|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Logo_Primary_CMYK_Blue_Medium_Res.jpgRisk Assessments** | **Sport /Activity** |  | **Date of Event** |  |
| **Event** |  | **OS Grid Ref** |  |
| **Location** |  | **What3Words** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard(Something that can cause harm/injury) | **Who might be injured?** | Risk Controls **(already in place)** | **Further Action Required** | **Allocated Person / Date** | **Completion Date and Initial** |
| *What is the injury?*  *How can the injury occur?* | *E.g. people (members, volunteers, spectators, etc), animals, vehicles.* | *What is currently being done to prevent the injury occurring?* | *What more needs to be done?* | *Who is responsible for completing the action?*  *What is the planned time frame for this?* | *Initial and date when action is completed* |
| Impact with other vehicles because driver not aware of where the entrance is. | -PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors | \*Put out PC signs at the entrance and further down the road to ensure the venue entrance is clearly sign posted. | Monitor on the day | Event Organiser |  |
| Vehicles impacting people and horses.  Vehicles could be moving too quickly or may not see the pedestrians/horses/  Property, this includes emergency vehicles. | -PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors | \*On the drive and carpark, vehicles to drive DEAD SLOW AT ALL TIMES.  \*All Attendees are made aware that vehicles will be moving in driveway, parking area, access areas and around arena.  \*All PC members should always be accompanied by a responsible adult when in the parking area and when moving between parking area and riding area. | Ensure all high traffic areas are manned on the day, station a volunteer to direct traffic as necessary.  Emergency vehicles are escorted on to the venue and ensure they have a clear route to casualty. | Event Organiser |  |
| Hazard (Something that can cause harm/injury) | **Who might be injured?** | Risk Controls **(already in place)** | **Further Action Required** | **Allocated Person / Date** | **Completion Date and Initial** |
| Slip or trip hazards from ground conditions. | -PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue visitors | \*Ground conditions and any significant slip or trip hazards have been identified and removed or segregated.  \*Children told to walk at all times around horses and where the ground conditions may be slippery. | Double check on the morning of the event that ground conditions are safe. | Event Organiser |  |
| Injury as a result of using the arena facility and equipment.  Impact or fall injury due to inadequate facility or incorrect equipment used in riding activities. | -PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors | \*All Equipment is fit for purpose, in good state of repair and appropriate for the activity.  \*Arena set up/layout and equipment are changed and altered based on activities and rider abilities to be overseen by accredited Coach.  \*Surface Conditions are checked and are safe.  \*ALL equipment such as harrows, removed from the arena. | Equipment to be checked by each Coach prior to each rides use.  Any damaged equipment reported immediately and removed from use or cordoned off it unable to remove.  Anything in the arena that cannot be removed has been cordoned off using suitable barriers. | Event Organiser |  |
| Injury from gates or arena doors not being securely closed or tied back. | -PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors | \*Make sure all gates and doors are securely fastened back or closed to ensure they don’t swing into people.  \*Report any issues to venue staff/owners. | Monitor on the day | Event Organiser  Coaches |  |
| Hazard (Something that can cause harm/injury) | **Who might be injured?** | Risk Controls **(already in place)** | **Further Action Required** | **Allocated Person / Date** | **Completion Date and Initial** |
| Injury from falling downstairs to outdoor viewing area or indoor viewing gallery/toilets. | -PC Members  -Spectators  -Volunteers  -General Public  -Venue Visitors | \*Advise everyone attending to take extra care on the stairs and to use the handrails provided. Children must be supervised at all times. | Monitor on the day | Event Organiser  Coaches |  |
| Injury severity being increased if incorrect safety equipment is used. | -PC Members  -Volunteers  - Coaches  -Horses | \*All riding safety equipment, Hats and Body Protectors will be in line with current standards and be tagged by a PC representative.  \*All Specific safety equipment requirements and correct attire have been emailed to parents prior to event.  \*Follow sport rule book for safety equipment, hats, body protectors as well as whips, spurs and any other sport specific equipment. | Coaches to check tags, tack and equipment check before the event commences. | Event Organiser  Coaches |  |
| Injuries to young and inexperienced riders due to inability to control horse.  May become injured if impact occurs between them and a horse or the rider falls from the horse. | -PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors | \*Arrangements are made to ensure the correct level of supervision depending on horse and rider experience.  \*Coaches are given details of every horse and rider combination and any known issues and reasonable adjustment requirements, prior to the event.  \*Event Organiser and Coach must ensure activity is suitable for the ability of the rider.  \*Move riders in group not suitable for their ability or pony.  \*Ensure all Lead rein and first ridden children have an assistant. (No other siblings present on foot) Young Leaders, must wear hat, boots and gloves.  \*Facilities and equipment suitable for each ride's ability. | Event Organiser/coach must ensure each activity is suitable for the ability of the rider.  Coaches with up to date competence certificates.  DBS, Safeguarding and First Aid.  First Aider and Appointed Person present at all times. | Event Organiser and Coaches |  |
