

Name of Event: Arena Hire				Date of risk assessment: 01/12/2020			
Location of Event: Rectory Farm Arena				Review date: 01/01/2021			
Hazard	Who might be harmed and how	Score (L x S =)			Current hazard control	Further action	Action plans
Most equestrian activities involve a level of risk	Riders, handlers, instructors, spectators, organisers, supporters, and others				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
<i>Arena (Surface)</i>							
<i>Unlevel surface</i>	Horse and Rider: Horse tripping	1	2	2	Arena harrowed and rolled regularly		
<i>Equipment Faults</i>	Horse and Rider: Jump faulty/trip on markers	1	2	2	Check equipment before use & throughout the day	Replace/repair faulty equipment	
<i>Moving or building show jumps; poles; dressage boards</i>	Staff: Injury esp. Lower back, dropping, tripping	1	2	2	Ensuring minimal distance and amount moved, correct instruction, training and supervision Ensure sufficient people available – tractor and trailers	Only those qualified to drive the tractor may do so	
<i>Machinery</i>	Staff: Injury; collision	1	3	3	Only car licence holders to drive vehicles Yard staff not to drive tractor Harrowing/mowing carried out by a competent person Tractor and equipment regularly maintained		
<i>Local conditions</i>	Anyone Present: Horses may become unsettled	1	2	2	Establish whether other events are taking place locally	Ensure any local conditions that may upset horses that are unfamiliar with them are clearly stated in the schedule	
<i>Proximity of horses to spectators</i>	Spectators: Injury	1	2	2	Steward posted at entrance gate to prevent spectators gathering		


					Separate area provided for spectators		
Arena (Grass)							
<i>Unlevel surface</i>	Horse and Rider: Horse tripping	1	2	2	Arena rolled before competition	Take off and landings checked regularly during and between classes	
<i>Equipment Faults</i>	Horse and Rider: Jump faulty/trip on markers	1	2	2	Check equipment before use & throughout the day	Replace/repair faulty equipment	
<i>Moving or building show jumps; poles; dressage boards</i>	Staff: Injury esp. Lower back, dropping, tripping	1	2	2	Ensuring minimal distance and amount moved, correct instruction, training and supervision Ensure sufficient people available – tractor and trailers	Only those qualified to drive the tractor may do so	
<i>Local conditions</i>	Anyone Present: Horses may become unsettled	1	2	2	Establish whether other events are taking place locally	Ensure any local conditions that may upset horses that are unfamiliar with them are clearly stated in the schedule	
<i>Proximity of horses to spectators</i>	Spectators: Injury	1	2	2	Steward posted at entrance gate to prevent spectators gathering Holding area fenced off, spectators asked to stand on other side.		
Parking							
<i>Motor vehicles</i>	Anyone present: Collision, horses spooking; Impact injury	1	3	3	Clear signage; only those with valid licence driving, Cars parked separately away from Horseboxes Rope to give a guide for parking.	Supervision provided for show days. Lorries and trailers split, to allow more room for parking. Horse walks sign posted to keep horses away from vehicles.	If parking gets full, additional park available in 18 acre field.

