




THE PONY CLUB RISK ASSESSMENT

Date March 2022 Location Burden Court Farm, Tresham, GL12 7RW Map _____
 Reference ST797908 What3words ballots.widely.fallen Event: Rally Nearest Defibrillator Luckington Community School, The Green, Chippenham, SN14 6NURECOMMEND 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 checked="" type="checkbox"/> LOW <input type="checkbox"/>	
Main Entrance & Exit	Easy to find Sufficient turning space for lorries & trailers to prevent restricting access road Ground conditions Clear view from both ways Alternative road gates	PC Members. PC Officials. Parents. General Public. Animals. Property.	Directions sent to members by rally organiser to include postcode and whether parking in either farm yard or one of the fields according to ground conditions. All gates onto road MUST BE closed during rally.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Generally good ground conditions throughout the year. Wide turning area into Farm yard and double gates into field at two points from road. See also generic Covid 19 Risk Assessment
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Movements of horses, pedestrians and vehicles on site.	Safe vehicle routes Safe pedestrian routes Safe horse/pony routes Safe spectator car parking	PC Members. PC Officials. Parents. General Public. Animals. Property.	All cars, lorries and trailers to park in either farm yard when wet or in field, away from riding area. Rally organiser to advise members. All gates into and between fields to be kept closed during rally.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	

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	<p>Safe horse transport parking</p> <p>Horse areas fenced & gated</p> <p>Dogs</p> <p>Unsupervised children</p>		<p>Parents told that any children not riding must remain with their parents and not wander around the area. In particular around the XC jumps and wooded areas.</p> <p>No dogs.</p> <p>Parents/Carers to stay at a distance from members riding so as not to be in the way or interfere with instruction.</p> <p>Children must not play on or climb onto cross country fences.</p>			
<p>Impact and crush injuries from falls or contact with horses. Included but not limited to ridden activity, officials checks</p>	<p>PC Members, Coach and spectators may become injured if crush or impact occurs by being kicked, trodden on or crushed by close proximity to a horse.</p>	<p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>It is the riders/handlers responsibility to ensure their horse is under control at all times.</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 arenas must be monitored and riders/handlers will</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>See also generic Covid-19 Risk Assessment</p>	
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			<p>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>		
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.	<p>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.</p> <p>When not being ridden horses/ponies will be kept in their lorry/trailer</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
Impact or crush injury when using the arena facility and activity equipment.	Impact or fall injury due to inadequate facility or incorrect equipment used in riding activities	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>Equipment checked before each group as required.</p> <p>Arena and equipment are changed and altered based on activities and rider abilities by the competent Coach.</p> <p>Surface Conditions are monitored and are safe.</p> <p>Any other requirements from the site occupier are taken into account.</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
Slips, Trips & Falls	<p>Rough Ground</p> <p>Children climbing on fences</p> <p>Impact and crush injuries from falls or by being kicked, trodden on or crushed by close proximity to a horse.</p>	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>Parents told that any children not riding must remain with their parents and not wander around the area. In particular around the XC jumps and wooded areas.</p> <p>Pedestrians stood in close proximity to horses must be responsible for their</p>	<p>HIGH <input type="checkbox"/></p> <p>SIGNIFICANT <input type="checkbox"/></p> <p>ACCEPTABLE <input checked="" type="checkbox"/></p>	<p>Good ground conditions.</p> <p>It is the parent/rider/handler responsibility to ensure all horse tack is safe, sound, secure and fits correctly.</p> <p>It is the riders/parent/handlers</p>

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	<p>Impact or fall injury due to inadequate facility or incorrect equipment used in riding activities.</p> <p>Impact and crush injuries from loose horses.</p> <p>Injuries to young and inexperienced riders due to inability to control horse.</p> <p>Impact or impalement injuries from contact with, fencing, stakes and roping eg tripping or not seeing roping</p>		<p>own safety and the possibility of crush from hoof to foot contact.</p> <p>Pedestrians and handlers should avoid standing directly behind horses. 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. Body protectors are recommended when show jumping.</p> <p>Congestion building up with horses must be monitored and riders/handlers will be asked to move away to create space.</p> <p>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</p>	<p>LOW <input type="checkbox"/></p>	<p>responsibility to ensure their horse is under control at all times.</p>
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
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>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>All Coaches used 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>Members grouped according to ability.</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>Parents/carers can accompany the members around the xc course but at a distance so that they are visible but will not interfere with the rally</p> <p>See also generic Covid 19 Risk Assessment</p>

