

	Sport /Activity	Junior Camp <i>Includes dressage, showjumping and cross-country elements</i>	Date of Event	31 st July – 3 rd August 2023
	Event	Junior Camps	OS Grid Ref	SO7919432008
	Location	Gadbury, Eldersfield, GL19 4PP	What3Words	Curls.trying.regret

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>	Members, parents, guardians, officials, pedestrians, and horses/ponies.	<ul style="list-style-type: none"> • 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 (in front of secretary hut and food eating area). • Planned Horse Walks • Horse transport (lorries/trailers) parked separately to cars. • Adequate signposting/warnings on approach road. • When driving around the site vehicles not to do more than 5mph. 	<ul style="list-style-type: none"> • Signs for vehicle free areas, horse free areas and car only parking to be purchased and displayed. • During the event, ensure controls and compliance are monitored by pony club official. • Parent helpers to monitor horses and horse area during lunchtimes for any unsafe behaviour or loose horses. • Green hut to be located 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.

<p>Adverse weather conditions impacting rider or equine wellbeing: visibility, heat stroke, dehydration, hypothermia</p>	<p>Members, parents, guardians, officials, pedestrians, and horses/ponies.</p>	<ul style="list-style-type: none"> • Visibility during an event may be impacted, guidance on what to do in these circumstances given in briefing prior to event. • Hot temperatures could impact on the rider and equines welfare and health, parent/ guardian can ensure water available. • Cold, wet, windy and rain can impact visibility, 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 provided by parents/ guardians/ • Event may cancel due to weather or ground conditions, if deemed unsafe to continue by organiser. • Ground inspections take place before and during the event – particular attention to be paid to ground firmness - boggy area between the hedge near second junior roped arena. 	<ul style="list-style-type: none"> • If hot riders and instructors to be given regular drink breaks during the session. • Instructors to park rides in the shade if extreme sun/heat. • Horses to be provided with water in hot weather when not being ridden – three taps available, one by the main entrance to Gadbury, one near the pole barn and one by the water trough in hedge on the left-hand side of Gadbury – see map. • Grit available to fill holes/divots located by the main gate entrance to Gadbury. • If extremely hot camp start and end times will be changed. In hot weather camp start time will be moved to 9am to try and keep coaches and riders cool. • Sprinkler system to be set up if extremely warm by green pole barn, which children and horses can through to keep cool. • Extra gazebos/marques to be set-up to provide extra shelter/shade in extreme weather conditions. • Parents asked to send children with sun cream and sun hats. 	<p>PC appointed person and instructors/coaches.</p>	<p>At set up of event and on the day of the event.</p>
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Slip or trip hazards from ground conditions or in officials' area	Members, parents, guardians, officials, pedestrians, and horses/ponies.	<ul style="list-style-type: none"> • Ground conditions and any significant slip or trip hazards have been identified and removed or segregated. • Any gazebo/ table/chairs will have footing and lines clearly identifiable to reduce trip hazard. • Any fenced off areas must have rope which is highly visible and at an appropriate height so that people/riders don't trip over it. • Green hut to have hazard tape applied to entrance to reduce trip hazard over the metal rail. • Divots and rabbit holes to have been identified and filled in – particularly prone to be around the area on the XC course after the pole barn. 	<ul style="list-style-type: none"> • During the event, ensure ground condition of courses and arenas are monitored by appointed PC official. All involved will be informed of this at the pre-event briefing. • Grit available to fill holes/divots located by the main gate entrance to Gadbury. • Areas to be fenced off around unhitched trailers- these include all SJ trailers and trailers around the pole barn. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
Crush or impact from use of mobile machinery.	Members, parents, guardians, officials, pedestrians, and horses/ponies.	<ul style="list-style-type: none"> • Machinery must not be operated in close proximity to children or horses during the event. • Machinery must only be operated by competent operators. • All machinery must be operated in a clear working area. • The control team will state when safe to use the machinery during an event. 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
Injury severity being increased due to slow or delayed first aid treatment.	Members, parents, guardians, officials, and pedestrians.	<ul style="list-style-type: none"> • 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 – first aid kits to be in the green hut and the pole barn. • Suitable medical helicopter landing areas are available. • Site location identified by Grid Reference and What3Words. • Mobile phone signal available. • Nearest defibrillators are Pendock School, Pendock, GL19 3PW or Lowbands Telephone Box GL19 3NL. • Gadbury map, risk assessment and details all displayed in the green hut and pole barn. • Clear signposts into Gadbury off the Pendock road – B4208. 	<ul style="list-style-type: none"> • All emergency information including helicopter landing area, grid references, what 3 words and important numbers to be displayed in the green hut and pole barn. • What three words signs need to be displayed on the three main external gate entrances to Gadbury. • Gate padlock codes to be shared with committee/discipline team managers to the two other main gates into Gadbury around the far side, so emergency service vehicles can access through those gates if needed. 	PC appointed person	At set up of event and on the day of the event.