| Hazard (Something that can cause harm/injury) | **Who might be injured?** | Risk Controls **(already in place)** | **Further Action Required** | **Allocated Person / Date** | **Completion Date and Initial** |
| Impact and crush injuries from falls or contact with horses.  Included but not limited to ridden activity, tack checks and engaging with others at the event.  Injuries if crushed or impact occurs by being kicked, trodden on or crushed by close proximity to a horse.  Injuries from falls from horses during ridden activities. | --PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors/Clients | \*Riders/handlers to ensure their horse is under control at all times. Competency of riders assessed, and extra assistance arranged if required.  \*All Spectators/Parents to remain outside of riding area unless specifically invited in by Coach or Appointed Person. This includes if a child has a fall.  \*Any horses that are known to kick must wear a red ribbon in the tail and Coaches to remind younger members of its meaning.  \*Avoid congestion around entrance to the arena during change over times. Place a volunteer to monitor if event has lots of attendees.  \*It is the parent/rider/handler responsibility to ensure all horse tack is safe, sound, secure and fits correctly. Remind in joining instructions.  \*Coaches is accredited and are given adequate assistance depending on rider abilities.  \*Any Horse and rider combinations showing signs that they are dangerously out of control, whether intentional or not, and presenting a danger to themselves or others, are to be removed from the Event. | Monitor | Event Organiser  Coach |  |
| Impact and crush injuries from loose horses.  Injury because of impact from a loose horse | --PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors/Clients | \*In the case of a loose horse, a warning of ‘LOOSE HORSE’ must be shouted and action taken immediately to prevent the horse escaping.  \* Physical barriers or gates are in place to prevent loose horses reaching a public road. \*When not being ridden horses will be supervised at all times, no horses to be left unattended in the parking area. | All gates to venue and arenas/fields must be kept shut at all times or monitored by a volunteer.  All attendees must be aware to attempt to prevent a loose horse reaching the road if a shout of ‘LOOSE HORSE’ is heard. | Event Organiser |  |
| Hazard (Something that can cause harm/injury) | **Who might be injured?** | Risk Controls **(already in place)** | **Further Action Required** | **Allocated Person / Date** | **Completion Date and Initial** |
| Adverse weather conditions impacting rider or equine wellbeing: visibility, heat stroke, dehydration, hypothermia | -PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors/Clients | \*Monitor Weather Forecast closely leading up to the Event.  **\*Very Hot temperatures** – Ensure everyone including horses, have enough water and sunscreen for the forecast temperatures. Stand in the shade where possible. Plenty of rest breaks and keep fast work to a minimum.  **\*Very Cold Temperatures-**  Confirm travel is safe  Visibility is acceptable  Ground conditions are safe  Everyone attending including horses have appropriate clothing and spare clothing for the conditions.  **\*Thunder and Lightning-** In the event of severe and prolonged lightning storm, advise all attendees that cannot go indoors to return to their vehicles and load their horses in the vehicle and stay inside until it’s over. Rubber Tyres will reduce chance of lightning strike. \*Event will be cancelled if weather conditions are deemed unsafe to continue by organiser. | Monitor Weather throughout the event. | Event Organiser and Coaches |  |
| Injury instance may be increased if Coaches are not properly trained and accredited. | -PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors/Clients | \*All Coaches to be approved and accredited with DBS, Safeguarding, and First Aid.  \*Any Junior Coaches who are working towards accreditation or those who have lapsed are always supported by an approved accredited person.  \*Appointed Person and First Aider present at all times. | None | Event Organiser |  |
| Trips and falls may occur if venue is not kept clean and tidy. | -PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors/Clients | \*All areas used for the event are kept clean, clear of obstacles and in order.  \*Vehicle parking is cleared and cleaned of droppings and rubbish.  \*All large obstacles that cannot be moved are cordoned off so they cannot cause injury if impacted. | Monitor on the day | Event Organiser |  |
| Hazard (Something that can cause harm/injury) | **Who might be injured?** | Risk Controls **(already in place)** | **Further Action Required** | **Allocated Person / Date** | **Completion Date and Initial** |
