


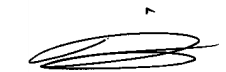
THE PONY CLUB RISK ASSESSMENT MINI CAMP

Start Date _____ Finish Date AUGUST 2022 Location BURDEN COURT FARM, TRESHAM GL12 7RW


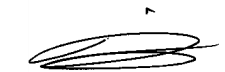
Map Reference ST797908 What3Words ballots.widely.fallen

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Access Road	Unclassified access road, Single track lane with passing spaces.	PC Members. PC Officials. Parents. General Public. Animals. Property.	Directions including postcode given to all members attending camp.	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? Good ground conditions? Clear view from both ways? Wide enough for 2 vehicles?	PC Members. PC Officials. Parents. General Public. Animals. Property.	Details on PC website All gates onto road MUST BE kept closed during Camp. Camp Organiser to arrange for someone to be at the gate at times of arriving and departure to open it for vehicle access and to direct vehicles for parking.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Generally good ground conditions throughout the year. Double gates into field at two points from road.

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Set up and clearing up of camp	Organisation and supervision Equipment being brought to site towed by suitable vehicles.	PC Members. PC Officials. Parents. General Public.	Set up and clearing away organised and coordinated by Camp Organisers of all three camps. Parents allocated jobs.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/>	Camp organiser to communicate to all helpers


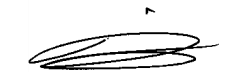
Date Assessed		Date Reviewed	Feb 2024
By (Print Name) NICKY DAVIS	Signed 	By (Print Name)	Signed 

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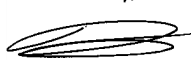
	Injuries caused by lifting/dropping heavy equipment Security of equipment.	Animals. Property.	Trailers of equipment brought to and removed from site by competent parents towing heavy loads (eg SJ trailers) with suitable vehicles. Supervision of set up and clear up by Camp Organisers. Parents not asked to do a job they are not capable of carrying out. Parents to advise if they have a condition that may affect their capability to do an allocated job. All trailers once empty parked out of the way, roped off and locks to be put on.	ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	
Movements of horses, pedestrians and vehicles on site.	Safe vehicle routes? Safe pedestrian routes? Safe horse/pony routes? Safe spectator car parking? Safe horse transport parking? Any public right of way? Horse areas fenced & gated? Dogs	PC Members. PC Officials. Parents. General Public. Animals. Property.	Members meet at start of day in ride groups to await their coach. Vehicle use restricted to emergency use only. Parents may only view from a distance (unless with a lead rein or just off lead rein member) and not interact in any way or interfere with the coaching. All gates kept closed. There are to be no dogs at Mini camp either during set up, clear up or at camp itself. All parents/carers have been advised of this.	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
Slips, Trips & Falls	Rough Ground	PC Members.	Good ground conditions.	HIGH <input type="checkbox"/>	It is the parent/rider/handler
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	<p>Impact and crush injuries from falls or by being kicked, trodden on or crushed by close proximity to a horse.</p> <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>PC Officials. Parents. General Public. Animals. Property.</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. 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>SIGNIFICANT <input type="checkbox"/></p> <p>ACCEPTABLE <input checked="" type="checkbox"/></p> <p>LOW <input type="checkbox"/></p>	<p>responsibility to ensure all horse tack is safe, sound, secure and fits correctly.</p> <p>It is the riders/parent/handlers 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>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>Coaches all fully compliant and on Pony Club database.</p> <p>All members put in rides suitable for age/ability having been assessed during rallies before camp. First morning rides assessed and changes made if 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>	Tack check guide to be sent to parents in advance.


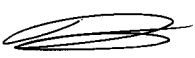
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	Safeguarding.		<p>Parent/carers to stay with members on site during hours of camp, children left only with knowledge and agreement of coach and camp organisers with details of who will be responsible for the member in parent/carer absence.</p> <p>Coaches to be advised that no XC fences may be jumped at Tresham.</p> <p>Parents to be told at briefing at start of camp to stay at a distance from their children so that they cannot interfere with the Coaching.</p>		
Young coaches assisting Coaches	<p>Permission for Young coach to attend camp and assist with rides</p> <p>Supervision</p>	<p>PC Members. PC Officials. Parents. General Public. Animals. Property.</p>	<p>Young Coaches must be 16 years + and have passed their Pony Club Introduction to Coaching Course – Level 1.</p> <p>Young Coaches have approached Camp Organiser and Coach to ask permission to shadow the Coach.</p> <p>Permission must be obtained from the Parent/carer of each member for the Young Coach to shadow the Coach during their training activity.</p> <p>Young Coach will be supervised by Coach at all times, and must remain within full sight and sound (within 10 metres unless otherwise directed) of the Coach.</p> <p>Young Coach must not absorb too much of the Coaches time so that the ride can move on and learn.</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>	<p>Young coaches must be appropriately and correctly dressed for a day's coaching. Smart and setting a good example.</p> <p>The Coach being shadowed must be a Pony Club or UKCC Accredited Coach on the Pony Club or BHS database.</p> <p>Due to the varied range of abilities and experience of the Young Coaches, the Coach taking the session should make an assessment as to how much the Young Coach should be involved, also bearing in mind that the Parents/Carers of the Members are paying for the session with that Coach.</p>
<p>Date Assessed</p> <p>By (Print Name)</p> <p>NICKY DAVIS</p>		<p>Signed</p> 	<p>Date Reviewed</p> <p>By (Print Name)</p>		<p>Feb 2024</p> <p>Signed</p> 