Losing someone on site	Members, parents, guardians, officials, and pedestrians.	<ul style="list-style-type: none"> • Event organisers and members parents 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 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. • Ensure all officials have walkie talkies/mobile phone signal which is working for easy communication and contact. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
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<p>Equine: bio security: horses could become ill whilst at the event and need medical care</p>	<p>Horses and ponies</p>	<ul style="list-style-type: none"> • All horses and ponies in attendance will meet the vaccination requirements of the Pony Club as per its current rules. • A holding area has been identified if one is not vaccinated and needs to be isolated. • Equines 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 equines at the event. • Bio security will be in accordance with the current vaccination policy and in line with the health and safety rule book. • Tarpaulin stored in green hut and pole barn if needed for an equine fatality in a labelled box. 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. • Holding area to be set up prior to the event to the left of the main gate entry by the hedge before the first junior arena. • Ensure all officials have walkie talkies which are working for easy communication and contact. • Ensure that Three Counties Vets are aware of the event dates. 	<p>PC appointed person to perform passport spot checks to identify an unvaccinated equine.</p> <p>PC appointed person to brief all PC officials on procedures in pre-event briefing.</p>	<p>At set up of event and on the day of the event.</p>
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Impact and crush injuries from falls or contact with horses.	Members, parents, guardians, officials, pedestrians, and horses/ponies.	<ul style="list-style-type: none"> • It is the riders/handlers responsibility to ensure their horse is under control at all times. • Arena areas are fenced off and no spectators are allowed within the arena whilst the rally is ongoing, unless a rider is injured and a spectator needs to attend to the child or there is a loose horse and the owner needs to retrieve the loose horse. • Pedestrians stood 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 horses that are known to kick must wear a red ribbon in the tail. • Riders must always wear an approved riding hat when mounted in compliance with PC rules – pink hat tags should be visible. • Congestion building up with horses around entrances to the arenas must be monitored and riders/handlers will be asked to move away to create space. • It is the parent/rider/handler responsibility to ensure all horse tack is safe, sound, secure and fits correctly. 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. • Instructors/coaches to perform tack and safety checks prior to any riding activity starting. • Hat checking and tagging needs to be available at the event, for any unchecked/tagged hats for PC members. • Parents/members to be made aware of body protector standard changes from Jan 2023. • Parents to be reminded of PC code of conduct via email prior to camps and displayed in green hut at Gadbury – any siblings/non-riding children to be kept within eyesight of parents and no bikes to be brought to Gadbury or ball games to be played near equines whilst mounted/unmounted. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
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Impact or crush injury when using arenas/area facility and activity equipment.	Members, parents, guardians, officials, pedestrians, and horses/ponies.	<ul style="list-style-type: none"> • Equipment checked before each activity as required. • Instructors/coaches to check ground pins are secure and in the correct place before using any XC jumps. • Arena and equipment are changed and altered based on activities and rider abilities by the instructor/coach. • Ground conditions are monitored and are safe. • Telegraph poles have hazard tape wrapped around them, so they are highly visible to all to help avoid collision. • Areas to be fenced off around unhitched trailers- these include all SJ trailers and trailers around the pole barn. 	<ul style="list-style-type: none"> • Equipment to be checked by instructor/coach prior to each rides use. • Any damaged equipment reported immediately and remove from use if required. • PC officials will check the arenas and construction of these on set up of event, prior to activity and during the event. • Instructors/coaches to monitor rider ability and ground conditions. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
Impact and crush injuries from loose horses.	Members, parents, guardians, officials, pedestrians, and horses/ponies.	<ul style="list-style-type: none"> • 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 horses are not ridden, they are to be taken back to the transport or tied to a fixed point. • All exterior gates must be kept closed at all times. • Hedge and fence perimeters to be checked for gaps prior to event start and repaired if necessary to prevent a loose horse escaping onto the road. • Gates/fencing into the junior arenas must be closed to prevent loose horses reaching a public road. • 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. 	<ul style="list-style-type: none"> • All attendees must be aware to attempt to prevent a loose horse reaching the road if a shout of 'LOOSE HORSE' is heard. • During the event, ensure controls and compliance are monitored. • PC officials to make sure that all exterior gates to Gadbury are securely shut prior to event starting – 5 gates to check in total (see Gadbury map). 	<ul style="list-style-type: none"> • PC appointed person and instructors/coaches • If possible, deploy a parking monitor to ensure main entrance gate is always shut. 	At set up of event and on the day of the event.

