

Activity Details	
Activity Name	Equestrian Club
Date of Risk Assessment Completion	25/05/18
Risk Assessment Review Date	

Annual Risk Assessment for Activities

Ongoing Assessment
<p>The Risk Assessment process <u>must</u> be 'on-going' and 'dynamic'. In other words, professional judgements and decisions regarding safety will need to be made <u>during</u> the activity. If the control measures aren't sufficient, the activity must not proceed. All personnel involved with the running of the activity must receive very clear guidance and instructions for the management of the activity and be very clear about their own roles and responsibilities for each aspect of the event and carry these out under the guidance given. The whole team must be told that under no circumstances are they to admit liability in case of any accidents; all incidents or questions involving insurance must be referred to Lincolns Students' Union as soon as possible, no later than the working next day.</p>

What is an Annual Risk Assessment?

An Annual Risk Assessment is a risk assessment done once a year that covers all regular society or sport activity during that year period. It is designed to cover the regular activities that your society or sport undertakes (E.g. Meetings, Training, Competitions, and Trips in the UK). Larger-scale events and activities will need to be risk assessed separately and in more detail depending on the type of event (E.g. Trips abroad or to high risk sites, Guest Speakers).

How to fill out the Annual Risk Assessment

Like the normal Risk Assessment, the Annual Risk Assessment has the same sections requiring the same inputs. However the main difference of this assessment is that the hazards should be more general. It is there to cover all general activity that you undertake as a society.

We have produced a template Annual Risk Assessment for you to use, this contains a wide selection of hazards that the majority of societies will encounter through the year. If your society does more activities with additional hazards, or the hazards are slightly different to the ones listed, you must **add these or make the necessary changes**.

Risk Rating Guide

Below is a simple guide to help risk assessors determine the risk rating of each hazard identified.

A Risk Assessment should be 'Suitable and Sufficient'. That is to say:

- ◆ It should identify the risks arising in connection with the activity.
- ◆ The level of detail included should be proportionate to the risk.
- ◆ It must consider all those who might be affected i.e. staff, students, etc.
- ◆ It should be appropriate to the activity and should identify the period of time for which it is to remain valid.

Risk = Likelihood X Consequences

Likelihood	Score	The consequence		
Highly Unlikely	1	Slightly Harmful	Bruising, minor cuts, grazes, Strains, Sprains,	1
Unlikely	2	Harmful	Loss of consciousness, blood loss, burns, breaks or injury resulting in Visit to A&E. Other non-permanent chemical effects. Corrosive toxic, flammable substances, mild chemical irritation of eyes or skin. Harmful, irritant substances	2
Likely	3	Extremely Harmful	Permanent /partial/total disablement or other reportable injury/disease. Single Death or Multiple Death	3

3 x 3 Risk Matrix

L I K E L I H O O D	Likely	Medium Risk	High Risk	Extreme Risk
	Unlikely	Low Risk	Medium Risk	High Risk
	Highly Unlikely	Insignificant Risk	Low Risk	Medium Risk
		Slightly Harmful	Harmful	Extremely Harmful

CONSEQUENCES

Risk Rating	Action	Risk Score
Insignificant Risk	No further action required unless incidents occur	1
Low Risk	No additional controls may be needed overall, but specific hazards may be reduced. Monitoring is required to ensure controls are maintained. Review if an incident occurs or more effective controls become available.	2
Medium Risk	Efforts should be made to reduce the risk over a defined period of time.	4
High Risk	Work should not be started until the risk has been reduced. If work is in progress Urgent action should be taken to reduce or control risks.	6
Extreme Risk	The activity should cease until risks have been reduced to an acceptable level.	9

