

Risk Assessment Guidance



Carrying out a Risk Assessment

When organising an event or activity, the organisers have a duty of care to do what is reasonably practicable to ensure the health, safety and welfare of those affected by the activity being arranged. Within the Pony Club, this includes any event, activity or sport undertaken by Branches, Centres, Areas and The Pony Club Office. A method of undertaking this duty is to carry out and record a risk assessment for all Pony Club activities. It is a statutory requirement to have risk assessments completed prior to the event.

Key Definitions

Below are key definitions which will help you to carry out your risk assessment.

- Hazard – something that can cause injury, harm or damage
- Severity – how serious it will be
- Likelihood – the chance or probability of the injury/damage occurring
- Risk – the possibility of that hazard occurring and its severity
- Harm – the resulting loss, damage or injury from the hazard
- Accident – an unplanned or uncontrolled event resulting in harm

What is a risk assessment?

Risk assessments identify what can cause an injury/damage to property (hazard), who could be affected and what you will do to reduce the risk (control measures). This is something we all naturally do in our day to day life, e.g. before crossing a road you look both ways to make sure you won't be hit by a moving vehicle. With risk assessments, you must write the details down.

Templates are available on The Pony Club website to start you off.

When should I complete a risk assessment and how often should it be reviewed?

A risk assessment must be completed prior to any activity going ahead. Everyone must also be made aware of its content so they can ensure they keep themselves safe too.

As a formal document, you do have to review risk assessments on a regular basis to ensure you have considered all hazards. Reviews should happen, as a minimum, on an annual basis. However, it is best practice to check the site before the start of each activity. E.g. Any changes in the weather, such as flooding, can create a new hazard that will require measures, like fencing and warning signs, to maintain a safe environment.

What should be covered in a risk assessment?

The assessment is a matter of judgement to identify the hazards, associated risks and who it could affect at the activity being organised.

To help, we recommend:

- Carrying out a risk assessment in a small group (2-3 people) who understand and have some responsibility for the activity.
- Plan a site (venue) visit so you can see the space and have a good idea of what the hazards might be. This should be done prior to the day of activity.
- Consider the entire site, not just the riding / rally space. For example, this may include mucking out in temporary stables, farm machinery and livestock, or fields where cross-country riding will happen.
- All venues will have their own risk assessments in place. You can discuss this with the site and use this to inform your activity's risk assessment. It may be appropriate to refer to the venue risk assessment in some circumstances.

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- Consider the emergency procedures for the site, including location of nearest hospital, access for emergency services, or where the Air Ambulance may land. This will need to be adhered to and communicated to everyone in attendance.
- Consider contractors, e.g. caterers, course builders or those erecting temporary stables. Have these contractors got risk assessments for their activities in place? You must ask to see copies of their risk assessments and include these areas in your activity risk assessment. To support please consider the checklist for contractor, available on the Pony Club website.

Completing the Risk Assessment Template

The Pony Club has produced risk assessment templates for all activities offered to members. This will include rallies, training, camps, sports and competitions etc. The templates are designed to help you with assessing all areas of your activity, including hazards, risks involved, persons likely to be affected and control measures to be implemented.

The templates are pre-populated as a starting point for your risk assessment. You must adapt and edit the chosen templates to suit your activity – This is not to be considered as a completed risk assessment. One size does not fit all.

A risk assessment should not be carried out in isolation. A small group of 2-3 people, who are involved in organising the activity, should feed into the risk assessment. This ensures nothing is missed and enables increased contribution to the control measures implemented.

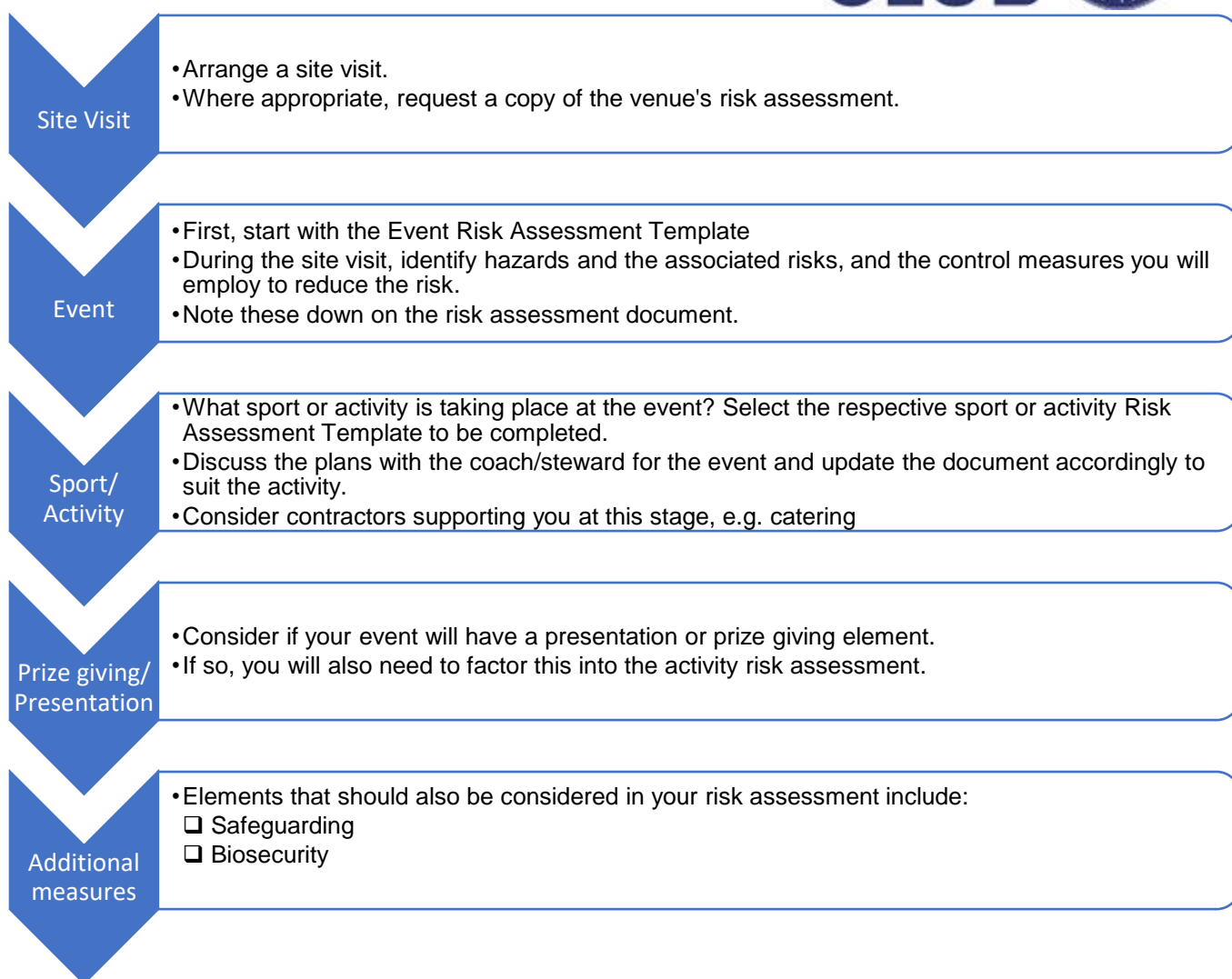
The risk assessment should be carried out before the event and reviewed on the day of the activity to ensure the hazards, persons affected, and control measures are reasonable and appropriate. It also enables you to ensure Officials are in the correct places to monitor as the activity gets underway.

