

### HEALTH AND SAFETY RISK ASSESSMENT FORM

Assessment No: MP8b Management Procedure	Riding Establishment: Shetland Pony Club Limited
Activity: Shetland Pony Riding including parties and camps	People at Risk: Staff Clients and their parent / accompanying adult

#### Part 1 – Risk Assessment

Hazards arising from activity	Risks associated with hazard	Initial Assessment			Control measures implemented	Adjusted Assessment		
		L	S	IA		L	S	AA
<b>Biohazard: Infection by Covid-19 virus</b>	<b>Direct infection:</b> through person-to-person transmission	3	5	15	Reduce <b>likelihood</b> of coming into contact with an individual with coronavirus: <ul style="list-style-type: none"> <li>All staff and customers must follow the government guidelines on working and attending outdoor activities during the pandemic <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>All staff and customers are to be advised that they are not to visit The Ranch and self-isolate for 10 days if they have any of the common symptoms of coronavirus, including: a new continuous cough; a high temperature; a loss of, or change in, your normal sense of taste or smell (anosmia) or as per government guidelines</li> <li>Retain client and staff contact details for 21 days, post visiting and obtain permission to give to NHS Test and Trace service, if needed</li> <li>Publish an isolation policy for staff and ensure staff fully understand their responsibilities</li> <li>Rescheduling policy in place, and children &lt; age 4 years not able to ride for now</li> <li>Contractors only attend for critical work and follow all guidelines</li> </ul> Reduce the <b>likelihood</b> of transmission by creating conditions that allow individuals to maintain social distance at the Ranch: <ul style="list-style-type: none"> <li>Keep your distance policy and signs in carpark and ranch</li> <li>Limit the number of people at the Ranch at any one time (phased schedule)</li> <li>Reduce staff numbers required at any one time through reducing bookings</li> <li>Only staff on duty and clients scheduled to visit to enter The Ranch. One adult per child in the Ranch. Socially distant seating for other visitors.</li> <li>Ensure clients do not arrive too early (no more than 15 mins) or wait in their car</li> <li>Allow sufficient time between visits and/or physical space to enable clients departing and arriving not to cross paths</li> <li>Eliminate/reduce the need for reception activity (through on-line and notice boards). Reception area to be one-way flow, with adequate distancing for reception staff (leave by new door or Ranch gate).</li> </ul>	1	5	5

Hazards arising from activity	Risks associated with hazard	Initial Assessment			Control measures implemented	Adjusted Assessment		
		L	S	IA		L	S	AA
					<ul style="list-style-type: none"> <li>Use remote booking in advance only (telephone &amp; online), online waiver forms, and non-cash payment (Direct Debit, PayPal or card)</li> <li>Restrict the Ranch building use to putting down equipment and handwashing. No coffee or refreshments (food or drink) provided except water (disposable cups).</li> <li>Staff room – use just to store bags – eat outside with social distance. Ensure one-out/one-in in such areas</li> </ul>			
					<p>Reduce the <b>likelihood</b> of transmission by creating conditions that allow individuals to maintain and adequate social distance while visiting:</p> <ul style="list-style-type: none"> <li>Limit visiting numbers to allow space in Ranch for social distancing</li> <li>Use tools such as: staff training, signs, floor markings and briefings, to explain social distancing procedures to all on site</li> <li>Staff to tack fully and present horses to visitors</li> <li>Train accompanying adult for children in leading and what to do if a pony runs off</li> <li>Brief visitors on distance needed between ponies when with children</li> </ul>			
					<p>Reduce the <b>likelihood</b> of transmission where social distancing cannot be maintained: Staff to have appropriate PPE<sup>1</sup> (masks, gloves, wipes) available to use if they need to breach social distancing. Staff to be trained in use and wear masks round necks.</p>			
					<p>Reduce the <b>consequence</b> of transmission of coronavirus:</p> <ul style="list-style-type: none"> <li>Encourage staff and clients that are vulnerable to follow govt self-isolation policies and avoid potential of exposure from visiting.</li> </ul>			
					<p>Reduce the <b>likelihood</b> of surfaces being contaminated with coronavirus:</p> <ul style="list-style-type: none"> <li>Require visitors to wash hands/sanitise hands before entering</li> <li>Restrict clients to reception, Ranch for putting down equipment and hand washing, outdoor areas and toilets</li> <li>Suggest staff and clients use gloves and wash between uses</li> <li>Ask clients use and fit their own hats and bring brushes of they have them. Disinfect hats, brushes and lead ropes&amp; all equipment between uses</li> </ul>			
					<p>Reduce the likelihood of transmission from a surface contaminated with coronavirus:</p> <ul style="list-style-type: none"> <li>Staff and visitors to wash/sanitise hands frequently.</li> <li>Disinfect commonly touched areas or equipment including gates, handles, hats, lead ropes, bridles, tools, brushes</li> <li>Disinfect common use areas, such as reception, kitchen / handwash and toilet facilities regularly.</li> </ul>			
	<b>Indirect infection:</b> through contact with surfaces that have contaminated with Covid-19 virus							

