

	Sport/Activity	Arena Eventing	Date of Event	01/05/2023
	Event	Two Phase Arena Eventing Jumping from 70cm to 100cm	OS Grid Ref	SO 79325 22957
	Location	Hartpury College	What3Words	backhand.studio.s ongbirds

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"> Vehicle free area for pedestrians around the outside of the arenas, in the spectator area around the arenas and around the catering van and the toilet access route to the main equine building. Wide horse access route from lorry parking to arena. No-go vehicle areas, no-go horse areas where required by site occupiers. No vehicles/lorries to park directly in front of arena entrances or access routes unless they are the emergency services. Adequate parking for lorries/trailers, where horses can be tied up around the sides to be tacked up. 	<p>During the event, ensure controls and compliance are monitored by PC appointed stewards.</p> <p>LHPC stewards to wear high visibility burgundy steward tabards.</p> <p>Arena stewards to be briefed prior to event starting regarding pedestrian and car free areas.</p> <p>Parking steward to be present in the car park for sign posting parking spaces.</p> <p>Local risk controls by site occupier to be enforced – ensure that arena fencing is maintained and correctly set up.</p>	Sarah Bowness and Sophie Jones	At set-up and on the day of the event.

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"> • Ground conditions and any significant slip or trip hazards have been identified and removed or segregated. • The official's area (Sarah Bowness's lorry) and any gazebos, tables and chairs will have footing and lines clearly identifiable to reduce trip hazard. • Car park is on hard standing to allow for a suitable lorry/trailer parking and tacking up surface. 	<p>During the event, ensure controls and compliance are monitored.</p> <p>Officials/secretaries area to be clearly identifiable by a sign.</p> <p>Email to be sent to all stewards prior to the event notifying them of the officials/secretaries' area for pre-event briefing.</p>	Sarah Bowness and Sophie Jones	At set-up and on the day of the event.
Trip injuries from routing of cables and pipe	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.	<ul style="list-style-type: none"> • Cables must be run at high level, in a safe area, or covered where possible. • Cables/ pipes must be run away from main pedestrian area and be in a high visibility colour to enable them to be highly visible. 	<p>During the event, ensure controls and compliance are monitored.</p> <p>Only trailing cables to be likely at Hartpury College are those running around the catering van – this area must be checked carefully.</p>	Sarah Bowness and Sophie Jones	At set-up and on the day of the event.

<p>Impact and crush injuries from falls or contact with horses. Included but not limited to ridden activity, officials checks (tack check) 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"> • It is the riders/handler's responsibility to ensure their horse is always under control. • Arenas are fenced off and no spectators are allowed within the competition arenas whilst the competition is ongoing, unless a rider is injured, and a parent/partner needs to attend to the rider or there is a loose horse and the owner needs to retrieve the loose horse. • Only one non-mounted/assistant to be allowed in the warm-up arena with a rider at any one time. • Pedestrians stood near 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. • All riders must always wear an approved riding hat when mounted in compliance with PC rules. • 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. • Arena, warm up areas and competition areas are to be monitored by PC stewards who can seek assistance in the event of an accident 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored by – • Dress and tack checks being conducted by arena stewards prior to riders entering arenas. • Arena stewards will be briefed about rider and spectator expectations/allowances prior to the event. • Arena stewards to be briefed on the maximum number of riders allowed in the warm-up arena at any one time – this will be a maximum of 6. • Arena stewards to wear LHPC visibility tabards. 	<p>Sarah Bowness, Sophie Jones and arena stewards</p>	<p>At set-up and on the day of the event.</p>
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Impact or crush injury when using the arena facility and activity equipment.	Impact or fall injury due to inadequate facility or incorrect equipment used in riding activities.	<ul style="list-style-type: none"> • Equipment checked before each class as required and after any serious rider/horse fall/collapse of jump whilst in the class • Surface conditions are monitored and are safe. • Arena, warm up areas and competition areas are to be monitored by stewards who can seek assistance in the event of an accident. • Arena stewards to be briefed on the maximum number of riders allowed in the warm-up arena at any one time – this will be a maximum of 6. 	<ul style="list-style-type: none"> • Equipment to be checked prior use. • Any damaged equipment to be 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. • Parent and officials to monitor rider ability and surface conditions. Communication method set up to communicate and remove those who are below ability for their class. • Local risk controls by site occupier to be enforced. 	Sarah Bowness and Sophie Jones	At set-up and 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	<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. • Where possible physical barriers or gates must be in place to prevent loose horses reaching a public road. • When not being ridden horses must be tied to a fixed point and not left unattended • Horses/ponies must not be tied up to a trailer that is not hitched up to 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. • If possible, ensure access gate is closed during riding activities. • During the event, ensure controls and compliance are monitored by a car park steward. 	Sarah Bowness and Sophie Jones	At set-up and on the day of the event.