<p>Injuries to young and inexperienced riders due to inability to control horse.</p>	<p>Members, parents, guardians, officials and pedestrians.</p>	<ul style="list-style-type: none"> • Direct supervision as required – more needed for novice riders. • Specific instruction/ supervision/assistance must be given in the case of novice riders. • PC event organiser must sort riders into groups according to ability – these are to be checked by other PC officials prior to the event to ensure suitability. • PC official/event organiser to brief instructors on rider ability at least two days before the start of each activity, so instructors/coaches can plan accordingly. • Parent/ guardian/ instructor must ensure activity is suitable for the ability of the rider. • Move riders in group not suitable for their ability or pony. • Communication methods agreed for moving riders not in a suitable group. • Facilities and equipment to be suitable for each ride's ability. • Instructors to seek assistance from PC official in the event of an accident. 	<ul style="list-style-type: none"> • Event organisers, parent and officials must ensure each activity is suitable for the ability of the rider. • Instructors used who have up-to-date competence certificates including DBS, Safeguarding training and Emergency First Aid at Work, • Mobile phones charged and available. • Emergency procedure in place. 	<p>PC appointed person and instructors/coaches</p>	<p>At set up of event and on the day of the event.</p>
<p>Official or emergency vehicles in pedestrian/equine only areas: <i>Impact with pedestrians and horses</i></p>	<p>Members, parents, guardians, officials, pedestrians, and horses/ponies.</p>	<ul style="list-style-type: none"> • 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. • Issue all the emergency service with a course map and a plan of the facilities e.g., Access points, and vehicular access points. • Issue flags to all official vehicles and impose strict speed limit (5mph) except for emergency. 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. 	<p>PC appointed person and instructors/coaches</p>	<p>At set up of event and on the day of the event.</p>

Impact or impalement injuries from contact with, fencing, stakes and roping	Members, parents, guardians, officials, pedestrians, and horses/ponies.	<ul style="list-style-type: none"> • All ring 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. • Rope/fence height to be adequate so people/horses can see them and don't fall over them. • Fence posts to be secured adequately. • All fencing to be checked prior to activity/event, including perimeter fences. This is to include looking for fallen trees onto fencing and gaps in fencing. 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. • Any damaged fencing to be repaired prior to the event. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
Injury from heavy lifting	PC officials	<ul style="list-style-type: none"> • Appropriate training to lift and move heavy items is provided to those who may carry out the task. • Correct lifting procedures are always followed. • Larger and heavy items are moved by appropriate machinery. 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
Course: poor course design and inadequate equipment may result in injuries being sustained	Members, parents, guardians, officials, pedestrians, and horses/ponies.	<ul style="list-style-type: none"> • Courses are to be designed by a suitably experienced person. • Red and white flags are used to identify the direction the XC fences, or any warm-up fences are to be jumped in. • Safety cups are to be used on all fences in accordance with current PC rules. • Any equipment used to create fences for competition or training is checked for suitability and safety and inadequate materials are removed/ not used. • The course and ground are considered as part of any design and layout of a course. • Guidance from the Eventing Rulebook and Eventing Organisers Handbook will be followed, including the use of items such as frangible pins on cross country fences. 	<ul style="list-style-type: none"> • Prior/ during the event, ensure controls and compliance are monitored. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.

<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"> • 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 (full details). • PC officials and all coaches/instructors who regularly come in to contact with members to meet compliance (DBS) 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. • Event is carried out in line with Pony Club guidance. • Members, parents, guardians, 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. 	<ul style="list-style-type: none"> • A named safeguarding lead is appointed at activities and is present. • Monitor and ensure compliance 	<p>PC appointed person and instructors/coaches</p>	<p>At set up of event and on the day of the event.</p>
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<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"> • Local vets to have been alerted to the event – list of events to be sent to Three Counties Vets. • All incidents are recorded in line with The Pony Club procedures. • 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. • A suitable location for the treatment of equines at the event has been identified prior to the event – to the left of the main entrance. • Appropriate Personal Protective Equipment (PPE) is worn to aid treatment of the equine. Where necessary PPE meets the required safety standard. • Treatment is only administered by/ with approval of the owner. • The equine is handled during treatment by suitable adult(s) and instructions are followed. • The injury is assessed and severity. Veterinary assistance is sought as needed. • Appropriate medical treatment administered/ stored in line with item instructions and COSHH guidance supplied with the product. 	<ul style="list-style-type: none"> • Monitor and ensure compliance 	<p>PC appointed person and instructors/coaches</p>	<p>At set up of event and on the day of the event.</p>
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Food at camp

