

	Sport/Activity	Tetrathlon Competitions	Date of Event	20 th August 2023
	Event	Branch Tetrathlon	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>
GENERAL – Person Responsible – Pauline Williams					
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 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. Adequate signposting/warnings on approach road When driving around the site vehicles not to do more than 5mph.	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.

<p>Adverse weather conditions impacting rider or equine wellbeing: visibility, heat stroke, dehydration, hypothermia</p>	<p>Member, Equine and parent/ guardian or Official</p>	<p>Visibility during an event may be impacted, guidance on what to do in these circumstances given in briefing Hot temperatures could impact on the rider and equines welfare and health, parent/ guardian can ensure water available. Cold, wet, windy and rain/ snowy days 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. Event may cancel due to weather conditions, if deemed unsafe to continue by organiser. Ground inspections take place before and during the event</p>	<p>During the event, ensure controls and compliance are monitored.</p> <ul style="list-style-type: none"> 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. 	<p>PC appointed person to monitor</p>	<p>At set up of the event On the day of the event.</p>
<p>Slip or trip hazards from ground conditions or in officials area</p>	<p>PC Members and spectators may be injured from slip or trip injuries while on site.</p>	<p>Ground conditions and any significant slip or trip hazards have been identified and removed or segregated.</p>	<ul style="list-style-type: none"> During the event, ensure ground condition of courses and warm up 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. 	<p>PC appointed person to monitor</p>	<p>On the day of the event.</p>

<p>Members of the public using footpath route being injured by horses.</p>	<p>Members of the public may come into contact with horses due to close proximity of public footpath across event area.</p>	<p>Signage up to state keep dogs on leads and horses approaching from right or left. 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.</p>	<p>Marshals to instruct pedestrians of safe route on the day.</p>	<p>PC appointed person</p>	<p>On the day of the event.</p>
<p>Injury severity being increased due to slow or delayed first aid treatment.</p>	<p>PC Members, spectators and the general public may have the severity of any injuries received increased by slow or delayed first aid provision.</p>	<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. 	<p>PC appointed person to monitor</p>	<p>On the day of the event.</p>

Losing someone on site	Officials, competitors, visitors and general public	<p>Team Managers, parent/ guardians will have contact information for all in their party</p> <p>Site will be locked down and no entry/ exit will be allowed until search has been carried out.</p> <p>Search to be carried out by PC Officials</p> <p>Once lost person is found event activity can resume</p> <p>In event lost person is not found, additional steps to involve emergency services and notify PC trustees/ management will be taken</p>	<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	On the day of event
Harm to an individual's rights, wellbeing and mental/ physical being	Members, parents, guardians, officials and pedestrians	<p>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).</p> <p>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.</p> <p>Coaches level of supervision is determined by their qualifications (full details).</p> <p>Camps, Competitions, Residentials and excursions are carried out in line with guidance, including provision of supervision and ratios of staffing.</p> <p>Members, parents, guardians, volunteers and officials adhere to the respective Code of Conduct and steps are taken should this not be followed.</p> <p>All measures identified in the Health and Safety Rule book are adhered to, including first aid and accident reporting.</p> <p>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.</p> <p>The organisations Drugs and Alcohol Policy is adhered to.</p>	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.

<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>	<p>Local vets have been alerted to the event. All incidents are recorded in line with The Pony Club procedures. If required by the Health and Safety Rulebook Vet Matrix are in attendance, contact information is shared with attendees. First Aid Provision in place which is in line with the Health and Safety Rule book First Aid Matrix, attendees are aware of how to contact First Aid. On site first aid have been alerted that these is an injured equine and those attending may need assistance. A suitable location for the treatment of equines at the event has been identified prior to the event. 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 inline with item instructions and COSHH guidance supplied with the product</p>	<p>Monitor and ensure compliance</p>	<p>PC appointed person to monitor</p>	<p>Site assessment completed On the day of the event.</p>
<p>Prize giving: slip, trip, fall</p>	<p>PC Members and spectators may be injured from slip or trip injuries while on site.</p>	<p>Ground conditions and any significant slip or trip hazards have been identified and removed or segregated.</p>	<p>During the event, ensure controls and compliance are monitored.</p>	<p>PC appointed person to monitor</p>	<p>On the day of the event.</p>

RIDE PHASE – Person responsible – Sue Clements

<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 have a list of all event dates to be held at Gadbury for Summer 2023. 	<p>PC appointed person</p>	<p>On the day of event</p>
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Ride Phase: Impact and crush injuries from falls or contact with horses.	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.	<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 rallies/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 to monitor	On the day of the event.
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<p>Ride Phase: Impact or crush injury when using the arena/ area 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"> • 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. 	<p>PC appointed person and team manager to monitor.</p>	<p>On the day of the event.</p>
<p>Ride Phase: 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"> • 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). 	<p>PC appointed person to monitor</p>	<p>On the day of the event.</p>

Ride Phase: 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.	<ul style="list-style-type: none"> • Direct supervision as required • Appointed person to brief instructors before start of the event. • Phase stewards for the phase to assess the ability • Parent/ guardian must ensure activity is suitable for the ability of the rider. • Parent / helper assistance for younger / novice riders if needed. • Communication methods agreed. 	<ul style="list-style-type: none"> • Team Managers/ officials must ensure each activity is suitable for the ability of the rider. • Instructors with up to date competence certificates. • DBS, Safeguarding and First Aid, • Mobile phones charged and available. • Emergency procedure in place. 	Team Managers to monitor competence. PC appointed person to monitor	On the day of the event.
Ride Phase: Official or emergency vehicles in pedestrian areas: <i>Impact with pedestrians and horses</i>	PC Members and spectators may become harmed if official emergency vehicles are travelling too quickly, they may collide with pedestrians and injure them.	<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. 	During the event, ensure controls and compliance are monitored.	PC appointed person to monitor	On the day of the event.
Ride Phase: Impact or impalement injuries from contact with, fencing, stakes and roping: 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.	PC Members, spectators, the general public and horses	<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. • Fence posts to be secured adequately. 	During the event, ensure controls and compliance are monitored.	PC appointed person to monitor	At set up of the event On the day of the event.

