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| **National Pony Society Risk Assessment for Affiliated Shows**  To Be Finalised and Completed by each H&S Officer for each show  Name of event  Location 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 equipment  Timing equipment | Sufficient helpers for amount of equipment. Jump cup comply with guidelines  Helpers 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 highway  Escape 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 classes  Constructed 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 naked  flames/generators/electrical equip./cables | Fire extinguishers in catering unit |  |
| Hygiene  Tentage | Ropes & pegs | Caterers food safety certificate inspected |  |
| Rubbish bins supplied and checked during the day  Marked 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 stabling  Separate stabling for stallions  Security personnel |  |  |
| General | Horses  Dogs |  | Not to be left tied up to stables/horseboxes/trailers unattended  Dogs 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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