

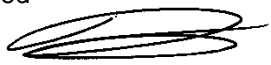


## THE PONY CLUB RISK ASSESSMENT HOP YARD FARM

Date \_\_\_\_\_ Location Hop Yard Farm, New Road, Wotton-Under- Edge. GL12 8JP Map Reference ST741929

What3words catchers.months.cage Event: Rally Nearest Defibrillator Orchard House, Lisle Pl, Wotton-under-Edge, GL12 7BA, UK 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.		HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Entrance to Hop Yard Farm is off B4058 New Road
Main Entrance and Exit	Easy to find  Sufficient turning space for lorries & trailers to prevent restricting access road  Ground conditions  Clear view from both ways  Vehicles arriving and leaving at the same time on single track drive.	PC Members. PC Officials. Parents. General Public. Animals. Property.	Directions sent to members including postcode.  PC signs can be put at entrance to drive if necessary.  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.  Drive is long and single track lane – if rally includes several sessions at different times, thought must be given to the timings to avoid vehicles arriving and leaving at the same time.  See also Covid 19 risk assessment v4 – Hop Yard Farm
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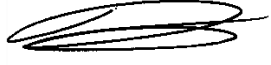
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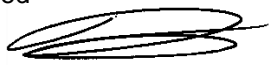
<p>Movements of horses, pedestrians and vehicles on site</p>	<p>Unsupervised children Dogs Impact between vehicles, Vehicles vs pedestrians, Vehicles vs horses Horse areas fenced &amp; gated Footpaths/Rights of way</p>	<p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>All cars, lorries and trailers to park in farm yard. If numbers allow vehicles can enter yard through top gate, drive around loop and park so as to be ready to exit from bottom gate. If larger numbers of vehicles and ground conditions allow, parking is available in fields – to be directed by Landowner.  All gates into and between fields to be kept closed during rally.  Parents told that any children not riding must remain with their parents and not wander around the area.  A footpath does cross the XC fields. Landowner/coach or Rally Organiser must ensure that other coaches are aware that walkers may appear.  Vehicles entering parking area must drive slowly and be aware of horses/children and other vehicles on site.</p>	<p>HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/></p>	<p>The noise of opening and closing of gates into and through the XC fields give advance warning that there are walkers about. The gates are specifically not oiled/adjusted in order that the act of opening and closing them can be heard.  See also Covid 19 risk assessment v4 – Hop Yard Farm</p>
<p>Slips, trips and falls</p>	<p>Ground conditions Unsupervised children</p>	<p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>Parents told that any children not riding must remain with their parents and not wander around the area. Fences must not be climbed or played on.  Good ground conditions with clear access from parking area to arena.</p>	<p>HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/></p>	<p>See also Covid 19 risk assessment v4 – Hop Yard Farm</p>

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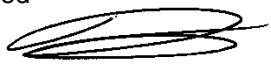
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HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Impact and crush injuries from falls or contact with horses. Included but not limited to ridden activity, officials checks	PC Members, Coach and spectators may become injured if crush or impact occurs by being kicked, trodden on or crushed by close proximity to a horse.	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>It is the riders/handlers responsibility to ensure their horse is under control at all 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</p>	<p>LOW <input type="checkbox"/></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 Covid 19 risk assessment v4 – Hop Yard Farm

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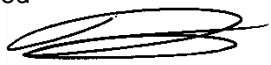
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Impact or crush injury when using the arena facility and activity equipment.	Impact or fall injury due to inadequate facility or incorrect equipment used in riding activities	PC Members. PC Officials. Parents. General Public. Animals. Property.	Equipment checked before each group as required.  Arena and equipment are changed and altered based on activities and rider abilities by the competent Coach.  Surface Conditions are monitored and are safe.  Any other requirements from the site occupier are taken into account.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	See also Covid 19 risk assessment v4 – Hop Yard Farm
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 Covid 19 risk assessment v4 – Hop Yard Farm
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
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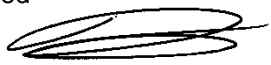
Instruction	<p>Instructors Competent On PC register Helpers available</p> <p>Adequate space</p> <p>Facilities suitable for each ride's ability.</p> <p>Safeguarding.</p> <p>Injuries to young and inexperienced riders due to inability to control horse.</p> <p>PC Members and spectators may become injured if impact occurs between them and a horse or the rider falls from the horse.</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>Coaches to assess their ride ability and ensure that jumps attempted are within their capability.</p> <p>Coaches to check each fence before their ride jump it.</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>All droppings in school and parking area must be removed before the end of the rally.</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 Covid 19 risk assessment v4 – Hop Yard Farm</p>
<b>HAZARD</b>	<b>HAZARD DETAILS</b>	<b>RISK GROUP</b>	<b>ACTIONS PLANNED</b>	<b>RISK LEVEL</b>	<b>REMARKS</b>

