

Part 1

Rally venue entrance

Date _____ Location _____ Map reference _____ Subsequent dates _____

Having started with the details of the exact location of the site so that the emergency services can be told where they are required we start our assessment at the entrance to the site.

- How will this affect other road users?
- Will vehicles be able to leave the public road at a reasonable pace (walking speed) and will they be a hazard to people already on site as they enter the site?
- What arrangements have been made to ensure that members, officials and instructors know where to go?
- Is anyone going to use a vehicle during the rally, if so is it really necessary?
- How are horses and pedestrians going to move about the site, take particular note of the start and finish of the rally?
- Access for first aid vehicles must also be considered at this stage, may only be for an ambulance to collect a casualty
- Are there public rights of way, footpaths or bridleways across or at the boundary of the site?
- What action can or needs to be taken to stop a loose horse leaving the site and going onto a public road?

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Access Road	Dual Carriageway Single Carriageway Unclassified Track Other:	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> o Warning signs o Post stewards o High visibility clothing o One way system o Police action o Council action 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
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? Alternative road gates? Other:	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> o Direction signs/send map o Widen entrance o No stopping at entrance o One way system o Post stewards o Fill large pot holes o Improve visibility - trim hedges etc o Other gates onto roadways closed o All gates closed during rally 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	

Date Assessed		Date Reviewed	
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THE PONY CLUB RISK ASSESSMENT CHECK LIST – VENUES & RALLIES

Layout of the rally site

- How will people, horses and vehicles move about the site?
- Do we need to have horse and/or vehicle free areas? Is signage adequate?
- Are we doing anything to instruct or amuse parents? Are any members using stabling on site?

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Movements of horses, pedestrians and vehicles on site	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:	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> o Parking area to be clearly marked o Parking attendants o Restrict vehicle use on site o Sign & steward public rights of way o Rope/cone bad areas 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Slips, Trips & Falls	Marquee pegs/guy ropes? : Electric cables, P A leads, Hoses, etc? Rough Ground Other:	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> o Warning cones o Warning signs o Bury or cover cables etc 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Indoor School	Equipment Stored in arena? Entrance/Exit doors Arena Surface Spectator area Warm up area Other users of stabling etc? Lighting	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> o Inspect school and spectator areas before start of rally o Entrance/Exit doors supervised o Supervision of warm up area o Lighting used as required o Owners risk assessment seen 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Stabling or Paddocks available for when horses not in use	Access Suitable condition Feeding Hay and straw Other livery horses Paddock fencing safe and secure? (unbroken, safe gates, safe fencing type) Enough stables or paddocks for number of visiting horses?	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> o Arrangement with land owner o Other livery horses 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	Even if an arrangement with the land owner exists a general check is advised particularly for the less experienced member and parent.

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Revision No 1

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Structure of the rally

- What are we aiming to teach the members?
- How will the instructors be given adequate information about their ride and what to teach them?
- When children are left at the rally by their parents do we have contact details for the time of the rally?

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Instruction	Instructors <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> o Accredited instructors o Supervision as required o Brief instructors before start o Observe each ride for part of rally o Move riders in ride not suitable for their ability or pony o Children left at rally: <ul style="list-style-type: none"> · Contact details for parent · Responsible adult at rally · Time of collection and person collecting o Communications - particularly XC rally when out of sight 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Other instruction Eg Parents					
Social activity Eg B-B-Q					

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Resources

- Minimum levels of first aid cover are needed. This should include access to a first aid kit (for horses and people), and at least one person present with first aid training. Are there special circumstances that require additional resources?
- Can a first aid team get to all parts of the site within a reasonable time? Do you need to do anything to ensure that their routes are kept clear?
- How will someone call for help?
- Are details of location (Post Code, Map Reference) known by first aider and organiser?

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
First Aid & Welfare	Adequate toilet facilities? Adequate washing facilities? Medical & veterinary cover? Accident book? Accident notice displayed? Emergency procedure agreed? Communications? Other: Refer to PC Guidance	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> ○ First Aid cover adequate for whole period ○ Veterinary cover adequate for whole period ○ Horse to be 'retired' from rally activities if they lose a shoe ○ Vehicle access to all areas ○ Two way radio communications ○ Mobile phone reception on site ○ Land line available or back up mobile phone(s) ○ Inform instructors of emergency procedure 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Fire	Permanent Buildings Marquees and tents Vehicles Caterers Hay and straw Manure and rubbish heaps	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> ○ Fire extinguishers ○ Fire Blanket and Fire buckets ○ Fire notices ○ No Smoking in buildings ○ Exits, and Gathering Points, in event of a fire to be clearly marked ○ Safe place for horses to be left in case of fire, to be clearly marked 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	Equestrian Centre proprietor will probably have a fire assessment

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Part 2: This part applies to Centres and Centre Plus's, where their horses, ponies and tack are used

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Condition of Horses and Ponies to be used	Good working condition (body condition, relatively fit, NO injuries, illness, worm or other pest infestations, heavily pregnant, mare in milk with foal at foot, stallions, very young (under 5) Other:	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> Normal safety and welfare inspections will be carried out at beginning of each rally 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Centre/Centre Plus Members	Safety helmets available on loan if members do not own Members must wear suitable shoes (with a small heel) and long pants, as per SAPC dress code. NO SPURS are allowed Other:	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> Ensure the centre / centre plus is aware of our safety standards re rider's dress If handlers are to assist members while around the horses, the handlers must also dress appropriately 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Tack and Equipment to be used	The tack to be used must be in reasonable condition (good repair and cleanliness) and fit the horse Any equipment must be in good repair and be fitted or fastened correctly. The area must be designated for storage of tack or equipment before or after use Other:	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> The normal safety inspection will be carried out at the start of each rally. PC members will be taught how to clean and check tack, and will be encouraged to clean tack the day before each rally On completion of the rally, the rider(s) of the horse or pony must untack, turn out (or stable) the pony, return tack and other equipment to the designated areas. Ensure riders know the procedures and areas 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	

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HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Matching horses to riders	<p>The horse or pony must be of a suitable size and temperament to match the capabilities of the rider.</p> <p>There must be enough horses or ponies for the number of riders, so that no pony is excessively worked on the day, excessive being defined as not exceeding what is usual, proper, necessary, or normal, and the horses or ponies used must be fit for purpose. Some sharing of ponies is allowed, but not excessively so.</p> <p>Other: Stirrups must fit the rider.</p>	PC Members PC Officials Parents General Public Animals Property	<ul style="list-style-type: none"> ○ Horses or ponies that are too strong for their riders are a danger to themselves, to the rider and to spectators if control is lost. The use of strong bits or tightly fastened martingales is NOT encouraged to increase control. Rather swap the pony for another more suitable. The pony may be useable by a stronger, more experienced rider ○ No pony to have more than 3 riders, be asked to ride a course or short class or practice ride more than 3 times. Ponies and horses must be untacked and rested between riders. Riders are not allowed to use horses and ponies as chairs; once the rider is finished the pony or horse must be untacked immediately and cooled down appropriately and given access to water and grazing ○ This may require stirrups to be swopped between riders 	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	

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