INTRODUCTION
We have a duty to do what is reasonably practicable to protect the health safety and welfare of all those people who may be affected by Pony Club activities. We also have a duty to carry out and record an assessment of the significant risks, identify who is exposed to those risks and to detail the control measures taken to reduce the risks to a reasonable level.

A risk assessment must be carried out and recorded for all activities. This is an assessment of the significant risks that identifies the people who are exposed to those risks and the control measures that have been or are to be taken to reduce the risks to a reasonable level. It is a matter of judgement to decide what the significant risks are. The assessment should not be restricted to the riding area only, all areas that members, their family and supporters have access to must be considered. It is important not to overlook something that is masked by excessive detail of trivial risks. The risk assessment should be carried out by someone who is directly involved in the organisation of the activity. When carried out by someone else on behalf of the Organiser the Organiser should make themselves aware of the contents of the risk assessment.

To carry out a risk assessment there are five steps to follow:

1. What could go wrong? That is identify the hazards.
2. Who is at risk? Identify the people at risk, for example members, helpers, spectators, instructors.
3. What can be done to prevent it going wrong? Reasonably practicable control measures that will reduce the risks to an acceptable level.
4. Record the assessment.
5. Review your assessment. Having carried out a risk assessment for rallies at a particular location it would only be necessary to review the assessment if there was a significant change to the rally format. Similarly if a competition is held at the same site as last year it is only necessary to review the risk assessment to identify significant changes.

CHECK LISTS
Standard check lists are available for Pony Club activities.

The procedure for using these is as follows:

Hazard: Tick listed hazard and move to ‘hazard details’ column or write N/A if not applicable and proceed with next hazard.

Hazard Details: Tick appropriate hazards, listing further ones under ‘other’ and proceed to ‘risk group’ column.

Risk Group: Tick appropriate group(s) and proceed to ‘action planned’ column.

Action Planned: The control measures listed are those commonly used for the hazard in question. It is anticipated they will be effective in most cases. You may consider additional measures necessary to control the risk adequately, see the note after ‘risk level’ below. Tick and implement those you feel will be the most effective and proceed to the ‘risk level’ column.

Risk Level: Your opinion of the risk taking into account the actions you plan to implement. If in your opinion the risk is still high you need to consider other control measures in order to reduce the risk to an acceptable level.
Detail Action You  Detail precisely what additional actions you intend to do.
Propose:

Note:  Use a blank sheet to record additional hazards not identified on the check list and as a debriefing form at the event and document changes you would like to implement for subsequent events.

Review  An assessment may cover a series of events at one location, eg. rallies and mounted games practices. Assessments should be reviewed annually or when there is a significant change. All assessments should be signed and dated as should each review.

In some circumstances it may not be necessary to complete your own risk assessment because a perfectly adequate assessment covering all aspects of the activity has already been carried out. In these circumstances a brief questionnaire may be used to ensure that adequate procedures and arrangements are in place to ensure the safety at Pony Club activities.

Equestrian Centres will have completed risk assessments and have their own emergency procedures for accidents and other incidents (eg fire). The use of the Questionnaire for the assessment of hired facilities will enable the Organiser of the activity to assess the safety procedures at the Centre. If those procedures are adequate and cover all aspects of the planned Pony Club activity there is no need to complete an additional risk assessment.

Contractors who do specialist work associated with events, for example catering, trade stands or construction work, for example cross country course building or the erection of temporary stables have to carry out their own risk assessment covering their own activities. The questionnaire for the assessment of contractors is intended to check that the contractor has the necessary procedures and arrangements in place. A Pony Club assessment will normally be required to cover those aspects of the work that are controlled by or involve Pony Club officials and/or volunteers.

Risk assessments must be done for all activities carried out at Linked Pony Club Centres so things such as mucking out, feeding, the storage of bales, shoeing, etc., must be included. There must also be a fire assessment for the premises.