



RISK ASSESSMENT

ACTIVITY: Cross Country Training Clinic

DATE AND TIME: 15th March 2025

VENUE NAME AND ADDRESS: Swalcliffe Grange, Swalcliffe, Banbury, Oxon OX15 5EX

IMPORTANT WHAT 3 WORDS

- **MAIN ENTRANCE:** Car park: ///riding.broccoli.elders
- **ALTERNATIVE ENTRANCE/S**
- **MAIN RIDING AREAS** (arenas, middle of xc area)
 - o **XC field:** ///fabricate.conveying.spot
 - o **Arena:** ///vivid.canoe.tech

ANY OUT OF BOUNDS AREAS?

-

OWNER/MANAGER CONTACT ON DAY

- 01295 780 206

ORGANISER ON THE DAY

- Holly Dunham-Short

FIRST AIDER ON THE DAY

- Holly Dunham-Shortt
- Margaux Manners

SAFEGUARDING LEAD ON THE DAY

- Holly Dunham-Shortt

CONTACT WITHIN BRANCH IN EVENT OF SERIOUS INJURY

- Lisa Powell, dc.oldberkshire@pcuk.org, +44 7771 711708

SAFETY

Location of fire extinguisher / additional first aid kit / nearest defib machine (use <https://defibfinder.uk> for national database)

- Fire extinguisher:
- First aid kit: OBHPC kit with first aiders
- Defib: Telephone Kiosk, Main Road, Swalcliffe, OX15 5EH
- Defib: Sibford School The Hill, Back Lane, Sibford Ferris, OX15 5QL



RISK ASSESSMENT

LOCAL VET NUMBER: Hook Norton Veterinary Clinic, emergency number **01608 730085**

FOOTPATHS YES/NO





RISK ASSESSMENT

GATES TO ROAD POTENTIALLY OPEN YES/NO

SOLE USE YES/NO

VENUE SPECIFIC HAZARDS:

In the event of an incident that requires emergency services:

- Rally organiser takes charge (or instructor if this is not practical)
- Make area safe / catch loose pony if necessary
- Nominate parent/helper to supervise everyone else, move them away to a safe location.
- Instruct parent/helper (as appropriate) to assist / phone 999 / find defib
- (use <https://defibfinder.uk> for national database)

PLEASE NOTE ANY NEW/DIFFERENT HAZARDS AT THE VENUE OR CONCERNS YOU MAY HAVE AND EMAIL CLARE MANGAN clarewinckless@gmail.com 07541024378

Old Berkshire Hunt Pony Club Clinic Risk Assessment Document

Venue.....Swalcliffe Park Equestrian..... Date.....Saturday 15 March Activity.....XC Training Clinic

Hazard	Hazard Details	Risk Group	Actions Planned	Risk Level	Additional Actions Proposed.
Access Road	Dual Carriageway. Single Carriageway. Unclassified. Track	Organisers Volunteers Riders Spectators Animals Property	High visibility clothing	HIGH ACCEPTABLE LOW	
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? Public access during training hours Alternative road gates?	Organisers Volunteers Riders Spectators Animals Property	Direction signs/send map. Widen entrance. No stopping at entrance. One way system. Other gates onto roadways closed	HIGH ACCEPTABLE LOW	
Car Park & prep area	Sufficient parking space for all vehicles for duration of clinic/rally. Sufficient space for riders and horses/ponies to prepare for clinic/rally. Accessible building for toilets.	Organisers Volunteers Riders Spectators Animals Property	Organiser/HS officer/Volunteers to oversee safety of members during tack up/untacking. Organiser/HS officer/Volunteers to oversee safety of horses/ponies during tack up/untacking.	HIGH ACCEPTABLE LOW	

Old Berkshire Hunt Pony Club Clinic Risk Assessment Document

Venue.....Swalcliffe Park Equestrian..... Date.....Saturday 15 March Activity.....XC Training Clinic