Choking on food	Members, parents, guardians, officials, and pedestrians	<ul style="list-style-type: none"> • Qualified first aiders will be present – this includes all PC coaches, Sue Clements, and Emily Hall • Children bring packed lunch and are asked to sit and eat this in the seated area in the pole barn prior to running around – message also relayed to parents. • Children not to ride and eat at the same time. If eating a snack time biscuit on the pony, they must do this whilst standing still and being mounted – coaches reminded of this and helpers serving drinks and biscuits. • No lollies on sticks to be purchased and sold or used as prizes. 	<ul style="list-style-type: none"> • Coaches to remind children in their rides to sit and eat their lunches before running/moving around. • 2 x helpers to be supervising children eating their food at lunchtime and to stop any children running around whilst eating food. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
Food poisoning	Members, parents, guardians, officials, and pedestrians	<ul style="list-style-type: none"> • Sweets being sold at lunchtime in the snack shop to be prepackaged and not man handled by others. • Sausages and burgers for the BBQ to be pre-cooked at home, then reheated correctly on the BBQ before serving. 	<ul style="list-style-type: none"> • Coaches to remind children to wash hands before eating any food at lunchtime. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
Allergic reaction	Members, parents, guardians, officials, and pedestrians	<ul style="list-style-type: none"> • Parents asked to complete a medical form sharing any allergies with PC officials prior to camp. • Sue Clements to make coaches aware of children with allergies in their rides. • Ensure any food provided to children has come with a list of ingredients - whether it be prepackaged or homemade. • If necessary and there is a severe allergy communication will be given to parents requesting that the allergen e.g., is not brought to camp in children's lunches. 	<ul style="list-style-type: none"> • Any epi-pens required need to be provided by parents and kept with Sue Clements or the coach for the ride. • Food purchased to be served at camp must be pre-packaged so ingredients can be checked. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
Dehydration	Members, parents, guardians, officials, and pedestrians	<ul style="list-style-type: none"> • Drinking water available from the two taps located at Gadbury – one by gate entrance and one by green pole barn. • Some bottles of water purchased and will be available. • Parent letter sent out to remind them to send children with plenty of fluids and a water bottle. 	<ul style="list-style-type: none"> • Coaches to be reminded of water locations. • Coaches to check in on their rides to ensure they are drinking plenty. • 2 x parents to be responsible for going round to rides and offering drinks and biscuits each morning to riders and coaches. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.

Burn from BBQ	Members, parents, guardians, officials, and pedestrians	<ul style="list-style-type: none"> • BBQ to be situated away from children and horses/ponies. • BBQ not to be left unsupervised whilst hot. • BBQ food to be served from a table rather than from the BBQ. 	<ul style="list-style-type: none"> • Set up BBQ on a flat safe area – Andy James 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
<u>Slip slide and pool</u>					
Drowning	Members, parents, guardians, officials, and pedestrians	<ul style="list-style-type: none"> • Pool to be set up by green pole barn where adults will be present so they can monitor use. • Whistle in first aid kit so help can be called for if needed. • Maximum number of children allowed in the pool at any one time. 	<ul style="list-style-type: none"> • 2 x parent supervision during use 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.
Friction burns, slips, cuts and head and neck injuries	Members, parents, guardians, officials, and pedestrians	<ul style="list-style-type: none"> • Slip and slide length to be increased and silage wrap to finish on a level area so that children don't slide off the end too fast and get friction burn. • Qualified first aiders will be present – this includes all PC coaches, Sue Clements, and Emily Hall • Fully stocked first aid kits available in green box van. • Pool to be checked regularly and if deemed to dirty pool will be closed for chlorination. • A maximum of three children allowed down the slip and slide at any one time to avoid collision injuries. • Children asked not to dive into pool due to pool depth • Maximum number of children allowed in the pool at any one time. 	<ul style="list-style-type: none"> • Communication to parents asking children to wear some form of shoes, if possible, e.g., wetsuit shoes/crocs to protect feet when using slip and slide. • 2 x parent supervision during use for pool. • 4 x parents to supervise the slip and slide activity at all times – 2 and the top and two at the bottom. 	PC appointed person and instructors/coaches	At set up of event and on the day of the event.

Risk assessment completed by:	Date completed:	Review Date:
Name: Emily Hall and Sue Clements	11 th July 2023	
Signed:		