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| Risk Assessments | Sport/Activity | Non-Ridden badge rally | Date of Event | 5th June 2026 |
| | Event | Pizza and badge rally | OS Grid Ref | |
| | Location | The Party Barn, Ormonde Hall, Cowfold Road, Bolney, RH17 5SE | What3Words | limes.ramps.differ |

| Hazard | Who might be injured? | Risk Controls (already in place) | Further Action Required | Allocated Person / Date | Completion Date and Initial |
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| <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> |
| Collision with vehicles. <i>Impact between vehicles, Vehicles vs pedestrians,</i> | PC members and parents | Clear parking areas on site and once children are in the party barn each door will have an adult monitoring it so children do not leave unattended. | Monitor and ensure compliance. | Rally organisers | Constant |
| Slip or trip hazards from ground conditions around the Party Barn | PC members may be injured by slips or trips. | Ground conditions and any significant slip or trip hazards have been identified and removed or segregated. Clear paths marked and gates used to close unsafe areas. | During the event, children will be monitored to ensure paths are adhered to. Spillages inside the barn will be mopped immediately to prevent slips. | Rally organisers | Constant |
| Toilets: unclean toilets can cause illness and slips, trips and falls | PC members and parents | Toilets will be professionally cleaned before and after the event and soap for handwashing will be provided. | During the event, ensure controls and compliance are monitored | Ormonde Hall Facilities Manager | 5th June and maintained constantly |

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| Losing someone on site and medical assistance being delayed due to known location | PC members and parents | <p>Camp officials 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. All activities 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. Campers to move around in pairs or groups, younger members with responsible adult</p> | Instructors and helpers ensure all group accounted for when leaving activity. Instructors to have phone access at all times. | Rally organisers | Constant |
| Catering: attendees eating from the caterer and coming down with food poisoning | PC members and parents | <p>Measures and checks of caterer being booked in place, this will ensure compliance with insurance and food hygiene for example. First aid cover on site and local emergency services location shared with attendees</p> | During the event, ensure controls and compliance are monitored | Rally organisers | Constant |
| Fire: injuries due to a fire on site. Injuries can include, slips, trips, falls along with bruises and broken bones | PC members and parents | <p>Appropriate medical cover will be available throughout the duration of the event. Guidance on actions in the event of a fire will be shared as part of the briefing- where to gather and how to access equipment. Local emergency services numbers available on site in the case of need Appropriate action in the event of a fire will be to call 999 and not fight the fire as not trained, have correct safety equipment or equipment to put out the fire.</p> | During the event, ensure controls and compliance are monitored Fire extinguishers | Rally organisers | Constant |

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| Harm to an individual's rights, wellbeing and mental/ physical being | PC members and parents | <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</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 <u>Safer Recruitment Policies</u>.</p> <p>Coaches level of supervision is determined by their qualifications.</p> <ul style="list-style-type: none"> - Camps, Competitions, Residentials and excursions are carried out in line with <u>guidance</u>, including provision of supervision and ratios of staffing. <p>Members, parents, guardians, volunteers and officials adhere to the respective <u>Code of Conduct</u> and steps are taken should this not be followed.</p> <p>All measures identified in the <u>Health and Safety Rule book</u> 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 <u>Drugs and Alcohol Policy</u> is adhered to.</p> | A named safeguarding lead is appointed at activities and is present. Monitor and ensure compliance | Rally organisers | Site assessment completed. |
| Adverse weather conditions impacting rider wellbeing: heat stroke, dehydration, hypothermia | Member, parent/ guardian | Hot temperatures could impact on the member and parent welfare and health, parent/ guardian can ensure water available. Cold, wet, windy and rain/ snowy days can impact visibility, result in hypothermia. Event may cancel due to weather conditions, if deemed unsafe to continue by organiser. | During the event, ensure controls and compliance are monitored. | Rally organisers | Daily |

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| Risk assessment completed by: | Date completed: | Review Date: |
| Name: Rachel Collins | 2.6.2026 | June 2027 |
| Signed: Rachel Collins | | |