



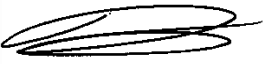
## THE PONY CLUB RISK ASSESSMENT CHECK LIST

### BEAUFORT POLO CLUB POLO & GENERAL RALLIES

Date \_\_\_\_\_ Location BEAUFORT POLO CLUB, DOWN FARM, WESTONBIRT, TETBURY GL8 8QW

Map Reference ST852908 What3Words repeat.definite.stint Event rally Nearest Defibrillator Luckington Community School, The Green, Chippenham, SN14 6NU RECOMMEND DIAL 999 AND ASK FOR NEAREST AED

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Access Road		PC Members. PC Officials. Parents. General Public. Animals. Property.	See joining instructions	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	
Main Entrance & Exit	Sufficient turning space for lorries & trailers to prevent restricting access road  Ground conditions  Alternative road gates	PC Members. PC Officials. Parents. General Public. Animals. Property.	All gates onto roadways closed during rally.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	In winter : wide entrance off access road with metal electric gates leading onto tree lined drive, signage to yard for parking.  In summer: wide entrance off access road through wooden gates follow track to yard for parking.  Good clear view from both ways.  See also generic Covid 19 risk assessment

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By (Print Name) Nicky Davis	Signed 	By (Print Name)	Signed

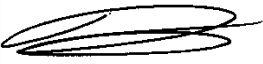
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HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Movements of horses, pedestrians and vehicles on site.	Sufficient turning space for lorries & trailers.  Ground conditions  Unsupervised children  Dogs  Equipment stored in yard  Impact between vehicles, Vehicles vs pedestrians, Vehicles vs horses	PC Members. PC Officials. Parents. General Public. Animals. Property.	Members to be advised that they must lead their ponies into the indoor arena BEFORE mounting.  Parents to be told that any children not riding must remain with their parents and not wander around the area, all buildings are out of bounds.  Any dogs must be left in the vehicles if brought to the rally.  Vehicles entering yard must drive slowly and be aware of horses/children and other vehicles on site.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Good parking area in main yard with plenty of space for lorries and trailers, attendees of rallies must park where requested and not block entrances/exits.  See also generic Covid 19 risk assessment
Slips, Trips & Falls	Electric cables, hoses etc?  Rough Ground	PC Members. PC Officials. Parents. General Public. Animals. Property.	All buildings and areas other than Indoor and outdoor Arenas out of bounds.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Good ground conditions in yard and on all grass areas  All walkways to be kept clear of any equipment.  See also generic Covid 19 risk assessment
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Impact and crush	PC Members, Coach and spectators may become injured	PC Members. PC Officials.	It is the riders/handlers responsibility to ensure their horse is under control at all	HIGH <input type="checkbox"/>	See also generic Covid 19 risk assessment

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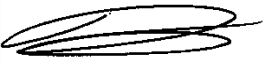
<p>injuries from falls or contact with horses. Included but not limited to ridden activity, officials checks</p>	<p>if crush or impact occurs by being kicked, trodden on or crushed by close proximity to a horse.</p>	<p>Parents. General Public. Animals. Property</p>	<p>times.</p> <p>Spectators are allowed only in the corner with the bench while the rally is in progress.</p> <p>Pedestrians stood in close proximity to horses must be responsible for their own safety and the possibility of crush from hoof to foot contact.</p> <p>Pedestrians and handlers should avoid standing directly behind horses.</p> <p>Any horses that are known to kick must wear a red ribbon in the tail.</p> <p>All riders must wear an approved riding hat at all times when mounted in compliance with PC rules.</p> <p>Congestion building up with horses around entrances to the arena must be monitored and riders/handlers will be asked to move away to create space.</p> <p>It is the parent/rider/handler responsibility to ensure all horse tack is safe, sound, secure and fits correctly.</p>	<p>SIGNIFICANT <input type="checkbox"/></p> <p>ACCEPTABLE <input checked="" type="checkbox"/></p> <p>LOW <input type="checkbox"/></p>	
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
<p>Impact or crush injury when using the arena facility and activity equipment.</p>	<p>Impact or fall injury due to inadequate facility or incorrect equipment used in riding activities</p>	<p>PC Members. PC Officials. Parents. General Public.</p>	<p>Equipment checked before each group as required.</p> <p>Arena and equipment are changed and altered based on activities and rider</p>	<p>HIGH <input type="checkbox"/></p> <p>SIGNIFICANT <input type="checkbox"/></p>	<p>See also generic Covid 19 risk assessment</p>
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		Animals. Property.	abilities by the competent Coach.  Surface Conditions are monitored and are safe.  Any other requirements from the site occupier are taken into account	ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	
Impact and crush injuries from loose horses.	PC Members, Coach, members of the public and spectators may become injured if impact occurs between them and a loose horse	PC Members. PC Officials. Parents. General Public. Animals. Property.	In the case of a loose horse, a warning of 'LOOSE HORSE' must be shouted and action taken immediately to prevent the horse escaping onto the road.  When not being ridden horses/ponies will be kept in their lorry/trailer	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	See also generic Covid 19 risk assessment
Indoor Arena	Equipment Stored in arena  Entrance/Exit doors.  Arena Surface  Spectator area.  Condition of jump stands and poles.  Supervision of members	PC Members. PC Officials. Parents. General Public. Animals. Property.	Inspect school and spectator areas before start of rally.  Entrance/Exit doors supervised and kept closed during rally.  Poles and jump stands checked for defects before being used. Any defective equipment to be reported to rally organiser. Defective equipment not to be used until repaired/replaced. Rally organiser to inform DC of any breakages or repairs required to equipment.  Coaches to supervise all jumping. members to be told that they may only jump when under instruction.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Spectator area for parent/carers overlooking the arena  Surface maintained by Beaufort Polo Club.  Horses and riders about to enter the school must check that there is no one already using the school about to pass by the door and likely to be spooked by the door opening.  See also generic Covid 19 risk assessment