On Site Traffic	Safe vehicle routes? Safe pedestrian routes? Safe horse/pony routes? Safe spectator car parking? Safe horse transport parking? Any public right of way? Horse areas fenced & gated? Other	Organisers Volunteers Riders Spectators Animals Property	Provide separate routes for horses, pedestrians & vehicles Horse unloading & riding areas to be enclosed & gated. If not possible list actions to be taken in "Additional Actions Proposed " column Parking attendants Separate parking for spectator vehicles. Restrict vehicle use on site Sign & steward public rights of way. Rope/cone bad areas	HIGH ACCEPTABLE LOW	Organiser to be aware of any traffic routes encountered during clinic/rally. Advise safe routes to riders/spectators. Monitor movement around traffic areas at all times. Keep groups together.
First Aid & Welfare	Adequate toilet facilities? Adequate washing facilities? Medical & veterinary cover? Accident book? Accident notice displayed? Emergency procedure agreed? Communications? Other	Organisers Volunteers Riders Spectators Animals Property	First Aid cover adequate for whole period. Veterinary cover no provided as standard. Vehicle access to all areas. Mobile phone reception on site. Land line available or back up mobile phone(s)	HIGH ACCEPTABLE LOW	
Any other notes	Public footpath through/around Park	Organisers Volunteers Riders Spectators Animals Property	Public rights of way/footpaths clearly marked. Participants should be made aware of the routes and potential of user accompanied by dogs etc.	HIGH ACCEPTABLE LOW	

Date of inspection	Name of inspector
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**Old Berkshire Hunt Pony Club
Clinic Risk Assessment Document**

Venue.....Swalcliffe Park Equestrian..... Date.....Saturday 15 March Activity.....XC Training Clinic

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Sport /Activity	Activities & Rallies	Date of Event	15/03/2025
Event	OBHPC XC training rally	OS Grid Ref	52.0370492272 41624, - 1.45737270905 39572
Location	Swalcliffe Grange, Swalcliffe, Banbury, Oxon OX15 5EX	What3Words	///riding.broccoli.elders

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>	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. Non PC horses, riders, pedestrians and vehicles present as venue used by others	Vehicle free area for pedestrians. Wide horse access route from lorry parking to arena.	During the event, ensure controls and compliance are monitored by PC appointed person. Local risk controls by site occupier to be enforced.	PC appointed person to monitor	
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.	During the event, ensure controls and compliance are monitored.	PC appointed person to monitor	

<p>Impact and crush injuries from falls or contact with horses. Included but not limited to ridden activity, officials checks and engaging with the judge.</p>	<p>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>	<p>It is the riders/handlers responsibility to ensure their horse is under control at all times. Safety lines/ fences are marked next to the arenas and no spectators are allowed with the safety lines while Activity is ongoing. 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. 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. Arena, warm up areas and competition areas are to be monitored by stewards who can seek assistance in the event of an accident</p>	<p>During the event, ensure controls and compliance are monitored.</p>	<p>PC appointed person to monitor</p>	
<p>Impact or crush injury when using the arena facility and activity equipment.</p>	<p>Impact or fall injury due to inadequate facility or incorrect equipment used in riding activities. Loose horse due to no solid fence around arena</p>	<p>Equipment checked before each group as required. arena and equipment are changed and altered based on activities and rider abilities by the competent instructor. Surface Conditions are monitored and are safe. Any other requirements from the site occupier are taken into account. Arena, warm up areas and competition areas are to be monitored by stewards who can seek assistance in the event of an accident</p>	<p>Equipment to be checked by each instructor prior to each rides use. Any damaged equipment reported immediately and remove from use if required. PC officials will check the arenas and construction of these on set up of event, prior to activity and during the event Team Manager, parent and official to monitor rider ability and surface conditions. Local risk controls by site occupier to be enforced.</p>	<p>PC appointed person to monitor.</p>	

<p>Impact and crush injuries from loose horses.</p>	<p>PC Members, members of the public and spectators may become injured if impact occurs between them and a loose horse</p> <p>Machinery stored in parking area is a hazard</p>	<p>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. Horses will be penned appropriately. Where possible physical barriers or gates must be in place to prevent loose horses reaching a public road. When not being ridden horses will be kept in a secure pen or ties to a fixed point</p>	<p>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.</p>	<p>PC appointed person to monitor</p>	
<p>Injuries to young and inexperienced riders due to inability to control horse.</p>	<p>PC Members and spectators may become injured if impact occurs between them and a horse or the rider falls from the horse.</p>	<p>Direct supervision as required.. Parent/ guardian/ PC Official/ 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. Arena, warm up areas and competition areas are to be monitored by stewards who can seek assistance in the event of an accident</p>	<p>Team Managers, parent and officials 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.</p>	<p>Team Managers/ officials to monitor competence.</p> <p>PC appointed person to monitor</p>	
<p>Crush or impact from use of mobile machinery.</p>	<p>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.</p>	<p>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.</p>	<p>During the event, ensure controls and compliance are monitored.</p>	<p>PC appointed person to monitor</p>	

