

	Sport /Activity	Pony Club Rally. Multiple groups of varying age and ability under instruction.	Date of Event	Various
	Event	General Pony Club Rally	OS Grid Ref	NJ 72049 16991
	Location	Beyond Netherton business centre, Fetternear AB51 5LX	What3Words	stuffy grazed invisible

Hazard	Who might be injured?	Risk Controls (already in place)	Further Action Required	Allocated Person / Date	Completion Date and Initial
<i>What is the injury? How can the injury occur?</i>	<i>E.g. people (members, volunteers, spectators, etc), animals, vehicles.</i>	<i>What is currently being done to prevent the injury occurring?</i>	<i>What more needs to be done?</i>	<i>Who is responsible for completing the action? What is the planned time frame for this?</i>	<i>Initial and date when action is completed</i>
Impact between vehicles, Vehicles vs pedestrians, Vehicles vs horses	PC Members and spectators may become injured if impact occurs between vehicles, pedestrians and/or competitors. Vehicles could be moving too quickly or may not see the pedestrians.	Parking areas defined by vehicle type. Layout avoids the need for reversing. If officials are needed for traffic management, they will wear high-vis. Gates are kept closed immediately after use. Exit uphill is kept clear of vehicles and has hardcore base to reduce slipping potential. Vehicle drivers to drive slowly on site and take directions from officials.	During the event, ensure controls and compliance are monitored.		
Slips, trips and falls on field due to uneven ground/trip hazards.	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. Ensure there are no loose ropes or coils on the ground. Any Gazebo or other temporary structures erected for the rally must have adequate ground securing. Chairs / tables used for judging at arena sides must be removed when not in use. Playing on horse fences / jumps is prohibited at all times. When not being used for an extended period, poles should be laid flat or returned to storage.	Monitor ground conditions during event, particularly in rain and take action as required (e.g. choice of areas in use, selection of activities, curtailment of activities)		

Impact and crush injuries from falls from horses, or contact with horses.	PC Members and spectators may become injured due to a fall or if crush or impact occurs by being kicked, trodden on or crushed by close proximity to a horse.	Field set up and equipment: • Congestion building up with horses around entrances to arenas must be monitored and riders/handlers will be asked to move away to create space. • Safety lines/ fences are marked next to the arenas and no spectators are allowed with the safety lines while Activity is ongoing. • Marking rope has high contrast against background for visibility. • Fence posts have sufficient diameter to prevent impalement if a rider falls onto the post. • Access to roped off areas is managed and arenas are closed unless a rider is entering/ exiting. • Arena, warm up areas and competition areas are to be monitored by stewards who can seek assistance in the event of an accident Course design and equipment. • Courses for training or competition are to be designed by suitably qualified or experienced persons. • Equipment used to create fences is checked for suitability and safety, and inadequate materials are removed from service. • Safety cups are to be used on all fences in accordance with current PC rules • The surface to be ridden on is taken into consideration and monitored. Handling and proximity: • It is the riders/handlers responsibility to ensure their horse is under control at all times. • Horses being ridden between tacking up areas and arenas should only move in walk. • Pedestrians standing 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. • Any horse requiring medical attention should only be handled by a qualified adult. Tack and Personal Protective Equipment:	During the event, ensure controls and compliance are monitored. The surface and equipment are checked by the event organiser prior to use each day and checked periodically particularly during rainy conditions. Any damaged equipment reported immediately and remove from use if required. Arenas and warm up area to be supervised and compliance monitored. PC officials will check the arenas and construction of these on set up of event, prior to activity and during the event Parents, officials and instructors to monitor rider ability and surface conditions. Any incidents or accidents are to be reported to the DC and HSE officer.	PC appointed person to monitor	
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		- Any horses that are known to kick must wear a red ribbon in the tail. - All riders must wear an approved riding hat at all times when mounted in compliance with PC rules. - A body protector is compulsory for all Pony Club Cross Country riding (including Arena Eventing) and Pony Racing activities whether it be training or competition. A body protector for these activities must meet BETA 2018 Level 3 Standard (blue and black label). - It is the parent/rider/handler responsibility to ensure all horse tack is safe, sound, secure and fits correctly. Warm up areas: - The number of riders in a warmup arena is limited to ensure that it is not over crowded - Riders are to follow the rules of the school, for example passing left hand to left hand and the slower pace moving to the inside track. - Warm up fences are marked with red and white flags to identify the direction they are to be jumped in - Practice Fences must not exceed the height of the class plus 10cm Loose Horse: - Any horse not being ridden or actively attended (e.g .during tacking up) shall be boxed. - In the unlikely event of need for helicopter assistance all horses will be boxed. - Gates are kept closed whenever they are not in use. - Field perimeter is roped / fenced to deter a loose horse from leaving the area. - In the case of a loose horse, a warning of "LOOSE HORSE" must be shouted and action taken to avoid impact with people, and re-secure the horse.			
Injuries to young and inexperienced riders due to inability to control horse.	PC Members and spectators may become injured if impact occurs between them and a horse or the rider falls from the horse.	Direct supervision as required. Specific discipline instruction/ supervision must be given the case of novice riders. Appointed person to brief instructors before start of the tournament/ session. Parent/ guardian/ PC Official/ Instructor must all ensure activity is suitable for the ability of the rider.	Team Managers, parent and officials must ensure each activity is suitable for the ability of the rider. Instructors with up to date certification.	Instructors and officials to monitor competence. Rally Organiser or DC / DC Rep to monitor	

