RISK ASSESSMENT- JAN. 2013 version 8

The original Risk assessment was carried out in March 2001 by Mr Simon Flitch, Ramsgate.

All risk assessments are carried out by Mr & Mrs Catterall (Owners) under advisement of BHS and TDC Health and Safety Executive.

Updates have been made during: Oct 03, Aug 04, Oct 05, March 06 and Sept 06, Oct 07, March, Oct 08, Oct 09, Oct 2010, Oct 2011, Jan 2013 Jan 2015 Aug 2016 July 2017 Aug 2019, May 2020/2021, January 2022ll new staff, work experience students, volunteers and livery clients should be taken through it on arrival.

Updates have been made December 2022 for the coming year.

All staff should give training to riding school clients where applicable.

ALL should sign a document to confirm they have read the risk assessments.

Various actions have been taken and added through the years as this is a working document.

The Health and Safety Executive for Thanet District Council and B.H.S have been assigned as advisors on all H&S issues.

KEY: R.S.C. = Riding School Client

L.C. = Livery Client

Reassessments are carried out periodically.

H&S meetings held with staff periodically during existing staff team meetings.

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| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps already in place** | **Further preventative steps.** | **Action By Whom?**  | **Action Date?** | **Done**  |
| Lifting & carrying hay, shavings, feed sacks, saddles, feed and water buckets. Sweeping yard | Staff and Students Riding ClientsLivery ClientsInjury to lower back Falling bales Dust  | By ensuring minimal distance and amount moved, correct instruction, training andSupervision by skilled staff, using appropriate handling aids and protective equipment. Ensure sufficient people available on delivery days.Clear instructions regarding how to lift and carry all equipment correctly, using work systems which reduce the risk of back injury. NPRC has an automatic water system in place and hoses available if necessary. Provide trolleys, wheelbarrows, steps Ensure correct boots and gloves worn.  | Reminders at Bi monthly meetingSupervision/training new staff / students   | MR G CATTERALLMRS S CATTERALL | ONGOING  ONGOING | Meeting Meeting |

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| Mucking out, bedding down Maintaining muck heap,.Sweeping yard Hay / Straw Delivery | Staff and Students Riding ClientsLivery ClientsInjury to lower back Stab injury from fork Dust , Handling horses | By ensuring minimal distance and amount moved, correct instruction, training and supervision by skilled staff in manual handling as well as appropriate handling aids and protective equipment available (dust masks) Contractors regularly deliver straw /hay onto yard Regular use of mechanical help as appropriate only by Contractor or Mr G CATTERALLDaily inspections of tools by staff prior to use, any damages tools to be put into the workshop areaRubber matting in all stables (can be slippery if wet / winterENSURE STAFF HAVE CURRENT TETANUSAll damages to be reported to MR G CATTERALL and entered on DAY BOOKGLOVES FACEMASKS  | Make a note of all staffs last tetanus injection. Staff to be briefed report damages to MR & MRS CATTERALL Supervised by Senior Staff Poster on Manual handling in Health and Safety folderWhen straw is dusty | MRS S CATTERALLMR G CATTERALLMRS S CATTERALLMR G CATTERALL / CONTRACTOR TO REPAIR OR DISPOSE OR DAMAGES TOOLS | AS REQUIRED ON GOING | AS REQUIRED ON GOING |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps already in place** | **Further preventative steps.** | **Action By Whom?**  | **Action Date?** | **Done**  |
| Leading / Handling Horses catching / turn out Leading clients Lunging Loading | Staff and Students Riding ClientsLivery ClientsBlistering or Friction burns to hands Tread injuries to feet Bites from horse Kick injuries, blows | By ensuring correct instruction, training and supervision .regarding methods of restraint and safe handling as well as positioning of handler, horse behaviour and suitable restraining equipment. Horse Training. Protective equipment - gloves, correct footwear, Riding hat. Maximum of two horses to be lead to /from field. Obligatory for staff to wear hat/ gloves. Restricted access to stables for children ( notices displayed) Gates to turn out areas must be also secured with a rope.  | Reminders at Bi monthly/Supervision/training new staff / students  | SENIOR STAFFMR G CATTERALLMRS S CATTERALL | AS REQUIRED ON GOING | ONGOING |
| Handling Horses Grooming, tacking up trimming, plaiting washing, clipping  | Staff and Students Riding ClientsLivery ClientsTread injuries to feet , Bites from horse , Kick injuries, knocked over by Horse, crushed against wall. Dust  | By ensuring correct instruction, training and supervision .regarding methods of restraint and safe Handling as well as positioning of handler, horse behaviour and suitable restraining equipment. Horse Training. Protective equipment - gloves, correct footwear, Riding hat. All staff etc. must tie up horse when in stable | Reminders at Bi monthlySupervision/training new staff / students When clipping masks and overalls must be worn | SENIOR STAFFMR G CATTERALLMRS S CATTERALL  |  On going  | ON GOING |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps already in place** | **Further preventative steps.** | **Action By Whom?**  | **Action Date?** | **Done**  |
| Riding and ride & lead | Staff and Students Riding ClientsLivery ClientsFall injuries | Continual assessment of riding ability / training of rider feeding/ turn out/ type of work of horse in question Correct equipment hat/ footwear/extra equipment for job. Appropriate Supervision by skilled staff. First Aid available in office, viewing gallery and clubroom for all to use for everyone.Pocket First Aid packs available for hacking purposes. | Review accident. Book for trends monthly  | MR G CATTERALLMRS S CATTERALL | ONGOING | ON GOING |
| Moving or building Show jumps. Poles. Dressage boards  | Staff and Students Riding ClientsLivery ClientsInjury, esp. lower back injuryDrop on to foot Strains | By ensuring minimal distance and amount moved, correct instruction, training & supervision by skilled staff, appropriate handling aids and protective equipment. Ensure sufficient people available – tractor, Only Mr G Catterall to drive Tractor. | Poster on lifting is in the health and safety manual.  | SENIOR STAFF | APRIL 2022, 2023, 2024 | DONE |

