be excluded under the Unfair Contract Terms Act 1977.

9.3 This Agreement shall be governed and construed in accordance with the laws of England and Wales and the Parties agree to the exclusive jurisdiction of the English and Welsh Courts.

9.4 This Agreement may be executed in one (1) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A signed copy of this Agreement delivered by e-mailed portable document format file or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

9.5 Any variation to this Agreement shall require the written agreement of the Parties.

IN WITNESS WHEREOF this Agreement is executed as follows:

|  |  |  |
| --- | --- | --- |
| for and on behalf of Aberystwyth University |  | for and on behalf of the Customer |
| Signed: |  |  | Signed: |  |
| Name: |  |  | Name: |  |
| Title: |  |  | Title: |  |
| Dated: |  |  | Dated: |  |

**Livery Code of Practice**

1. INTRO

1.1. Lluest Equine Centre is part of Aberystwyth University’s Institute of Biological, Environmental and Rural Sciences. We strive to achieve the highest possible standards of stable management, horse welfare and health & safety along with a practical, professional image.

1.2 The Centre is open daily for visits and inspections. We expect the same high standards as in point 1.1 from our livery clients and students.

1.3 The DIY (do-it-yourself) livery yards are often the first to be seen by visitors and it is essential that they are always presentable and that livery customers conduct and present themselves in a manner that reflects the University’s high standards.

1.4 This Code of Practice provides information and guidance on the obligations of livery customers in respect of their use of the facilities provided for them, and the standards of conduct expected by the University.

1.5 This Code is an integral part of the formal livery agreement that livery customers enter into with the University, and compliance with this Code is a condition of that livery agreement.

1.6 The term owner shall apply to the legal owner, anyone purporting to the legal owner or any authorised person authorised by the legal owner to have charge of the horse

1.7 We hope you enjoy your time as a livery customer at Lluest Equine Centre.

2. STAFF CONTACTS

2.1 The following members of staff are the key contacts for livery customers:

 Hannah Appleton htt@aber.ac.uk Yard Manager

 Caryl Thomas crw14@aber.ac.uk Equine Instructor

 Jennifer Lawrence jel27@aber.ac.uk Equine Instructor

2.2 If you have any practical queries or difficulties whilst you are a livery customer at Lluest please contact one of the staff members in the first instance. They will attempt to answer queries and help resolve any difficulties.

3. PER-ARRIVAL ARRANGEMENTS

3.1. DEPOSIT

Prior to the arrival of your horse at Lluest Equine Centre, a deposit of £100 (one hundred pounds) should have been paid to secure your place. To secure a reservation this deposit must be paid within 14 working days of being offered a place. After this point the reservation will be lost and the place will be awarded to the next applicant on the waiting list. This deposit will be refunded at the end of the contractual period. If necessary, any outstanding charges incurred during the year will be deducted from this deposit on departure, at the end of the contract period.

3.2 Notice of cancellation in writing before the start of term will be accepted and a full refund will be issued. Once a place has been accepted, if the student fails to take up the livery after the start of term, the £100 deposit is non-refundable, unless the cancellation arises due to:

* examination results below the course entry requirements
* if attendance is precluded on medical grounds (confirmed by a GP)
* if attendance is precluded on veterinary grounds (confirmed by a vet)

3.3. VACCINATION RECORDS, PASSPORT, MICROCHIP, STRANGLES TEST and INSURANCE

* Your horse must have a valid DEFRA approved passport and be fully vaccinated against influenza and tetanus prior to its arrival at Lluest Equine Centre. Horses moving to Lluest Equine Centre must have had their influenza vaccination within 6 months of arriving at Lluest Equine Centre. Horses that are resident on site must be vaccinated against equine influenza every 12 months.
* Your horse must have a microchip registered on the Central Equine Database. Please see the BHS website for more details.
* Your horse must have been blood tested for strangles no longer than 2 weeks before its arrival at Lluest Equine Centre.
* You must have Public Liability Insurance cover of £2million or above for your horse.

