

	Sport /Activity	Rally	Date of Event	03.05.2025
	Event	XC training	OS Grid Ref	
	Location	Petworth schooling Course	What3Words	Spoiler.helpfully.ch eering

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>	Riders, 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.	Automatic gate at entrance to site. Some distance from horses to road and gate will stop horses escaping to the road Allocated lorry/trailer/car parking arena	During the event, ensure controls and compliance are monitored by PC organiser. Local risk controls by site occupier to be enforced.	PC organiser & instructor	Inge Bateman 27.04.2025

Adverse weather conditions impacting rider or equine wellbeing: visibility, heat stroke, dehydration, hypothermia	Riders, PC Members, Equine and parent/ guardian or Official Spectators/ Competitors	<p>Ground conditions and any significant slip or trip hazards have been identified and removed or segregated.</p> <p>Hot temperatures could impact on the rider and equines welfare and health, parent/ guardian can ensure water available.</p> <p>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. Additional clothing/ dry clothing may be provided as necessary for rider or equine provided by parents/ guardians/ Event may cancel due to weather conditions, if deemed unsafe to continue by organiser. Ground inspections take place before and during the event by instructor</p>	During the event, ensure controls and compliance are monitored by PC organiser and instructor.	PC organiser & instructor	Inge Bateman 27.04.2025
Slip or trip hazards from ground conditions or in officials area	Riders, PC Members and spectators may be injured from slip or trip injuries while on site. Other competitors/helper/officials	Ground conditions and any significant slip or trip hazards have been identified and removed or segregated.	During the event, ensure controls and compliance are monitored by PC organiser and instructor.	PC organiser & site occupier	Inge Bateman 27.04.2025
Trip injuries from routing of cables and pipes.	Riders, Officials, competitors, horses and the general public PC Members, spectators, the general public and horses may be injured due to a tripping hazard of trailing wires or flexible hose and pipe.	No cables used and no pipes exposed	During the event, ensure controls and compliance are monitored by PC organiser and site occupier	PC organiser & site occupier	Inge Bateman 27.04.2025.

Crush or impact from use of mobile machinery.	Riders, 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. Officials/parents	Machinery must not be operated in close proximity to children and horses during the event. Machinery must only be operated by Competent operators. All machinery must be operated in a clear working area. Site may be used by others before and after event so some traffic with lorries, trailers and cars. They will be confined to the allocated path and parking area.	During the event, ensure controls and compliance are monitored by PC organiser and site occupier	PC organiser & site occupier	Inge Bateman 27.04.2025.
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	Not used	None	PC organiser & site occupier	Inge Bateman 27.04.2025.
Injury severity being increased due to slow or delayed first aid treatment.	Riders, PC Members, spectators and the general public may have the severity of any injuries received increased by slow or delayed first aid provision.	Competent qualified first aiders will be present. The first aiders will have adequate amounts of the correct type of first aid provision. Suitable medical helicopter landing area is available. Site location identified by What3Words. Mobile phone signal available.	Helicopter landing area, what 3 words	PC organiser & site occupier	Inge Bateman 27.04.2025.
Injury severity increased due to incorrect diagnosis of concussion	PC Members and may be concussed and mis-diagnosed.	First aiders are trained in recognising concussion. Clear rules on when to continue following a fall. PC concussion policy and response flow chart available. BEF concussion guide issued to PC UK. Clear injury reporting procedure.	During the event, ensure controls and compliance are monitored by PC organiser and site occupier	PC organiser & site occupier	Inge Bateman 27.04.2025
Losing someone on site	Officials, competitors, visitors and general public	PC organiser 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. Search to be carried out PC organiser and assigned helpers. 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 .	During the event, ensure controls and compliance are monitored by PC organiser and site occupier	PC organiser & site occupier	Inge Bateman 27.04.2025

Equine: bio security: horses could become ill 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.	During the event, ensure controls and compliance are monitored by PC organiser	PC organiser	Inge Bateman 27.04.2025
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.	<p>It is the riders/handlers responsibility to ensure their horse is under control at all times.</p> <p>Pedestrians stood in close proximity to horses must be responsible for their own safety and the possibility of crush from hoof to foot contact.</p> <p>Pedestrians and handlers should avoid standing directly behind horses.</p> <p>Any horses that are known to kick must wear a red ribbon in the tail.</p> <p>All riders must wear an approved riding hat and at all times when mounted in compliance with PC rules. Approved body protector must be worn in compliance with PC rules.</p> <p>Congestion building up with horses around entrances to the arena must be monitored and riders/handlers will be asked to move away to create space.</p> <p>It is the parent/rider/handler responsibility to ensure all horse tack is safe, sound, secure and fits correctly.</p> <p>Steps from the health and safety rule book will be followed in the provision of first aid, including but not limited to concussion.</p> <p>Guidance from the Eventing Rulebook and Eventing Organisers Handbook will be followed</p>	During the event, ensure controls and compliance are monitored by PC organiser	PC organiser	Inge Bateman 27.04.2025

