



ASSOCIATE TRAINING POLICY

Updated 01 December 2025

Associate¹ Training Declaration

Stoke Lane Stables recognises that it is their responsibility to provide training and induction at the start of an associates' role, and continuously during their tenure. Annual appraisals and induction assessments will be used as way of assessing any knowledge gaps to ensure that all associates are aware of their duties to ensure the following:

- Animal welfare, including recognising poor welfare
- Animal handling
- Cleanliness and hygiene
- Feeding and food preparation
- Disease prevention and control
- Recognition and first aid treatment of sick or injured animals

New Associates and Major Changes to Yard Practices' Induction Training

On commencement of their role, all associates will receive an induction to make sure that they are able to achieve the above requirements. This will be reviewed and any major changes to the way the yard is run will also carry further inductions.

This induction training will cover the following:

Orientation - Identification of associates areas including toilets, any lockers, parking etc

- Emergency procedures for people and horses
- First Aid procedures
- Fire Action procedures
- Daily Operations
- Yard Rules and Regulations
- Biosecurity Procedures and Protocols
- Risk Assessments for General duties, fire and horses
- Equine Care Plans
- HR Process', handbooks, time sheets etc

Continuing Associates Training

- Annual appraisal which will be conducted each year and include associate self-assessment
- Planned continued professional development, which is open to suggestion by associates for better engagement
- Recognition of knowledge gaps, any associates that wish to share and conduct in house training with skills they have that other don't – for example clipping skills and experience to managing wounds or repairing tack.
- At least one online course provided by BETA
- Evidence of associates attendance or completion of the training must be provided and recorded in the Stoke Lane Stables Associates Training Schedule and Associates Training Record

¹ **Associate** - A self-employed individual engaged by Stoke Lane Stables to provide professional services, including instructors. Associates are not employees, and this term does not create an employment relationship.