<sup>1</sup> You should try to develop ways of working that avoid the use of PPE – it may be hard to obtain, impact of supplies to other more critical users and staff must be trained in its use.

Hazards arising from activity	Risks associated with hazard	Initial Assessment			Control measures implemented	Adjusted Assessment		
		L	S	IA		L	S	AA
					<ul style="list-style-type: none"> <li>Disinfect tack, hats and grooming kits between uses. Allow sufficient time between visits for this activity to be performed thoroughly</li> <li>Replace and wash lead reins and brushes regularly</li> </ul>			

Part 2 – Sign Off by Assessor and Manager			
Assessor:	Name: Liz Earl	Signature: <i>E J Earl</i>	Date: 10.10.20
Manager:	Name: Rosemary Miller	Signature: <i>R J Miller</i>	Date: 10.10.20

#### NOTES FOR COMPLETION

**Assessment No** – Generate an assessment number

**Riding Establishment** – Name of Riding Establishment

**People at Risk** - Identify who is at risk (including numbers) from the hazards identified. This may include colleagues, customers, contractors, visitors and the general public etc. You will also need to consider young persons and new or expectant mothers.

**Hazard** – Identify the hazards associated with the work operation to be carried out and in the place where it is to be done. Trivial hazards can be ignored and concentration given to significant hazards which could result in serious harm or affect several people.

**Effect of Hazard Being Realised** – Identifies the most likely worst-case effect of the hazard if it occurred.

**Initial Assessment** – Is the assessment of risk using Risk Rating criteria (see below) but assuming no control measures are in place.

**Control Measures Implemented** – Identify those control measures and precautions to eliminate or reduce risk to the lowest possible level.

**Adjusted Assessment** – Is the revised assessment of risk following the application of control measures

**Sign-Off by Assessor and Manager** – Certifies that a suitable and sufficient assessment of risk has been carried out by a competent person and that any residual risk, where it remains, has been reduced to as low as is reasonably practicable.

**Assessment of Risk** – Risk is determined by assessing the likelihood of an event (L) occurring and the severity of that event (S) should it occur. Giving a numerical value to these assessments, using the Table below, and then multiplying the 2 values achieves a Risk Rating (RR). This will be either an Initial Assessment (IA) (before control measures are applied) or an Adjusted Assessment (AA) (after control measures are applied). **This is a personal, objective assessment.**

Likelihood of Event		Severity of Event		Risk Rating – Initial Assessment/Adjusted Assessment	
1	Highly Unlikely	1	Trivial Injury		
2	Unlikely	2	Minor Injury	1 to 4	Minimal Risk – Maintain Controls
3	Possible	3	Serious Injury	5 to 8	Low Risk – Review Controls
4	Likely	4	Major Injury (Hospital)	9 to 12	Medium Risk – Improve Controls
5	Probable	5	Single Fatality	13 plus	High Risk – Consider stopping task and improve controls immediately
6	Highly Probable	6	Multiple Fatalities		