You can add, amend and adjust the risk assessment on the day of the activity should you identify new hazards and/or additional measures to be implemented. These do need to be recorded on the risk assessment and monitored throughout the activity.

Using the Templates

A step-by-step guide for using the template risk assessments is detailed below:

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Debrief following the event

When the activity finishes, a debrief can help to determine what went well and what can be improved next time. The same can be applied to your risk assessment to help with future activities you organise. Some questions to ask may include:

- Were there any new hazards presented on the day? Were there any parties affected that we did not consider? Were there any new measures of control identified at the activity?
- Did the current risk assessment cover and meet the needs or should there be changes?
- Are the measures of control robust? Were additional measures needed to ensure safety for all affected by the Pony Club activities?

We recommend carrying this out straight after the event whilst it is fresh in the mind and aware of the events of the activity.

It is crucial to remember; the debrief should be used as a learning experience to improve risk assessments in the future.

Rulebooks

All Rulebooks are available here: <https://pcuk.org/officials/rulebooks/>

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Who should keep copies of risk assessments?

All risk assessments should be given to the Health & Safety Officer and the DC or Centre Proprietor for record. Additionally, the event organiser should retain the copy for the day of activity to monitor in accordance with the details it contains.

Considerations

When hiring a venue for a Pony Club activity, considerations should be made to support the formation of a risk assessment. The following table outlines some considerations:

Consideration	Lead	Complete
Venue availability: Is the venue available and within safety expectations? Take a site visit to assess this, consider the entrance/exit, site layout, areas of use, suitability for purpose, parking, facilities and accessibility		
Have you seen the venue's Health & Safety Policy? Contractors and venue to be considered		
Have you seen the venue insurance certificate which is part of their policy? Public and employer's liability?		
Do you have a copy of the Venue risk assessments for the hire? Consider the need of COSHH, vehicles and manual handling for example		
In the event of contractors, you may need to consider noise assessments for work being carried out		
First Aiders: Are they provided by the venue or are you to provide? Do they have appropriate qualifications?		
Emergency procedures: Evacuation plan: Does the venue have an evacuation plan and is it detailed and shareable with your participants? Fire Safety: Are fire certificates and fire emergency protocols available to view? Emergency Services: Where is the nearest hospital located? Is the venue easily accessible by emergency services (ambulance, fire brigade, police)? Is there a point on site or locally where an air ambulance could land? How can this be managed?		
Equipment checks: Have all electrical appliances been PAT tested in line with requirements? Are they of suitable condition to use?		
Contractors: Do they have appropriate insurance cover? Do they have appropriate checks and training in place (e.g. course builders accredited with BE)?		
Coaches: Do they have the correct accreditation checks in place for the role? E.g. coach meeting the Pony Club accredited criteria		
Safeguarding: Do the plans meet the requirements as per the Pony Club Safeguarding Policy? Including supervision, coach accreditation, etc.		
Emergency Contact Details: Do you have all relevant emergency contact details? E.g. members/parents/guardians, coaches, technicians, contractors, Area Representative, Centre Coordinator, Pony Club Out of Hours number.		

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Risk Assessment Check List

Below is a checklist of useful points to consider when checking a risk assessment prior to an event.

Check	Date	Initial
When, where and who are running the event? Do they have the correct approval to host?		
Is the risk assessment carried out on the most recent version of the documents?		
Do they have a copy of: <ul style="list-style-type: none"> - Venue insurance? - Venue risk assessment (these may include COSHH, equipment testing etc)? 		
Has the event and sport risk assessment template been updated to suit the venue and activity being carried out?		
When was the risk assessment Carried out? Have they site visited recently in case of any venue changes		
Does the Risk Assessment meet Pony Club requirements for: <ul style="list-style-type: none"> - First aid? - Veterinary cover? - Local providers aware and informed? - Safeguarding according to the current policy? 		
Coaches and contractors: do they have the necessary checks in place? E.g. do the coaches meet the accreditation requirements?		