<i>Entrance from and Exit to road</i>	Anyone Present, General Public: Collision; loose horses gaining access to roads	1	3	3	Exit signs from venue Electric gate in place at main farm entrance; keep gates shut; Don't leave horses unattended in parking areas		
<i>Parking of vehicles</i>	Anyone Present: Insufficient space available	1	2	2	Space on grass and over flow into another field when necessary	Lorry park attendant to guide parking	
<i>Wet weather</i>	Anyone Present: Vehicles skidding/Getting stuck	1	2	2	Hardcore parking area and track Tractor and competent driver available to tow out vehicles		
Access							
<i>Gates being left open</i>	Anyone Present, General Public: Loose horse gaining access to roads	1	3	3	Electric gate in place at main farm entrance; keep gates shut; Don't leave horses unattended in parking areas	Regular checks to ensure all gates are closed	
<i>Access to Farm Outbuildings</i>	Anyone Present: Injury	1	1	1	No entry signs in place		
Warm Up Areas							
<i>Proximity of horses and pedestrians</i>	Pedestrians/Horses: Collision	1	2	2	Practice fence correctly flagged to avoid horse/horse collisions Area to remain fenced off and closed to the public. Signs warning of horses crossing	Specific horse walks to keep horses away from pedestrians and vehicles when walking between arenas	
<i>Grass warm up</i>	Horses/Riders: Slips, trips and falls	1	2	2	Area inspected and mown before event	Area rolled, warm up fences moved during the day if take off and landings get too deep.	
Snack Wagon							
<i>Food preparation</i>	Staff: burns; cuts	1	2	2	Only Health and Safety certified staff may work in the Snack Wagon Training and Supervision Rubbish bins provided		
<i>Food preparation</i>	Anyone Present: Food poisoning	1	2	2	Abide by Health and Safety rules Abide by Personal Hygiene rules		

<i>Proximity to horses</i>	Pedestrians: Injury	1	1	1	Catering situated away from horse walkways and fenced off		
<i>Fire</i>	Anyone Present	1	2	2	Fire extinguishers present in snack wagon		
Onsite Facilities							
<i>Lavatories</i>	Anyone Present	1	1	1	Checked for cleanliness at regular intervals		
Secretaries Office							
<i>Proximity to horses</i>	Pedestrians: Injury from horse (kick, bite, collision)	1	2	2	Located away from horse areas		
General							
<i>Weather</i>	Horse and Rider: Slips, trips, falls from poor ground conditions	1	1	1	Avoid using facilities in adverse weather conditions	Check weather reports in run up to competitions and events	
<i>Other animals</i>	Horse and Rider: Horse spooking	1	1	1	Dairy cattle kept at a distance from the venue & dogs to be kept on leads	Enforce restrictions for dog owners	
<i>Poor lighting</i>	Horse and Rider: Unable to see effectively	1	2	2	Do not use facilities in bad light conditions	Be aware of daylight hours	
<i>General Movement around the venue</i>	Anyone present: slips, trips, falls	1	1	1	Keep all areas tidy and equipment put away. Droppings cleared immediately. New surface laid in parking area and unlevel areas fenced off.	Signs warning of horse crossings	
<i>Loose horses</i>	Anyone present: Injury; possibility of getting out on road	1	3	3	Ensure all gates and fences remain shut Advise horses are not left unattended		
<i>Fire</i>	Anyone Present: Smoke Inhalation; Burns	1	3	3	Fuel kept away from straw/hay and stored in correct containers. Electric heater in snack wagon & Secretary hut to be turned off at end of each day. No smoking policy on yard and surrounding premises.	Outline fire procedures to all staff	Fire training given
<i>Stewards</i>	Anyone Present	1	2	2	Where there are no stewards in place there is adequate signage to warn		

					competitors of hazards and control measures Stewards are fully informed of their duties and responsibilities before the event		
<i>Trade stands & Marquees</i>	Anyone Present: Slips, Trips and Falls	2	2	4	Fence off trade area from lorry park & horses Keep guy ropes to a minimum		

First Aid box is located in the Snack Wagon on the top shelf by the door & in the Arena Gate hut on the table.

 Risk Assessment	Event or Activity	Prevention of infection from Coronavirus and risks associated with COVID-19	Date	01/12/2020
	Location	Rectory Farm Arena, Duntisbourne Abbots, GL7 7JW		

