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|  **National Pony Society Risk Assessment for Affiliated Shows**To Be Finalised and Completed by each H&S Officer for each showName of eventLocation of event Facilities | Grid Ref for location of Show |

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| Area | Potential hazard | Risk factors | Control measures | Tick (✔) or N/A | Additional comments |
| Overhead Power Lines | Electricity | Electrocution | Ensure all areas are clear – clearance for lorries/construction of trade stands |   |   |
| Pre-event | Setting up of arenas | Transport of arena equipment | Transport eg tractor/trailer properly maintained.Check terrain i.e. low tree branches/overhead power cables Competent driver. |   |   |
| Handling of arena equipmentTiming equipment | Sufficient helpers for amount of equipment. Jump cup comply with guidelinesHelpers informed of correct lifting techniques.To be covered |   |
|   | Local conditions eg other events taking place in vicinity (football, model aircraft, other horses or animals etc) | Horses may be unsettled | Establish whether other events are taking place locally |   |   |
| Any local conditions that may upset horses that are unfamiliar with them should be clearly stated in the schedule. |   |
| Lorry/Car Park | Entrance from & Exit to road | Collision between vehicles turning on/off of highwayEscape of loose horses from showground | Police informed about event Exit signs from venue. “Slow lorries turning” signs placed on roadside |   |
| Gate attendant appointed “Close the gate” signs posted |   |
| Parking of vehicles | Insufficient space between vehicles | Lorry park attendant appointed (if space is limited) |   |
| Icy surfaces | Vehicles skidding | Tarmac surfaces gritted in cold weather |   |
| Wet weather | Vehicles skidding and getting stuck in mud | Hardcore has been laid in the gateway. Straw/shavings available to improve grip in muddy conditions. Tractor & competent driver available to tow out vehicles |   |

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| Walkways | Proximity of horses and pedestrians | Pedestrians injured by horses | Separate walkways designated for horses and pedestrians – “Horse Crossing” signs placed |   |   |
| Separate walkways designated where space is limited eg gateways |   |
| Walkways |   |   | Warning signs giving priority to horses |   |   |
| Icy surfaces | Horses/pedestrians slipping on ice | Tarmac surfaces gritted in cold weather. |   |
| Warming up areas | Enclosed areas used by horses and pedestrians | Pedestrians/horses injured by other horses | Steward appointed. Signs advising no spectators/no children/only horses competing Practice fence correctly flagged |   |   |
| Show Jumping arenas (outside) | Proximity of horses and pedestrians | Pedestrians injured by horses | Arenas are fenced off |   |   |
| Arenas are roped off |   |
| Steward posted at entrance to arenas |   |
| State of going Boundary fencing | Fall of horse and rider Injury to spectators | Artificial surface inspected and harrowed before event and in between classesConstructed to ensure safety of both competitor & spectator – to be checked throughout event |   |
| Grass surfaces inspected and mown before event |   |
| Show Jumping arenas (indoor) | Proximity of horses and pedestrians | Pedestrians injured by horses | Steward posted at entrance to prevent spectators gathering in doorway |   |   |
| “Keep clear” warning sign at entrance |   |
| Separate gallery provided for spectators |   |
| State of going | Fall of horse and rider | Surface inspected and harrowed before event and in between classes |   |
| Fire | Wooden structure | Separate fire risk assessment available |   |
| Fire extinguishers in gallery/arena |   |
| No smoking in gallery/arena |   |

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| Show Jumping arenas (indoor) | Fire | Wooden structure | Fire exits kept clear and signed correctly |   |   |
| Arenas (all) |   | Use of tractor and harrows/mowers | Harrowing/mowing carried out by competent person |   |   |
| Tractor and equipment regularly maintained |   |
| Harrows stored away from arenas after use |   |
| Catering & Trade Stands | Proximity of horses and pedestrians | Pedestrians injured by horses | Catering situated away from horse walkways |   |   |
| Fire | Gas bottles and nakedflames/generators/electrical equip./cables | Fire extinguishers in catering unit |   |
| HygieneTentage | Ropes & pegs | Caterers food safety certificate inspected |   |
| Rubbish bins supplied and checked during the dayMarked with tape |   |
| Lavatories | Hygiene |   | Steward appointed to check lavatories for cleanliness at regular intervals |   |   |
| Public address system | Electrical equipment |   | Electrical safety check carried out |   |   |
| Equipment installed and used by competent person |   |
| Unauthorised areas | Access to hazardous equipment eg machinery stores | Injury to public especially children | Areas locked |   |   |
| No entry signs posted |   |
| “Entry to authorised persons only” signs posted |   |
| Secretary’s office | Proximity of horses and pedestrians | Pedestrians injured by horses | Office situated away from horse walkways |   |   |
| Stabling | Loose horses | Pedestrians injured by horses | Secure stablingSeparate stabling for stallionsSecurity personnel |   |   |
| General | HorsesDogs |   | Not to be left tied up to stables/horseboxes/trailers unattendedDogs to be kept under close control at all times |   |   |

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|   | **Stewarding** |   | **Pre-event meeting held to inform stewards of the control measures that have been put in place.** |   |   |

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| **General** | **Stewarding** |   | **Stewards have received and read risk assessment relevant to their area of responsibility** |   |   |
| **Stewards clearly identified with armbands/tabards** |   |
| **Stewards issued with a checklist of their duties on the day** |   |
| **No stewards, but there is adequate signage to warn competitors of hazards and control measures.** |   |
| **First-aid****Quad Bikes/site vehicles** | **Injury to pedestrians/rider** | **First aid box onsite – state location** |   |   |
| **Trained first-aiders on site** |   |
| **First aid cover provided by - (state which service)****Helmets for riders/no passengers** |   |

**Emergency contact numbers**

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| **Contact** | **Name** | **Phone number** | **MobileNo.** |
| **Doctor** |   |   |   |
| **Hospital** |   |   |   |
| **Police** |   |   |   |
| **Veterinary Surgeon** |   |   |   |
| **Farrier** |   |   |   |

**Name of assessor and position: Signed: Date of assessment:**

**Review date(s):**

**Risk assessment for affiliated Shows**Continuation sheet

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| Area | Potential hazard | Risk factors | Control measures | Additional comments |
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