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| **Logo_Primary_CMYK_Blue_Medium_Res.jpgRisk Assessments** | **Sport/Activity** | Pony Race Days | **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* |
| Perimeter points: inadequate gateways and fencing, unclear entrance and exit routes risking collision | Vehicles, members, spectators, horses and those attending | Pre event check taken place, at this time boundary lines, fencing and gates of the site are checked for security  Repeat checks of the boundary will be made prior to the event and at regular intervals to ensure security of site (gates closed).  The gates to the site will be closed, after entrance and exit of all members and visitors. Details included in the pre event briefing.  Signage in place to ensure safety whilst entering and exiting the tournament grounds  Enough safe turning space will be provided for vehicles to enter and exit the site, including for large lorries  If officials are needed to assist they will wear hi vis clothing and stop traffic. Ground conditions in gate ways will be monitored and pot holes filled as necessary. | Monitor and ensure compliance | PC appointed person to monitor | Site assessment completed  On the day of the event. |
| Adverse weather conditions: driving and venue visibility | Members, spectators, horses parents/ guardians and vehicles | Weather conditions on the day monitored and decision taken to proceed or cancel event made by organiser.  Access by foot or vehicle may be impacted, ground maintenance steps taken where possible for gate ways, parking and pedestrian areas Ground conditions for activity monitored and steps taken to ensure safety where possible. | Monitor and ensure compliance  PC appointed person must ensure an access route for emergency vehicle access is maintained | PC appointed person to monitor | On the day of the event. |
| Parking: vehicle impact with other vehicles, and horses | Members, spectators, horses and vehicles | Parking areas will be clearly signed  Briefing sent to Parents /sharing details of the site and guidance on movements around site: vehicles to travel slowly and follow organisers guidance.  Vehicles parked in line with current Pony Club Guidance  If officials are needed to assist, they will wear hi vis clothing and stop traffic. Ground conditions in gate ways will be monitored and pot holes filled as necessary. | PC appointed person must ensure an access route for emergency vehicle access is maintained | PC appointed person to monitor | On the day of the event. |
| Vehicle impact with pedestrians | PC Members, spectators, horses and those attending the event may be injured by the movement of vehicles onto the venue through collision with each other. | Adequate width and positioning of entrance off main road.  Suitable parking areas available. Vehicle drivers informed to drive slowly on site and follow directions of site occupiers. | Brief PC appointed person to continue to assess traffic movement, parking and control any issues with congestion.  PC appointed person must ensure an access route for emergency vehicle access is maintained.  Local risk controls by site occupier to be enforced. | PC appointed person to monitor | On the day of the event. |
| Event layout: *Impact between vehicles,*  *Vehicles vs pedestrians, Vehicles vs horses* | 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. | 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. |
| 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.  Spectators are kept behind the safety barriers on the racecourse  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. | 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 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.  Course 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. | 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 play and during the event  Coach to monitor rider ability and surface conditions.  Local risk controls by site occupier to be enforced. | PC appointed person | 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 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.  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 | 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. | Accredited and competent instructors.  Direct supervision as required  Appointed person to brief instructors before start of session.  Observe each ride for part of rally or training.  Instructor must ensure each 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. Coaches assess riders and pony combination in the arena prior to any pace work.  If the rider and pony are felt not to be suitable for pace work, they are not allowed on the gallops or to participate in any pace work. | Coaches 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 appointed person to monitor | On the day of the event. |
| Crush or impact from use of mobile machinery/ vehicles. | 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. Vehicles are to be kept in designated areas whilst at racecourse/ training venue. | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| Slip or trip hazards from ground conditions or in officials’ area/ on the course walk | 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 official’s 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. |
| 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. | During the event, ensure controls and compliance are monitored. | PC appointed person to monitor | On the day of the event. |
| 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 | 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. |
| 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.  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. |  | PC appointed person to monitor | At set up of the event  On the day of the event. |