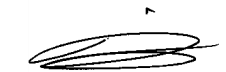
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			<p>Young Coaches need to learn and direct the ride so should be given opportunities to talk to/instruct the ride. eg whilst ride is in halt or walk at the beginning of the session or delivering part of or all of the warm down and Q&A at the end of the session.</p> <p>After the end of the session and hand over to the parents the Coach should allow a few minutes to give constructive feedback to the Young Coach and answer any questions the Young Coach may have.</p> <p>Young coaches to move around the different rides and not stay with the same coach all day.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Jumping - Grass Arenas	Ground Conditions Viewing area	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>Arenas checked thoroughly when course built and at start of camp..</p> <p>Jumps and cups checked for defects when courses built.</p> <p>Damaged poles and wings to be replaced before use.</p> <p>All arenas numbered and rides rotated on the timetable according to their abilities.</p> <p>Coaches to inspect arenas before use and adjust heights according to ability of their ride.</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>Two show jumping, one handy pony area and grid work arena set out, all roped and with adequate space for each arena.</p> <p>All courses planned by coach/camp organiser and set up before camp.</p>

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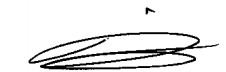
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			Ground conditions to be checked at intervals to ensure the going does not become unsafe. Jumps moved or taken out of use as necessary Arena rope clearly visible to members.		
Dressage/flatwork Grass Arenas	Ground Conditions Public Access Communications Viewing area	PC Members. PC Officials. Parents. General Public. Animals. Property.	Arenas checked thoroughly when set out and before the start of each day of camp. Adequate space between arenas.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Arenas will be moved to provide better going if ground conditions become slippery/unsafe. Coaches always stay with their rides during the session and accompany them to and from each activity.
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Mounted games and Handy pony grass arenas	Ground Conditions Public Access Communications	PC Members. PC Officials. Parents. General Public. Animals. Property.	Grass Arenas for mounted games/gymkhana and Handy pony checked thoroughly when set out and at the start of each day of camp. In adverse weather ground conditions checked at intervals to ensure going does not become unsafe Arena rope clearly visible to members	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Mounted Games/gymkhana to be carried out by coaches within their rides.
Stable management Unmounted instruction area	Supervision Fenced/strung area with tent or covered space Adequate space Safeguarding	PC Members. PC Officials. Parents. General Public. Animals. Property	All rides to have unmounted stable management and instruction sessions within their rides. Guests to be informed of all risks and expected behaviours to comply with risk assessments	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	

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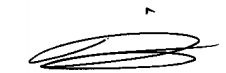
			<p>Stable management may take place within the tent area or shaded space. If ponies are used for demonstration purposes they will be chosen for their quiet temperament.</p> <p>If members are handling ponies they must wear their hat and gloves.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Unmounted badge activity	Supervision	PC Members. PC Officials. Parents. General Public. Animals. Property	<p>First morning is unmounted to enable members to do their badges:</p> <p>Coaches to supervise activity.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Camp ride	<p>Age of children</p> <p>Ability to cope with instruction</p>	PC Members. PC Officials. Parents. General Public. Animals. Property	Due to age of children this small groups will attend camp with their ponies for shorter hours.	<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>	
First Aid & Welfare	<p>Adequate toilet facilities?</p> <p>Adequate washing facilities?</p> <p>Medical & veterinary cover?</p> <p>Accident book?</p> <p>Accident notice displayed?</p>	PC Members. PC Officials. Parents. General Public. Animals. Property.	<p>Full address and grid reference details in Red Accident File on site.</p> <p>Portable loos on hire and placed on site by external hire company. Loos serviced by hire company during camp</p> <p>First Aiders with EFAW certification to provide First aid cover.</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>	First Aid cover will be provided by Camp Organisers and parents/volunteers with EFAW certification.

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	<p>Emergency procedure agreed? Communications? Equine bio security – ponies arriving unwell or becoming unwell during camp</p>		<p>Camp Organiser to have pack containing all PC Injury Report Forms, Accident and Concussion forms.</p> <p>File with Pony Club Incident and Accident forms, Injury Report forms and Concussion forms on site for coaches and first Aiders to complete as necessary.</p> <p>Vehicle access to all areas.</p> <p>All members attending will have been asked to complete medical form, held on file by the organiser.</p> <p>If a county ambulance/fire engine needs to be called, the camp organiser to send an adult to the entrance gate to flag it down and open the gate.</p> <p>All horses and ponies in attendance must meet the vaccination requirements of the Pony Club as per its current rules.</p>		
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Adverse weather	Adverse weather conditions impacting rider or equine wellbeing: heat stroke, dehydration,	PC Members. PC Officials. Parents. General Public. Animals. Property	Hot temperatures could impact on the rider and equines welfare and health, parent/ guardian must ensure plenty of water available. Messages sent to parents to remind them. Camp may cancel due to extreme weather conditions, if deemed unsafe	<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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			to continue by organiser. Ground inspections take place before and during the camp to ensure safety.		
Fire	Vehicles	PC Members. PC Officials. Parents. General Public. Animals. Property	No smoking at camp. In case of fire the camp organiser to call the fire brigade, the area must be evacuated and no one may return until advised that it is safe to do so.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input checked="" type="checkbox"/>	

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