

	Sport /Activity	Training and rallies	Date of Event	18 July 2026 and ongoing
	Event	SJ & Flatwork/pole work rallies	OS Grid Ref	
	Location	Old Furnace, Copyhold Lane, Cuckfield, West Sussex, RH17 5ED	What3Words	///desk.rocks.dreams (sand school location)

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,</i> <i>Vehicles vs pedestrians,</i> <i>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. The access route is a single track lane with many turn in/passing areas available.	Warning signs by gate Gate slow opening. Some distance from horses to road and several gates will stop horses escaping to the lane and further road. Children will be up by the stables with no passing traffic. Public footpath does not cross the land but is adjacent to it, behind fence. Venue is at a dead end of lane, no through road. Prior to attendance, parents advised of the lane layout and the best way to pass vehicles on the lane in passing points at driveways. Parking warden allocated on site to assist with entrance gates and direct attendees where to park. Parking will be on grass mainly so generally trailers on the grass and lorries on the hard standing to reduce any vehicles getting stuck. No rallies held at this venue in Winter due to restricted parking and access. Number of places and tickets available at these rallies reduced to allow for restrictions in parking and max 4-5 ponies in school. Will allow ponies to stand outside of arena when one pony jumping a course to allow more space.	During the event, ensure controls and compliance are monitored by PC organiser. Local risk controls by site occupier to be enforced. Area can be dimly lit when sun has gone down – riders and drivers made aware of this and any external lights available turned on after dark.	PC organiser	Lucy Allen 3.7.2026
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.	Ground conditions and any significant slip or trip hazards have been identified and removed or segregated. Yard owner will be on site during any rallies to observe and monitor.	During the event, ensure controls and compliance are monitored.	PC organiser	Lucy Allen 3.7.2026
Trip injuries from routing of cables and pipes.	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.	No cables used and no pipes exposed in any walkways.	During the event, ensure controls and compliance are monitored.	PC organiser	Lucy Allen 3.7.2026

Impact and crush injuries from falls or contact with horses. Included but not limited to ridden activity, officials checks and engaging with the judge.	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.	It is the riders/handlers responsibility to ensure their horse is under control at all times. Fences around the arena and no spectators are allowed within the fence while activity is ongoing unless a parent volunteer to lead rein their own child. 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. Children are not allowed into fields where any ponies are grazing. Nor inside any stables with horses that are not part of the rally event. Yard owner to monitor and parents. Parents will be staying with their children at these rallies not drop and go. All riders must wear an approved riding hat at all times when mounted in compliance with PC rules. 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. It is the parent/rider/handler responsibility to ensure all horse tack is safe, sound, secure and fits correctly. School is monitored by PC organiser who can seek assistance from the instructor.	During the event, ensure controls and compliance are monitored.	PC organiser	Lucy Allen 3.7.2026
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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.	Equipment checked before each group as required. Arena and equipment are changed and altered based on activities and rider abilities by the competent instructor. Venue will remove all equipment from sand school prior to rally so that the instructor can choose what they require and can use and can place accordingly. Surface conditions are monitored and are safe. Any other requirements from the site occupier are taken into account. School is monitored by PC organiser who can seek assistance from instructor in the event of an accident Mounted games equipment used belongs to SDW pony club and Lucy Allen, the instructor shall choose what equipment they wish to use and position it safely in accordance with rider ability. All mounted games equipment checked for any damage as put out into the school.	Equipment to be checked by instructor prior to each rides use. Any damaged equipment reported immediately and remove from use if required. PC organiser will check the arena and construction of jumps set up prior to activity and during the event. PC organiser, parent and instructor to monitor rider ability and surface conditions. Local risk controls by site occupier to be enforced.	PC organiser	Lucy Allen 3.7.2026
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	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. Gates are in place to prevent loose horses reaching a public road. When not being ridden horses will be kept in stable, lorry, trailer or tied to these.	All attendees must be aware to attempt to prevent a loose horse reaching the road if a shout of 'LOOSE HORSE' is heard. Gate is opening and closing automatically on approach by cars etc. PC organiser will allocate a competent person to guard the gate. During the event, ensure controls and compliance are monitored.	PC organiser	Lucy Allen 3.7.2026

