



CASUAL STAFF DETAILS

To bring our records up to date, complete & return the attached form **ASAP**
Please send to: abigail@richmondequestriancentre.co.uk T: 07779 282 665

It is also important to click, download, complete & return the below form:
[CLICK HERE:](#)

Whilst employed as Casual Staff at Richmond Equestrian Centre it is very important to note the following rules & read through the attached documents.
If you have any queries, please do not hesitate to contact me (confidentially).

- WE WOULD LIKE TO REMIND YOU THAT YOUR SAFETY IS YOUR OWN RESPONSIBILITY, WE DO NOT ACCEPT LIABILITY FOR ANY ACCIDENTS, INJURIES, ILLNESS, LOSS OR DAMAGE TO YOU OR YOUR POSSESSIONS - IT IS YOUR RESPONSIBILITY TO WEAR APPROPRIATE CLOTHING & FOOTWEAR & ALWAYS WEAR An REC OFFICIAL GILET/HIGH VIZ TABBARD;
- IF YOU ARE UNSURE ABOUT ANY PART OF YOUR ROLE, PLEASE ASK AN OFFICIAL FOR CLARIFICATION;
- AT ALL TIMES ENSURE YOU ARE AWARE OF YOUR SURROUNDINGS. HORSES ARE UNPREDICTABLE AND SITUATIONS CAN CHANGE AND **ESCALATE EXTREMELY QUICKLY**;
- DO NOT STAND ANYWHERE WITHIN THE CENTRE WHICH COULD **"CORNER YOU"** BY A HORSE & CAUSE INJURY – PLEASE BE VIGILANT;
- YOU MUST NEVER HOLD OR TOUCH A HORSE, OR STAND TOO NEAR A HORSE;
- PLEASE MAKE SURE YOU SPEAK TO OTHER STAFF MEMBERS TO CLAIM YOUR BREAK/FOOD/REFRESHMENTS;
- NO MOBILE PHONES WHILE YOU ARE WORKING (EMERGENCY ONLY);
- IF YOU CANNOT ATTEND REC, PLEASE LET SOMEONE HERE KNOW AT YOUR EARLIEST CONVENIENCE
- YOUR SAFEGUARDING/FIRST AID/HEALTH & SAFETY OFFICER IS ABIGAIL TURNBULL & CONTACTABLE AT ANY TIME CONFIDENTIALLY (07779 282665)

**PLEASE SIGN TO SAY YOU HAVE READ & UNDERSTAND ALL
THE RULES, POLICIES & DOCUMENTS:**

FULL NAME _____

FULL ADDRESS:

NATIONAL INSURANCE No: _____

DOB: _____

MOBILE No: _____

NEXT OF KIN - NAME: _____

NEXT OF KIN (2 x phone numbers): _____

EMAIL ADDRESS: _____

START DATE: _____

(It is important you note the days & hours you work for cross referencing)

ANY IMPORTANT MEDICAL INFORMATION OR ALLERGIES:

PLEASE NOTE THESE USEFUL PHONE NUMBERS:

MAIN REC WORK No:	07564 025 959
ANDREW TURNBULL:	07980 085 165
ABIGAIL TURNBULL:	07779 282 665
LYDIA TURNBULL:	07590 776 714
HENRY TURNBULL:	07412 820 678