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.	Limit number of vehicles, designated routes, designated pedestrian and horse movement areas.. Dedicated routes (horse walks). Crossing points for equine and riders warming up or entering the competition. Emergency vehicles attending must be shown the correct access route and warned of the number of pedestrians on site. area monitored by stewards who can seek assistance in the event of an accident	During the event, ensure controls and compliance are monitored.	PC appointed person to monitor	
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 Grid Reference and What3Words. Mobile phone signal or land line available.	None	PC appointed person to monitor	
Injury severity increased due to incorrect diagnosis of concussion	PC Members and may be concussed and mis-diagnosed.	Medical provision and 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.	PC appointed person to monitor	On the day of the event.
Impact or impalement injuries from contact with, fencing	PC Members, spectators, the general public and horses can become injured by contact with, fencing, stakes a 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. Fence posts to be secured adequately. Arena, warm up areas and competition areas are to be monitored by stewards who can seek assistance in the event of an accident		PC appointed person to monitor	

Losing someone on site and delayed medical care due to unknown location	Officials, competitors, visitors and general public	Team Managers, parents and organisers 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. Activity 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	During the event, ensure controls and compliance are monitored	PC appointed person	
Adverse weather conditions impacting rider or equine wellbeing: visibility, heat stroke, dehydration, hypothermia	Member, Equine and parent/ guardian or Official	Visibility during a 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 appointed person to monitor	
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. Penning will be separate to limit contact between equines Stables will be thoroughly cleaned and disinfected between uses A vet will be available during hours of the event to support with medical needs Out of hours a vet will be on call out of hours for those remaining on site and able to support should the need arise Equines will be vetted out of the event if they are unwell and there is a health concern. This will need a vet sign off. Relevant veterinary advice will be sought based on the situation and need to ensure welfare of the equines at the event.	During the event, ensure controls and compliance are monitored	PC appointed person	

<p>Harm to an individual's rights, wellbeing and mental/ physical being</p>	<p>Members, parents, guardians, officials and pedestrians</p>	<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 (<u>full details</u>).</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 (<u>full details</u>).</p> <p>Camps, Competitions, Residentials and excursions are carried out in line with <u>guidance</u>, including provision of supervision and ratios of staffing.</p> <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>	<p>A named safeguarding lead is appointed at activities and is present. Monitor and ensure compliance</p>	<p>PC appointed person to monitor</p>	
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<p>Harm due to medical treatment of equine. Injury could be crush, cut, bruise and glancing blow.</p>	<p>Members, parents, guardians, officials and pedestrians</p>	<p>Local vets have been alerted to the event. 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. On site first aid have been 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</p>	<p>Monitor and ensure compliance</p>	<p>PC appointed person to monitor</p>	
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<p>Course: poor course design and inadequate equipment may result in injuries being sustained</p>	<p>Horses, ponies, members and officials</p>	<p>Courses are to be designed by a suitably qualified or experienced person, a list of course builders/ designers is held centrally and available from British Showjumping/ British Eventing Red and white flags are used to identify the direction the practice fences are jumped Safety cups are to be used on all fences in accordance with current PC rules The equipment used to create fences for the competition or training is checked for suitability and safety and inadequate materials are removed/ not used. The course and ground are considered as part of the design and lay out of the course The surface the course is ridden on is taken into consideration and notes to monitor may be provided 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. Fences are weighted appropriately</p>	<p>Prior/ during the event, ensure controls and compliance are monitored.</p>	<p>PC appointed person to monitor</p>	<p>On the day of the event.</p>
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Risk assessment completed by:	Date completed:	Review Date:
<p>Name: Clare Mangan</p>	<p>22/10/24</p>	
<p>Signed: Clare Mangan</p>		