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| Veterinary Treatment -Worming -poulticing -administration of Medicines and disposal of old medicines.  | Staff and students Poisonous Handling horses Zoonosis  | Abide by COSSH regulations ( OSHH sheets in vet cabinet) and Personal hygiene rules, Yard manager supervision / vets instructions/Use plastic, disposable gloves where possible. Especiaially when dealing with creams and transferrable diseases such as ringworm.Sharps box in medical cabinet. Yellow waste bags for old drugs available, disposal via vets | Disposable gloves/ Overalls, face masks are available All bandaging to be burnt. | MRS S CATTERALLSENIOR STAFF | Jan 2021 | DONE |
| Electrical Boiling Kettles Radios Clippers  | Staff and Students Riding ClientsLivery ClientsShocks, Steam Burns, Cuts( handling horses / clip[ping)  | No cable to be allowed to trail across yard, when in use put Orange warning bollards up. Three phase cut out system used. All breaker boxes have RDS Electrical safety regulations complied with, and tested. Training given on correct use of electrical equipment. Equipment regularly checked before use, serviced and maintained. Correct external sockets in key places.Total system checked every 3 years. | All clippers serviced by HSC Services, Pat tested each timeIn built to electric supply.Age restriction on Tea Boiler, Kettle and electrical goods. | NPRC to do regular goodsMR G CATTERALLMRS S CATTERALL | ENTIRE YARD AND OUTBUILDINGS ALL TESTED NOVEMBER 2021 BY MUNDAY AND SONS ELECTRICAL WORKS.Graham Catterall now has all PAT testing equipment. | ON GOING |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps already in place** | **Further preventative steps.** | **Action By Whom?**  | **Action Date ?** | **Done**  |
| Cars / working around tractor / lorries Deliveries  | Staff and Students Riding ClientsLivery ClientsImpact injury /loads hits, falling | Car / lorry ban on yard (excluding VET and Farrier Vehicles)Correct procedures in car park and lorry areas. Loads secured correctly.  |  | MR G J CATTERALL |  ON GOING | DONE |
| Care of shavings and hay bales. Working from a height | Staff and Students Riding ClientsLivery ClientsFalling bales , dust, falls  | Senior Staff responsibility for opening bales and general tidiness of barn area, on a daily basis.  Dust masks available. Use correct stacking. Only Graham, to remove bales from Barn. Senior Staff to ensure no blocking of entrances to yard or barns.  | Senior staff to supervise feed, hay and muck trailer deliveries.Posters on lifting are in the Health and Safety book.  | SENIOR STAFFMR G CATTERALLMRS S CATTERALL | ON GOING | ON GOING |