Hazard	What are the risks & potential injuries?	Who is at risk?	What are the controls and actions? (use numbers)	Likelihood Rating	Consequence Rating	Controlled Risk Rating	Who is responsible for the control?
Area of Activity Trent Valley Equestrian Centre, Fiskerton, Nr. Southwell, Nottinghamshire Riseholme College, Riseholme Park, Lincoln LN2 2LG (BUCS Team Only)							
Code of Practice:	<p><u>Trentvalley Equestrian Centre</u></p> <ol style="list-style-type: none"> 1. Upon arrival at Trent Valley Equestrian Centre, each member must sign next to their name on the register located in the Main Office 2. Safety riding hats are to be worn at all times once past the signage requiring this 3. Prior to mounting their horse, each rider must check the tack and be sure that it is fitting for the horse (assistance provided where necessary) 4. Prior to mounting their horse, each rider should adjust their stirrups from the ground to the correct length, relevant to them, and check the tightness of the girth. 5. Safety requirement are subject to additions from TVEC following any requirements and/or recommendations from the British Horse Society Approval <p><u>Riseholme College (BUCS Team Only)</u></p> <ol style="list-style-type: none"> 1. Upon arrival at Riseholme, the team must make themselves known to the instructor & find their allocated horses for that training session 2. Safety riding hats and appropriate shoes (riding boots) are to be worn at all times, jewellery to be removed 3. Each member should groom and tack up their horse (assistance provided where necessary) 4. Prior to mounting their horse, each rider must check the tack and be sure that it is fitting for the horse (assistance provided where necessary) 5. Prior to mounting their horse, each rider should adjust their stirrups from the ground to the correct length, relevant to them, and check the tightness of the girth. 6. Gloves are to be worn when riding and back protectors are to be worn when jumping 7. Safety requirement are subject to additions from Riseholme following any requirements and/or recommendations from the British Horse Society Approval 						
Falling from the horse	<u>Potential injury:</u> physical injuries including, head injuries, breaking bones & muscular injuries (sprains, strains)	All participants	High Risk - Riding hats up to the current standard of (BS) EN1384 (permitted in 2015 but not thereafter). PAS015 specification acceptable both in 2015 and thereafter.	3	2	6	All members, the committee, Trent Valley Equestrian Centre (TVEC) and Riseholme College

Horses and ponies	<p><u>Risk:</u> Being bitten or kicked</p> <p><u>Potential injury:</u> most likely to be minor injuries – bruising, grazes, minor cuts</p>	All members & staff at TVEC	<p>Medium Risk – horses and ponies are unpredictable and therefore caution should be taken at all times whilst at TVEC. Members are given a full briefing from the committee prior to visiting TVEC and there are to be on-going reminders about safety at TVEC. Inexperienced riders are provided with assistance and are accompanied until they feel confident handling any more difficult horses.</p>	2	2	4	All members, the committee, Trent Valley Equestrian Centre (TVEC) and Riseholme College
Medical Conditions	<p><u>Risk:</u> breathing difficulties, loss of consciousness, previous injuries</p>	All participants	<p>Moderate Risk – members with any predetermined medical conditions MUST include these on their registration forms and MUST inform the riding instructor of any previous injuries and/or medical conditions that they may have (including but not limited to asthma).</p>	3	2	6	All members, the committee, Trent Valley Equestrian Centre (TVEC) and Riseholme College
Uneven ground	<p><u>Risk:</u> Slips and falls</p> <p><u>Potential injury:</u> minor injuries – cuts, grazes, bruising, strains & sprains.</p>	All members & staff at TVEC	<p>Insignificant Risk - Members are required to wear appropriate footwear to TVEC with a zero tolerance on open toed shoes. Sturdy boots with a small heel are required for riding and we encourage members to wear these when at TVEC. Members are all made aware of the closest First Aid Box and qualified first aiders on site.</p>	1	1	1	All members, the committee, Trent Valley Equestrian Centre (TVEC) and Riseholme College
Road Traffic Incidents travelling to lessons and other venues (i.e. trips)	<p><u>Risk:</u> Loss of consciousness, blood loss, burns, breaks or injury resulting in Visit to A&E. Permanent /partial/total disablement or other reportable injury/disease. Single Death or Multiple Death</p>	All participants travelling on the road	<p>Moderate Risk – the Equestrian Club uses only registered drivers with the proper insurance and follows the SU guidelines for ensuring this is completed. Drivers MUST refer to the Drivers' Handbook for regulations and MUST abide by those set out in the Drivers' Handbook. Drivers must be aware of the safest route to all venues beforehand and must feel comfortable driving on all roads that are required. When driving for trips, a committee member is to take a head count & register of all members and recount at all stops (i.e. service stations), arrival and departure from the venue.</p>	1	3	3	Registered drivers and committee members
Socials	<p><u>Risk:</u> Slips, trips & falls, overcrowding in nightclubs</p> <p><u>Potential injury:</u> minor injuries including cute crazes, sprains & strains. More serious injuries resulting in trips to A&E</p>	All members	<p>Low Risk – socials will not encourage excessive consumption of alcohol, nor competition through drinking Should any member not want to consume alcohol for whatever reason, they will not be bullied or pressured into doing so At all socials there will be one member of the committee that is not to drink above the</p>	1	2	2	All members, especially Committee members

