

Name of Event: Arena Hire						Date of risk assessment: 8 March 2018	
Location of Event: Rectory Farm Arena						Review date:	
Hazard	Who might be harmed and how	Score (L x S =)			Current hazard control	Further action	Action plans
Most equestrian activities involve a level of risk	Riders, handlers, instructors, spectators, organisers, supporters, and others				Each person is expected to be in full control of their own horse(s) at all times	Consider what you are already doing and list anything extra that needs to be done	Deal with high-risk hazards that might have serious consequences first. Make a note of action done, when and by whom
Arena (Surface)							
<i>Unlevel surface</i>	Horse and Rider: Horse tripping	1	2	2	Arena harrowed and rolled regularly		
<i>Equipment Faults</i>	Horse and Rider: Jump faulty/trip on markers	1	2	2	Check equipment before use & throughout the day	Replace/repair faulty equipment	
<i>Moving or building show jumps; poles; dressage boards</i>	Staff: Injury esp. Lower back, dropping, tripping	1	2	2	Ensuring minimal distance and amount moved, correct instruction, training and supervision Ensure sufficient people available – tractor and trailers	Only those qualified to drive the tractor may do so	
<i>Machinery</i>	Staff: Injury; collision	1	3	3	Only car licence holders to drive vehicles Yard staff not to drive tractor Harrowing/mowing carried out by a competent person Tractor and equipment regularly maintained		
<i>Local conditions</i>	Anyone Present: Horses may become unsettled	1	2	2	Establish whether other events are taking place locally	Ensure any local conditions that may upset horses that are unfamiliar with them are clearly stated in the schedule	
<i>Proximity of horses to spectators</i>	Spectators: Injury	1	2	2	Steward posted at entrance gate to prevent spectators gathering Separate area provided for spectators		

Arena (Grass)							
<i>Unlevel surface</i>	Horse and Rider: Horse tripping	1	2	2	Arena rolled before competition	Take off and landings checked regularly during and between classes	
<i>Equipment Faults</i>	Horse and Rider: Jump faulty/trip on markers	1	2	2	Check equipment before use & throughout the day	Replace/repair faulty equipment	
<i>Moving or building show jumps; poles; dressage boards</i>	Staff: Injury esp. Lower back, dropping, tripping	1	2	2	Ensuring minimal distance and amount moved, correct instruction, training and supervision Ensure sufficient people available – tractor and trailers	Only those qualified to drive the tractor may do so	
<i>Local conditions</i>	Anyone Present: Horses may become unsettled	1	2	2	Establish whether other events are taking place locally	Ensure any local conditions that may upset horses that are unfamiliar with them are clearly stated in the schedule	
<i>Proximity of horses to spectators</i>	Spectators: Injury	1	2	2	Steward posted at entrance gate to prevent spectators gathering Holding area fenced off, spectators asked to stand on other side.		
Parking							
<i>Motor vehicles</i>	Anyone present: Collision, horses spooking; Impact injury	1	3	3	Clear signage; only those with valid licence driving, Cars parked separately away from Horseboxes Rope to give a guide for parking.	Supervision provided for show days. Lorries and trailers split, to allow more room for parking. Horse walks sign posted to keep horses away from vehicles.	If parking gets full, additional park available in 18 acre field.
<i>Entrance from and Exit to road</i>	Anyone Present, General Public:	1	3	3	Exit signs from venue		

	Collision; loose horses gaining access to roads				Electric gate in place at main farm entrance; keep gates shut; Don't leave horses unattended in parking areas		
<i>Parking of vehicles</i>	Anyone Present: Insufficient space available	1	2	2	Space on grass and over flow into another field when necessary	Lorry park attendant to guide parking	
<i>Wet weather</i>	Anyone Present: Vehicles skidding/Getting stuck	1	2	2	Hardcore parking area and track Tractor and competent driver available to tow out vehicles		
Access							
<i>Gates being left open</i>	Anyone Present, General Public: Loose horse gaining access to roads	1	3	3	Electric gate in place at main farm entrance; keep gates shut; Don't leave horses unattended in parking areas	Regular checks to ensure all gates are closed	
<i>Access to Farm Outbuildings</i>	Anyone Present: Injury	1	1	1	No entry signs in place		
Warm Up Areas							
<i>Proximity of horses and pedestrians</i>	Pedestrians/Horses: Collision	1	2	2	Practice fence correctly flagged to avoid horse/horse collisions Area to remain fenced off and closed to the public. Signs warning of horses crossing	Specific horse walks to keep horses away from pedestrians and vehicles when walking between arenas	
<i>Grass warm up</i>	Horses/Riders: Slips, trips and falls	1	2	2	Area inspected and mown before event	Area rolled, warm up fences moved during the day if take off and landings get too deep.	
Snack Wagon							
<i>Food preparation</i>	Staff: burns; cuts	1	2	2	Only Health and Safety certified staff may work in the Snack Wagon Training and Supervision Rubbish bins provided		
<i>Food preparation</i>	Anyone Present: Food poisoning	1	2	2	Abide by Health and Safety rules Abide by Personal Hygiene rules		
<i>Proximity to horses</i>	Pedestrians: Injury	1	1	1	Catering situated away from horse walkways and fenced off		

<i>Fire</i>	Anyone Present	1	2	2	Fire extinguishers present in snack wagon		
Onsite Facilities							
<i>Lavatories</i>	Anyone Present	1	1	1	Checked for cleanliness at regular intervals		
Secretaries Office							
<i>Proximity to horses</i>	Pedestrians: Injury from horse (kick, bite, collision)	1	2	2	Located away from horse areas		
General							
<i>Weather</i>	Horse and Rider: Slips, trips, falls from poor ground conditions	1	1	1	Avoid using facilities in adverse weather conditions	Check weather reports in run up to competitions and events	
<i>Other animals</i>	Horse and Rider: Horse spooking	1	1	1	Dairy cattle kept at a distance from the venue & dogs to be kept on leads	Enforce restrictions for dog owners	
<i>Poor lighting</i>	Horse and Rider: Unable to see effectively	1	2	2	Do not use facilities in bad light conditions	Be aware of daylight hours	
<i>General Movement around the venue</i>	Anyone present: slips, trips, falls	1	1	1	Keep all areas tidy and equipment put away. Droppings cleared immediately. New surface laid in parking area and unlevel areas fenced off.	Signs warning of horse crossings	
<i>Loose horses</i>	Anyone present: Injury; possibility of getting out on road	1	3	3	Ensure all gates and fences remain shut Advise horses are not left unattended		
<i>Fire</i>	Anyone Present: Smoke Inhalation; Burns	1	3	3	Fuel kept away from straw/hay and stored in correct containers. Electric heater in snack wagon & Secretary hut to be turned off at end of each day. No smoking policy on yard and surrounding premises.	Outline fire procedures to all staff	Fire training given
<i>Stewards</i>	Anyone Present	1	2	2	Where there are no stewards in place there is adequate signage to warn competitors of hazards and control measures		

					Stewards are fully informed of their duties and responsibilities before the event		
<i>Trade stands & Marquees</i>	Anyone Present: Slips, Trips and Falls	2	2	4	Fence off trade area from lorry park & horses Keep guy ropes to a minimum		

First Aid box is located in the Snack Wagon on the top shelf by the door & in the Arena Gate hut on the table.

Emergency Contact Numbers

Contact	Name	Phone Number	Mobile Number
Hospital	Gloucester Royal Hospital	0300 422 2222	
Police	Gloucestershire Police	999 (101)	01452 728199
Veterinary Surgeon	Bourton Vale	01451 820137	