

Venue Risk Assessment

Hazards	Who Might be Harmed and How?	What Are You Already Doing?	Do You Need To Do Anything Else to Manage this Risk?	Action by Whom?	Action by When?
Site Entrance	All users	Speed limit signage and road re-surfacing.	No	Trustees	Mid-December
Gates	All users	All gates, except gate from car park, to be kept closed at all times. Car park gate locked when site empty.	Check during session times.	All using the premises	Daily
Car Parking	Volunteers, riders, siblings, staff, horses, parents and carers	Riders remain the responsibility of the parent/carer until on the horse. They must remain aware of their surroundings at all times.	No	All using the car park	Daily
Stables (including Feed Room and Hay Barn)	All users	Access by trained volunteers and staff only. Signage in place.	Make all yard users aware.	Yard staff and volunteers	Daily
Horses	All on the yard	Only trained volunteers and staff to handle the horses.	Train volunteers.	Yard staff and suitably trained volunteers	Daily

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Indoor Arenas	All users	Only allow access under supervision of a trained coach.	Monitor when in use.	All coaches	Daily
Outdoor Arena	All users	Only allow access under supervision of a trained coach. Regular checks of fencing. Gates to be closed.	Monitor when in use.	All coaches	Daily
Surfaces (Condition & Levelness)	All users	Regular levelling and maintenance.	No	Yard staff and trustees	Daily
Fields / Tracks	All users	Ensure that only staff and trained volunteers have access.	Monitor who has access.	Yard staff and suitably trained volunteers	Daily
Mounting Facilities	All users	A coach must be present and only trained volunteers to assist.	Update training as necessary.	All coaches	Daily

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Tack Room / Toilets / Kitchen Area	All users	Notice of hot water above handbasin and sink. Monitor use of kettle and washing machine. All participants to be accompanied / supervised by parent / carer / teacher or two volunteers. Keep it tidy.	Remind all that kettle and washing machine are in use.	Yard staff, coaches and trustees.	Daily
Equipment Storage Area	All users	No access to participants. Keep it tidy.	No	Coaches	Daily
Waiting / Viewing Area / Gallery	All users	Small school – gate to be kept closed until ready to mount.	No	Coaches and volunteers	Daily
Machinery & Tools	All users	All electric items to be PAT tested. All tools locked away in designated shed – kept locked and no unauthorised access sign on door. Only trained staff and volunteers to operate machinery following manufacturers’	Monitor	Yard staff and trustees	Daily

		guidelines.			
Emergency Procedures	All users	First aid box by toilet. Accident book in desk drawer.	No	Health and Safety Officer	Annually unless any changes.