

	<b>Sport /Activity</b>	Activities & Rallies	<b>Date of Event</b>	21 <sup>st</sup> Feb 2023
	<b>Event</b>	Junior Mini Rally	<b>OS Grid Ref</b>	SO 82844 11517
	<b>Location</b>	CCR Equestrian, Naas Lane, Brookthorpe, Gloucester, GL4 0XA	<b>What3Words</b>	economies.lied. stem

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>
Event layout: <i>Impact between vehicles, Vehicles vs pedestrians, Vehicles vs horses</i>	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.	<ul style="list-style-type: none"> <li>• Vehicle free area for pedestrians.</li> <li>• Wide horse access route from lorry parking to arena.</li> <li>• No-go vehicle areas, no-go horse areas where required by site occupiers.</li> <li>• No vehicles/lorries to park directly in front of arena entrance.</li> <li>• Adequate parking for lorries/trailers, where horses can be tied up around the sides to be tacked up</li> </ul>	<p>During the event, ensure controls and compliance are monitored by PC appointed person.</p> <p>Local risk controls by site occupier to be enforced.</p>	Emily Hall and Louise Calverley	
Slip or trip hazards from ground conditions or in officials' area	PC Members and spectators may be injured from slip or trip injuries while on site.	<ul style="list-style-type: none"> <li>• Ground conditions and any significant slip or trip hazards have been identified and removed or segregated.</li> <li>• Car park has hard standing to allow for a suitable lorry/trailer parking and tacking up surface.</li> </ul>	<p>During the event, ensure controls and compliance are monitored.</p> <p>Any large pot holes to be identified and reported to the site owner.</p>	Emily Hall and Louise Calverley	

<p>Trip injuries from routing of cables and pipes.</p>	<p>PC Members, officials, spectators, the general public and horses may be injured due to a tripping hazard of trailing wires or flexible hose and pipe.</p>	<ul style="list-style-type: none"> <li>• Cables must be run at high level, in a safe area, or covered where possible.</li> <li>• Cables/ pipes must be run away from main pedestrian area and be in a high visibility colour to enable them to be highly visible.</li> </ul>	<p>During the event, ensure controls and compliance are monitored.</p>	<p>Emily Hall and Louise Calverley</p>	
<p>Impact and crush injuries from falls or contact with horses. Included but not limited to ridden activity, officials checks and engaging with the judge.</p>	<p>PC Members and spectators may become injured if crush or impact occurs by being kicked, trodden on or crushed by close proximity to a horse.</p>	<ul style="list-style-type: none"> <li>• It is the riders/handlers responsibility to ensure their horse is under control at all times.</li> <li>• Arena is fenced off and no spectators are allowed within the arena whilst the rally is ongoing, unless a rider is injured and a parent needs to attend to the child or there is a loose horse and the owner needs to retrieve the loose horse.</li> <li>• Pedestrians stood in close proximity to horses must be responsible for their own safety and the possibility of crush from hoof to foot contact.</li> <li>• Pedestrians and handlers should avoid standing directly behind horses.</li> <li>• Any horses that are known to kick must wear a red ribbon in the tail.</li> <li>• All riders must wear an approved riding hat at all times when mounted in compliance with PC rules.</li> <li>• 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.</li> <li>• It is the parent/rider/handler responsibility to ensure all horse tack is safe, sound, secure and fits correctly.</li> </ul>	<p>During the event, ensure controls and compliance are monitored.</p> <p>Instructors for the rally Saskia Davis and Julie Mansell to also check that tack is secure at the start of the session.</p>	<p>Emily Hall and Louise Calverley</p>	

<p>Impact or crush injury when using the arena facility and activity equipment.</p>	<p>Impact or fall injury due to inadequate facility or incorrect equipment used in riding activities.</p>	<ul style="list-style-type: none"> <li>• Equipment checked before each group as required.</li> <li>• Arena and equipment are changed and altered based on activities and rider abilities by the competent instructor.</li> <li>• Surface Conditions are monitored and are safe.</li> <li>• Any other requirements from the site occupier are taken into account.</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment to be checked by instructor prior to each rides use.</li> <li>• Any damaged equipment reported immediately and remove from use if required.</li> <li>• PC officials will check the arenas and construction of these on set up of event, prior to activity and during the event.</li> <li>• Instructors to monitor rider ability and surface conditions.</li> <li>• Local risk controls by site occupier to be enforced.</li> </ul>	<p>Emily Hall and Louise Calverley</p>	
---	---	---	---	--	--