<p>Course: poor course design and inadequate equipment may result in injuries being sustained</p>	<p>Members, parents, guardians, officials, pedestrians, and horses/ponies.</p>	<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. 	<p>Prior/ during the event, ensure controls and compliance are monitored.</p>	<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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RUN PHASE - Gadbury, Eldersfield

Run Phase: Slip, trip or fall	Officials, Competitors	<ul style="list-style-type: none"> • Ground conditions and any significant slip or trip hazards have been identified and removed or segregated. • Run markers to help ensure direction of runners is established. • Red and white markers to run between red on right white on left and distance markers • Start and finish clearly identified to keep the public and supporters off the running route • The phase steward to walk the route to check for any natural holes e.g roots, badger or cattle ruts and fill in as required. • Run has a timed start to limit the number of competitors on the course • Marshalls are deployed at points along the course to support in case of first aid and assistance • Medical conditions are managed in line with the rulebook • First aid provision are in place in accordance with the pony club rules • Extreme weather needs to be considered and amendments made as needed to the route • In extreme weather water or additional clothing needs to be available to members 	During the event, ensure controls and compliance are monitored.	PC appointed person to monitor	On the day of the event.
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SHOOT PHASE – Gadbury , Eldersfield – Responsible Persons – Dave Allen & Peter Wilton

<p>Shoot Phase: children and young persons handling firearms on the premises and range. Shooting another or themselves.</p>	<p>Competitors, parents/ guardians/ officials</p>	<ul style="list-style-type: none"> • NRSA qualified and in date RCO to check all facilities: see shooting facilities guidance • Display notices detailing the requirements for the use of air pistols: See Shoot Phase Minimum briefing requirements. • Parents/ Guardians to carry boxed pistol to the range, children not permitted to carry pistols (boxed or otherwise) and only to operate them in controlled conditions (under the guidance of an RCO) on the recognised firing point. • Safety briefing to all participants (and parents/guardians entering the range area undertaken at the start of each detail. • Members undertake appropriate safety training in club prior to attendance at competition • All guns boxed, unloaded and 'made safe' utilising appropriate breach flag except at firing point, when advised to do so by PC Official (Range staff) • Guns are always pointed down the range and will have breach flags in place unless being operated • Safety glasses are to be worn • Supervision of competitors by stewards and PC officials. • Parents/guardians able to assist re-load supporting pistol being pointed to the Range danger area at all times. • Stewards briefed for the competition and have appropriate training / support (NRSA RCO to brief) • 177mm calibre single shot pistols used with wad cutter pellets to minimise risk of injury. • Appropriate level of first aid provision in place and with correct qualification 	<p>During the event, ensure controls and compliance are monitored through use of recognised PC processes and range words of command.</p>	<p>PC appointed RCO to monitor</p>	<p>On the day of the event.</p>
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Commented [DA1]: National Small Bore Rifle Association qualified and experienced Range Conducting Officer

Commented [DA2]: Do we have any notices to display?

		<ul style="list-style-type: none"> • Medical conditions are managed in line with the rulebook 			
Shoot phase: stray shots. Impact with surroundings/ persons	Competitors, parents/ guardians/ officials	<ul style="list-style-type: none"> • Safety briefing to all participants undertaken at the start of each shoot detail • RCO in control of shoot, giving specific commands to load, Reload, Fire and unload in accordance with PC words of command. • All guns boxed, unloaded and 'broken' / utilising breach flag, except at firing point, when advised to do so by RCO • Safety glasses are to be worn by firers. • Parents/guardians able to assist re-load supporting pistol being pointed to the Range danger area at all times. • Safety briefing for each detail Automatic turning targets used/ Fire – Stop command relevant to age group. • Targets changed with guns 'Made Safe' and breach flags in place, RCO will inspect before anyone is allowed in front of the designated firing point. • Energy absorbing material behind targets (eg carpet, canvas) • Access to range controlled by a steward, Range danger area planned accordingly. • Appropriate level of first aid provision in place and with correct qualification 	During the event, ensure controls and compliance are monitored through use of recognised PC processes and words of command.	PC appointed RCO to monitor	On the day of the event.

Shoot phase: changing targets: official could be shot/ on end of a stray shot	Competitors, parents/ guardians/ officials	<ul style="list-style-type: none"> • RCO in control of shoot, giving specific commands to load, Fire and unload • All guns boxed, unloaded and 'made safe' except at firing point, when advised to do so by RCO Breach flags in place when anyone moves forward of the firing point. • Safety briefing for each detail, Automatic turning targets used or Fire – Stop appropriate to age group. • Targets changed with guns 'made safe' and breach flags in place • Energy absorbing material behind targets (eg carpet, canvas) • Access to range controlled by RCO Range danger area planned accordingly. • Appropriate level of first aid provision in place and with correct qualification • Medical conditions are managed in line with the rulebook 	During the event, ensure controls and compliance are monitored through use of recognised PC processes and words of command.	PC appointed RCO to monitor	On the day of the event.
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Risk assessment completed by:	Date completed:	Review Date:
Name: Pauline Williams	20 th August 2023	
Signed: 		