

Session Risk Assessment

All RDA sessions must be risk assessed before taking place. Firstly, ensure that there is a relevant Venue Assessment in place and hazards have been addressed.

Hazards	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action taken by whom?
Arrival, waiting and viewing areas	Risk of injury to participants, family members and carers by unsupervised proximity to horses.	All participants to wait on the gallery with gate closed (small arena), or on green seated area in new school. No going into stable area – signage to that effect.	No	Coaches
Arenas	Risk of injury to riders, volunteers and horses, if potential hazards are not identified.	Gallery checked for hazards. Gate kept closed. Equipment in good working order. Doors unlocked (in small arena). All doors to be closed when sessions are taking place, in both arenas. Fire exits are clear. Arena surface in good condition. No coats etc hung over gallery. All equipment to be stored safely and any droppings to be cleared after the session. All droppings to go onto muck heap.	No	Coaches
Rider and accompanying family / carers	Risk to rider / family members / carers if hazards are not identified.	Check the rider is wearing suitable riding attire – no shorts or skirts or loose clothing. Rider’s hat conforms to current standards and is properly fitted. Update any changes to	Review rider application forms and rider weights and suitability for horse.	Coaches

		rider's physical health and overall wellbeing.		
Volunteers	Risk of injury to volunteers if not trained correctly or prepared for sessions.	Ensure all volunteers have green card in place. Brief volunteers on riders' disability and what support they will require. Ensure you have enough volunteers to run the session.	Ongoing volunteer training.	Coaches
Weather conditions	Increased risk of injury due to unpredictable behaviour of horse in inclement weather conditions.	Check the state of the ground surface e.g. ice on car park. Sessions will be cancelled if the weather is not suitable for an indoor session.	No	Coaches
Horse suitability	Unsuitable horses increase risk of injury to volunteers and participants.	Allow enough time for warm up and for horse to settle prior to session. Volunteers to be suitably trained.	Regular assessment of horses.	Yard staff manager
Emergency procedures	Risk of injury to riders and volunteers if procedures not followed.	Qualified First Aider present during all sessions. First Aider and emergency information displayed. First Aid kit to be checked regularly.	No	Yard staff and coaches
Tack and equipment	Risk of injury to horse and rider if tack is not fitted correctly. Risk of increased injury if equipment used is not suitable for rider and / or horse.	All tack must be checked by coach before mounting any rider.	Regularly check condition of tack.	Yard staff and coaches