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| Horse breaks free and Escapes on to a road.  | Drivers and other road users crashing into an escaped horse  | All gates to be kept shut.Check all boundary fencing. Gates onto yard – at front and onto car park kept closed. Gates to front paddock to be kept padlocked, staff to check perimeter boundaries daily.Any one opening a gate must close it immediately afterwards.Ensure main electric entrance gate is working and closed and locked at the end of day. | Electronic Front Gate has now been moved and working, ensuring automatic opening/closure timer fitted to ensure automatic lock down. | Yard PersonnelMR G CATTERALL |  | ON GOING |

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| General movement about the property  | Staff and Students Riding ClientsLivery ClientsSlips TripsFalls | Keep all areas properly brushed and clean.Riding surfaces regularly harrowed and clean.All equipment put away. Droppings cleared daily in stables, yards, arenas and fields. Wear correct PPE and correct foot wear at all times, no high heels or open toed shoes. No running on the yard. Carry tack correctly. Use wheelbarrows etc. for hay, straw, shavings and muckHang up all head collarsClose stable doors immediately when not in use. Ensure fences and equipment put away after use. Warning notice on Main Yard Gate “no unauthorised personnel on yard” | YARD SIGNAGE IN CLEAR EVIDENCE | MR G CATTERALLMRS S CATTERALL |  | ON GOING |