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			<p>Coaches to assess their ride ability and ensure that jumps attempted are within their capability.</p> <p>Members left at rally only by prior agreement with the Rally Organiser with details of Responsible Person for the duration of the rally, contact details for parent/person collecting and time of collection.</p> <p>Coaches to be briefed to inspect all xc fences before allowing the children to jump them.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Grass dressage arena	<p>Riders and trainers in same area.</p> <p>Ground conditions</p>	<p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>Grass Arenas set out with adequate space both in the riding area and between arenas.</p> <p>Riding arenas to be sited away from the road due to the general traffic including cyclists and tractors/farm vehicles that use the road.</p> <p>Coaches to assess ground conditions and In adverse weather to check at intervals to ensure going does not become unsafe.</p> <p>Dressage markers and borders moved to fresh ground as 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>	
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Grass show jumping arena	<p>Ground conditions Condition of jumps Supervision of members</p>	<p>PC Members. PC Officials. Parents.</p>	<p>Area checked thoroughly when course built and on day of rally.</p>	<p>HIGH <input type="checkbox"/></p>	<p>See also generic Covid 19 Risk Assessment</p>

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		General Public. Animals. Property.	<p>Jumps 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>Coaches to assess their ride ability and ensure that jumps attempted are within their capability.</p> <p>All poles to be left on stands at the end of rally.</p> <p>Jump cups not to be left on ground. All jump cups provided as correct for type of fence as per PC rules.</p> <p>Damaged poles and wings replaced before next rider.</p> <p>In adverse weather, ground conditions checked at intervals to ensure going does not become unsafe.</p>	SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
XC fences – portable and permanent	Ground conditions Condition of jumps Supervision of members	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>XC jumps have been checked by branch H&S officer before they are jumped when they are first put out. Thereafter the rally organiser or coach must check them before they are jumped at each rally.</p> <p>Portable XC fences built by experienced course builder and fixed as</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

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			<p>per Pony Club and BE guidelines.</p> <p>Jumps checked for defects when course built and by coaches before rally starts. Any defective jumps to be reported to Landowner if permanent, and rally organiser for immediate action. Defective jumps not to be used until repaired/replaced.</p> <p>Children to wait for coach before warming up at start of rally.</p> <p>Coaches supervise all jumping, members to be told that they may only jump when under instruction.</p> <p>Coaches to assess their ride ability and ensure that jumps attempted are within their capability.</p> <p>In adverse weather, ground conditions checked at intervals to ensure going does not become unsafe.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS.
First Aid & Welfare	<p>Medical cover</p> <p>Accident paperwork</p> <p>Emergency procedure agreed</p> <p>Communications</p> <p>Adverse weather – hot weather resulting in heat stroke/exhaustion</p>	<p>PC Members.</p> <p>PC Officials.</p> <p>Parents.</p> <p>General Public.</p> <p>Animals.</p> <p>Property.</p>	<p>First Aid cover adequate for whole period of the rally. Rally organiser/nominated person and coach have EFAAW qualification.</p> <p>Vehicle access to all areas.</p> <p>Mobile phone reception on site.</p> <p>Inform coaches of emergency procedure together with post code,</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>See also generic Covid 19 Risk Assessment</p> <p>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)</p>

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			<p>what3words and grid reference details</p> <p>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.</p> <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>Sessions may be cut short due to excessive heat if the Coach feels this is necessary.</p> <p>Parents reminded to bring PLENTY of water for both horses and members.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
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>Cold, wet, windy and rain/ snowy days can impact visibility, result in hypothermia.</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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			<p>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>		
<p>Rights, wellbeing and mental/physical health</p>	<p>Harm to an individual's rights, wellbeing and mental/physical health</p>	<p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<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 (full details).</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 Safer Recruitment Policies.</p> <p>Coaches level of supervision is determined by their qualifications (full details).</p> <p>Camps, Competitions, Residentials and excursions are carried out in line with guidance, including provision of supervision and ratios of staffing.</p> <p>Members, parents, guardians, volunteers and officials adhere to the respective Code of Conduct and steps are taken should this not be followed.</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>See also generic Covid 19 Risk Assessment</p> <p>Current DBS, First aid, CPD</p>
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			<p>All measures identified in the Health and Safety Rule book are adhered to, including first aid and accident reporting.</p> <p>Members medical needs are identified through medical consent form and steps agreed with the parent/ guardian and nominated official to administer and store medication including record keeping.</p> <p>The organisations Drugs and Alcohol Policy 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>In case of fire, Rally Organiser/ nominated person/coach to call emergency services and 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> <p>Rally organiser/nominated person/coach to send an adult to the road in order to direct the emergency services for access.</p>	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	See note re mobile phone

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