



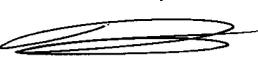
# THE PONY CLUB RISK ASSESSMENT

## AREA 9 RESIDENTIAL CAMP

Date \_\_\_\_\_ Location \_\_\_\_\_ Pontispool Equine Sports Centre, Norton Fitzwarren, Taunton TA4 1BG \_\_\_\_\_

Map Reference \_\_\_\_\_ ST177255 \_\_\_\_\_ What3words Unsightly:Topples:Agree nearest Defibrillator The Co-operative Food Store, Morse Road, Norton Fitzwarren, Somerset, TA2 6DG

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Access Road	Unclassified road	PC Members. PC Officials. Parents. General Public. Animals. Property.	Directions sent to all members with postcode.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	From Taunton follow A358 for Minehead then Norton Fitzwarren and Wiveliscombe B3227. At Cross Keys pub roundabout take 1 <sup>st</sup> exit B3227. Drive through Norton Fitzwarren and over railway bridge. Follow brown horseshoe tourist signs to Pontispool.
Main entrance & exit	Easy to find Access for lorries and trailers	PC Members. PC Officials. Parents. General Public. Animals. Property.		HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	Entrance easy to find, well signposted as venue used for hire for camps, schooling and competitions.  Good width for lorries and trailers turning.  Separate entry and exit points.
Equine Flu	Vaccination records – correct and complete	Horses/ponies	All horses/ponies must have a correct vaccination record for equine flu, including a booster within the last six months.  All passports/vaccination records must	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/>	All members aware of Flu vaccination requirements via Notices on branch website and email communication.

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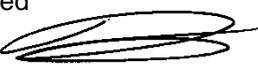
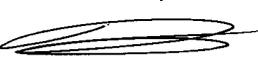
			<p>accompany the horse/pony and will be inspected before horse/pony is unloaded.</p> <p>Any horse/pony with a passport/vaccination record that does not comply with the above requirement, will not be allowed to unload and will be sent home together with any travelling companions.</p>	LOW <input type="checkbox"/>	
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 horse transport parking Any public right of way? Horse areas fenced & gated?	PC Members. PC Officials. Parents. General Public. Animals. Property.	Coaches to accompany horses/ponies out onto XC course.  Gate from drive into stable area to be kept closed at all times.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Trailers and lorries left on site for duration of camp to be parked in lorry parking area.  Access from stable block to arenas and XC course kept clear.
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.	It is the riders/handlers responsibility to ensure their horse is under control at all times.  Pedestrians stood in close proximity to horses must be responsible for their own safety and the possibility of crush from hoof to foot contact.  Pedestrians and handlers should avoid standing directly behind horses.	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>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 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 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>	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		
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.	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>HIGH <input type="checkbox"/></p> <p>SIGNIFICANT <input type="checkbox"/></p>	See also generic Covid-19 Risk Assessment		
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		Animals. Property.	When not being ridden horses/ponies will be kept in their lorry/trailer	ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	
Slips, trips and falls	Equipment etc left in stable aisles.  Farm buildings	PC Members. PC Officials. Parents. General Public. Animals. Property.	All feed and equipment to be kept tidily in tack room  Stable doors to be kept closed.  All wheelbarrows and mucking out tools to be kept at end of rows of stables.  Tack in tack room to be hung or stored neatly on/below hooks and racks.  Bales of hay/haylage must not be climbed on.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	No entry to farm buildings that are not included in the hire of the camp.
<b>HAZARD</b>	<b>HAZARD DETAILS</b>	<b>RISK GROUP</b>	<b>ACTIONS PLANNED</b>	<b>RISK LEVEL</b>	<b>REMARKS</b>
Stable block	Horses slipping in stable block or catching themselves on stable doors left open  Tack room security	PC Members. PC Officials. Parents. General Public. Animals. Property.	All horses/ponies to be led into the stable block, not ridden.  All stable doors to be kept closed.  Horses to be walked only in and around the stable block.  Only stables allocated for use either for horses or as storage/feed rooms to be used.  Tack room to be locked overnight. All tack and equipment to be hung on racks as allocated and kept tidy.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	

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Feed and forage storage	Bales safely stacked Feed bins rodent proof	PC Members. PC Officials. Parents. General Public. Animals. Property	Bales of hay and haylage provided by Pontispool.  Members to bring own hard food for their horses/ponies. This must be stored in a sealed rodent proof container and kept in tack room.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Instruction	Coaches: Competent On PC register Helpers available  Adequate space  Facilities suitable for each ride's ability.  Safeguarding.  Jewellery and clothing worn whilst riding	PC Members. PC Officials. Parents. General Public. Animals. Property.	Coaches all fully compliant and on Pony Club Unity database.  Parent helpers available if required.  Coaches made aware of any medical issues within their ride.  Coaches briefed at time of booking as to type of instruction required, and briefed before the session of any relevant information.  Members to be observed during camp to check that coaching is suitable for their ability or pony. Coach to adjust coaching as necessary  All rides have allocated timed slots for activities, Coach to remain with their ride throughout.  All coaches carry charged mobile phones.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	All members put in rides suitable for age/ability having been assessed during rallies before camp.