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| Possible illness due to eating or drinking having touched horses and not washed hands | Young personsAdults & ChildrenZoonosis | Hand washing areas in TACK ROOM, TOILETS, hand sanitizers are located in the yard, club room area and toilets | Signage in regards to washing of hands | MRS S CATTERALL | 2022 ON GOING | DONE |
| Ensure limited quantities of petrol & diesel are on yard | Staff and Students Riding ClientsLivery ClientsFire RiskBurns | Main diesel storage tank is kept in locked metal tank away from main stable yard, only MR G CATTERALL to deal with fuel on yard**NO SMOKING POLICY** across the whole yard and buildings. | All fuel equipment is kept out of staff / client and children’s way. | MR G CATTERALL | ON GOING |  |
| Winter Ice | Staff and Students Riding ClientsLivery Clientsslipping Falling OverBruises | Salt / Grit in **YELLOW GRIT BOX** is available for use | Staff have been trained not to throw water on yard when Ice is expected, staff are trained to put salt in all critical areas especially the evening prior to frost / ice. | SENIOR STAFFMR G CATTERALLMRS S CATTERALL | ON GOING |  |
| Horse walker | StaffKicksCrushElectric shock | Make sure all staff are trained on how to operate the horse walker and what to do in the case of an emergency for both the horse and to ensure staff safety.When not to use the horse walker | Have practical training sessions to show how to operate and assess horse behaviourPractical Lecture session | MRS S CATTERALL | Jan 2021/Done | On GOING |
| Weigh bridge | ST, SU, LC CrushTrodden onRunover | Make sure Staff are trained on how it worksDouble fence to help guide the horse | Weigh bridge rubber cover to help reduce noisePractical lecture | MRS S CATTERALL |  |  |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps already in place** | **Further preventative steps.** | **Action By Whom?**  | **Action Date?** | **Done**  |
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| Horse Horse Shower | Staff/Students/Public | The control knobs have been removed and the system has been left at an optimal setting to remove the issue of burning water to both equine and horse | A practical training session is given to each person to ensure they know how to use the shower safely. | MR CATTERALLMISS OLIVIA MATTHEWSMISS JULIA PACKHAMMRS SARAH CATTERALL | Jan 2022 | ON GOING |
| Yard Blower | Staff Only | All staff have been shown how to use the blower ensuring they wear both eye protection and ear protection, only senior staff are permitted to refuel from the supplied green fuel tanks | Each member of staff has been trained to ensure safe useage and re-fueling when necessary | MR G CATTERALLMRS OLIVIA HASSETT | SERVICE DUE AUGUST 2022 | ON GOING |
| John Deere Gator Vehicle | Only staff with full driving licence and training with G. Catterall | Only staff with a full driving licence and full training are permitted to use the GATOR, only 2 people are to be sat in the vehicle at one time, no one is permitted to travel in the rear pick up | A practical training session will be given to anyone member of staff with a full driving licence | MR G CATTERALL | ONGOING | ON GOING |
| Washing machine  | ST, SU, LC | Manufacturers Safety features apply |  |  |  |  |
| Tumble Dryer | ST, SU, LC | Manufacturers Safety features apply |  |  |  |  |
| Tubular heating | ST, SU, LC RC | The tubular heating poles are fitted with fixed thermostats for safety purposes, they are also fitted with timers to ensure they are not left on at incorrect times. |  | G.Catterall | ON GOING | ON GOING |
| Extension leads | ST, SU, LC | All extention leads are pat tested yearly | If a fault is found DO NOT USE and hand to G.Catterall | G.Catterall | ON GOING | ON GOING |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps**  | **Further preventative steps.** | **Action By Whom?** **Action Date?****Done** | **HARM (1-5)** **LIKELIHOOD(1-5)** | **RISK(1-5)** |
|  |  |  |  |  |  |  |
| Mechanical Horses | Staff/Public | Horses checked for nuts and bolts and oiledRope off area to be usedCheck for any debris in roped areaCheck size of child and suitability for each horseCheck each child’s ability to reach the pedals, adjust possible or change to another horse.Very long flappy clothes to be tied up or removed if possibleFeet must have footwear on at all times during the riding | Have clear vision at all times to horsesSet up at a quiet time  | G CatterallON GOINGON GOING | 11 | 1 |
| FALLSBangsScratches | Public | Adult supervision at all times | Trained first aider with the NPRC TeamIf any child looks wobbly have parents walk by their sides to support. |  | 21 | 1 |
| What is the Hazard? | Who might be harmed and how | Preventative steps  | Further preventative steps. | Action By Whom?  | What is the Hazard? | Who might be harmed and how |
| PIN THE TAIL | Staff/Public | Check Blower PAT tested Cover cable to avoid tripsAll guide ropes must be either pegged into the ground or held down with sandbags to avoid inflatable movingWhen children are blind folded they will be supervised by the operator. | Ensure all guide rope are either pegged into the ground or weighed down | G CatterallON GOINGON GOING | 11 | 1 |
| GUY ROPESTrips Falls | Staff/Public | Ropes are weighed down and then red and white tape is wrapped around the lower half to warn anyone who wanders near them | Notice to warn of cables and guy ropes | G CatterallON GOINGON GOING | 11 | 1 |
| WIND SPEED | Staff/Public | Never allow use when wind speed is above 38km/h or 24m/ph |  | G CatterallON GOINGON GOING | 21 | 1 |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps**  | **Further preventative steps.** | **Action By Whom?** **Action Date?****Done** | **HARM (1-5)** **LIKELIHOOD(1-5)** | **RISK(1-5)** |
| **POPCORN MAKER** |
| Electrical Shock | ST, SU, LC RC.PU | PAT Test equipment, Cables checked before use | Unplug when not supervised Kept sheltered from weather | G CatterallON GOINGON GOING | 51 | 1 |
| Lifting | ST, SU, LC RC.PU | Employees deliver to site and manual handling trained | Unit not to be moved once sited | G CatterallON GOINGON GOING | 31 | 1 |
| Food Poisoning | ST, SU, LC RC.PU | Machine Clean after each use.  |  | G CatterallON GOINGON GOING | 31 | 1 |
| Mess on floor | ST, SU, LC RC.PU | Seals on unit checked before use, Unit Supervised and tidied | 1 Unit to be supervised at all times and tidied regularly | G CatterallON GOINGON GOING | 13 | 1 |