Proof of the up to date passport, vaccination records, a clear strangles test and insurance certificate must be sent to the Hannah Appleton (htt@aber.ac.uk) in advance of your horse’s arrival.

3.4 You will be added to the dedicated private and closed Facebook group ‘Lluest Liveries’ as this is one of the primary methods of communicating information to the livery customers along with email communication.

3.5 If your horse shows any sign of illness such as an increased temperature, cough, mucus from the nose, is off its food or has any skin conditions, you **MUST NOT** transport your horse to Lluest Equine Centre, Aberystwyth University. Please call the yard manager Hannah Appleton for advice on 01970 621676.

3.6 We have limited storage space for trailers and 3.5 tonne vehicles. If you will require this then please get in touch with the yard manager Hannah Appleton via email (htt@aber.ac.uk) for further information.

4. ON ARRIVAL

4.1 The earliest arrival date available for your horse is the Friday 24th September 2021. If your degree scheme teaching starts earlier than this please contact Hannah Appleton (htt@aber.ac.uk). On arrival you will be able to park your horse transport and own vehicle in close proximity to your stable whilst your horse and equipment/supplies are unloaded. After this time livery customers may only park their car in the allocated parking which is situated below the livery yard and can be accessed through Llanbadarn Campus, Aberystwyth University.

4.2 Horses are required to arrive between 8am and 4pm. You will be met by a member of the Equine Centre staff team. A visual health check of your horse will be carried out. Lluest Equine Centre staff cannot accept onto the yard any horse which the staff suspect may be carrying an infectious or contagious disease.

4.3 You will be required to provide a faecal sample as soon as practically possible after arrival. This will be sent for analysis at our vets, which will then determine if your horse is to be wormed. If your horse requires worming it must be remain in his stable/ box for 48 hrs before it can be turned out. You will have access to turn out pens during this time, but please make sure any droppings are removed.

4.4 You will be sent an ‘Emergency Plan for My Horse’ that needs to be read, considered, filled in and returned to Hannah Appleton no later than 48 hrs after your horses arrival.

5. EQUIPMENT REQUIREMENTS

5.1 You will need to provide your own water buckets and feed buckets, haynets, wheelbarrow, mucking out and sweeping equipment. These must be clearly labelled to identify them as your property. You will also need to supply your own feed storage ie. Bins.

5.2 Your horse’s tack and belongings must be clearly marked to make them readily identifiable. There is limited tack room space so please ensure all equipment is stored in labelled boxes. You will be provided with a saddle rack with bridle hook and a rug rack to store your rugs. Please do not bring any rugs or equipment that you will not need as storage is limited.

5.3 You must have an active Aber Card as this will give you access to the tack room.

6. FORAGE, FEED AND BEDDING SUPPLIES FOR YOUR HORSE

6.1 The sourcing and purchase of hard feed for your horse is your responsibility.

6.2 The University cannot supply you with these items, but we can provide you with contact details for local suppliers who can provide you with your requirements (See details at the end of this document).

6.3 Shavings and hay are supplied by Lluest Equine Centre as part of your livery costs. Due to limited storage facilities, only forage/ bedding purchased from the University is allowed, unless prior permission has been granted by the Equine Centre manager.

6.4 On arrival you will be supplied with a maximum of 5 bales of shavings and then a maximum of 2 bales per week thereafter to be collected on a Sunday between 8am and 10am. Extra bedding can be purchased as required. Please contact a member of the equine team.

6.5 Any hay and shavings provision not used, is non-transferable (week by week or livery to livery) and non-refundable. Hence each livery should not have more than 2 bales of shavings in their possession at any one time unless they have purchased extra.