<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"> • Direct supervision as required. • Specific instruction/ supervision must be given in the case of novice riders. • Emily Hall and Louise Calverley to brief instructors before start of each session. • Parent/ guardian/ PC Official must ensure activity is suitable for the ability of the rider. • Parent / helper assistance for younger / novice riders if needed. • Communication methods agreed if a rider needs to be removed from course. • Facilities and equipment suitable for each class height, jumps not to exceed stated class height. • Competition arena and warm-up arena is to be monitored by stewards who can seek assistance in the event of an accident. 	<ul style="list-style-type: none"> • Team Managers, parent and officials must ensure each activity is suitable for the ability of the rider. • Always trained First Aiders on site. • Mobile phones charged and available. • Emergency procedure in place. • Radios will be given to stewards for communication if necessary. • Jumps in the warm-up arena not to exceed more than 10cm above the classes maximum jumping height – arena stewards to be made aware of this and monitor. 	<p>Sarah Bowness and Sophie Jones</p>	<p>At set-up and on the day of the event.</p>
<p>Crush or impact from use of mobile machinery.</p>	<p>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.</p>	<ul style="list-style-type: none"> • Machinery must not be operated near spectators, competitors and horses during the event. • Machinery must only be operated by competent operators. • All machinery must be operated in a clear working area. 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. 	<p>Sarah Bowness and Sophie Jones</p>	<p>At set-up and on the day of the event.</p>

Warm up arena: injury as a result of collision	PC members and officials	<ul style="list-style-type: none"> • The number of persons riding in a warmup arena is limited to ensure that it is not overcrowded. • 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. • The number of people in the arena to help and assist with rebuilding/ adjusting the fences is limited at any time – one per competitor. • The surface and equipment are checked by the event organiser prior to use each day and ground attended as needed. 	<p>During the event, ensure controls and compliance are monitored.</p> <p>The warmup arena will be limited to 6 competitors – stewards to be notified of this in stewards AM briefing.</p> <p>The warm-up arena will be limited to one person assisting per competitor – PC stewards notified of this in AM briefing and to monitor.</p>	Sarah Bowness and Sophie Jones	At set-up and on the day of the event.
Stewarding/ Officials: tack checking and manning entrances/ exits	PC Officials	<ul style="list-style-type: none"> • Nominated officials/stewards will be visible by burgundy Pony Club tabards. • Stewards will have regular contact with the organiser and arena judge by either mobile phone or radio should an incident occur. • Designated areas will be provided for them, so they are able to shelter from elements. • Regular check ins are provided to ensure wellbeing. 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. • Stewards and PC officials will be offered drinks and food on the day to maintain comfort and wellbeing. • Stewards and PC officials will be given rest/toilet breaks as necessary. 	Sarah Bowness and Sophie Jones	At set-up and on the day of the event.

<p>Arena party: injury from heavy lifting and safety around horses</p>	<p>PC officials</p>	<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. • A safe position to be identified within or just outside the arena for the arena party to sit when not actually engaged in work/pole picking. • Guidance to be given to arena party by course designer or PC official on safely moving around the arena while the competition is in progress 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. • Pole pickers to be advised on how to work whilst competition is on during AM event briefing for stewards. 	<p>Sarah Bowness and Sophie Jones</p>	<p>At set-up and on the day of the event.</p>
<p>Official, judges or emergency vehicles in pedestrian areas: <i>Impact with vehicles, pedestrians and horses</i></p>	<p>PC Members and spectators may become harmed if official emergency vehicles are travelling too quickly, they may collide with pedestrians and injure them.</p>	<ul style="list-style-type: none"> • Limit number of vehicles, designated routes, designated pedestrian, and horse movement areas. • Where ponies/ horses and riders need to cross a vehicle route a Marshall will be provided for all hours of the competition. • Dedicated routes (horse walks). • Crossing points for equine and riders warming up or entering the competition. • Judges and other officials' vehicles will move in a time slot provided to limit possible contact with equines/ riders. • Emergency vehicles attending must be shown the correct access route and warned of the number of pedestrians on site. • Area to be monitored by stewards who can seek assistance in the event of an accident 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. 	<p>Sarah Bowness and Sophie Jones</p>	<p>At set-up and 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 – Keith Sharman. • 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. 	<ul style="list-style-type: none"> • Event organiser Sarah Bowness (who is first aid qualified) to have a PC First Aid kit present at the event as well as paid first aider Keith Sharman. 	<p>Sarah Bowness and Sophie Jones</p>	<p>At set-up and on the day of the event.</p>

