

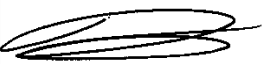
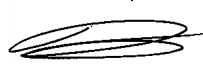


## THE PONY CLUB RISK ASSESSMENT RECTORY FARM

Date 2023 Location Rectory Farm, Duntisbourne Abbots, Cirencester GL7 7JW

Map Reference; **SO973086** What3Words; **cove.dodging.organist** Event: **Tetrathlon ride phase** Nearest Defibrillator **money.co.uk, Cecily Hill, Cirencester, GL7 2EF 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  Parking  Movements of horses, pedestrians and vehicles on site	Sufficient turning space for lorries & trailers to prevent restricting access road  Ground conditions  Clear view from both ways  Wide enough for 2 vehicles  Unsupervised children  Dogs  Impact between vehicles, Vehicles vs pedestrians, Vehicles vs horses	PC Members. PC Officials. Parents. General Public. Animals. Property.	All members attending the rally to be sent directions/postcode details as necessary.  All gates onto roadways closed.  Parents told that any children not riding must remain with their parents and not wander around the area.  Any dogs must be left in the vehicles if brought to the rally.  Vehicles entering Rectory Farm must drive slowly and be aware of horses/children and other vehicles on site.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	Rectory Farm Arena is an Equestrian schooling and competition venue and is well marked at the entrance.  Wide entrance with plenty of room for lorries and trailers to turn.  Automatic electric gates set back from entrance giving space for waiting traffic to get off the road.  Good well maintained driveway.
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS

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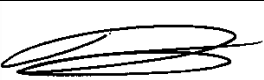



## THE PONY CLUB RISK ASSESSMENT RECTORY FARM

<p>Slips, Trips &amp; 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>Coaches supervise all jumping, members to be told that they may only jump when 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>	<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>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>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>Date Assessed</p>	<p>26/1/23</p>		<p>Date Reviewed</p>	<p>Feb 2024</p>	
<p>By (Print Name)</p> <p>Nicky Davis</p>	<p>Signed</p>		<p>By (Print Name)</p>	<p>Signed</p>	



## THE PONY CLUB RISK ASSESSMENT RECTORY FARM

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
			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 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"/>	
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 Arena	Ground conditions  Condition of jump stands and poles  Supervision of members.  Entrance into arena	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.  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	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	Arena surface kept in good order, harrowed when necessary.  All Jumps to be put back to approx. 90cm with no poles or jump cups on the ground at the end of the rally unless otherwise instructed by the rally organiser.  Show jumps provided with safety cups as required.
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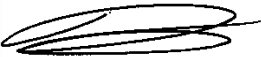
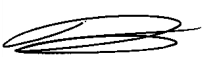
			<p>organiser to inform Rectory Farm of any breakages or repairs required to equipment.</p> <p>Coaches to supervise all jumping. members to be told that they may only jump when under instruction.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
<p>XC fences – portable and permanent</p>	<p>Ground conditions</p> <p>Condition of jumps</p> <p>Portable XC fences on arena surface (Arena eventing)</p> <p>Supervision of members</p>	<p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>Area and ground conditions checked thoroughly before start of rally by rally 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>Jumps checked for defects by coaches before rally starts. Any defective jumps to be reported to Rectory Farm and rally organiser for immediate action. Defective jumps not to be used until repaired/replaced. .</p> <p>Coaches supervise all jumping, members to be told that they may only jump when 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>	
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS

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Grass arena (when available)	<p>Ground conditions</p> <p>Condition of jump stands and poles</p> <p>Supervision of members.</p> <p>Entrance into arena</p>	<p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>Rally organiser to inspect grass arena before start of rally.</p> <p>Entrance to grass arena kept closed whilst rally in progress.</p> <p>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 Rectory Farm of any breakages or repairs required to equipment.</p> <p>Coaches to supervise all jumping. members to be told that they may only jump when under instruction.</p> <p>In adverse weather, ground conditions checked at intervals to ensure going does not become unsafe.</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>Jumps moved by Rectory Farm as necessary due to poaching etc.</p> <p>Show jumps provided with safety cups as required.</p>
Instruction	<p>Coaches 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</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>Members grouped according to ability.</p> <p>Coaches to assess their ride ability and</p>	<p>HIGH <input type="checkbox"/></p> <p>SIGNIFICANT <input type="checkbox"/></p> <p>ACCEPTABLE <input type="checkbox"/></p> <p>LOW <input checked="" type="checkbox"/></p>	
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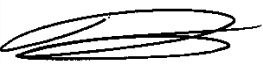
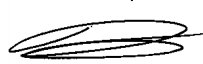
	<p>inability to control horse.</p> <p>PC Members and spectators may become injured if impact occurs between them and a horse or the rider falls from the horse.</p>		<p>ensure that jumps attempted are within their capability.</p> <p>Parents/responsible adult stay for the duration of the rally.</p> <p>All droppings in arena and parking area must be removed before the end of the rally.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
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 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>Site location identified by Grid Reference and What3Words.</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>
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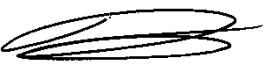
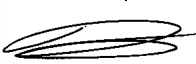
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Lost person	Losing someone on site and delayed medical care due to unknown location	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>Team Managers, parents and organisers will have contact information for all in their party.</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>	
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>To mitigate riders advised of appropriate clothing for rider and equine alike,</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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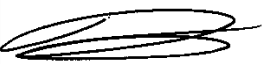
			Event may cancel due to weather conditions, if deemed unsafe to continue by organiser.		
Rights, wellbeing and mental/physical health	Harm to an individual's rights, wellbeing and mental/physical health	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>The organisation has members 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 (<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>	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Current DBS, CPD and First aid
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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 <a href="#">Drugs and Alcohol Policy</a> 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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