6.6 Shavings are collected on Sunday for the forthcoming week. When leaving you will be charged to the date that you leave hence Shavings should be collected in relation to your departure day. Leaving Monday- Wednesday collect 1 bale of shavings. Leaving Thursday- Sunday collect 2 bales of Shavings.

7. WORMING PROGRAMME

7.1 Your horse must be wormed in accordance with the University’s own worming programme, which has been developed in consultation with the Equine Centre’s vet.

7.2 As part of the worming programme, you will need to provide the equine staff with a faecal sample as soon a practically possible on arrival, this will then be sent to our vets for analysis. Depending on the results your horse will either be prescribed a wormer, and will have to remain stabled for 48 hrs, or it will be allocated a field for turn out.

Following on from this; your horse will be wormed in November and need to remain stabled for 48 hrs. Faecal egg counts will be carried out in spring and summer and your horse treated as required. A tape worm saliva test will need to be carried out in the summer and your horse will be treated depending on the results. You will be charged accordingly for the faecal egg counts, saliva tests and subsequent wormers.

Here at Lluest Equine Centre we treat our horses for liver fluke in mid-winter. You may, either treat your horse for liver fluke, or get your horse blood tested to determine if you horse has had contact with liver fluke. If you choose to have your horse blood tested you must arrange, at your own expense, for the vet to carry out the blood test. The results must be communicated to the Equine Centre manager (Hannah Appleton). If you choose to treat your horses for liver fluke you will be charged accordingly.

7.3 The worming programme is essential for the well-being of all the horses at Lluest. Failure to adhere to that programme may mean that you are not permitted to turn-out your horse until the situation has been rectified to the satisfaction of the equestrian centre manager.

8. FIELDS AND TURN-OUT

8.1 Fields for turn-out are limited at Lluest Equine Centre. Allocation will take account of the number and genders of horses being accommodated and the availability of suitable fields at Lluest Equine Centre. The allocation and availability of turnout may be varied from time to time to take account of changing circumstances.

8.2 You will be shown directions to the correct field. Livery customers must only use the fields allocated to them for turn-out.

8.3 Horses are turned out in groups. We do not have any individual turnout available. We do try not to mix mares and geldings in the same fields. Once we have found groups of horses that appear happy together, we will try not to change them.

8.4 Horses will be introduced in a safe manner, over the fences in fields close to the yard or using the turnout pens. Once happy they will then move to their winter grazing.

8.5 Our land management means that you DO NOT have to pick up droppings from your fields but please do pick up or move the dropping to the verge on the roads to and from the fields.

8.6 If ground conditions deteriorate due to adverse weather conditions (e.g. heavy/persistent rain or snow) the Equine Centre manager has the right to restrict or suspend turn-out in order to protect the ground or to allow it to recover. Livery customers will be advised of any such restriction or suspension. If restriction or suspension of turn-out is prolonged, arrangements will be made to provide you with loose-schooling in the round pen or access to the turnout pens at allocated times. Feeding forage in the fields is prohibited.

8.7 If your horse is found to be a kicker or exhibit other anti-social characteristics (e.g. rug tearing, tail chewing etc.), please be advised that you may be liable for charges to repair/replace rug. If this behaviour persists Aberystwyth University may have to terminate your livery contract.

8.8 If only two horses are turned out together one horse must never be removed leaving a single horse on its own.

8.9 No horses are to be turned out before 7am or left out after 5.30pm or dark depending on which comes first. You must wear a Hi-Viz tabard when turning out/ bringing in your horse from the field

8.10 Please check your field daily and ensure all gates are closed and troughs are full of clean water. **Please report any damage to fences, troughs etc. immediately.**

9. HORSE WELFARE/YARD DUTIES

9.1 Your horse must be fed, watered, mucked out and your allocated yard duties completed by 9.00am every weekday and by 10.00am on weekends. If during summer months, your horse is turned out overnight or 24 hours per day you must check on its welfare at least twice daily, with the first check carried out by 9.00am at the latest. Such checks must include adequacy of water supply and the general safety of the paddock and its fencing.

