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| **Logo_Primary_CMYK_Blue_Medium_Res.jpgRisk Assessments** | **Sport /Activity** | Eventing Activities/Competitions  *Includes dressage, showjumping and cross-country elements* | **Date of Event** |  |
| **Event** |  | **OS Grid Ref** |  |
| **Location** |  | **What3Words** |  |

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| Hazard | **Who might be injured?** | Risk Controls **(already in place)** | **Further Action Required** | **Allocated Person / Date** | **Completion Date and Initial** |
| *What is the injury?*  *How can the injury occur?* | *E.g. people (members, volunteers, spectators, etc), animals, vehicles.* | *What is currently being done to prevent the injury occurring?* | *What more needs to be done?* | *Who is responsible for completing the action?*  *What is the planned time frame for this?* | *Initial and date when action is completed* |
| Event layout: *Impact between vehicles,*  *Vehicles vs pedestrians, Vehicles vs horses* | Riders, PC Members and spectators may become injured if impact occurs between vehicles, pedestrians and competitors. Vehicles could be moving too quickly or may not see the pedestrians. | Vehicle free area for pedestrians.  Wide horse access route from lorry parking to arena.  No-go vehicle areas, no-go horse areas where required by site occupiers.  Planned Horse Walks  Horse transport (lorries/trailers) parked separately to cars  Adequate signposting/warnings on approach road. One way system? | 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 | On the day of the event. |
| Adverse weather conditions impacting rider or equine wellbeing: visibility, heat stroke, dehydration, hypothermia | Riders, PC Members, Equine and parent/ guardian or Official  Spectators/  Competitors | 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 provided by parents/ guardians/  Event may cancel due to weather conditions, if deemed unsafe to continue by organiser. Ground inspections take place before and during the event | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | At set up of the event  On the day of the event. |
| Slip or trip hazards from ground conditions or in officials area | Riders, PC Members and spectators may be injured from slip or trip injuries while on site.  Other competitors/helper/officials | Ground conditions and any significant slip or trip hazards have been identified and removed or segregated. The officials area gazebo/ table and chairs will have footing and lines clearly identifiable to reduce trip hazard | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Trip injuries from routing of cables and pipes. | Riders, Officials, competitors, horses and the general public PC Members, spectators, the general public and horses may be injured due to a tripping hazard of trailing wires or flexible hose and pipe. | Cables must be run at high level, in a safe area, or covered where possible.  Hoses/ cables/ wires must be run away from main pedestrian area and be in a high visibility colour to enable them to be highly visible.  Dug into the ground e.g timing equipment by timing company or loud speaker /communications company | During the event, ensure controls and compliance are monitored.  Checked and inspected by the official phase steward | PC appointed person | At set up of the event  On the day of the event. |
| Crush or impact from use of mobile machinery. | Riders, 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.  Officials/parents | 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. The control team will state when safe to use the machinery during an event. | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Impact injury due to contact with cable used for support of overhead power line posts. | Horses and pedestrians may slip of fall due to tripping or contact with overhead power line post supporting ground cables | Cables fenced off to eliminate contact. Barriers used to highlight presence of cable and prevent contact. | None | PC appointed person | At set up of the event  Monitored on the day of event |
| 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. | Signage up to state keep dogs on leads and horses approaching from right or left.  Clear footpath route established to provide safe access route.  Signs erected to direct pedestrians safely across event area.  Marshals provided with guidance to direct pedestrians along safe route.  Safe route shown on site layout plan. Organisers will have contacted the local authority to plan closures | Marshals to instruct pedestrians of safe route on the day. | PC appointed person | On the day of the event. |
| Injury severity being increased due to slow or delayed first aid treatment. | Riders, 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. the horse ambulance the vet and ambulance along with the maps and plans as well as all details should be given to the control team. | Helicopter landing area, grid reference, what 3 words and important numbers list all issued to the emergency teams  NB All numbers (vet, farrier, etc. ) should be displayed in Secretary’s tent. | PC appointed person to monitor | On the day of the event. |
| 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. |
| Losing someone on site | Officials, competitors, visitors and general public | Team Managers, parent/ guardians 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. 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 | On the day of event |
| 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.  Stabling will be separate to limit contact between equines  If stabling at the event an isolation stabling area needs to be identified to successfully isolate the animals  A holding area if one is not vaccinated and needs to be isolated  A vet will be onsite during hours of the event to support with medical needs  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.Bio security will be in accordance with the current vaccination policy and in line with the Health and safety rule book. | During the event, ensure controls and compliance are monitored | PC appointed person | On the day of event |
| Impact and crush injuries from falls or contact with horses. | 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.  Horse walk signage to be displayed and pedestrian walk ways signage displayed.  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.  Steps from the health and safety rule book will be followed in the provision of first aid, including but not limited to concussion. Guidance from the Eventing Rulebook and Eventing Organisers Handbook will be followed | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Impact or crush injury when using the arena/ area 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/ area and equipment are changed and altered based on activities and rider abilities by the competent instructor.  Surface Conditions are monitored and are safe.  When horses are not ridden they are taken back to stabling area or the transport. Lorry park Any other requirements from the site occupier are taken into account. | 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 areas and construction of these on set up of event, prior to activity and during the event  Team Manager/ officials to monitor rider ability and surface conditions.  Local risk controls by site occupier to be enforced.  Steward for the phase | PC appointed person and team manager to monitor. | On the day of the event. |
| Impact and crush injuries from loose horses. | PC Members, members of the public and spectators may become injured if impact occurs and horses 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.  When horses are not ridden they are taken back to stabling area or the transport.  All exterior gates must be manned and kept closed at all times  Cattle Grids may be covered.  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 | 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. | PC appointed person to monitor | On the day of the event. |