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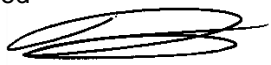
Assessor for Tests	Level of assessment relevant to the standard of C+ (or other) Test.  Safeguarding	PC Members. PC Officials. Parents. General Public. Animals. Property	Assessor qualified to assess to the required standard.  Assessor on PC register and fully compliant	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	See also Covid 19 risk assessment v4 – Hop Yard Farm
Use of Stables and Yard for training and Tests	Supervision  Use of horse for testing members  Attire for members handling a horse and during the test.	PC Members. PC Officials. Parents. General Public. Animals. Property	Members supervised at all times.  Horse used for members to demonstrate bandaging or used for any other purpose during the test, selected for good temperament.  Members to wear hats (with current hat tags), gloves and yard boots for the test  All gates around yard to be kept closed.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	See also Covid 19 risk assessment v4 – Hop Yard Farm
Arena	Ground conditions and surface  Gate closed  Equipment and condition of jumps  Supervision of members.	PC Members. PC Officials. Parents. General Public. Animals. Property.	Rally organiser to inspect arena before start of rally.  Entrance gates to arena kept closed whilst rally in progress  Jumps checked for defects when course built and to be checked by coaches before rally starts. Any	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Arena surface kept in good order, harrowed when necessary.  Parents/ responsible adults to watch from outside the arena.  See also Covid 19 risk assessment v4 – Hop Yard Farm

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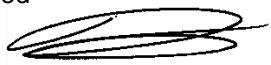
	Entrance into arena		defective jumps to be reported to rally organiser who will report to Landowner as soon as possible whether damaged by BHPC or otherwise. Defective jumps not to be used until repaired/replaced		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Stable Yard including stable classroom for training and Tests in stable management	Supervision Equipment	PC Members. PC Officials. Parents. General Public. Animals. Property.	Members to be supervised by coaches when using the stable block and classroom.  All equipment to be put away at the end of the session	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	See also Covid 19 risk assessment v4 – Hop Yard Farm
XC fences – portable and permanent	Ground conditions Condition of jumps Supervision of members	PC Members. PC Officials. Parents. General Public. Animals. Property.	Rally organiser or coach must check the XC fences before they are jumped at each rally for any damage, that they are pinned down and the ground conditions surrounding the fence.  Jumps checked for defects when course built and by coaches before their ride jumps them. Any defective jumps to be reported to Landowner and rally organiser for immediate action. Defective jumps not to be used until repaired/replaced. . Coaches supervise all jumping, members to be told that they may only	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Portable XC fences fixed by Landowner (experienced coach) as per Pony Club and BE guidelines.  See also Covid 19 risk assessment v4 – Hop Yard Farm

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HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS.
			<p>jump when under instruction.</p> <p>In adverse weather, ground conditions checked at intervals to ensure going does not become unsafe.</p>		
First Aid and Welfare	<p>Medical cover Veterinary cover Accident paperwork Emergency procedure agreed Communications</p> <p>Injury severity being increased due to slow or delayed first aid treatment.</p> <p>Equine bio security</p>	<p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>First Aid cover adequate for whole period of the rally. Rally organiser/nominated person and coach have EFAAW qualification.</p> <p>Details of two local Veterinary practices on laminated sheet attached to outside of stable block.</p> <p>Equine First Aid kit in main stable block by sink unit.</p> <p>Vehicle access to all areas.</p> <p>Mobile phone reception on site.</p> <p>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.</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>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 Covid 19 risk assessment v4 – Hop Yard Farm

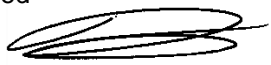
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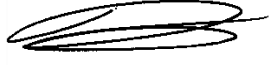
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS.
			All horses and ponies in attendance will meet the vaccination requirements of the Pony Club as per its current rules.		
Adverse weather	Adverse weather conditions impacting rider or equine wellbeing: visibility, heat stroke, dehydration, 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>To mitigate riders advised of appropriate clothing for rider and equine alike,</p> <p>Additional clothing/ dry clothing may be provided as necessary for rider or equine.</p> <p>Event may cancel due to weather conditions, if deemed unsafe to continue by organiser.</p>	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	See also Covid 19 risk assessment v4 – Hop Yard Farm

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<p>Rights, well-being and mental/physical health</p>	<p>Harm to an individual's rights, wellbeing and mental/ physical being</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 (<a href="#">full details</a>).</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 <a href="#">Safer Recruitment Policies</a>.</p> <p>Coaches level of supervision is determined by their qualifications (<a href="#">full details</a>).</p> <p>Camps, Competitions, Residentials and excursions are carried out in line with <a href="#">guidance</a>, including provision of supervision and ratios of staffing.</p> <p>Members, parents, guardians, volunteers and officials adhere to the respective <a href="#">Code of Conduct</a> and steps are taken should this not be followed.</p> <p>All measures identified in the <a href="#">Health and Safety Rule book</a> are adhered to, including first aid and accident reporting.</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 Covid 19 risk assessment v4 – Hop Yard Farm</p>
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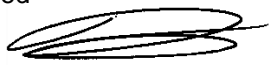
			<p>Members medical needs are identified through medical consent form and steps agreed with the parent/ guardian and nominated official to administer and store medication including record keeping.</p> <p>The organisations <u>Drugs and Alcohol Policy</u> is adhered to.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS.
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 Covid 19 risk assessment v4 – Hop Yard Farm

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HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS.
Fire	Permanent Buildings Vehicles	PC Members. PC Officials. Parents. General Public. Animals. Property	In case of fire, Rally 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.  Rally Organiser/coach to call emergency services	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	See also Covid 19 risk assessment v4 – Hop Yard Farm

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