| Burn | ST, SU, LC RC.PU | All operators to be shown how to operate machine safely. Full Instructions left with machine | Trained operator could be hired | G CatterallON GOINGON GOING | 41 | 1 |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps**  | **Further preventative steps.** | **Action By Whom?** **Action Date?****Done** | **HARM (1-5)** **LIKELIHOOD(1-5)** | **RISK(1-5)** |
| **BOUNCY CASTLE/RODEO DONKEY** |
| Over enthusiastic participants  | ST, SU, LC RC.PU | Adult supervision at all times  |  | G CatterallON GOINGON GOING | 11 | 1 |
| Jumping off front of unit  | ST, SU, LC RC.PU | Adult supervision at all times | Additional safety mats in front of unit | G CatterallON GOINGON GOING | 11 | 1 |
| Suitable Dress | ST, SU, LC RC.PU | Remove any dangerous jewellery and unsuitable articles of clothing, glasses |  |  | 11 | 1 |
| Food and Drink |  | No food or drink allowed on the inflatable games |  |  | 11 | 1 |
| Wind speed |  | Never allow use when wind speed is above 38km/h |  | G Catterall | 31 | 1 |
| Larger participants colliding with smaller participants  | ST, SU, LC RC.PU | Adult supervision at all times | Participants put into groups of similar size/age. Children to slide feet first only. | G CatterallON GOINGON GOING | 1 1 | 1 |
| Falls from height | ST, SU, LC RC.PU | Adult supervision at all times | Do not allow children to climb walls or beams | G CatterallON GOINGON GOING | 42 | 1 |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps** | **Further preventative steps.** | **Action By Whom?** **Action Date?****Done** | **HARM (1-5)** **LIKELIHOOD(1-5)** | **RISK(1-5)** |
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| Tripping over anchorage points/spare  | ST, SU, LC RC.PU | Instructions and spare as per manufacturers All anchor points used equipment leads etc. either stowed/erected safely. Cable equipment/electrical | In event of large number of participants attending, Where possible fencing erected. Additional safety electrical cables do not cross any public pathway. If unavoidable cable erected overhead | G CatterallON GOINGON GOING | 11 | 1 |
| Wind speed |  | Never allow use when wind speed is above 38km/h 24mph |  | G Catterall | 31 | 1 |
| Dangerous equipmentInflated pressureStabilityElectric shock | ST, SU, LC RC.PU | Equipment check when put awayFans are PAT tested Electrical cables are PAT tested 6mtlyCheck for any wear and tear on ALL equipment esp. electrical |  |  | 32 | 1 |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps**  | **Further preventative steps.** | **Action By Whom?** **Action Date?****Done** | **HARM (1-5)** **LIKELIHOOD(1-5)** | **RISK(1-5)** |
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| Rodeo Donkey | ST, SU, LC RC.PU | Plus all aboveCheck the rodeo blows up and has no hole prior to useSweep area the rodeo stands on and put matting underneath if possibleMax weight 70kgBlower PAT tested Cover cable to avoid tripsAll guide ropes must be either pegged into the ground or held down with sandbags to avoid inflatable moving  | Ensure all guide rope are either pegged into the ground or weighed downGet children to pull the ropes and avoid over excited adults. | G CatterallON GOINGON GOING | 32 | 1 |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps**  | **Further preventative steps.** | **Action By Whom?** **Action Date?****Done** | **HARM (1-5)** **LIKELIHOOD(1-5)** | **RISK(1-5)** |
| **BLOWERS/GENERATORS** |
| CONTACT WITH EQUIPMENTBurnsElectrical shockLoss of power | ST, SU, LC RC.PU | All generators must be closed off behind a fence or barrier and away from where people might walk | Generators are serviced and PAT tested annually. Mechanical and electricalAll lead PAT tested Bi annually | G CatterallON GOINGON GOING | 21 | 1 |
| LEAKING FUELCombustible liquidSlips and trips | ST, SU, LC RC.PU | There must be a fire extinguisher with the generatorFuel should be kept in correct containers and marked and locked away so only operator can access |  | G CatterallON GOINGON GOING | 21 | 1 |
| UNSUPERVISED CHILDRENWandering |children | PU | All children to be supervised by an adult |  | G CatterallON GOINGON GOING | 11 | 1 |
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| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps**  | **Further preventative steps.** | **Action By Whom?** **Action Date?****Done** | **HARM (1-5)** **LIKELIHOOD(1-5)** | **RISK(1-5)** |
| **SOFT PLAY AREA** |
| DANGEROUS EQUIPMENTLoose partsMissing parts | PU | Adult supervision at all timesMinimal equipment used that can come apart | All equipment is checked monthly by G Catterall | G CatterallON GOINGON GOING | 11 | 1 |
| USER SAFETYToo many usersFalls and trips | PU | Clear instructions give as to useRestricted numbers Users age appropriate User suitable dressedAdult supervision at all times | Poster displayed as to the rules of use. | G CatterallON GOINGON GOING | 11 | 1 |
| UNSUPERVISED CHILDRENContact with others | PU | All children are to be supervised at all timesRestricted numbers in the ball pit at any one time (2-5) | Parents are responsible for their children as a condition of use.Member of staff to oversee at all times | G CatterallON GOINGON GOING | 11 | 1 |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps**  | **Further preventative steps.** | **Action By Whom?** **Action Date?****Done** | **HARM (1-5)** **LIKELIHOOD(1-5)** | **RISK(1-5)** |
| **SWEET TROLLEY** |
| DANGEROUS EQUIPMENTNot set up correctlyBrakes not on so moves | ST, SU, .PU | Trolley permanently sitedBrakes are on each wheel | Staff to check and set up trolleyBrakes to be checked before guest arrive | G CatterallON GOING ON GOING | 11 | 1 |
| USER SAFETYToo many users at one timePushing and shoving small children pushed over | PU | Adult supervision at all times by child party parents |  | G CatterallON GOING ON GOING | 11 | 1 |
| UNSUPERVISED CHILDRENPushing and shoving | PU | Adult supervision at all times by child party parents |  | G CatterallON GOING ON GOING | 11 | 1 |
| CHOCKING | PU | Adult supervision at all times by child party parents | Trained first aiders on site | G CatterallON GOING ON GOING | 31 | 1 |
| NUT ALLERGIES | PU | Adult supervision at all times by child party parentsFood intolerance notice on display | Question about allergies on booking formTrained first aiders on site | G CatterallON GOING ON GOING | 41 | 1 |