| 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  Appointed person to brief instructors before start of the event.  Phase stewards for the phase to assess the ability  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. | Team Managers/ officials must ensure each activity is suitable for the ability of the rider.  At training/ rallies Instructors with up to date competence certificates.  DBS, Safeguarding and First Aid,  Mobile phones charged and available.  Emergency procedure in place. | Team Managers to monitor competence.  PC appointed person to monitor | On the day of the event. |
| Official or emergency vehicles  in pedestrian areas: *Impact with pedestrians and horses* | 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.  Emergency vehicles attending must be shown the correct access route and warned of the number of pedestrians on site.  Issue all the emergency service with a course map and a plan of the facilities e.g stabling, access points, and vehicular access points. Issue flags to all official vehicles and impose strict speed limit except for emergency | 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, stakes and roping: 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. | PC Members, spectators, the general public and horses | 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.  Rope is to be high contrast in colour to provide a good contrast against the background to make it visible.  Fence posts to be secured adequately. | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | At set up of the event  On the day of the event. |
| Warm up arena: injury as a result of collision | PC members and officials | The number of persons riding in a warmup arena is limited to ensure that it is not over crowded  Riders are to follow the rules of the school, for example passing left hand to left hand and the slower pace moving to the inside track.  Warm up fences are marked with red and white flags to identify the direction they are to be jumped in  Practice Fences must not exceed the height of the class plus 10cm  The number of person in the arena to help and assist with rebuilding/ adjusting the fences is limited at any time  The surface and equipment are checked by the event organiser prior to use each day and ground attended as needed. Guidance from the Eventing Rulebook and Eventing Organisers Handbook will be followed for all phases | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Stewarding/ Officials: tack checking and manning entrances/ exits | PC Officials | Nominated officials will be visible by tabard or Hi visibility clothing  They will have regular contact with the organiser and arena judge by either mobile phone or radio should an incident occur  Designated areas will be provided for them so they are able to shelter from elements  Regular check ins are provided to ensure wellbeing. Guidance from the Eventing Rulebook and Eventing Organisers Handbook will be followed | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Arena party: injury from heavy lifting and safety around horses | PC officials | Appropriate training to lift and move heavy items is provided to those who may carry out the task  Correct lifting procedures are followed at all times  Larger and heavy items are moved by appropriate machinery  A safe position to be identified within or just outside the arena for the arena party to sit when not actually engaged in work Guidance to be given to arena party by course designer or PC official on safely moving around the arena while the competition is in progress | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Course: poor course design and inadequate equipment may result in injuries being sustained | Horses, ponies, members and officials | 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. | Prior/ during the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| 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](https://pcuk.org/officials/safeguarding/our-duty-of-care/)).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](https://pcuk.org/officials/safeguarding/safer-recruitment/).Coaches level of supervision is determined by their qualifications ([full details](https://pcuk.org/coaches/)).Camps, Competitions, Residentials and excursions are carried out in line with [guidance](https://pcuk.org/officials/safeguarding/events-and-camps/), including provision of supervision and ratios of staffing. Members, parents, guardians, volunteers and officials adhere to the respective [Code of Conduct](https://pcuk.org/officials/safeguarding/other-relevant-policies/) and steps are taken should this not be followed.  All measures identified in the [Health and Safety Rule book](https://pcuk.org/officials/rulebooks/) are adhered to, including first aid and accident reporting.  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. The organisations [Drugs and Alcohol Policy](https://pcuk.org/officials/health-and-safety/alcohol-and-drugs-policy/) is adhered to. | A named safeguarding lead is appointed at activities and is present. Monitor and ensure compliance | PC appointed person to monitor | Site assessment completed  On the day of the event. |
| Harm due to medical treatment of equine. Injury could be crush, cut, bruise and glancing blow. | Members, parents, guardians, officials and pedestrians | Local vets have been alerted to the event.  All incidents are recorded in line with The Pony Club procedures.  If required by the [Health and Safety Rulebook](https://pcuk.org/officials/rulebooks/) Vet Matrix are in attendance, contact information is shared with attendees.  First Aid Provision in place which is in line with the [Health and Safety Rule](https://pcuk.org/officials/rulebooks/) 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 inline with item instructions and COSHH guidance supplied with the product | Monitor and ensure compliance | PC appointed person to monitor | Site assessment completed  On the day of the event. |
| Prize giving: slip, trip, fall on or off the podium/ stage | 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.  The areas will have footing and lines clearly identifiable to reduce trip hazard The podium/ stage should be of adequate size and construction | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Prize giving: spectators/ members slip, trip or fall in the 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.  The areas will have footing and lines clearly identifiable to reduce trip hazard  The podium should be of adequate size and construction Chairs and tables will suitable construction, these will be tucked under table | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| 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.  Stabling will be separate to limit contact between equines  If stabling at the event an isolation stabling area needs to be identified to successfully isolate the animals  A holding area if one is not vaccinated and needs to be isolated  A vet will be onsite during hours of the event to support with medical needs  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.Bio security will be in accordance with the current vaccination policy and in line with the Health and safety rule book. | During the event, ensure controls and compliance are monitored | PC appointed person | On the day of event |

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| **Risk assessment completed by:** | **Date completed:** | **Review Date:** |
| **Name:** |  |  |
| **Signed:** |  |  |