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.	<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. • Arena, warm up areas and competition areas are to be monitored by stewards who can seek assistance in the event of an accident 		Sarah Bowness and Sophie Jones	At set-up and on the day of the event.
Course: poor course design and inadequate equipment may result in injuries being sustained	Horses, ponies, members and officials	<ul style="list-style-type: none"> • Courses are to be designed and set up by a suitably qualified or experienced person – Dan Norrell. • Red and white flags are used to identify the direction the practice fences are jumped. • Safety cups are to be used on all fences in accordance with current PC rules. • The equipment used to create fences for the 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 the design and layout of the course. • The surface the course is ridden on is taken into consideration and notes to monitor may be provided. 	<ul style="list-style-type: none"> • Prior/ during the event, ensure controls and compliance are monitored. 	Sarah Bowness and Sophie Jones	At set-up and 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 or fall due to tripping or contact with overhead power line post supporting ground cables	<ul style="list-style-type: none"> • Cables fenced off to eliminate contact. • Barriers used to highlight presence of cable and prevent contact. 	<ul style="list-style-type: none"> • This must be checked at set up/morning of event 	Sarah Bowness and Sophie Jones	At set-up and on the day of the event.

Losing someone on site and delayed medical care due to unknown location	Officials, competitors, visitors and general public	<ul style="list-style-type: none"> • Event organisers Sarah Bowness and Sophie Jones will have emergency contact information for all competitors. • 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 	Sarah Bowness and Sophie Jones	At set-up and on the day of the event.
Adverse weather conditions impacting rider or equine wellbeing: visibility, heat stroke, dehydration, hypothermia	Member, Equine and parent/ guardian or Official	<ul style="list-style-type: none"> • 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 rainy days can result in hypothermia. To mitigate riders advised of appropriate clothing for rider and equine alike and monitored throughout event.. • Event may cancel due to weather conditions, if deemed unsafe to continue by organiser. 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored. • Stewards briefed at morning briefing on what to do if weather conditions become extreme – may need to hold the course/competitors until the weather subsides. 	Sarah Bowness and Sophie Jones	At set-up and on the day of the event.
Equine: bio security: horses could become ill whilst at the event and need medical care	Horses and ponies	<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 vet (Three Counties Equine Vets) will be available during hours of the event to support with veterinary needs. • 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. 	<ul style="list-style-type: none"> • During the event, ensure controls and compliance are monitored • A PC Official to spot check passports and vaccinations on day of the event. • A tarpaulin will be present at the event in the event of an equine death – Sarah Bowness to bring. 	Sarah Bowness and Sophie Jones	At set-up 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). • Sarah Bowness and Sophie Jones event organisers who regularly come in to contact with members meet compliance checks. This is termed as regulated activity/ work and is covered in the Safer Recruitment Policies. • Competition is carried out in line with Pony Club guidance. • Competitors 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. • During the event, ensure controls and compliance are monitored 	<p>Sarah Bowness and Sophie Jones</p>	<p>At set-up 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 have been alerted to the event – Three Counties Vets are aware. All incidents are recorded in line with The Pony Club procedures. 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. 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 in line with item instructions and COSHH guidance supplied with the product. 	<ul style="list-style-type: none"> During the event, ensure controls and compliance are monitored. Qualified first aider booked onsite all day. A treatment area for injured equines needs to be identified with Hartpury College. A tarpaulin will be onsite in a lidded box brought by Sarah Bowness event organiser. 	<p>Sarah Bowness and Sophie Jones</p>	<p>At set-up and on the day of the event.</p>
<p>Prize giving: slip, trip, fall on or off the podium/ stage</p>	<p>PC Members and spectators may be injured from slip or trip injuries while on site.</p>	<ul style="list-style-type: none"> Ground conditions and any significant slip or trip hazards have been identified and removed or segregated. The areas will have footing and lines clearly identifiable to reduce trip hazard 	<ul style="list-style-type: none"> During the event, ensure controls and compliance are monitored. 	<p>Sarah Bowness and Sophie Jones</p>	<p>At set-up and on the day of the event.</p>

Risk assessment completed by:	Date completed:	Review Date:
<p>Name: Emily Hall</p>	<p>23/04/2023</p>	
<p>Signed:</p>		