Impact or crush injury when using the arena/ area facility and activity equipment.	Impact or fall injury due to inadequate facility or incorrect equipment used in riding activities.	Equipment checked before each group as required. Arena/ area and equipment are changed and altered based on activities and rider abilities by the competent instructor. Surface Conditions are monitored and are safe. When horses are not ridden, they are taken back to lorry park Any other requirements from the site occupier are taken into account.	Equipment to be checked by instructor prior to each rides use. Any damaged equipment reported immediately and remove from use if required. Instructor will check the areas and construction of these on set up of event, prior to activity and during the event PC organiser and instructor to monitor rider ability and surface conditions. Local risk controls by site occupier to be enforced.	PC organiser and instructor	Inge Bateman 27.04.2025
Impact and crush injuries from loose horses.	PC Members, members of the public and spectators may become injured if impact occurs and horses between them and a loose horse	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 taken back to lorry park. Gate in place to prevent loose horses reaching a public road.	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.	PC organiser and instructor	Inge Bateman 27.04.2025
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.	Direct supervision as required Appointed person to brief instructors before start of the event. Parent/ guardian/ PC organiser/ Instructor must ensure activity is suitable for the ability of the rider. Move riders in group not suitable for their ability or pony. Parent / helper assistance for younger / novice riders if needed. Communication methods agreed. Facilities and equipment suitable for each ride's ability.	PC organiser and instructor must ensure each activity is suitable for the ability of the rider. At training/ rallies Instructors with up to date competence certificates. DBS, Safeguarding and First Aid, Mobile phones charged and available. Emergency procedure in place.	PC organiser and instructor	Inge Bateman 27.04.2025

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.	Limit number of vehicles on site. Emergency vehicles attending must be shown the correct access route and warned of the number of pedestrians on site.	During the event, ensure controls and compliance are monitored.	PC organiser	Inge Bateman 27.04.2025.
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	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 organiser & site occupier	Inge Bateman 27.04.2025
Warm up arena: injury as a result of collision	PC members and officials	Warm up will take place on course 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.	During the event, ensure controls and compliance are monitored.	PC organiser and instructor	Inge Bateman 27.04.2025
Stewarding/ Officials: tack checking and manning entrances/ exits	PC Officials	NA			Inge Bateman 27.04.2025
Arena party: injury from heavy lifting and safety around horses	PC officials	NA			Inge Bateman 27.04.2025.

Course: poor course design and inadequate equipment may result in injuries being sustained	Horses, ponies, members and officials	<p>Red and white flags are used to identify the direction the practice fences are jumped</p> <p>The equipment used to create fences for the competition or training is checked for suitability and safety and inadequate materials are removed/ not used.</p> <p>The course and ground are considered as part of the design and lay out of the course</p> <p>The surface the course is ridden on is taken into consideration and notes to monitor may be provided</p> <p>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.	Site occupier/instructor	Inge Bateman 27.04.2025.
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, Residential 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 for SDWPCvor area 11 safeguard officer can be contacted. Monitor and ensure compliance	PC organiser	Inge Bateman 27.04.2025.

Harm due to medical treatment of equine. Injury could be crush, cut, bruise and glancing blow.	Members, parents, guardians, officials and pedestrians	All incidents are recorded in line with The Pony Club procedures. 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.	Monitor and ensure compliance	PC organiser and instructor	Inge Bateman 27.04.2025..
Prize giving: slip, trip, fall on or off the podium/ stage	PC Members and spectators may be injured from slip or trip injuries while on site.	NA			Inge Bateman 27.04.2025..
Prize giving: spectators/ members slip, trip or fall in the area.	PC Members and spectators may be injured from slip or trip injuries while on site.	NA			Inge Bateman 27.04.2025..
Equine: bio security: horses could become ill 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.	On arrival	Inge Bateman 27.04.2025..	Inge Bateman 27.04.2025..

Risk assessment completed by:	Date completed:	Review Date:
Name: Inge Bateman	27.04.2025	April 2026
Signed: <i>Inge Bateman</i>		