9.2 Livery yards must be kept tidy and all safety procedures followed.

9.3 Your horse must be attended to BEFORE any timetabled duties/ practicals on the University yard. You cannot be late to or leave your timetabled lectures/ duties/ practicals to attend to your horse.

9.4 If you intend to be away from University for any period, you must provide the Equine Centre manager with information of who is to be responsible for your horse at least 7 days in advance. Please follow the procedures of sections 12.4 & 12.5 Health and Safety.

9.5 If you fall ill and are unable to attend to your horse; please let the yard staff know as soon as possible that you are ill. Please follow the instructions in section 9.4 above and 12.4 & 12.5 below.

9.6 If your horse requires emergency welfare care from Lluest Equine Centre staff or a qualified vet you will be charged accordingly at emergency labour costs for that care.

9.7 If you fail to meet the criteria of 9.1 which includes providing unacceptably low standards of care to your horse (failure to provide proper care to feet, teeth) and/ or mistreatment of your horse (in the opinion of the Equine Centre staff) to include incorrectly fitted tack then your contract with Aberystwyth University as a livery at Lluest Equine Centre will be terminated.

10. BIOSECURITY & CARE AND SUPERVISION OF YOUR HORSE

10.1 We follow a basic biosecurity protocol from the British Equestrian Federation to try and prevent infectious disease. Ensure that you do not share equipment between horses (for example grooming kit or feed buckets). (https://www.britishequestrian.org.uk/assets/equine/Biosecurity/Biosecurity/Biosecurity\_and\_Biocontainment\_Advisory\_Document\_2018\_rev.pdf)

10.2 If your horse shows any signs of ill health such as an increased temperature, cough, mucus from the nose, is off its food or has any skin conditions whilst in residence at Lluest, you must inform the yard manager immediately.

10.4 If your horse is not receiving turn-out, it must be exercised daily (unless injured, on box rest, or otherwise advised by a vet) and ideally both am and pm.

10.5 Horses must not be turned loose in the indoor or outdoor arenas.

10.6 You must not tie your horse to any fencing nor to fittings on stables that are not intended for that purpose. This includes hinges and bolts on stable doors. Horses are not to be tied up outside their stables.

11. USE OF EQUINE CENTRE FACILITIES

11.1 The Equine Centre opening hours are STRICTLY 0630 – 19.00 unless prior permission has been granted by the Equine Centre manager or emergency veterinary assistance is required.

11.2 The facilities at the Equine Centre include two large (60m x 30m) riding schools (one indoor). There is also a horse-walker, round pen and a weighbridge. Both livery yards include Dri-Mee Solariums.

11.3 All of these facilities are available for free-of-charge use by Lluest livery customers, provided that they are not required at the time for Equine Centre use or a commercial booking. Equine Centre use and commercial bookings take priority. Livery customers are requested not to disturb commercial hirers who are using the schools.

11.4 Livery customers will be advised regularly of commercial bookings of the schools via the private Facebook group. Any queries about availability of the facilities should be directed in the first instance to any yard staff.

11.6 No external coaches (in person OR online) are permitted to teach at Lluest Equine Centre unless it is within an organised clinic.

11.7 Riding School rules - Users of the riding school are required to comply with the following rules (which are essentially a list of common-sense and courteous behaviours):

• Knock & wait for permission to enter.

• School doors/ gates must always be shut when any horses are in the school.

• When approaching other riders, pass left hand to left hand.

• Riders at walk must work away from the track.

• Halt away from the track and do not impede other riders.

• Do not pass slower riders from behind. Circle or turn away.

• Warn all riders if you intend to leave the school.

• You must be accompanied when using any of the jumps.

• Show jumps must be put away neatly outside the schools after use.

• Feet must be picked out before leaving the arenas.

• The schools MUST be skipped out immediately after use, using the gloves provided.