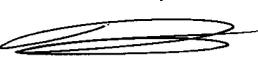
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			<p>All members to be reminded that no jewellery or hoodies may be worn. Hair must be tied up and in a hairnet as necessary.</p> <p>Coaches to be briefed to inspect all xc fences before allowing the members to jump them.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Outdoor Arena	Equipment Stored in arena Entrance/Exit doors. Arena Surface	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>Arena gate to be kept closed when in use..</p> <p>All poles and jump cups to be put back on jumps at the end of the session.</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>	Surface maintained by Pontispool.
XC course	Course design and build  Damage to fences  Take off and landing areas  Jumping out of sight of coach  Communication	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>Coaches to check all fences before their ride jump them and to check take off and landing.</p> <p>Any breakages/damage whether caused by members or not to be reported to Pontispool office as soon as possible and all coaches to be advised not to use the fence until repaired/replaced.</p> <p>All members to stay with their coach, and to be within sight of the coach or an adult assistant at all times when jumping.</p> <p>Each group will be accompanied by</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>Fences designed and built by competent course builder. Venue is open for hire for schooling, competitions and for holding camps for both adults and children.</p> <p>Fences and ground checked regularly by Pontispool and repaired/maintained as necessary.</p>

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			<p>parent supervisor with EFAW certification and who will carry a First Aid box on XC course.</p> <p>Coaches to have list of contact numbers with them together with grid reference details.</p> <p>Parent supervisors to accompany each group, but at a distance so as to not interfere with the coach instructing the members.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Gallop	<p>Horses galloping in opposite directions.</p> <p>Horses overtaking on gallops.</p>		<p>Gallop only to be used if wet weather and XC course has been closed.</p> <p>Gallop only to be used under instruction.</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>	
Supervision other than instruction.	<p><b>Supervisors:</b> Competent Safeguarding DBS Checks Male &amp; Female</p> <p>Sufficient activities to fill free time.</p>	<p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>Both male and female supervisors on site for the duration of the camp.</p> <p>All designated parent/coach supervisors have current DBS checks. Fourteen of the coaches/parents staying have First Aid qualifications (EFAW) and have attended a PC approved Safeguarding course.</p> <p>All members to attend a briefing at the start of camp, when general rules 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>	

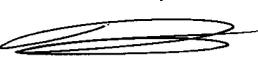
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			<p>be laid out by Camp organiser.</p> <p>Stable Manager (Mike Cromie) to supervise mucking out, feeding, watering and care of horses/ponies.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Social activities:  Games Video	Supervision	PC Members. PC Officials. Parents. General Public. Animals. Property	In case of wet weather, and during the evening the Camp organiser and parent supervisors will arrange activities for all the members together.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	
Accommodation	Sleeping arrangements Washing Toilet facilities Safeguarding DBS checks	PC Members. PC Officials. Parents. General Public. Animals. Property.	Members to sleep in cabins in prearranged groups.  Separate male and female washblocks with showers.  Separate male and female toilet blocks.  Eighteen parents/coaches are on site and sleep in designated parent/coach accommodation. See attached plan.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	
Catering Food Hygiene	Adequate food hygiene procedures  Food poisoning	PC Members. PC Officials. Parents. General Public. Animals.	On site catering facilities run by Pontispool with staff all complying with Food Hygiene requirements.  Catering staff advised of any allergies.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/>	Jemima S (NCHPC) has allergy to strawberries and carries an epipen. Jemima will be introduced to the catering staff to ensure that they are aware of her allergy.

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	Hand washing facilities Allergies	Property.	All members to be reminded to wash their hands before eating.	LOW <input type="checkbox"/>	
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Electricity	Electric shock	PC Members. PC Officials. Parents. General Public. Animals. Property	Electric appliances in catering facility (eg kettle) to be used by adults only.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	All electric appliances PAT tested by Pontispool..
First Aid & Welfare	Medical cover Accident book Emergency procedure agreed Communications Bullying and inappropriate use of mobile phones.	PC Members. PC Officials. Parents. General Public. Animals. Property.	First Aid cover adequate for whole period of camp. Vehicle access to all areas. Mobile phone reception on site. Land line available during office hours or back up mobile phone(s)  Inform coaches of emergency procedure  All members attending will have completed confidential medical form, held on file by the Camp organiser. Coaches to be advised of any issues within their rides.  File with Pony Club Incident and Accident forms held by Camp organiser.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Full address and grid reference details on Accident Form File and on this risk assessment.  All hats and body protectors checked to be compliant with current Pony Club rules

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			Members to be told that mobile phones may not be used during the day at camp. Phones may be used in the evenings but members reminded during Camp Organisers talk at the start of camp about inappropriate use and social media.		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Fire	Sleeping accommodation  Stable block  Vehicles	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>In case of fire the Camp organiser or a designated person to call the fire brigade.</p> <p>In case of fire in the accommodation, the Camp Organiser and parent supervisors, having evacuated the accommodation and taken a roll call, must keep the members away from the site of the fire and only allow them to return when, and if, it is safe to do so.</p> <p>In case of fire in the Stable block, Camp Organiser and parent supervisors to keep members away from the area, whilst Stable Manager together with some parent supervisors to evacuate the horses/ponies if it is safe to do so.</p>	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Pontispool has their own emergency procedure for fire.

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