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| **Logo_Primary_CMYK_Blue_Medium_Res.jpgRisk Assessments** | **Sport/Activity** | Residential Activities | **Date of Event** | 5-7 July 2022 |
| **Event** | Bennachie Pony Club camp 2022 | **OS Grid Ref** | 57.24293 N, 2.46920 W |
| **Location** | BPC fieldBeyond Netherton Business centre, Fetternear, Kemnay AB51 5LX | **What3Words** | Drizzly.though.sling |

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| Hazard | **Who might be injured?** | Risk Controls **(already in place)** | **Further Action Required** | **Allocated Person / Date** | **Completion Date and Initial** |
| *What is the injury?*  *How can the injury occur?* | *E.g. people (members, volunteers, spectators, etc), animals, vehicles.* | *What is currently being done to prevent the injury occurring?* | *What more needs to be done?* | *Who is responsible for completing the action?*  *What is the planned time frame for this?* | *Initial and date when action is completed* |
| Perimeter points: inadequate gateways and fencing, unclear entrance and exit routes risking collision | Vehicles, members, spectators, horses and those attending | Pre event check taken place, at this time boundary lines, fencing and gates of the site are checked for security.  Repeat checks of the boundary will be made prior to the event and at regular intervals to ensure security of site (gates closed).  The gates to the site will be closed, after entrance and exit of all players and visitors. Details included in the pre-event briefing.  Signage in place to ensure safety whilst entering and exiting the event grounds.  Enough safe turning space will be provided for vehicles to enter and exit the site, including for large lorries.  If officials are needed to assist, they will wear hi vis clothing and stop traffic. Ground conditions in gate ways will be monitored and potholes filled, as necessary. | Monitor and ensure compliance | PC appointed person to monitor | Site assessment completed. On the day of the event. |
| Parking: vehicle impact with other vehicles, and horses | Members, spectators, horses, and vehicles | Parking areas will be clearly signed.  Briefing sent to team managers sharing details of the site and guidance on movements around site: vehicles to travel slowly and follow organisers guidance.  Vehicles parked in line with current Pony Club Guidance  If officials are needed to assist, they will wear hi vis clothing and stop traffic. Ground conditions in gate ways will be monitored and potholes filled as necessary. | PC appointed person must ensure an access route for emergency vehicle access is maintained | PC appointed person to monitor | On the day of the event. |
| Vehicle impact with pedestrians | PC Members, spectators, horses, and those attending the event may be injured by the movement of vehicles onto the venue through collision with each other. | Adequate width and positioning of entrance off main road.  Suitable parking areas available.  Vehicle drivers informed to drive slowly on site and follow directions of site occupiers. | Brief PC appointed person to continue to assess traffic movement, parking and control any issues with congestion.  PC appointed person must ensure an access route for emergency vehicle access is maintained.  Local risk controls by site occupier to be enforced. | PC appointed person to monitor | On the day of the event. |
| Event layout: *Impact between vehicles,*  *Vehicles vs pedestrians, Vehicles vs horses* | PC Members and spectators may become injured if impact occurs between vehicles, pedestrians, and competitors. Vehicles could be moving too quickly or may not see the pedestrians. | Vehicle free area for pedestrians.  Wide horse access route from lorry parking to arena.  No-go vehicle areas, no-go horse areas where required by site occupiers. | During the event, ensure controls and compliance are monitored by PC appointed person.  Local risk controls by site occupier to be enforced. | PC appointed person to monitor | On the day of the event. |
| Officials area/ check in via Gazebo or Marque and camping tents: inadequate securing of housing which may cause injury or impact. | PC Members, members of the public and spectators may become injured if impact occurs | Contractors for provision of Marques will be checked to ensure they meet requirements.  Tents, Marques, and gazebos constructed by officials will follow instructions and grounding guidance to ensure the structure is safe. This may include the provision of weights, pegs and ground strings.  Weights, pegs and strings will be of a highly visible colour contrast and covered if necessary, to reduce trip hazards and entanglement.  Lifting procedures will be following for moving the equipment.  Tents, gazebos and marque locations will be considered as part of event planning to ensure a suitable location is found.  Tents, gazebos and Marques will be away from penning/ stabling areas to reduce concern for the horses/ ponies | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Impact and crush injuries from loose horses. | PC Members, members of the public and spectators may become injured if impact occurs between them and a loose horse | 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.  Horses will be penned appropriately.  Where possible physical barriers or gates must be in place to prevent loose horses reaching a public road.  When not being ridden horses will be kept in a secure pen or ties to a fixed point | All attendees must be aware to attempt to prevent a loose horse reaching the road if a shout of ‘LOOSE HORSE’ is heard.  If possible, ensure access gate is closed during riding activities.  During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Crush or impact from use of mobile machinery. | PC Members and spectators may be injured from contact with mobile machinery such as tractors. Horses may also be injured depending on where the machinery was being operated. | Machinery must not be operated in close proximity to children and horses during the event.  Machinery must only be operated by Competent operators.  All machinery must be operated in a clear working area. | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Slip or trip hazards from ground conditions in officials, camping, penning and around stabling area | PC Members and spectators may be injured from slip or trip injuries while on site. | Ground conditions and any significant slip or trip hazards have been identified and removed or segregated.  