	Hazard (What is the injury and how can the injury occur)	Risk controls already in place (What is currently being done to prevent the injury occurring)	People involved or exposed	Further Action Required (What more needs to be done, who is responsible and when)
1	Infection from virus transferred by failure in social distancing.	<ul style="list-style-type: none"> 🔔 Information will be provided on the website to remind visitors of the correct controls and actions to take. Signs will be used in key contact areas to remind users of arena rules. 🔔 All visitors and staff must ensure the 2 metre separation rule is enforced as much as possible, with support from helpers and other responsible persons present. 🔔 A maximum of 6 people will be allowed to gather at any one time. 🔔 Anyone who repeatedly or wilfully fail to comply will be asked to leave. 🔔 As events will be outdoors masks are not considered necessary. 🔔 Where necessary or helpful consider putting markings on the floor to ensure social distancing can be observed and enforced. 🔔 Use the briefing, signs and notices to remind users to wash hands regularly and avoid touching their face. 🔔 A small number of additional persons such as owners and spectators are limited to the grass bank car park and must be appropriately spaced out. 🔔 No dogs allowed on site. 	<ul style="list-style-type: none"> 🔔 Staff 🔔 Clients 🔔 Those hiring the arena 🔔 Coaches/Trainers 🔔 Owners 🔔 Grooms 	<i>Proprietor and staff must check that all risk controls are in place or add them here to be implemented.</i>

		<ul style="list-style-type: none"> 🔔 Only one judge to be allowed in the judges hut at any time. 🔔 Anyone feeling unwell should not enter the premises. 🔔 The most recent government guidelines should be followed at all times. 		
2	Infection from virus transferred by contact between people at initial arrival and signing in/payment/greeting	<ul style="list-style-type: none"> 🔔 No hand shaking or hugging when greeting. 🔔 Un-necessary people to be restricted from watching or being close to the event or activity. 🔔 Surfaces such as gate locks, handles or commonly touched surfaces should be cleaned regularly with household disinfectants. 🔔 One person per arena party should be responsible for handling commonly touched surfaces, such as gates and handles 🔔 Briefing and reminder notices to encourage regular hand washing and social distancing. 🔔 Put markings on the floor to ensure social distancing can be observed and enforced where necessary. 🔔 All people must wash their hands or use hand sanitizer immediately as they arrive and leave. 🔔 Hand sanitiser will be provided for all judges and stewards at six key contact areas. 🔔 Anyone feeling unwell should not enter the premises. 🔔 The most recent government guidelines should be followed at all times. 	<ul style="list-style-type: none"> 🔔 Staff 🔔 Clients 🔔 Those hiring the arena 🔔 Coaches/Trainers 🔔 Owners 🔔 Grooms 	<p><i>Proprietor and staff must check that all risk controls are in place or add them here to be implemented.</i></p>

3	Infection from virus transferred by contact between people in Toilets /Hand wash areas.	<ul style="list-style-type: none"> 🔔 Use signs and notices to remind users to wash hands regularly and avoid touching their face. 🔔 Toilets are closed for arena hire but will be opened for competitions and shows. 🔔 Put markings on the floor to ensure social distancing can be observed and enforced whilst queueing. 🔔 Area to be cleaned regularly following cleaning guidelines. 🔔 A cleaning rota will be put in place for show days. 🔔 'One-in-one-out rule' enforced. 🔔 All people must wash their hands or use hand sanitizer immediately as they arrive and leave. 🔔 Hand sanitizer and gloves are provided prior to entry. 🔔 All toilet blocks must have hot water, soap and paper towels. 🔔 The most recent government guidelines should be followed at all times. 	<ul style="list-style-type: none"> 🔔 Staff 🔔 Clients 🔔 Those hiring the arena 🔔 Coaches/Trainers 🔔 Owners 🔔 Grooms 	<p><i>Proprietor and staff must check that all risk controls are in place or add them here to be implemented.</i></p>
4	Infection from virus transferred by contact between people when administering first aid.	<ul style="list-style-type: none"> 🔔 Normal first aid hygiene and contamination control practices should be followed. 🔔 Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items. 🔔 A mask may be worn if there is a risk of contact from droplets being coughed from an individual being treated. 🔔 Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. 🔔 It is recommended to avoid mouth to mouth breaths to a non-breathing adult casualty, only administer chest compressions. 🔔 In a child chest only compressions are unlikely to be successful, hence mouth to mouth breathing may be required a face shield should be worn if available. 🔔 Good hygiene should be followed when administering first aid. 🔔 Updated first aid guidelines to be followed when providing resuscitation to a casualty. 	<ul style="list-style-type: none"> 🔔 Staff 🔔 Clients 🔔 Those hiring the arena 🔔 Coaches/Trainers 🔔 Owners 🔔 Grooms 🔔 First Aiders 	<p><i>Proprietor and staff must check that all risk controls are in place or add them here to be implemented.</i></p>