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			All fences to be put away after rally as for Pony Club use only.		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Outdoor Arena	Entrance/Exit doors.  Arena Surface  Spectator area.	PC Members. PC Officials. Parents. General Public. Animals. Property.	Members entering arena must ensure that the entrance is clear of other riders before opening the doors as visibility is limited, in order not to spook ponies already in the arena by opening the door.  Doors must be supervised and kept closed during the rally.  No parents may enter the arena unless requested to do so by the Coach.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Arena and viewing area complete. Spectator area is a raised platform with guard rails.  Surface maintained by Beaufort Polo Club.  See also generic Covid 19 risk assessment
Pitches /stick and ball areas	Ground Conditions  Public Access  Communications	PC Members. PC Officials. Parents. General Public. Animals. Property.	Pitch/stick and ball areas checked thoroughly on day of rally.  Parents to watch from designated area only and to keep non riding children under control and out of the riding area	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	See also generic Covid 19 risk assessment
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Wooden horse	Equipment condition  Supervision	PC Members. PC Officials. Parents. General Public. Animals. Property.	Use of wooden horse only under supervision of the Coach.  Condition of wooden horse checked before each session commences.  Only one child to use the wooden horse	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	See also generic Covid 19 risk assessment

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			at a time.		
Instruction	<p>Instructors Competent? On PC register? Helpers available?</p> <p>Adequate space</p> <p>Facilities suitable for each ride's ability.</p> <p>Safeguarding.</p> <p>Injuries to young and inexperienced riders due to inability to control horse.</p>	<p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>All Coaches used are accredited and fully compliant on the Pony Club database.</p> <p>Supervision as required</p> <p>Coaches briefed at time of booking as to type of instruction required, and briefed before the rally of any relevant information.</p> <p>Riders to have been grouped according to ability before the rally and observed during rally to check that coaching is suitable for their ability or pony. Coach to adjust coaching as necessary</p> <p>Parent/carers to remain on site for the duration of the rally.</p> <p>Jumps (if used) checked for defects when course built and by coach before rally starts. Defective equipment removed and/or replaced as necessary.</p> <p>Coaches supervise all jumping, members to be told that they may only jump when under instruction.</p> <p>Assistance for younger riders if necessary</p>	<p>HIGH <input type="checkbox"/></p> <p>SIGNIFICANT <input type="checkbox"/></p> <p>ACCEPTABLE <input checked="" type="checkbox"/></p> <p>LOW <input type="checkbox"/></p>	<p>Parent/ guardian must ensure activity is suitable for the ability of the rider</p> <p>See also generic Covid 19 risk assessment</p>

