

# THE PONY CLUB – CROOME HUNT

## RISK ASSESSMENT CHECK LIST - TRAINING

Date: - March 2019 onwards



Location: - Allens Hill, Pinvin, Pershore, Worcs, WR10 2DU

Map Reference: - SO 949 483 GB

Event: - Training.

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Access Road	<del>Dual Carriageway.</del> Single Carriageway. ✓ <del>Unclassified.</del> <del>Track.</del> Other:	PC Members. PC Officials. Parents. General Public. Animals. Property.  <b>ALL</b>	Warning signs. ✓ <del>Post stewards.</del> <del>High visibility clothing.</del> <del>One way system.</del> <del>Police action.</del> <del>Council action.</del>	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Easy to find, local signage. Main road access.
Main Entrance & Exit	Easy to find? ✓ Sufficient turning space for lorries & trailers to prevent restricting access road? ✓ Good ground conditions? ✓ Clear view from both ways? ✓ Wide enough for 2 vehicles? ✓	PC Members. PC Officials. Parents. General Public. Animals. Property.  <b>ALL</b>	Direction signs/send map. ✓ <del>Wide entrance.</del> No stopping at entrance. ✓ <del>One way system.</del> Post stewards. ✓ Fill large pot holes. ✓ Horses to not be left tied unattended outside lorries / trailers – no road gates. ✓ Local familiar venue. ✓	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Site maintenance managed by venue, used as a regular competition / riding venue, ongoing maintenance. Report any issues identified to site manager.

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
On Site Traffic Pedestrians Spectators Competitors riding from box park to competition	Safe vehicle routes? ✓ Safe pedestrian routes? ✓ Safe horse/pony routes? ✓ Safe spectator car parking? Safe horse transport parking? ✓ Any public right of way? ✓ <del>Horse areas fenced &amp; gated?</del> Other:	PC Members. PC Officials. Parents. General Public. Animals. Property.  <b>ALL</b>	Provide separate routes for horses, pedestrians & vehicles Horse riding areas to be enclosed & gated. ✓ Rope/cone bad areas. ✓ Horse free areas. ✓ Horse walk to rear warm up arena. ✓ Pedestrians and riders to be vigilant in parking area. ✓ Pedestrian route to viewing area / canteen. ✓	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> LOW <input type="checkbox"/>	Horse parking located some distances from main road. Horses not to be left tied unattended to outside of horse transport Horse walks and pedestrian walk ways signed and separate. See also Allens Hill Risk assessments. AP to advise of need to load horses or return to them if noticed to have been left tied unattended.

Date Assessed 25.03.19		Date Reviewed	
By (Print Name) MANDY LATHAM	Signed	By (Print Name)	Signed

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Slips, Trips & Falls	Rough Ground ✓	PC Members. PC Officials. Parents. General Public. Animals. Property. <b>ALL</b>	Warning cones. ✓ Warning signs. ✓ Bury or cover cables etc. ✓	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> <b>ACCEPTABLE</b> ✓ LOW <input type="checkbox"/>	On site monitoring of ground conditions. Raise any concerns to site manager.
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HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS.
Caterers & Stall Holders	Safe situation for them? ✓ Safe situation for customers? ✓ Fire Instructions displayed? ✓ Fire extinguishers present? ✓ Electrical systems tested? ✓ Gas systems tested? ✓ Food hygiene certificate ✓	PC Members. ✓ PC Officials. ✓ Parents. ✓ General Public. ✓ <del>Animals.</del> Property. ✓	Ensure correctly sited ✓ Basic Food Hygiene Certificate ✓ Public Liability Insurance Checked ✓ Located away from riding areas. ✓	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> <b>Low</b> ✓	Provided on site by venue and managed by them in line with requirements – See A/Hill Risk Assessments. See site hiring sheet – separate document.
Branch Caterers Facilities	Are cooking areas designed to prevent access to hot Surfaces & hot liquids? ✓	PC Members. PC Officials. Parents. General Public. <del>Animals.</del> Property.	Prevent access by design. Use of barriers or by restricting access – in separate trailer with no access to public ✓ Never leave hot surfaces or liquids unattended. ✓ Cooking areas away from main counter. ✓	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> <b>Low</b> ✓	Provided on site by venue and managed by them in line with requirements – See AHill Risk Assessments
Branch Caterers Food Hygiene	Adequate food hygiene Procedures? ✓ Suitable tables & preparation surfaces? ✓ Washing facilities for utensils? ✓ Hand washing facilities ✓	PC Members. ✓ PC Officials. ✓ Parents. ✓ General Public. ✓ <del>Animals.</del> Property. ✓	Keep hot food hot & cold food cold. <b>A/ Hill</b> ✓ Seek advice from local authority if in doubt. <b>A/ Hill</b> ✓ Helper with Hygiene certificate? <b>A/ Hill</b> ✓	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> <b>Low</b> ✓	Provided on site by venue and managed by them in line with requirements – See AHill Risk Assessments
Toilet and Hand washing Facilities.	Adequate and cleaned.	PC Members. ✓ PC Officials. ✓ Parents. ✓ General Public. ✓ <del>Animals.</del> Property ✓	Monitored and checked by A/ Hill team throughout event. ✓ Permanent facilities available. ✓ Well signposted. ✓ Report any issues to site manager immediately. ✓ Onsite for all to use. ✓	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> <b>Low</b> ✓	See also Allens Hill separate risk assessment documents. Cleaned and maintained by venue.

