

| Name of Event: Arena Hire | | | | | | Date of risk assessment: 27/01/2020 | |
|--|---|------------------------|---|---|---|--|--|
| 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 | |