| Injury severity being increased due to slow or delayed first aid treatment. | -PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors/Clients | \* First aiders will be present at all times during the Event. Named first aiders noted on last page.  \*The first aiders have PC first aid kit with adequate amounts of the correct type of first aid provision.  \*All incidents and accidents are recorded in line with The Pony Club procedures.  \*Site location identified by Grid Reference and What3Words and noted on the risk assessment. \*Mobile phone signal checked and available. \*Do not leave anyone alone after the Event in case of an accident. | None | Event Organiser |  |
| Horses could arrive ill/unsound or become ill/unsound whilst at the event and need medical care | -Horses and ponies | \*All horses and ponies in attendance will meet the vaccination requirements of the Pony Club as per its current rules.  \*Coaches to carry out tack check prior to the event commencing.  \*Coaches to assess soundness of pony in warm up and highlight any concerns before proceeding.  \*Coaches to be briefed on any pre-existing medical conditions for ponies, if known. \*Relevant veterinary advice will be sought based on the situation and need to ensure welfare of the equines at the Event. \*Ensure Parents have equine first aid kit at all rallies, remind in joining instructions.  \*Do not allow horses or ponies to sniff each other, or any horses in adjoining fields. Keep a safe distance apart. | Monitor on the day | Event Organiser  Coaches |  |
| Hazard (Something that can cause harm/injury) | **Who might be injured?** | Risk Controls **(already in place)** | **Further Action Required** | **Allocated Person / Date** | **Completion Date and Initial** |
| Injury may occur from inadequate PPE, first aid equipment, tending to casualty, heavy lifting. | -PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors/Clients | \*First Aid Provision in place which is in line with the [Health and Safety Rule](https://pcuk.org/officials/rulebooks/) book First Aid Matrix. \*A suitable and safe location for the treatment has been identified or all horses are removed from the area until the casualty has been removed. \*Appropriate Personal Protective Equipment (PPE) is worn to aid treatment including but limited to gloves and masks.  \*Where necessary PPE meets the required safety standard.  \*Treatment is only administered with approval from the casualty.  \*The injury is assessed for severity and Ambulance is called if required.  \*Appropriate medical treatment administered/ stored in line with item instructions and COSHH guidance supplied with the product.  \*All incidents are recorded in line with The Pony Club procedures. | Monitor | Appointed Person  First Aider  Event organiser |  |
| An injury may occur when loading horses after the event. | --PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors/Clients | \*All vehicles to be parked in designated vehicle parking area leaving a safe distance between vehicles.  \*Loading should not be attempted by young children or lone persons if the horse is known to be difficult.  \*Do not offer assistance unless you are competent and experienced to do so. | Appointed Person or Organiser to remain on site until last person has safely loaded and left OR ensure more than one vehicle is left and make sure they are told to leave together. | Event Organiser  Appointed Person |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard (Something that can cause harm/injury) | **Who might be injured?** | Risk Controls **(already in place)** | **Further Action Required** | **Allocated Person / Date** | **Completion Date and Initial** |
| Harm due to medical treatment of horse Injury could be crush, cut, bruise and glancing blow. | --PC Members  -Spectators  -Volunteers  -General Public  -Horses  -Venue Visitors/Clients  -Vets | \*The injury is assessed. Veterinary assistance is sought if injury significant or the horse is not safe to handle.  \*Treatment is only administered by/ with approval of the owner.  \*The Horse is handled during treatment by suitable adult(s) and instructions are followed.  \*Horses should be treated where possible away from others in a safe and secure location.  \*Appropriate Personal Protective Equipment (PPE) is worn to treat the horse, particularly a riding hat and protective gloves. \*PPE meets the required safety standard.  \*All incidents are recorded in line with The Pony Club procedures. | None | Event Organiser  First Aider  Coaches  Parents |  |
| Harm to an individual’s rights, wellbeing and mental/ physical being | -PC Members  -Parents -Volunteers | \*Coaches and appointed persons have approved safeguarding accreditation.  \*PC Members to be supervised at all times by a safeguarding accredited appointed person.  \* Toilets and wash facilities available to use and are clean and fit for purpose.  \*Everyone must adhere to the Pony Club Codes 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.  All reasonable adjustments have been communicated to the organiser and coach and adjustment discussed and agreed with Member and Parents/Guardians. | Monitor and report any issues to organiser to safeguarding officer. | Event Organiser  Appointed Person |  |

|  |  |  |
| --- | --- | --- |
| **Risk assessment completed by:** | **Date completed:** | **Review Date:** |
| **Name:** |  |  |
| **Signed:** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Notes:** |  | | |
| **Incident Lead Name:** |  | **Number:** |  |
| **First Aider Name:** |  | **Number:** |  |
| **Useful Numbers:** |  | | |
| **Local A&E Dept Number:** |  | | |
|  | | | |
|  | | | |
| **DC Liz Grindal : 07979 186 895 | ADC Barbara Milburn : 07773 273 511 | ADC Ellie Phillips 07885 387 951 |**  **Head Office Emergency Number: 02476 02476 698 300 option 9 or 02476 698 349 (direct number)** | | | |