			recommended driving allowance to ensure the safety of others on the social.				
Adverse Weather Conditions	<p><u>Risk:</u> <i>Severe cold weather conditions</i> may cause hypothermia, generic cold & flu-like symptoms</p> <p><i>Severe warm weather conditions</i> may cause heat stroke, dehydrations and exhaustion.</p> <p><u>Potential injury:</u> contraction of the common cold, loss of consciousness through dehydration and exhaustion.</p>	All members, the committee, Trent Valley Equestrian Centre (TVEC) and Riseholme College	Low risk – members are encouraged to bring at least a bottle of water with them to their riding lesson in order to rehydrate (both in winter and in the summer). During the colder months, TVEC tries, where possible, to ensure that lessons are carried out in the indoor arena to avoid rain and snowy conditions. Where this is not possible, it is ESSENTIAL that riders wear waterproof clothing and it is encouraged that they bring a change of clothes for the journey back to Lincoln. Although staff at TVEC are not the members/committees first priority, care and attention should be provided where deemed appropriate or required.	1	2	2	All members, the committee, Trent Valley Equestrian Centre (TVEC) and Riseholme College
Jewellery	<u>Risk:</u> may cause minor cuts, blood flow may be restricted on swelling, ears may be torn from earrings, choking may occur from caught necklace	All members	Jewellery is not to be worn during riding lessons and must be removed prior to mounting the horse.	1	1	1	All members, the committee, Trent Valley Equestrian Centre (TVEC) and Riseholme College
Removal of additional layers whilst mounted	<p><u>Risk:</u> horse spooks at the rustling of a jacket and rider falls</p> <p><u>Potential injury:</u> aligned with that of falling from the horse</p>	All members	All riders must dismount from their horses in order to remove additional layers of clothing – riders are encouraged to remove layers prior to mounting their horses	2	2	4	All members, the committee, Trent Valley Equestrian Centre (TVEC) and Riseholme College
Trips to equine related events	<u>Risk:</u> Loss of members due to overcrowding	All participating members	Committee members to take headcount at specific times during the day – members given specific times to regroup at a previously specified and easily accessible point, all members to have access to the mobile telephone number of at least 2 of the committee members (preferably the president and vice president).	1	0	0	All participating members and the committee

Sign Off

The undersigned believe this assessment to cover all significant risks associated with the above activity and accept their responsibilities for ensuring associated controls are in place

Authorisation

Position	Print Name	Sign	Date
President	Laura Boardman-Slack		15/05/18
Sports Development Assistant	Amber Newton	A.Newton	02/07/2018
Activities Manager	Lorna Cruickshank		7 November 2018

Please detail how this risk assessment will be communicated to all parties who must comply:

Communication			
Who needs to understand this assessment?	How will this be communicated to them?	Person Responsible	Date
All Society Members	Riders are briefed before their first lesson	All Committee members	13/06/17