		<p>🔔 Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days.</p> <p>🔔 The most recent government guidelines should be followed at all times.</p> <p><i>(It should be noted that Coronavirus is a mild disease in most people, but a casualty who is not breathing or their heart has stopped is definitely going to die, hence the risk should be balanced)</i></p>		
5	Infection from virus transferred by contact between people in kitchens/ /social areas.	<p>🔔 All activities should take place outside with indoor areas closed off.</p> <p>🔔 No cash is to be taken at the snack wagon. All payments must be contactless.</p> <p>🔔 An ordering area will be set back from the snack wagon.</p> <p>🔔 A Perspex shield will be installed between the caterer and the customer. A small gap will be at the base of the shield for distributing take-away food.</p> <p>🔔 Takeaway food only will be served from the snack wagon.</p> <p>🔔 Disposable mugs, plates and napkins will be used.</p> <p>🔔 Bins to be provided.</p> <p>🔔 Put markings on the floor to ensure social distancing can be observed and enforced whilst queueing.</p> <p>🔔 Hand sanitiser to be provided for caterer.</p> <p>🔔 The most recent government guidelines should be followed at all times.</p>	<p>🔔 Staff</p> <p>🔔 Clients</p> <p>🔔 Those hiring the arena</p> <p>🔔 Coaches/Trainers</p> <p>🔔 Owners</p> <p>🔔 Grooms</p>	<p><i>Proprietor and staff must check that all risk controls are in place or add them here to be implemented.</i></p>

6	Infection from virus transferred by contact between people during coaching or riding activity.	<ul style="list-style-type: none"> 🔔 People to be spread out at least two metres apart. 🔔 Use signs and notices to remind users to wash hands regularly and avoid touching their face. 🔔 Use the minimum amount of shared equipment. 🔔 No hand shaking or hugging when greeting. 🔔 A maximum of 6 people will be allowed to gather at any one time. 🔔 Anyone feeling unwell should not enter the premises. 🔔 The most recent government guidelines should be followed at all times. 	<ul style="list-style-type: none"> 🔔 Staff 🔔 Clients 🔔 Those hiring the arena 🔔 Coaches/Trainers 🔔 Owners 🔔 Grooms 	<i>Proprietor and staff must check that all risk controls are in place or add them here to be implemented.</i>
7	Infection from virus transferred by contact between people during transfer or materials or objects.	<ul style="list-style-type: none"> 🔔 Use the minimum amount of shared items such as clipboards, pens etc. 🔔 One person per arena party should be responsible for touching commonly touched surfaces, such as gates, poles and poo pickers. 🔔 Use signs and notices to remind people to wash hands regularly and avoid touching their face. 🔔 The use of gloves is recommended. 🔔 The use of hand sanitizer is recommended before and after touching communal objects 🔔 Gloves and hand sanitiser are provided to anyone in contact with commonly touched surfaces, such as poles, gates and poo pickers. 🔔 Anyone feeling unwell should not enter the premises. 🔔 The most recent government guidelines should be followed at all times. 	<ul style="list-style-type: none"> 🔔 Staff 🔔 Clients 🔔 Those hiring the arena 🔔 Coaches/Trainers 🔔 Owners 🔔 Grooms 	<i>Proprietor and staff must check that all risk controls are in place or add them here to be implemented.</i>

Emergency Contact Numbers

Contact	Name	Phone Number	Mobile Number
Hospital	Gloucester Royal Hospital	0300 422 2222	
Police	Gloucestershire Police	999 (101)	01452 728199
Veterinary Surgeon	Bourton Vale	01451 820137	