<p>Impact and crush injuries from loose horses.</p>	<p>PC Members, members of the public and spectators may become injured if impact occurs between them and a loose horse</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Gate into the arena must be closed to prevent loose horses reaching a public road.</li> <li>• When not being ridden horses will be tied to a fixed point - this must be a lorry tie ring or a trailer tie ring. Trailers must be hitched onto a vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• All attendees must be aware to attempt to prevent a loose horse reaching the road if a shout of 'LOOSE HORSE' is heard.</li> <li>• If possible ensure access gate is closed during riding activities.</li> <li>• During the event, ensure controls and compliance are monitored.</li> </ul>	<p>Emily Hall and Louise Calverley</p>	
<p>Injuries to young and inexperienced riders due to 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>	<ul style="list-style-type: none"> <li>• Direct supervision as required.</li> <li>• Specific instruction/ supervision must be given in the case of novice riders.</li> <li>• Emily Hall and Louise Calverley to brief instructors before start of each session.</li> <li>• Parent/ guardian/ PC Official/ Instructor must ensure activity is suitable for the ability of the rider.</li> <li>• Move riders in group not suitable for their ability or pony.</li> <li>• Parent / helper assistance for younger / novice riders if needed.</li> <li>• Communication methods agreed.</li> <li>• Facilities and equipment suitable for each ride's ability.</li> <li>• Arena is to be monitored by instructors who can seek assistance in the event of an accident</li> </ul>	<ul style="list-style-type: none"> <li>• Team Managers, parent and officials must ensure each activity is suitable for the ability of the rider.</li> <li>• Instructors with up to date competence certificates including DBS, Safeguarding and First Aid,</li> <li>• Mobile phones charged and available.</li> <li>• Emergency procedure in place.</li> </ul>	<p>Emily Hall and Louise Calverley</p>	

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.	<ul style="list-style-type: none"> <li>• Machinery must not be operated in close proximity to children and horses during the event.</li> <li>• Machinery must only be operated by Competent operators.</li> <li>• All machinery must be operated in a clear working area.</li> </ul>	During the event, ensure controls and compliance are monitored.	Emily Hall and Louise Calverley	
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.	<ul style="list-style-type: none"> <li>• Competent qualified first aider will be present on the day of the event – Julie Mansell and Saskia Davis.</li> <li>• The first aiders will have adequate amounts of the correct type of first aid provision.</li> <li>• Suitable medical helicopter landing areas are available.</li> <li>• Site location identified by Grid Reference and What3Words.</li> <li>• Mobile phone signal and land line available.</li> </ul>	None	Emily Hall and Louise Calverley	
Impact or impalement injuries from contact with, fencing:	PC Members, spectators, the general public and horses can become injured by contact with, fencing by getting too close to them or tripping over them.	<ul style="list-style-type: none"> <li>• All arena fence posts and rails are to be an approved type with a large enough diameter to prevent impalement if a rider falls onto the post.</li> <li>• Unprotected metal posts are not to be used.</li> <li>• Fence posts and rails to be secured adequately and checked prior to use.</li> <li>• Arena to be monitored by instructors who can seek assistance in the event of an accident</li> </ul>		Emily Hall and Louise Calverley	
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.	<ul style="list-style-type: none"> <li>• Footpath/caravan site roped off to provide physical separation barrier between pedestrians and horses.</li> <li>• Clear footpath route established to provide safe access route.</li> <li>• Signs erected to direct pedestrians safely across event area.</li> <li>• Safe route shown on site layout plan.</li> </ul>	Pony club appointed person to instruct pedestrians of safe route on the day.	Emily Hall and Louise Calverley	

