





THE PONY CLUB RISK ASSESSMENT

One day event at Shipton Moyne

Date _____ Location Glebe House & Hodges Barn, Shipton Moyne, Tetbury GL8 8PR

Map Reference ST896895 What3Word: enforced.pinks.belief Event Rally Nearest Defibrillator money.co.uk, Cecily Hill, Cirencester, GL7 2EF 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.	see joining instructions all vehicles must use marked entrance, all other entrances closed and signed, steward on gate to direct to correct entrance	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	PC Members. PC Officials. Parents. General Public. Animals. Property.	Gate onto road to be kept closed at all times during the event If ground conditions are wet, with the potential for lorries/cars to get stuck, a tractor must be on standby in order to tow lorries out of the field as necessary	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	Entrance into parking field is hard core with gates set back off the road, sufficient width for both lorries and trailers to turn in easily.
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Parking area	Hidden drop in field	PC Members. PC Officials. Parents. General Public. Animals. Property.	Area marked with fencing	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/>	



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HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
				LOW <input checked="" type="checkbox"/>	
Movements of horses, pedestrians and vehicles on site.	Vehicles on site Pedestrians and spectators Ponies, both ridden and loose Public right of way Dogs	PC Members. PC Officials. Parents. General Public. Animals. Property	Competitors/spectators/visitors cars, lorries and trailers to be parked in designated parking field Riders to follow signs to dressage, show jumping and cross-country areas Gates to all fields to be kept closed. all persons to be advised of the two public footpaths and asked to look out for walkers and loose dogs on the course. Dogs on leads Where possible ponies to be tied up (unless tacking up), outside their lorries/trailers	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	
Secretary tent and refreshment area	Heavy pedestrian traffic Small number of cars	PC Members. PC Officials. Parents. General Public. Animals. Property.	Roped area No horses vehicles drive slowly	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



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<p>Slips, Trips & Falls</p>	<p>Ground conditions</p> <p>Arena surface</p> <p>Rough Ground</p> <p>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, all buildings are out of bounds</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>Good level ground conditions with no hoses, leads or cables in parking area or route to arena.</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 arena must be monitored and riders/handlers will be asked to move away to create space.</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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			It is the parent/rider/handler responsibility to ensure all horse tack is safe, sound, secure and fits correctly.		
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 checked before use for wear and tear Surface Conditions are monitored and are safe.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> 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"/>	
Outdoor grass show jumping and dressage arenas	Ground conditions Signed directions from lorry park Condition of jump stands and poles Supervision of members.	PC Members. PC Officials. Parents. General Public. Animals. Property.	Organisers to inspect areas before start of event Stewards to inform riders of undulating ground in show jumping arena Entrance gates to be kept closed whilst event in progress. Poles and jump stands checked for	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	

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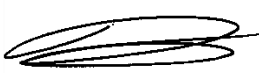

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
XC course and fences – portable and permanent	<p>Entrance into arena</p> <p>Ground conditions</p> <p>Condition of jumps</p> <p>Supervision of competitors</p> <p>Movement of horse and riders</p>	<p>defects before being used. Any defective equipment to be reported to event organiser. Defective equipment not to be used until repaired/replaced.</p> <p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>Area and ground conditions checked thoroughly before start of event by organiser.</p> <p>Portable XC fences built and fixed as per Pony Club and BE guidelines.</p> <p>Portable XC fences on arena surface placed and weighted down by experienced fence builders (Willis Bros) – coaches to visually check fences before allowing members to jump them.</p> <p>Practice fences facing away from exit and xc start</p> <p>Fenced warm up arena</p> <p>Stewards monitor and support movement</p> <p>Jumps checked for defects by organisers before event starts. Any defective jumps to be reported to organiser for immediate action.</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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			Defective jumps not to be used until repaired/replaced. .		
First Aid and Welfare	<p>Medical cover</p> <p>Accident paperwork</p> <p>Emergency procedure agreed</p> <p>Communications</p> <p>Injury severity being increased due to slow or delayed first aid treatment</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.</p> <p>If an ambulance is called the 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>	<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>
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Lost person	Losing someone on site and delayed medical care due to unknown location	<p>PC Members.</p> <p>PC Officials.</p> <p>Parents.</p>	Organisers/parents and organisers will have contact information for all in their party.	HIGH <input type="checkbox"/>	

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		General Public. Animals. Property.	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 Once lost person is found event activity can resume In event lost person is not found, additional steps to involve emergency services and notify PC trustees/ management will be taken	SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	
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.	Visibility during an event may be impacted, guidance on what to do in these circumstances given in briefing Hot temperatures could impact on the rider and equines welfare and health, parent/ guardian can ensure water available. 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,	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	



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			Event may cancel due to weather conditions, if deemed unsafe to continue by organiser.		
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 (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>	Current DBS, CDP. First Aid


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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, 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"/>	

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