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|  **LOADING AND UNLOADING HORSES** |
| Bitten, Kicked, trodden on, Knocked over Falling on rampDamaged hands if not wearing gloves | ST, SU, LC RC.PU | Park lorry or trailer next to a hedge or in loading bay(if you have on)Try and load when it’s quiet and not many people about. | SEE BELOW | S CATTERALL | 3 3 | 22 |
|  |  |  | Loading and unloading of horses is only carried out by those who are trained (clear communication between the handlers, how to handle the horses, secure partitions, open and close the ramp etc.) Stand to the side while opening or closing ramps / doors and make sure the area is clear. Loading and unloading is planned and carried out in a calm manner in a suitable area (e.g. containment, space, surface, lighting) Use a horse loading bay if available. Ramp should be antislip and not steeply inclined.Horses are assessed before travel and the transport used is suitable Consider the temperament and training of the horse. Use a trailer that is the right size and type for the horse and the journey. Make sure you complete the 'Trailer' risk assessment.Trailer floors, walls, ramps and doors are inspected regularly and maintained in good condition (e.g. strong, secure, ramps / doors working so that they do not fall or open in an unsafe manner) Reported defects should be dealt with promptly and unsafe equipment must be taken out of use.Horse transporter is fitted with a safe exit for persons loading or unloadingSuitable tack (e.g. head collars and bridles) is used to control horsesHorses are secured and checked before moving off Horse compartments should be secured before tying the horse. PPE (Personal Protective Equipment e.g. helmet, gloves, protective footwear, body protector) is provided and worn PPE used for equestrian activities should be manufactured to current standards and inspected on a regular basis. Refer to industry requirements |