• Lights must be turned off immediately after use by the last person.

12. HEALTH AND SAFETY (INC. DRESS CODE)

12.1 The University views personal safety and safe practice as a prime concern in the conduct of activities on its premises, and has robust health and safety policies and procedures.

12.2 The Head the Universities health and Safety department has operational responsibility for the Equine Centre’s Safety Policy and Procedures. Yard staff are responsible for day to day compliance with safety policy and procedures at the Equine Centre.

12.3 As a livery customer, you have a duty to ensure your own safety and welfare and that of others around you who may be affected by your or your visitor’s actions. Visitors are limited to a max. of 2 per livery customer at any time. Under no circumstances are any visitors that you invite onto the yard to interact with any horse not belonging to you or enter stables of any horse not belonging to you. They may interact with your horse, ONLY if they are suitably experienced around horses, have personal accident cover and only if they are aware of the correct procedures to ensure their and others safety around the horse. It is YOUR responsibility to ensure that any visitors you have on the yard adhere to and follow all rules within this code of practice and the livery agreement. Failure to do so will result in termination of your livery agreement with Aberystwyth University.

12.4 Other people riding and attending to your horse’s welfare: If you allow another person to ride or attend to your horses welfare needs, this person must have been introduced to staff and provided proof of their public liability insurance or you must ensure that your insurance policy covers this person to look after your horse. You are not to pay any one to attend to your horse.

12.5 Absence and Illness: If you fall ill or plan to be away from the University for any period of time, you must provide the Equine Centre manager with information via email of who is to be responsible for your horse during this time and if they have permission to ride your horse. For planned absence, you must do this at least 7 days in advance. The suitable person must have been introduced to the yard staff. They must also have their own personal accident/ public liability insurance of which proof must be provided.

12.6 Lone Working: You MUST ensure that you notify the yard staff if you need to visit the Equine Centre out of hours (0630-19.00) to attend a sick horse or to attend to your horse early due to a competition or work commitments.

12.7 First Aid: You must familiarise yourself with the location of first aid kits, which is indicated by appropriate signage on the doors of rooms where they are kept. All yard staff are qualified first aiders.

12.8 Accidents: Please ensure that you report any accident to a member of the yard staff. All accidents must be reported and recorded on an accident report form even if they are minor.

12.9 Dignity and Respect: The University is opposed to harassment / bullying in all its forms. Whether it is on the basis of a person's age, disability, gender reassignment, sex, sexual orientation, race, religion or belief, or for any other reason, harassment / bullying will not be tolerated. For confidential, informal and timely source of information and support on harassment and/ or bullying issues please go online at aber.ac.uk.

12.10 Fire Safety: You must familiarise yourself with the Equine Centre’s fire safety procedures, copies of which are located around the yard. You must also familiarise yourself with the location of fire-fighting equipment including fire extinguishers. To aid controlled evacuation in the event of a fire, a horse head-collar and lead-rope must be left tidily and readily-accessible outside your horse’s door at all times when it is in the stable/ box and at the gate when turned out in the field.

12.11 Smoking is not permitted at any time on ANY livery or University yards or in the outdoor and indoor schools.

12.12 If you need help with an accident, incident or emergency, if necessary, call emergency services on 999. Always contact the Security Desk on 01970 622649 to let them know what has happened and if necessary so they may help you.

12.13 The Equine Centre’s dress code, described below, has been established to ensure safe working practices and to maintain the Centre’s high standards of presentation.

12.14 Riding Hats: An approved riding hat with the chinstrap fastened must always be worn when mounted. The hat must be correctly fitted by a BETA trained retailer (British Equestrian Trade Association) and with a chin strap fastened. Your hat must carry the BSI Kite mark; this complies with the recommendation indicated by the BHS. This will be checked.

12.15 Body Protectors - Must be correctly fitted by a BETA trained retailer and conform to BETA 2009 or 2018 Level 3 (purple label). Body protectors are advised for all riding.

