

RISK ASSESSMENT FORM

This is an active document and must be maintained

1. How and When to Analyse Risk

The ODRC is committed to achieving and maintaining the highest standards of health and safety for all members, spectators, supporters and others who may be affected by the Club's activities. This is accomplished by 5 Steps:

1. Recognising the likelihood of foreseeable accidents, injuries or near misses happening and identification of all potential hazards.
2. The identification of all people who may be exposed to the hazards (e.g. members, spectators, supporters and others)
3. An evaluation of the significant risks that those people might be exposed to and the selection of realistic and practical precautions and control measures
4. Record findings and implement them.
5. Reviewing and updating of risk assessments.

Risk Assessments will be carried out as part of the Club's safety management routine and will include looking at the equipment and the facilities used at the different types of activities being held.

Risk Assessments will be carried out by event organisers, prior to an event taking place. Organisers will be competent in the process but it is essential that everyone participates to make it a success.

Health and Safety performance will also be monitored regularly to ensure that Risk Assessments are adequate and that the control measures are being applied and working effectively.

2. Definitions and calculations

Hazard: The potential for harm.

Risk: The probability (or likelihood) of harm actually occurring and the severity of its consequences.

Risk Assessment: The process of deciding on actions to be taken to reduce risk to an acceptable level by implementing control measures

Likelihood of an occurrence should be assessed on a scale of 1 - 3 as follows:

- | | |
|----------------------|---|
| 1 = Unlikely | If control measures do not break down. |
| 2 = Likely | If the control measures depend on an individual using them or adjusting them. |
| 3 = Certain/imminent | Exposure to the hazard is continuous |

Severity of occurrence should be assessed on a scale of 1 - 3 as follows:

- | | |
|-----|------------------------------------|
| 1 = | Minor injury / lost time / illness |
| 2 = | Serious injury / disablement |
| 3 = | Death / fire / explosion |

Calculation of risk: Likelihood (L) x Severity (S) = Risk rating

1 to 3 = Low Risk / 4 to 6 = Moderate Risk / 7 to 9 = High Risk

FIVE STEPS TO RISK ASSESSMENT

Event name:				Event date:				Date of risk assessment:			
Event organiser(s):				Person providing first aid cover:				Review date:			
1. Hazard	Score (L x S =)			2. Who might be harmed and how	Score (L x S =)			3. Current hazard control	4. Further action	5. Action plans	
Most equestrian activities involve a level of risk	L	S	=	Riders, handlers, instructors, spectators, organisers, supporters, and others	L	S	=	Each person is expected to be in full control of their own horse(s) at all times	Consider what you are already doing and list anything extra that needs to be done	Deal with high-risk hazards that might have serious consequences first. Make a note of action done when and by whom	
Upset Horse when ridden				Rider: Falling off horse				Instructor assesses horse and rider combination	Remove from activity until calmed down		
Upset Horse when led				Handler and others: letting go of horse				Keeping gates shut. Helping to catch horse	Practice and tuition		
Handling Horse				Handler: Bitten or kicked				Supervision	Practice and tuition		
Collision with another horse				Horse & Rider: Injury				Pass left to left	Education of collecting arena rules/riding in company rules		
Incorrect Tack				Horse & Rider: injury through tack breaking or hurting horse				Check tack	Education on how it should fit		
Ill Fitting Kit				Rider: Injury/Fall				Check Kit	Re-fit tack		
Unsuitability of horse				Rider: Falling off horse				Assess rider's ability and set activity accordingly	Re-assess ability of horse and rider		
Unfit horse				Horse & Rider: Horse falling/horse illness				Check horse	Treat horse		
Equipment				Horse & Rider: Jump not collapsing/trip on marker				Check equipment before use	Replace faulty equipment		
Arena				Horse & Rider: Horse tripping				Check arena surface	Do not use if unsuitable		
Other animals				Horse & Rider: Horse spooking				Dogs kept on leads	Enforce restrictions for dog owners		
Motor vehicles				Horse & Rider: Collision, or horse spooking				Awareness of surroundings	Signs/increase awareness. Rules about how and where vehicles can go		
Poor Lighting				Horse & Rider: Horse an rider unable to see				Awareness of daylight hours	Check lighting		
Weather				Horse & Rider: getting cold and wet. Slips, trips, falls from poor ground conditions				Weather reports	Check weather report		
Jumping				Horse & Rider: Injury/fall				Assess ability before jumping. safety gear must be worn	Lower fence. Enforce rules on safety equipment		
Loose horse				Anyone present: injury Possibility of getting on road				Keep gates shut. Don't leave horses unattended in parking areas	Enforce rules that horses must not be left unattended while tied		

Continue to add hazards and risks on the following page, as necessary

