

THE COTSWOLD HUNT PONY CLUB ASSESSMENT CHECK LIST – RALLIES: INC SHOW JUMPING/FLATWORK

Date _____ 2021 Location _____ Map Reference _____ Subsequent dates _____

Having started with the details of the exact location of the site so that the emergency services can be told where they are required we start our assessment at the entrance to the site.
How will this affect other road users?

Will vehicles be able to leave the public road at a reasonable pace (walking speed) and will they be a hazard to people already on site as they enter the site?

What arrangements have been made to ensure that members, officials and instructors know where to go?

Is anyone going to use a vehicle during the rally, if so is it really necessary?

How are horses and pedestrians going to move about the site, take particular note of the start and finish of the rally?

Access for first aid vehicles must also be considered at this stage, may only be for a NHS Trust ambulance to collect a casualty.

Are there public rights of way, footpaths or bridleways across or at the boundary of the site?

What action needs to be taken to stop a loose horse leaving the site and going onto a public road?

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Access Road	Dual Carriageway. Single Carriageway. Unclassified. Track. Other:	PC Members. PC Officials. Parents. General Public. Animals. Property.	Warning signs. Post stewards. High visibility clothing. One way system. Police action. Council action.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Main Entrance & Exit	Easy to find? Sufficient turning space for lorries & trailers to prevent restricting access road? Good ground conditions? Clear view from both ways? Wide enough for 2 vehicles? Alternative road gates? Other:	PC Members. PC Officials. Parents. General Public. Animals. Property.	Direction signs/send map. Widen entrance. No stopping at entrance. One way system. Post stewards. Fill large pot holes. Improve visibility - trim hedges etc. Other gates onto roadways closed All gates closed during rally	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	

Next we consider the layout of the rally site. How will people, horses and vehicles move about the site?

Do we need to have horse and/or vehicle free areas? Is signage adequate?

Are we doing anything to instruct or amuse parents? Are any members using stabling on site?

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HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Movements of horses, pedestrians and vehicles on site.	Safe vehicle routes? Safe pedestrian routes? Safe horse/pony routes? Safe spectator car parking? Safe horse transport parking? Any public right of way? Horse areas fenced & gated? Other:	PC Members. PC Officials. Parents. General Public. Animals. Property.	Parking area to clearly marked Parking attendants. Restrict vehicle use on site Sign & steward public rights of way. Rope/cone bad areas.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
All Terrain Vehicles (ATVs)	Are they necessary? Well maintained? Other: Refer to PC Guidance.	PC Members. PC Officials. Parents. General Public. Animals. Property.	1) Driver 17+ 2) Driver holds current licence. 3) Helmet to be worn 4) Speed to be controlled 5) No passengers 6) Safe terrain 7) Drivers authorised 8) Motor insurance necessary?	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Slips, Trips & Falls	Marquee pegs/guy ropes? : Electric cables, P A leads, hoses etc? Rough Ground Other:	PC Members. PC Officials. Parents. General Public. Animals. Property.	Warning cones. Warning signs. Bury or cover cables etc.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Indoor School	Equipment Stored in arena? Entrance/Exit doors. Arena Surface Spectator area. Warm up area Other users of stabling etc? Lighting	PC Members. PC Officials. Parents. General Public. Animals. Property.	Inspect school and spectator areas before start of rally Entrance/Exit doors supervised Supervision of warm up area. Lighting used as required Owners risk assessment seen	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Stabling	Access Feeding Hay and straw Other livery horses	PC Members. PC Officials. Parents. General Public. Animals. Property.	Arrangement with land owner. Other livery horses	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	Even if an arrangement with the land owner a general check is advised particularly for the less experienced member and parent.

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HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Instruction	Instructors Competent? On PC register? Helpers available? Adequate space Facilities suitable for each ride's ability. Safeguarding.	PC Members. PC Officials. Parents. General Public. Animals. Property.	Accredited instructors. Supervision as required Brief instructors before start. Observe each ride for part of rally Move riders in ride not suitable for their ability or pony. Children left at rally: ➤ Contact details for parent ➤ Responsible adult at rally ➤ Time of collection and person collecting Communications – particularly XC rally when out of sight.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	Now we consider the structure of the rally, what are we aiming to teach the members? How will the instructors be given adequate information about their ride and what to teach them? When children are left at the rally by their parents do we have contact details for the time of the rally?
Other instruction Eg Parents			All riders must wear body protectors Instructors to check hat tags are up to date		
Social activity Eg B-B-Q					

We now have to consider what resources we have available in the event of an injury or other incident.