12.16 Clothing - When attending to your horse at livery you must wear sensible, clean, practical and tidy clothing comprising smart trousers, breeches or jodhpurs (if you insist on wearing jeans, they must be smart, tidy and not dragging on the ground); Polo shirt and/or sweatshirt. In hot weather, chino style shorts that are just above the knee and sleeveless polo shirts are acceptable.

12.17 Footwear - sturdy footwear with non-slip soles, preferably waterproof with protective toecaps must be worn.

12.18 Long hair must be tied back at all times.

12.19 Please remember that you are also responsible for making sure that any friends or family who accompany you are wearing the correct protective equipment and are appropriately dressed..

13. HACKING OUT

13.1 Details of local hacks are available on request from Equine Centre staff, or from liveries that know the area.

13.2 When hacking out from Lluest Equine Centre, please note on the white board with your hack plan and approximate time of return. You must also wear a Hi-Viz tabard, which is for both yours and your horse’s safety. Top yard liveries are to note on the white board outside the tack room and the bottom yard are to note on the white board by the toilets.

13.3 It is a breach of traffic regulations to ride a horse on public roads in the dark or in poor visibility. You must not do this. In the winter months we will advise the latest time that you may be out on public roads if required.

13.4 On the neighbouring farms and surrounding countryside of Lluest Equine Centre, you must keep to designated bridleways. You must not assume that a track is a bridleway, even though it may look like one. You must also not ride on pavements or footpaths.

14. LIVERY PAYMENTS

14.1. Liveries will be invoiced monthly in arrears.

14.2 Winter Livery fees will be charged when the horse is stabled over night from early October to late May. Summer livery fees will be charged when the horses are turned out 24/7 from late May till early October. Specific dates will be determined by the Equine Centre manager in relation to the weather.

14.3 Failure to keep up to date with your payments can result in the termination of your contract. The University reserves the right to deny any horse a livery space if the owner has monies outstanding on their account.

14.3. AD HOC COSTS

Any costs of replacement of items or costs of minor repairs/ damage which have been caused by your horse will be charged separately and payment will be required retrospectively via invoice.

15. WHEN YOU LEAVE

15.1 At the termination of your livery agreement you are required to ensure that your allocated stable is mucked out and cleared completely of all bedding and any storage areas are left completely clear, swept and tidy. No clothing, equipment or tack is to be left (unless permission has been granted by yard staff). ANY items left will be disposed of immediately after your horse’s departure.

15.2. You must also ensure that any equipment issued to you is returned to the yard staff. You will be charged a fee for any items not returned and this will be deducted from your deposit.

15.3. If your stable and storage areas are not left in an acceptable condition or any items are not returned an appropriate fee will be deducted from your deposit.

15.4. Your deposit will be refunded at the end of the contractual period. If necessary, any outstanding charges incurred during the year will be deducted from this deposit on departure, at the end of the contract period.

16. LOCAL SUPPLIERS AND SERVICE PROVIDERS

The following list gives details of some local providers who have supplied materials and services to Lluest livery customers. It is not an exhaustive list, and there are many other suppliers and service providers in the area that you are welcome to research and use:

**VETS**

It is VERY important that you PRE-REGISTER your horse and payment details with both practices to avoid delays in receiving a vet in an emergency!

Downes Veterinary Services 01970 624173

(Lluest Equine Centre run offers in conjunction with Downes Vets for liveries)

Ystwyth Vets 01970 612526

**FARRIERS**

John Davies 07738 903309

Chris Harris 07973 600138

Rhydian Evans 07709 851213

**EQUINE DENTISTS**

Geraint and Jess Hughes Equine Dental Services 07974 097571

**FEED & BEDDING MERCHANTS**

Wynnstay Stores 01970 625368

CCF 01970 612690

Charlies Stores Ltd 01970 600230