| Trip injuries from routing of cables and pipes. | 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 must be run away from main pedestrian area and be in a high visibility colour to enable them to be highly visible. | During the event, ensure controls and compliance are monitored. | PC appointed person | At set up of the event  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. | Footpath roped off to provide physical separation barrier between pedestrians and horses.  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. | Marshals to instruct pedestrians of safe route on the day. | PC appointed person | On the day of the event. |
| 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  Ground conditions monitored for safety  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 | At set up of the event  On the day of the event. |
| Pre parade/ Parade ring: excitable ponies colliding with pedestrians | Members, officials, visitors and parents/ guardians | Those not parading ponies will be kept out of the parade ring and provided an alternative route to the stands/ secretaries’ office for declaration, weighing purposes.  Barriers will be put in place if an alternative route can not be found  Information about arriving on site will be shared with responsible adults prior to event, this will include movement on site details Covid: guidance will be issues to those in the parade ring to maintain social distancing whilst parading and to where appropriate PPE in line with current guidance, including wearing of masks | Officials to monitor and take appropriate action if necessary | PC appointed person | On the day of the event. |
| Pre parade/ Parade ring: tack checkers kicked/ crushed whilst checking safety and compliance of equipment | Members, officials, parents/ guardians | Those not parading ponies will be kept out of the parade ring and provided an alternative route to the stands/ secretaries’ office for declaration, weighing purposes.  Barriers will be put in place if an alternative route can not be found  Information about arriving on site will be shared with responsible adults prior to event, this will include movement on site details  Numbers checking tack kept to a minimum to reduce the risk of injury  Parent/ guardian and/ or member to alert official on the day if pony is a known kicker so measures can be put in place such as furthest away saddling box/ removed from the parade Covid: guidance will be issues to those in the parade ring to maintain social distancing whilst parading and to where appropriate PPE in line with current guidance, including wearing of masks | Officials to monitor and take appropriate action if necessary |  |  |
| Pre parade ring/ Parade ring/ saddling boxes: slip, trip or fall on surface | Members, officials, visitors and parents/ guardians | Droppings and urine of ponies will be cleared from the route to minimise the slip, trip or fall risk.  Sand or shavings placed over any urine on the route to reduce slip, trip or fall risk. Those using the area are advised of suitable footwear for the activity to support. | Officials to monitor and take appropriate action if necessary | PC appointed person | On the day of event |
| Saddling Boxes: ponies kicking/ biting and crushing handlers whilst taking up | Members, officials, parents/ guardians | Numbers in the saddling boxes are kept to a minimum to reduce the risk of injury  Parent/ guardian and/ or member to alert official on the day if pony is a known kicker so measures can be put in place such as furthest away saddling box  Due to the proximity of the saddling boxes some these may not be used on the day of the event, this will be in compliance with current guidance from the BHA Covid: guidance will be issued to those on site to maintain social distancing whilst attending/ participating and to wear appropriate PPE in line with current guidance, including wearing of masks | Officials to monitor and take appropriate action if necessary | PC appointed person | On the day of event |
| Heading to the start: riding to the start | Members, out riders, horses/ ponies and officials | Members and ponies will head to the start as a group with an out rider to ensure they are monitored the whole way  Outriders may lead ponies which are excited in the environment and support the member  The pace of the ride to the start will be determined by the officials for safety purposes Covid: guidance will be issued to those on site to maintain social distancing whilst attending/ participating and to wear appropriate PPE in line with current guidance, including wearing of masks. Riders will be informed by officials when they can remove masks and other PPE | Officials to monitor and take appropriate action if necessary | PC appointed person | On the day of event |
| The start: collision of ponies and riders | Members, out riders, horses/ ponies and officials | Members are briefed prior to heading to the start of the procedures.  Members are advised by officials where to direct the pony and are set off when all facing the correct way.  Riders will be under starters orders and will be guided through actions as appropriate Riders will be guided to the start position and informed of the correct distance to limit collision with other ponies and riders | Officials to monitor and take appropriate action if necessary | PC appointed person | On the day of event |
| The start: fall from pony | Members, out riders, horses/ ponies and officials | Members are briefed prior to heading to the start of the procedures.  Members are advised by officials where to direct the pony and are set off when all facing the correct way.  First aid cover is available on site  The ground is monitored and measures taken as necessary Covid: guidance will be issued to those on site to maintain social distancing whilst attending/ participating and to wear appropriate PPE in line with current guidance, including wearing of masks | Officials to monitor and take appropriate action if necessary | PC appointed person | On the day of event |