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HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS.
First Aid & Welfare	Adequate toilet facilities? Adequate washing facilities? Medical & veterinary cover? Accident book? Accident notice displayed? Emergency procedure agreed? Communications? Other: Refer to PC Guidance.	PC Members. PC Officials. Parents. General Public. Animals. Property.	First Aid cover adequate for whole period. Veterinary cover adequate for whole period. Vehicle access to all areas. Two way radio communications. Mobile phone reception on site. Land line available or back up mobile phone(s) Inform instructors of emergency procedure Riders must wear body protectors Hats must be tagged Long sleeves and gloves worn by riders	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	Minimum levels of first aid cover are published in the Health & Safety Rule Book. Are there special circumstances that require additional resources? Can a first aid team get to all parts of the site within a reasonable time? Do you need to do anything to ensure that their routes are kept clear? How will someone call for help? Are details of location (Post Code, Map Reference) known by first aider and organiser?
Fire	Permanent Buildings Marquees and tents Vehicles Caterers Hay and straw	PC Members. PC Officials. Parents. General Public. Animals. Property	Fire extinguishers Fire Blanket Fire notices No Smoking in buildings	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	Equestrian Centre proprietor will probably have a fire assessment.

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	ADDITIONAL ACTIONS PROPOSED.
Arena	Ground Conditions Public Access Communications Viewing area	PC Members. PC Officials. Parents. General Public. Animals.	Arena checked thoroughly when course built and on day of rally. Judge and writer supervise rally. Jumps checked for defects when course built. Damaged poles and wings replaced before next rider.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/>	This assessment covers the preparation and use of the show jumps, whether it is for a competition or a rally. Has the course designed and built by a competent designer and builder? Are the jump dimensions correct for the level of competition or the riders at the

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		Property.	Radios used for communication if judges box remote from Secretary. Public address system In adverse weather ground conditions checked at intervals to ensure going does not become unsafe Arena rope adequate to keep spectators out and clearly visible to competitors	ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	rally? Have the jumps been checked for age/wear recently? Will anyone check the course immediately prior to it being used?
Practice ring	Riders and trainers in same area.	PC Members. PC Officials. Parents. General Public. Animals. Property.	Area checked when arenas set out. Collecting ring steward monitors warm up area Adequate space provided Pedestrian access restricted. Practice area roped off	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	As above
Indoor School	Equipment Stored in arena? Entrance/Exit doors. Arena Surface Spectator area. Warm up area Other users of stabling etc? Lighting	PC Members. PC Officials. Parents. General Public. Animals. Property.	Inspect school and spectator areas before start of rally Entrance/Exit doors supervised Supervision of warm up area. Lighting used as required	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	As above
HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	ADDITIONAL ACTIONS PROPOSED.
Arena	Ground Conditions Public Access Communications Viewing area	PC Members. PC Officials. Parents. General Public. Animals.	Arena checked thoroughly when set out and on day of competition. Judge and writer for each arena Radios used for communication if judges box remote from Secretary. In adverse weather ground conditions checked at intervals to ensure going does	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/>	This assessment covers the preparation and use of the show jumps, whether it is for a competition or a rally. Has the course designed and built by a competent designer and builder? Are the jump dimensions correct for the level of competition or the riders at the
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		Property.	not become unsafe Arena roped off from spectators and riding in area.	ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	rally? Have the jumps been checked for age/wear recently? Will anyone check the course immediately prior to it being used?
Riding in area	Riders and trainers in same area.	PC Members. PC Officials. Parents. General Public. Animals. Property.	Area checked when arenas set out. Collecting ring steward monitors warm up area Adequate space provided away from arenas Practice area roped off	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Indoor School	Equipment Stored in arena? Entrance/Exit doors. Arena Surface Spectator area. Warm up area Other users of stabling etc? Lighting	PC Members. PC Officials. Parents. General Public. Animals. Property.	Inspect school and spectator areas before start of rally Entrance/Exit doors supervised Supervision of warm up area. Lighting used as required	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Riding area at a rally	Riders and trainers in same area.	PC Members. PC Officials. Parents. General Public. Animals. Property.	Area checked when arenas set out. Supervised by ride instructor Adequate space provided Consider roping off the riding area. Adequate space between rides.	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	

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This assessment covers the preparation and use of the cross country course, whether it is for a competition or a rally.

Has the course designed and built by a competent designer and builder?

Has the course been flagged correctly?

Are the jump dimensions correct for the level of competition or the riders at the rally?

Have the umps been checked for age/wear recently?

Will anyone walk the course immediately prior to it being used?

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS.
Course	Fence design & construction Ground Conditions Public Access Communications Remote sections of course	PC Members. PC Officials. Parents. General Public. Animals. Property.	Course designed by experienced course builder Construction supervised by experienced course builder Course checked when flagged and on day of competition Public crossings supervised by a steward - including public footpaths Jump judge at each fence Jump judges given safety briefing Radios used for communication Warm up area provided with flagged practice fence. In adverse weather course checked at intervals to ensure going does not become unsafe	HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
				HIGH <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	

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