		Riders in group or activity which is not suitable for their ability or pony are to be moved to a more appropriate group or activity. Parent / helper assistance for younger / novice riders if needed. Facilities and equipment suitable for each ride's ability.	Any incidents or accidents are to be reported to the DC and HSE officer.		
Injury severity 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.	Provision of First Aid: - Competent qualified first aiders will be present on the day of the event, and allocated to a group to ensure proximity and timely provision of first aid. - The first aiders will have appropriate equipment to enable provision of first aid. Concussion: - First aiders are trained in recognising concussion. - Clear rules on when to continue following a fall – if in doubt, sit them out. - PC concussion policy and response flow chart available. BEF concussion guide issued to PC UK. - Clear injury reporting procedure. Attendance by emergency services: - Suitable medical helicopter landing areas are available. Scottish ambulance service have advised that if a helicopter to be used, they will select landing site at the time. - Site location identified by Grid Reference and What3Words- location in first aid packs, on gates and container. - Mobile phone signal is available at site. - Exit lane maintained clear to enable movement of emergency vehicles. - In the unlikely event of need for helicopter assistance all horses will be boxed. - If emergency vehicles are expected no vehicles are to leave site in case this blocks access. Officials to ensure emergency vehicles directed to site from road end.	Any incidents or accidents are to be reported to the DC and HSE officer.	PC appointed person to monitor	

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.	Perimeter ropes in place provide physical separation barrier between pedestrians and horses inside the perimeter. Gates kept closed at all times when not in use. When crossing between areas, gates should only be opened to let riders through by an unmounted assistant, who will ensure there are no members of the public on the path before allowing horses to cross between areas.			
Losing someone on site and delayed medical care due to unknown location	Officials, competitors, visitors and general public	Team Managers, parents and organisers 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. 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	During the event, ensure controls and compliance are monitored	PC appointed person	
Adverse weather conditions impacting rider or equine wellbeing: visibility, heat stroke, dehydration, hypothermia	Member, Equine and parent/ guardian or Official	Riders and parents to ensure appropriate clothing is available for both riders and horses, and used as needed. Members and parents to ensure they their horses have sufficient access to water. Event may cancel due to weather conditions, if deemed unsafe to continue by organiser.	Members, parents and instructors to observe horses and riders for signs of overheating / hypothermia and take action as appropriate.	PC appointed person to monitor	
Equine: bio security: horses could become ill whilst at the event and need medical care	Horses and ponies	All horses and ponies in attendance will meet the vaccination requirements of the Pony Club as per its current rules. Horse passports and vaccination certificates should be available on site. Horses should not be allowed to touch each other, share buckets, feed or tack and should not be allowed to graze. Hands and clothes should be kept clean and attendees should not touch horses they are not sure about the health of. A vet will be on call during hours of the event to support with medical needs Horses will be vetted out of the event if they are unwell and there is a health concern. This will need a vet sign off. Relevant veterinary advice will be sought based on the situation and need to ensure welfare of the horses at the event.	During the event, ensure controls and compliance are monitored	PC appointed person	

Harm to an individual's rights, wellbeing and mental/ physical being	Members, parents, guardians, officials	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). 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. Coaches level of supervision is determined by their qualifications (full details). Events are carried out in line with guidance, including provision of supervision and ratios of staffing. Members, parents, guardians, volunteers and officials adhere to the respective Code of Conduct and steps are taken should this not be followed. All measures identified in the Health and Safety Rule book 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 is adhered to.	A named safeguarding lead is appointed at activities and is present. Monitor and ensure compliance	PC appointed person to monitor	
Poor condition of toilets could result in slip/trip or spread of germs / infection.	Members, parents, guardians, officials	Toilets are provided by an outside contractor and are regularly serviced. Toilets are located on level ground with good surface condition. Ensure toilets are clean before start of event to reduce chances of slips or spread of germs. Provide access to hand sanitiser as needed.	Regular check on condition during the event.		
Injury sustained by people setting up or moving equipment – back, fingers, etc.	Members, parents, guardians, officials	Employ safe lifting techniques. Share lifts to avoid lifting excessive weight or awkward loads. Communicate clearly when moving equipment to or from trailers and when passing equipment between people. Use of gloves is recommended to avoid slips and splinters and mitigate impacts.			

Risk assessment completed by:	Date completed:	Review Date:
Name:		

Signed:		
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