| The Race: Trip, slip, collision and fall of pony in race resulting in injury to equine or rider | Members and ponies | Members are briefed prior to heading to the start of the procedures and participate in a course walk to discuss how to ride the course and safety. These are guided by appropriately trained persons, such as Jockey Coaches  First aid cover is available on site The ground is monitored and measures taken as necessary | Officials to monitor and take appropriate action if necessary | PC appointed person | On the day of event |
| Weighing in/ out: slip, trip and/ fall | Members, parents/ guardians and officials | Members are instructed of the actions to take when weighing in and out for pony racing  Scales are in a level and visible location  Minimal persons are allowed in the space for weighing to reduce hazards Covid: guidance will be issued to those on site to maintain social distancing whilst attending/ participating and to wear appropriate PPE in line with current guidance, including wearing of masks | Officials to monitor and take appropriate action if necessary | PC appointed person | On the day of event |
| Leaving the track: fall from pony | Members, parents/ guardians and officials | Members are briefed about leaving the track and the process, including where and when they can dismount  Parents/ guardians and officials can only meet the rider when they have left the track  All riders leave the track together to support ponies herd instinct  The ground is monitored and measures taken as necessary Covid: guidance will be issued to those on site to maintain social distancing whilst attending/ participating and to wear appropriate PPE in line with current guidance, including wearing of masks | Officials to monitor and take appropriate action if necessary | PC appointed person | On the day of event |
| Loosing someone on site | Officials, competitors, visitors and general public | 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. Play 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 | On the day of event |
| Catering: attendees eating from the contractor and coming down with food poisoning | Officials, Competitors, visitors and general public | Measures and checks of contractors being booked in place, this will ensure compliance with insurance and food hygiene for example  Risk Assessments from the contractors to be shared and monitored for compliance First aid cover on site and local emergency services location shared with attendees | During the event, ensure controls and compliance are monitored | PC appointed person | On the day of event |
| Catering: attendees may be cooking from themselves in vehicles and BBQs. This can result in burns and/ or food poisoning. | Officials, Competitors, visitors and general public | First aid cover will be provided through out the duration of the event and over night if camping.  First aid kit will be available which includes equipment/ treatment methods to support with burns. Guidance on the use of BBQs on site will be supplied to attendees prior to arrival on site as part of the briefing information. This will detail when BBQs are permitted and how/ when to dispose of them | PC officials will monitor the camping areas and provide guidance on BBQs as required, including putting out and disposal of BBQs |  |  |
| Fire: injuries due to a fire on site. Injuries can include, slips, trips, falls along with bruises and broken bones | Officials, Competitors, visitors and general public | Appropriate medical cover will be available through out the duration of the event, including for those camping  Guidance on actions in the event of a fire will be shared as part of the briefing- where to gather and how to access equipment  Local emergency services numbers available on site in the case of need Appropriate action in the event of a fire will be to call 999 and not fight the fire as not trained, have correct safety equipment or equipment to put out the fire. | 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.  Penning will be separate to limit contact between equines  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. | During the event, ensure controls and compliance are monitored | PC appointed person | On the day of event |
| COVID-19: Risk of transmission of COVID-19 between people on site | Officials, Competitors, visitors and general public | Sport rules adapted to minimise contact and risk of transmission, including open races only weighed if appropriate. This may depend on the conditions.  Starters instructions and when or where riders may dismount may vary to comply with current guidance, riders will be appropriately informed of any modifications to usual practise.  Regular cleaning of public areas such as toilets  Hand sanitiser available/ positioned around the site  In accordance with current guidance temperature checks may be made for those in attendance.  Riders and all other attendees told to observe social distancing measures when not participating, including not going into each other lorries/ vehicles if social distancing cannot be maintained  Information on measures included in pre event briefing, due to current measures and guidance.  Guidance will be issued to those on site to maintain social distancing whilst on site and to wear appropriate PPE. in line with current guidance, including wearing of masks. Attendees will be informed when and where they can remove masks and other PPE. Other local government measures and guidance will be adhered to | During the event, ensure controls and compliance are monitored | PC appointed person | On the day of 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. |

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