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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 Clients  Livery Clients  Injury to lower back  Falling bales  Dust | By ensuring minimal distance and amount moved, correct instruction, training and  Supervision 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 meeting  Supervision/training new staff / students | MR G CATTERALL  MRS S CATTERALL | ONGOING      ONGOING | Meeting  Meeting |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps already in place** | **Further preventative steps.** | **Action By Whom?** | **Action Date?** | **Done** |
| Mucking out, bedding  down  Maintaining muck heap,.  Sweeping yard  Hay / Straw Delivery | Staff and  Students  Riding Clients  Livery Clients  Injury 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 CATTERALL  Daily inspections of tools by staff prior to use, any damages tools to be put into the workshop area  Rubber matting in all stables (can be slippery if wet / winter  ENSURE STAFF HAVE CURRENT TETANUS  All damages to be reported to MR G CATTERALL and entered on DAY BOOK  GLOVES  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 folder  When straw is dusty | MRS S CATTERALL  MR G CATTERALL  MRS S CATTERALL  MR 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 Clients  Livery Clients  Blistering 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 STAFF  MR G CATTERALL  MRS S CATTERALL | AS REQUIRED ON GOING | ONGOING |
| Handling Horses  Grooming, tacking up  trimming, plaiting  washing, clipping | Staff and  Students  Riding Clients  Livery Clients  Tread 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 monthly  Supervision/training new staff  / students  When clipping masks and overalls must be worn | SENIOR STAFF  MR G CATTERALL  MRS 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 Clients  Livery Clients  Fall 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 CATTERALL  MRS S CATTERALL | ONGOING | ON GOING |
| Moving or building Show jumps. Poles.  Dressage boards | Staff and  Students  Riding Clients  Livery Clients  Injury, esp.  lower back injury  Drop 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What is the Hazard?** | **Who might be harmed and how** | **Preventative steps already in place** | **Further preventative steps.** | **Action By Whom?** | **Action Date?** | **Done** |
| 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 CATTERALL  SENIOR STAFF | Jan 2021 | DONE |
| Electrical  Boiling Kettles  Radios  Clippers | Staff and  Students  Riding Clients  Livery Clients  Shocks, 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 time  In built to electric supply.  Age restriction on Tea Boiler, Kettle and electrical goods. | NPRC to do regular goods  MR G CATTERALL  MRS 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 Clients  Livery Clients  Impact 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 Clients  Livery Clients  Falling 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 STAFF  MR G CATTERALL  MRS 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** |
| 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 Personnel  MR G CATTERALL |  | 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** |
| General movement about the property | Staff and  Students  Riding Clients  Livery Clients  Slips  Trips  Falls | 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 muck  Hang up all head collars  Close 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 CATTERALL  MRS S CATTERALL |  | 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** |
| Possible illness due to eating or drinking having touched horses and not washed hands | Young persons  Adults & Children  Zoonosis | 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 Clients  Livery Clients  Fire Risk  Burns | 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 Clients  Livery Clients  slipping  Falling Over  Bruises | 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 STAFF  MR G CATTERALL  MRS S CATTERALL | ON GOING |  |
| Horse walker | Staff  Kicks  Crush  Electric 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 behaviour  Practical  Lecture session | MRS S CATTERALL | Jan 2021/Done | On GOING |
| Weigh bridge | ST, SU, LC  Crush  Trodden on  Runover | Make sure Staff are trained on how it works  Double fence to help guide the horse | Weigh bridge rubber cover to help reduce noise  Practical 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** |
|  |  |  |  |  |  |  |
| 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 CATTERALL  MISS OLIVIA MATTHEWS  MISS JULIA PACKHAM  MRS 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 CATTERALL  MRS 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 oiled  Rope off area to be used  Check for any debris in roped area  Check size of child and suitability for each horse  Check 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 possible  Feet must have footwear on at all times during the riding | Have clear vision at all times to horses  Set up at a quiet time | G Catterall  ON GOING  ON GOING | 1  1 | 1 |
| FALLS  Bangs  Scratches | Public | Adult supervision at all times | Trained first aider with the NPRC Team  If any child looks wobbly have parents walk by their sides to support. |  | 2  1 | 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 trips  All guide ropes must be either pegged into the ground or held down with sandbags to avoid inflatable moving  When 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 Catterall  ON GOING  ON GOING | 1  1 | 1 |