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			Coaches to assess their ride ability and ensure that anything attempted is within their capability.		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Use of horses for demonstration purposes eg bandaging and turnout for polo	Unsuitable horses for demonstration and for members to handle	PC Members. PC Officials. Parents. General Public. Animals. Property.	Coach will always use horse/pony most suited to task with quiet, calm temperament.  Horse/pony to be used for demonstration and/or practise will be tied up inside the stable or in the central aisle of the stables.  All members to wear their Pony Club approved riding hat and gloves when handling the horse/pony.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	If the horse/pony is tied up inside the stable the coach will keep the stable door open and place rope/chain across the doorway, allowing for a quick exit should this be necessary.  Horse/pony used for demonstration/practise is used to being bandaged etc.  See also generic Covid 19 risk assessment
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
First Aid & Welfare	Medical cover  Accident paperwork  Emergency procedure agreed  Communications  Injury severity being increased due to slow or delayed first aid treatment	PC Members. PC Officials. Parents. General Public. Animals. Property.	First Aid cover adequate for duration of the rally. Rally organiser/nominated person/coach has EFAAW qualification.  Vehicle access to all areas.  Mobile phone reception on site.  Inform coaches of emergency procedure. If an ambulance is called the Rally Organiser/ nominated person/coach will send an adult to the road in order to direct the ambulance for access.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	See also generic Covid 19 risk assessment  Alternative mobile phone on different network in case of no coverage (this can be someone attending the rally. Once the organiser is on site, they should check they have service coverage and if not they need to find another adult that does)

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			<p>Rally Organiser /nominated person will have First Aid kit, mobile telephone and Incident log and Accident Report forms on site for the duration of the Rally.</p> <p>Site location identified by Grid Reference and What3Words.</p>		
Lost person	Losing someone on site and delayed medical care due to unknown location	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>Team Managers, parents and organisers will have contact information for all in their party.</p> <p>Site will be locked down and no entry/ exit will be allowed until search has been carried out. Activity will be suspended during search. Search to be carried out by PC Officials</p> <p>Once lost person is found event activity can resume</p> <p>In event lost person is not found, additional steps to involve emergency services and notify PC trustees/ management will be taken</p>	<p>HIGH <input type="checkbox"/></p> <p>SIGNIFICANT <input type="checkbox"/></p> <p>ACCEPTABLE <input checked="" type="checkbox"/></p> <p>LOW <input type="checkbox"/></p>	See also generic Covid 19 risk assessment
<b>HAZARD</b>	<b>HAZARD DETAILS</b>	<b>RISK GROUP</b>	<b>ACTIONS PLANNED</b>	<b>RISK LEVEL</b>	<b>REMARKS</b>
Adverse weather	Adverse weather conditions impacting rider or equine wellbeing: visibility, heat stroke, dehydration, hypothermia	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>Visibility during an event may be impacted, guidance on what to do in these circumstances given in briefing</p> <p>Hot temperatures could impact on the rider and equines welfare and health, parent/ guardian can ensure water available.</p>	<p>HIGH <input type="checkbox"/></p> <p>SIGNIFICANT <input type="checkbox"/></p> <p>ACCEPTABLE <input checked="" type="checkbox"/></p> <p>LOW <input type="checkbox"/></p>	See also generic Covid 19 risk assessment
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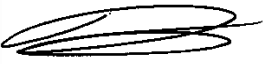




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			<p>Cold, wet, windy and rain/ snowy days can impact visibility, result in hypothermia. To mitigate riders advised of appropriate clothing for rider and equine alike,</p> <p>Event may cancel due to weather conditions, if deemed unsafe to continue by organiser.</p>		
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Rights, wellbeing and mental/physical health	Harm to an individual's rights, wellbeing and mental/physical health	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>The organisation has members of staff to support with safeguarding of all involved at our activities.</p> <p>The Pony Club Safeguarding policy outlines the processes which should be adhered to (<u>full details</u>).</p> <p>Those who regularly come in to contact with members, e.g Coaches and officials or those in a position of responsibility, must meet compliance checks. This is termed as regulated activity/ work and is covered in the <u>Safer Recruitment Policies</u>.</p> <p>Coaches level of supervision is determined by their qualifications (<u>full details</u>).</p> <p>Camps, Competitions, Residentials and excursions are carried out in line with <u>guidance</u>, including provision of supervision and ratios of staffing.</p> <p>Members, parents, guardians, volunteers and officials adhere to the respective <u>Code of Conduct</u> and steps are taken should this not be followed.</p> <p>All measures identified in the <u>Health and Safety Rule book</u> are adhered to, including first aid and accident reporting. Members medical needs are identified through medical consent form and steps</p>	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	See also generic Covid 19 risk assessment  Current DBS, CPD, Equine first aid
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			<p>agreed with the parent/ guardian and nominated official to administer and store medication including record keeping.</p> <p>The organisations <u>Drugs and Alcohol Policy</u> is adhered to.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Fire	Vehicles	PC Members. PC Officials. Parents. General Public. Animals. Property	<p>No access necessary to stables or other buildings.</p> <p>In case of fire, Organiser/ nominated person/coach will ensure all adults and children remain at a safe distance until the fire is put out or under control and it is safe to return.</p>	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	<p>No smoking in the arena or yard.</p> <p>See also generic Covid 19 risk assessment</p> <p>See note re mobile phone</p>

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