The official’s area gazebo/ table and chairs will have footing and lines clearly identifiable to reduce trip hazard | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Official or emergency vehicles  in pedestrian areas: *Impact with pedestrians and horses* | PC Members and spectators may become harmed if official emergency vehicles are travelling too quickly, they may collide with pedestrians and injure them. | Limit number of vehicles, designated routes, designated pedestrian, and horse movement areas.  Emergency vehicles attending must be shown the correct access route and warned of the number of pedestrians on site. | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Injury severity being increased due to slow or delayed first aid treatment. | PC Members, spectators and the general public may have the severity of any injuries received increased by slow or delayed first aid provision. | Competent qualified first aiders will be present on the day of the event.  The first aiders will have adequate amounts of the correct type of first aid provision.  Suitable medical helicopter landing areas are available.  Site location identified by Grid Reference and What3Words. Mobile phone signal or land line available. | None | PC appointed person to monitor | On the day of the event. |
| Impact or impalement injuries from contact with, fencing, stakes and roping | PC Members, spectators, the general public and horses can become injured by contact with, fencing, stakes and roping by getting too close to them or tripping over them. The general public may become injured by roping if they don’t see It and trip over it. | All fence posts are to be an approved type with a large enough diameter to prevent impalement if a rider falls onto the post.  Unprotected metal posts are not to be used.  Rope is to be high contrast in colour to provide a good contrast against the background to make it visible.  Fence posts to be secured adequately. |  | PC appointed person to monitor | At set up of the event On the day of the event. |
| Trip injuries from routing of cables and pipes. | Officials, competitors, horses and the general public PC Members, spectators, the general public and horses may be injured due to a tripping hazard of trailing wires or flexible hose and pipe. | Cables must be run at a suitable level, in a safe area, or covered where possible.  Hoses must be run away from main pedestrian area and be in a high visibility colour to enable them to be highly visible. | During the event, ensure controls and compliance are monitored. | PC appointed person | At set up of the event On the day of the event. |
| Impact injury due to contact with cable used for support of overhead power line posts. | Horses and pedestrians may slip of fall due to tripping or contact with overhead power line post supporting ground cables | Cables fenced off to eliminate contact. Barriers used to highlight presence of cable and prevent contact. | None | PC appointed person | At set up of the event  Monitored on the day of event |
| Members of the public using footpath route being injured by horses. | Members of the public may come into contact with horses due to close proximity of public footpath across event area. | Footpath roped off to provide physical separation barrier between pedestrians and horses.  Clear footpath route established to provide safe access route.  Signs erected to direct pedestrians safely across event area.  Marshals provided with guidance to direct pedestrians along safe route. Safe route shown on site layout plan. | Marshals to instruct pedestrians of safe route on the day. | PC appointed person | On the day of the event. |
| Camping: Impact with electric fencing for those horses in penning at event | Pedestrians may slip, fall, trip and come in to contact with electric fencing for horses being penned to attend the event | Guidance on equipment to pen horses is shared as part of the information briefing sent to team managers/ parents/ members, details what is allowed are included.  Electric fencing tape will be of a visible colour (white/ yellow/ orange) and wide enough to be visible to pedestrians.  Energiser will be checked for compliance with PC safety measures at set up of penning.  Penning will only take place in an area which has been preselected by the event organiser.  Spacing between pens will ensure that horses cannot reach each other, and horses will be penned individually.  Riding in this area will not be permitted. | Event organisers will review the camping/ penning fields and meet with the team manager/ member or parent to raise and address any concerns | PC appointed person | On the day of the event. |
| Camping: Slips, trips and falls on camping field due to uneven ground/trip hazards. | Officials, competitors, horses and the general public PC Members, spectators, the general public and horses may be injured due to a tripping hazard of trailing wires or flexible hose and pipe. | Cables must be run at suitable level, in a safe area, or covered where possible.  Hoses must be run away from main pedestrian area and be in a high visibility colour to enable them to be highly visible. | During the event, ensure controls and compliance are monitored. | PC appointed person | At set up of the event On the day of the event. |
| Camping: Slips, trips and falls in vicinity of water points due to wet/muddy ground in camping field. | Officials, competitors, horses and the general public PC Members, spectators, the general public and horses may be injured due to ground conditions | Water taps off when not in use.  Water must not be run directly onto the ground, soakaway provided.  No washing up, personal washing or teeth cleaning to be done at the external taps.  Portable toilets must not be washed out or cleaned out other than in the specifically designated area, using the designated tap and hose supplied. Area is signed ‘Waste Disposal Area’ provided for this purpose. | During the event, ensure controls and compliance are monitored. | PC appointed person | On the day of the event. |
| Camping site: Gates and Fences: Splinters from wood Injury from any barbed wire. Injury from gate mechanisms | Officials, competitors, horses and the general public PC Members, spectators, the general public and horses may be injured due to fencing | No climbing or playing on fences and gates.  All gates to be kept shut when not in use. fencing will be checked by event organisers | During the event, ensure controls and compliance are monitored. | PC appointed person | On the day of the event. |