| GUY ROPES  Trips  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 Catterall  ON GOING  ON GOING | 1  1 | 1 |
| WIND SPEED | Staff/Public | Never allow use when wind speed is above 38km/h or 24m/ph |  | G Catterall  ON GOING  ON GOING | 2  1 | 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 Catterall  ON GOING  ON GOING | 5  1 | 1 |
| Lifting | ST, SU, LC RC.PU | Employees deliver to site and manual handling trained | Unit not to be moved once sited | G Catterall  ON GOING  ON GOING | 3  1 | 1 |
| Food Poisoning | ST, SU, LC RC.PU | Machine Clean after each use. |  | G Catterall  ON GOING  ON GOING | 3  1 | 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 Catterall  ON GOING  ON GOING | 1  3 | 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 Catterall  ON GOING  ON GOING | 4  1 | 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 Catterall  ON GOING  ON GOING | 1  1 | 1 |
| Jumping off front of unit | ST, SU, LC RC.PU | Adult supervision at all times | Additional safety mats in front of unit | G Catterall  ON GOING  ON GOING | 1  1 | 1 |
| Suitable Dress | ST, SU, LC RC.PU | Remove any dangerous jewellery and unsuitable articles of clothing, glasses |  |  | 1  1 | 1 |
| Food and Drink |  | No food or drink allowed on the inflatable games |  |  | 1  1 | 1 |
| Wind speed |  | Never allow use when wind speed is above 38km/h |  | G Catterall | 3  1 | 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 Catterall  ON GOING  ON 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 Catterall  ON GOING  ON GOING | 4  2 | 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)** |
|  |  |  |  |  |  |  |
| 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 Catterall  ON GOING  ON GOING | 1  1 | 1 |
| Wind speed |  | Never allow use when wind speed is above 38km/h 24mph |  | G Catterall | 3  1 | 1 |
| Dangerous equipment  Inflated pressure  Stability  Electric shock | ST, SU, LC RC.PU | Equipment check when put away  Fans are PAT tested  Electrical cables are PAT tested 6mtly  Check for any wear and tear on ALL equipment esp. electrical |  |  | 3  2 | 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)** |
|  |  |  |  |  |  |  |
| Rodeo Donkey | ST, SU, LC RC.PU | Plus all above  Check the rodeo blows up and has no  hole prior to use  Sweep area the rodeo stands on and put matting underneath if possible  Max weight 70kg  Blower PAT tested  Cover cable to avoid trips  All 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 down  Get children to pull the ropes and avoid over excited adults. | G Catterall  ON GOING  ON GOING | 3  2 | 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 EQUIPMENT  Burns  Electrical shock  Loss 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 electrical  All lead PAT tested Bi annually | G Catterall  ON GOING  ON GOING | 2  1 | 1 |
| LEAKING FUEL  Combustible liquid  Slips and trips | ST, SU, LC RC.PU | There must be a fire extinguisher with the generator  Fuel should be kept in correct containers and marked and locked away so only operator can access |  | G Catterall  ON GOING  ON GOING | 2  1 | 1 |
| UNSUPERVISED CHILDREN  Wandering |children | PU | All children to be supervised by an adult |  | G Catterall  ON GOING  ON GOING | 1  1 | 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)** |
| **SOFT PLAY AREA** | | | | | | |
| DANGEROUS EQUIPMENT  Loose parts  Missing parts | PU | Adult supervision at all times  Minimal equipment used that can come apart | All equipment is checked monthly by G Catterall | G Catterall  ON GOING  ON GOING | 1  1 | 1 |
| USER SAFETY  Too many users  Falls and trips | PU | Clear instructions give as to use  Restricted numbers  Users age appropriate  User suitable dressed  Adult supervision at all times | Poster displayed as to the rules of use. | G Catterall  ON GOING  ON GOING | 1  1 | 1 |
| UNSUPERVISED CHILDREN  Contact with others | PU | All children are to be supervised at all times  Restricted 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 Catterall  ON GOING  ON GOING | 1  1 | 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 EQUIPMENT  Not set up correctly  Brakes not on so moves | ST, SU, .PU | Trolley permanently sited  Brakes are on each wheel | Staff to check and set up trolley  Brakes to be checked before guest arrive | G Catterall  ON GOING  ON GOING | 1  1 | 1 |
| USER SAFETY  Too many users at one time  Pushing and shoving small children pushed over | PU | Adult supervision at all times by child party parents |  | G Catterall  ON GOING  ON GOING | 1  1 | 1 |
| UNSUPERVISED CHILDREN  Pushing and shoving | PU | Adult supervision at all times by child party parents |  | G Catterall  ON GOING  ON GOING | 1  1 | 1 |
| CHOCKING | PU | Adult supervision at all times by child party parents | Trained first aiders on site | G Catterall  ON GOING  ON GOING | 3  1 | 1 |
| NUT ALLERGIES | PU | Adult supervision at all times by child party parents  Food intolerance notice on display | Question about allergies on booking form  Trained first aiders on site | G Catterall  ON GOING  ON GOING | 4  1 | 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)** |
| **LOADING AND UNLOADING HORSES** | | | | | | |
| Bitten, Kicked, trodden on, Knocked over  Falling on ramp  Damaged 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 | 2  2 |
|  |  |  | 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 unloading  Suitable tack (e.g. head collars and bridles) is used to control horses  Horses 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 | | | |