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 PC organiser to brief instructors before start of the session. 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, take parent advice on whether lead rein required. Communication methods agreed. Facilities and equipment suitable for each ride's ability. School is monitored by PC organiser who can seek assistance from the instructor in the event of an accident	PC organiser, parent and instructor 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.	PC organiser	Lucy Allen 3.7.2026
Crush or impact from use of mobile machinery.	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.	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.	During the event, ensure controls and compliance are monitored.	PC organiser	Lucy Allen 3.7.2026
Official, judges or emergency vehicles in pedestrian areas: <i>Impact with vehicles, 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.	Instructor & PC organiser will park their cars before session starts. Riders and parents arriving will be shown to parking area. Emergency vehicles attending must be shown the correct access route and warned of the number of pedestrians on site. Other residents on the lane will be informed of rally date and time so they are aware of increased traffic attending the stables.	During the event, ensure controls and compliance are monitored.	PC organiser	Lucy Allen 3.7.2026

Injury severity being increased due to slow or delayed first aid treatment.	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 on the day of the event. 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 What3Words. Mobile phone signal available.	None	PC organiser	Lucy Allen 3.7.2026
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.	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. No ropes used. Fence posts to be secured adequately. School is monitored by PC organiser who can seek assistance in the event of an accident		PC organiser	Lucy Allen 3.7.2026
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	Lucy Allen 3.7.2026
Members of the public using footpath route being injured by horses.	Members of the public may come into contact with horses due to close proximity of public footpath across event area.	No public footpath crosses the land.	PC organiser will monitor and ensure public footpath is behind fenced area not on land.	PC organiser	Lucy Allen 3.7.2026
Losing someone on site and delayed medical care due to unknown location	Officials, competitors, visitors and general public	Parents and PC organiser will have contact information for all attending. 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 organiser. 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, children should be accompanied but site is small so less risk. No one is to enter the house as this is a separate premises.	PC organiser	Lucy Allen 3.7.2026

Adverse weather conditions impacting rider or equine wellbeing: visibility, heat stroke, dehydration, hypothermia	Member, Equine and parent/ guardian or Official	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.	During the event, ensure controls and compliance are monitored.	PC organiser	Lucy Allen 3.7.2026
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. Local vet contact details available.	During the event, ensure controls and compliance are monitored	PC organiser	Lucy Allen 3.7.2026
Harm to an individual's rights, wellbeing and mental/ physical being	Members, parents, guardians, officials and pedestrians	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). 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. Coaches level of supervision is determined by their qualifications (full details). Members, parents, guardians, volunteers and PC organiser 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. Riders medical needs must be disclosed by parents/rider and steps agreed with the parent/ guardian and nominated person to administer and store medication including record keeping. The organisations Drugs and Alcohol Policy is adhered to..	A named safeguarding lead is appointed for SDWPC or Area 11 safeguarding contact. Monitor and ensure compliance	PC organiser	Lucy Allen 3.7.2026

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. If required by the <u>Health and Safety Rulebook</u> Vet Matrix are in attendance, contact information is shared with attendees. First Aid Provision in place which is in line with the <u>Health and Safety Rule</u> book First Aid Matrix, attendees are aware of how to contact First Aid. PC organiser and instructor will be 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 in line with item instructions and COSHH guidance supplied with the product	Monitor and ensure compliance	PC organiser	Lucy Allen 3.7.2026
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Injury during snacks or lunch supplied	Parents, children attending, instructors and volunteers	Biscuits and snacks may be supplied as per the parent knowledge from reputable food source. Any allergies checked with responsible adult or parent.	Children to be seated on wooden picnic benches in seating area or the garden table and chairs so out of the way of any horses or vehicles. May also use the tack room sofa if wet so out of the rain or the barn with benches. Shade offered if hot. Encouraged to sit whilst eating. Washing hands prior to eating lunch.	PC Organiser	Lucy Allen 3.7.2026
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Risk assessment completed by:	Date completed:	Review Date:
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Name: Lucy Allen	03.07.2026	03.07.2027
Signed: Lucy Allen		