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			Separate hand washing for Allen's Hill catering team. ✓		
Substances including Petrol, Diesel & LPG	Are materials safely stored? ✓ Are materials safely used? ✓ Unauthorized use prevented? ✓ Protective clothing required? ✓ Training required? ✓	PC Members. PC Officials. Parents. General Public. Animals. Property.  <b>ALL</b>	Store under 'lock & key'. ✓ Wash hands after use. ✓ <del>Display Pony Club Generic COSHH Assessment.</del> Adults only to connect gas appliances and cylinders. ✓	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW ✓	Managed by site – not used by PC for competition purposes – any staff handling required will be undertaken by venue team. See site Risk Assessments.

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
First Aid & Welfare	Adequate toilet facilities? Adequate washing facilities? Medical & veterinary cover? Accident book? <del>Accident notice displayed?</del> Emergency procedure agreed? Communications? Other:	PC Members. PC Officials. Parents. General Public. Animals. Property.  <b>ALL</b>	First Aid cover adequate for whole period. ✓ Veterinary cover adequate for whole period. ✓ Vehicle access to all areas. ✓ Mobile phone reception on site. ✓ Land line available or back up mobile phone(s) - Allen's Hill office or catering van. ✓	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE ✓ LOW <input type="checkbox"/>	Fully charged mobiles – appointed person and / or instructor. Farrier and Vet – as per owners own if required. Emergency procedure in – AP to be aware.
Fire	Permanent Buildings. ✓ Vehicles. ✓ Caterers. ✓ Hay and straw. ✓	PC Members. PC Officials. Parents. General Public. Animals. Property <b>ALL</b>	Fire extinguishers ✓ Fire Blanket ✓ Fire notices ✓ No Smoking in buildings ✓	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE ✓ LOW <input type="checkbox"/>	All provided and managed by Allens Hill.

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	ADDITIONAL ACTIONS PROPOSED.
Arena	Ground Conditions . ✓ Public Access . ✓ Communications . ✓ Viewing area . ✓	PC Members. PC Officials. Parents. General Public. Animals. Property.  <b>ALL</b>	Arena checked thoroughly when course / jumps built and monitored throughout training. In adverse weather ground conditions checked at intervals to ensure going does not become unsafe - all weather surface. ✓ Arena fenced and gated and adequate to keep spectators out and clearly visible to riders ✓ Remove any broken, damaged equipment as required, notify venue and remove from use. ✓	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE ✓ LOW <input type="checkbox"/>	Spectators to view from outside of arena – AP to monitor and manage this as required. All weather surfaces monitored throughout training - poo picked as necessary.

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Instruction	Instructors ✓ Competent? ✓ On PC register? Helpers available? ✓ Adequate space ✓ Facilities suitable for each ride's ability. ✓ Safeguarding. ✓	PC Members. ✓ PC Officials. ✓ Parents. ✓ General Public. ✓ Animals. ✓ Property. ✓  <b>ALL</b>	Accredited instructors. ✓ Supervision as required ✓ Brief instructors before start. ✓ Observe each ride for part of rally ✓ Move riders in ride not suitable for their ability or pony. ✓ Children left at rally: ➢ Contact details for parent ✓ ➢ Responsible adult at rally ✓ ➢ Time of collection and person collecting ✓ Communications. ✓	HIGH _____ <input type="checkbox"/> SIGNIFICANT _____ <input type="checkbox"/>  ACCEPTABLE ✓ LOW _____ <input type="checkbox"/>	Instructors with up to date certificates – DBS, Safeguarding and First Aid, where possible Appointed person with all of above in attendance for additional support if required. Mobile phones charged. Emergency procedure in place if required. Each group will have parents attending for additional support if needed.
By Standers	Injury ✓	Parents Siblings – non riding  <b>ALL</b>	Parents to be responsible for non mounted children at all times. ✓ Appointed Person to advise of any concerns. ✓	HIGH _____ <input type="checkbox"/> SIGNIFICANT _____ <input type="checkbox"/> ACCEPTABLE ✓  LOW _____ <input type="checkbox"/>	

Dressage \_\_\_\_\_       Show Jumping      ✓      Cross Country \_\_\_\_\_       Mounted Games \_\_\_\_\_   
 Tetrathlon \_\_\_\_\_       Polo \_\_\_\_\_       Endurance \_\_\_\_\_       Polocrosse \_\_\_\_\_

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