| Camping site: Injury due to tripping over tent guide ropes and pegs | Officials, competitors, horses and the general public PC Members, spectators, the general public and horses may be injured due to guide ropes and pegs | Prohibition of playing games, running around tents.  Caravans and tents to be pitched appropriately apart. Camping field will be monitored by the event organiser | During the event, ensure controls and compliance are monitored |  |  |
| Camping: pitches of tents and vehicles being to close may cause injury through trip, slip or fall | Officials, competitors, visitors and general public | Those staying on site to camp will be provided with guidance prior to booking on the distances needed between pitches, this is based on current PC advice.  Officials onsite whilst participants arrive to ensure that pitch are put up in the correct distance apart, markers may be used to support this. Regular checks of the camping areas will take place to ensure that all participants are compliant with the pitching spaces and lines are visible to passers-by. | During the event, ensure controls and compliance are monitored |  |  |
| Camping/ site: Toilets: unclean toilets can cause illness and slips, trips and falls | Officials, competitors, visitors and general public | The contractor toilets are being supplied from will share appropriate documentation on insurance, risk assessments and cleaning guidance.  Checks and cleaning with take place at regular intervals to ensure safety and hygiene for those using the facilities.  Cleaning signs will be placed on doors when in progress. Appropriate PPE will be supplied for those cleaning the toilets and materials for the clean will comply with those advised by the contractor. | During the event, ensure controls and compliance are monitored | PC appointed person | On event |
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| Losing someone on site and medical assistance being delayed due to known location | Officials, competitors, visitors and general public | Team Managers/ parents/ guardians will have contact information for all in their party.  Site will be locked down and no entry/ exit will be allowed until search has been carried out. Play 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 | During the event, ensure controls and compliance are monitored | PC appointed person | On the day of event |
| Catering: attendees eating from the contractor and coming down with food poisoning | Officials, Competitors, visitors and general public | Measures and checks of contractors being booked in place, this will ensure compliance with insurance and food hygiene for example.  Risk Assessments from the contractors to be shared and monitored for compliance. First aid cover on site and local emergency services location shared with attendees | During the event, ensure controls and compliance are monitored | PC appointed person | On the day of event |
| Catering: attendees may be cooking from themselves in vehicles and BBQs. This can result in burns and/ or food poisoning. | Officials, Competitors, visitors and general public | First aid cover will be provided throughout the duration of the event and overnight if camping.  First aid kit will be available which includes equipment/ treatment methods to support with burns.  Guidance on the use of BBQs on site will be supplied to attendees prior to arrival on site as part of the briefing information. This will detail when BBQs are permitted and how/ when to dispose of them. Vehicles with the capability to cook inside will disconnect and safely store cooking fuel when not in use | BBQ Away from tents and ponies only when poines corralled. Do not leave BBQs unattended, have bucket of water available at all times.  On completion, be very careful with hot coals . These may still be capable of causing a fire the next morning. Once cooled, soak coals with water to completly cool. |  |  |
| Fire: injuries due to a fire on site. Injuries can include, slips, trips, falls along with bruises and broken bones | Officials, Competitors, visitors and general public | Appropriate medical cover will be available throughout the duration of the event, including for those camping.  Guidance on actions in the event of a fire will be shared as part of the briefing- where to gather and how to access equipment.  Local emergency services numbers available on site in the case of need Appropriate action in the event of a fire will be to call 999 and not fight the fire as not trained, have correct safety equipment or equipment to put out the fire. | During the event, ensure controls and compliance are monitored | PC appointed person | On the day of event |
| Harm to an individual’s rights, wellbeing and mental/ physical being | Members, parents, guardians, officials and pedestrians | The organisation has members of staff to support with safeguarding of all involved at our activities. The Pony Club Safeguarding policy outlines the processes which should be adhered to ([full details](https://pcuk.org/officials/safeguarding/our-duty-of-care/)).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](https://pcuk.org/officials/safeguarding/safer-recruitment/).Coaches level of supervision is determined by their qualifications ([full details](https://pcuk.org/coaches/)).Camps, Competitions, Residentials and excursions are carried out in line with [guidance](https://pcuk.org/officials/safeguarding/events-and-camps/), including provision of supervision and ratios of staffing. Members, parents, guardians, volunteers and officials adhere to the respective [Code of Conduct](https://pcuk.org/officials/safeguarding/other-relevant-policies/) and steps are taken should this not be followed.  All measures identified in the [Health and Safety Rule book](https://pcuk.org/officials/rulebooks/) are adhered to, including first aid and accident reporting.  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. The organisations [Drugs and Alcohol Policy](https://pcuk.org/officials/health-and-safety/alcohol-and-drugs-policy/) is adhered to. | A named safeguarding lead is appointed at activities and is present. Monitor and ensure compliance | PC appointed person to monitor | Site assessment completed  On the day of the event. |

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| **Risk assessment completed by:** | **Date completed:** | **Review Date:** |
| **Name: Zosia Miedzybrodzka** | 25/6/22 |  |
| **Signed: Zosia Miedzybrodzka** |  |  |