Losing someone on site and delayed medical care due to unknown location	Officials, competitors, visitors and general public	<ul style="list-style-type: none"> <li>• Event organisers Emily Hall and Louise Calverley and parents will have contact information for all in their party</li> <li>• 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 .</li> <li>• Once lost person is found event activity can resume.</li> <li>• In event lost person is not found, additional steps to involve emergency services and notify PC trustees/ management will be taken</li> </ul>	During the event, ensure controls and compliance are monitored	Emily Hall and Louise Calverley	
Adverse weather conditions impacting rider or equine wellbeing: visibility, hypothermia	Member, Equine and parent/ guardian or Official	<ul style="list-style-type: none"> <li>• A cold, wet, windy and rain/ snowy day could impact visibility, guidance on what to do in these circumstances given prior to event start. This may result in cancelling/modifying the event.</li> <li>• A cold, wet, windy and rain/ snowy day can result in hypothermia. To mitigate riders advised of appropriate clothing for rider and equine alike, provided with warm drinks provided at intervals and monitored throughout event. Additional clothing/ dry clothing may be provided as necessary for rider or equine. Wooden shelter by the arena available with hot drink making facilities for any riders that need to warm-up in the event of wet/cold conditions.</li> <li>• Event may cancel due to weather conditions, if deemed unsafe to continue by organisers <b>Emily Hall and Louise Calverley.</b></li> </ul>	During the event, ensure controls and compliance are monitored.	Emily Hall and Louise Calverley	
Equine: bio security: horses could become ill whilst at the event and need medical care	Horses and ponies	<ul style="list-style-type: none"> <li>• All horses and ponies in attendance will meet the vaccination requirements of the Pony Club as per its current rules.</li> <li>• A vet will be available during hours of the event to support with medical needs – three counties equine vets and BW Equine.</li> </ul>	During the event, ensure controls and compliance are monitored	Emily Hall and Louise Calverley	

<p>Harm to an individual's rights, wellbeing and mental/ physical being</p>	<p>Members, parents, guardians, officials and pedestrians</p>	<ul style="list-style-type: none"> <li>• The organisation has members of staff (Ellie Watkins) to support with safeguarding of all involved at our activities. The Pony Club Safeguarding policy outlines the processes which should be adhered to (<a href="#">full details</a>).</li> <li>• <b>Emily Hall and Louise Calverley</b> and instructors Julie Mansell and Saskia Davis who regularly come in to contact with members meet compliance checks. This is termed as regulated activity/ work and is covered in the <a href="#">Safer Recruitment Policies</a>.</li> <li>• Coaches level of supervision is determined by their qualifications (<a href="#">full details</a>).</li> <li>• Rally is carried out in line with Pony Club <a href="#">guidance</a>.</li> <li>• Members, parents, guardians, and officials adhere to the respective <a href="#">Code of Conduct</a> and steps are taken should this not be followed.</li> <li>• All measures identified in the <a href="#">Health and Safety Rule book</a> are adhered to, including first aid and accident reporting.</li> <li>• 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.</li> <li>• The organisations <a href="#">Drugs and Alcohol Policy</a> is adhered to.</li> </ul>	<p>A named safeguarding lead is appointed at activities and is present. Monitor and ensure compliance</p>	<p>Emily Hall and Louise Calverley</p>	
---	---	---	---	--	--

<p>Harm due to medical treatment of equine. Injury could be crush, cut, bruise and glancing blow.</p>	<p>Members, parents, guardians, officials and pedestrians</p>	<ul style="list-style-type: none"> <li>Local vets have been alerted to the event – Three Counties Vets are aware.</li> <li>All incidents are recorded in line with The Pony Club procedures.</li> <li>First Aid Provision in place which is in line with the <u>Health and Safety Rule</u> book First Aid Matrix, attendees are aware of how to contact First Aid.</li> <li>A suitable location for the treatment of equines at the event has been identified prior to the event.</li> <li>Appropriate Personal Protective Equipment (PPE) is worn to aid treatment of the equine. Where necessary PPE meets the required safety standard.</li> <li>Treatment is only administered by/ with approval of the owner.</li> <li>The equine is handled during treatment by suitable adult(s) and instructions are followed.</li> <li>The injury is assessed and severity. Veterinary assistance is sought as needed.</li> <li>Appropriate medical treatment administered/ stored in line with item instructions and COSHH guidance supplied with the product.</li> </ul>	<p>Monitor and ensure compliance</p>	<p>Emily Hall and Louise Calverley</p>	
---	---	---	--------------------------------------	--	--

Risk assessment completed by:	Date completed:	Review Date:
<p>Name: Emily Hall and Louise Calverley</p>	<p>15/02/23</p>	
<p>Signed:</p>		