



6. Shetland Pony Club Risk Assessment

Shetland Pony Riding at Shetland Pony Club, The Ranch, Blue Bell Lane, Stoke D'Abernon, Cobham, Surrey, KT11 3PW					Date: Weekends and holidays Updated 29.03.21	
Ranch Coordinator: Shetland Pony Club - Rosemary Miller			Numbers Attending:	Adults: <input type="text"/>	Children: <input type="text"/>	
Riders' permission forms completed for first time of riding: Yes		Public Liability and employer insurance - Yes Local Authority licence - Yes		Instructor qualifications checked*: Rosemary Miller, Liz Earl, Julie Cousens		
Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Traffic and access	All those using Shetland Pony Club driveway and car park	<ul style="list-style-type: none"> • Signs and passing places (new 2020) • Designated car parking • Ponies separated from cars 	Low	None Road repair Feb 2018 Pothole repair Mar 2020 Pothole repair Mar 2021	Renewed signs in 2016, 2018, 2020	Oct 2021
Slips, trips and falls on uneven ground and equipment	All staff and visitors at Shetland Pony Club	<ul style="list-style-type: none"> • Tarmac road from car park to ranch • Designated seating for guests • Storage for equipment incl. medicine • Accident book in place 	Low	Path installed to minimise slipping risk on slope Path and mud busters to stable Mar 2019 Woodchips Mar 21 Path upgraded	March 2016 March 2017 March 2018 March 2019 March 2020 March 2021	Review Oct 2021
Injury during contact with ponies - biting, kicking, treading on, falling off	All staff and visitors engaging with ponies at Shetland Pony Club	<ul style="list-style-type: none"> • Ponies tied away from visitors • Education of staff and visitors into how to behave around ponies • High staffing ratio to visitors and close supervision around ponies • Footwear recommendations (wellies / stout footwear) • Approved hats, adjustable for all sizes of child worn when riding • Handle on saddle to hold onto. No stirrups to avoid getting feet caught • On lead-rein only for all children unless experience is known about • Feed ponies from buckets only 	Low	Warning signs in place New Hats VG1 standard March 2017 All staff accident training Mar 2021	2014 March 2015 March 2017 March 2018 March 2019 March 2020 March 2021	Review Oct 2021



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Allergies to ponies or plants / pollen and stings / bites	All staff and visitors engaging with ponies at Shetland Pony Club	<ul style="list-style-type: none"> • Staff with known allergies that cannot be self-managed cannot be employed • Permission forms for visits • Parents and staff to carry appropriate medication - parents must stay and give medication. Staff cannot administer others medicines • Call for medical assistance or go to local health centre or hospital - contact details are available • Up to date first aid and eye wash kit on site 	Low	None	March 2013 March 2014 March 2015 March 2016 March 2017 March 2018 March 2019 March 2020 March 2021	Review Oct 2021
Hygiene regarding eating, toilet use, stroking ponies or mucking out and tack cleaning. To avoid zoonotic diseases.	All staff and visitors engaging with ponies at Shetland Pony Club	<ul style="list-style-type: none"> • Supervised use of hand washing and hand gels before eating and drinking • Regular toilet cleans and check • Electricity on site - warm water • Ponies in field when party tea served so cannot touch ponies whilst eating 	Low	<ul style="list-style-type: none"> • Water on site • Install flush toilet and hand wash facilities • 2 new handwash • New loo 	2011 2015 2015 2020 2020	Review Oct 2021
Adverse weather	All staff and visitors engaging with ponies at Shetland Pony Club	<ul style="list-style-type: none"> • Activities postponed and rescheduled if severe weather is forecast (rain, wind, snow, heatwave etc.) • Risk assessment of ride routes daily • Outdoor clothing supplied to staff and recommended to customers 	Low	None	Updated March 2021	Review Oct 2021
Lifting, carrying, injuries	All staff at Shetland Pony Club	<ul style="list-style-type: none"> • Ensure mounting blocks are used for children or parents lift children • Ensure staff wheel heavy barrows and only fill them half full 	Low	Manual handling training for all staff	Staff training annually 2020	More training in 2021



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Fire	All staff and visitors and ponies	<ul style="list-style-type: none"> • No smoking on site & signs • Staff and visitors to assemble in carpark area • Ponies to be let into nearest field • Fire procedure, signs, water and buckets and extinguishers in place • Staff fire drills • Electricity safety checks 	Low	Update signs and fire procedure Fire safety training for all staff Fire drills Pat Testing Electricity 5 year check Oct 2020	March 2013 March 2014 March 2015 March 2016 March 2017 March 2018 March 2019 March 2020 March 2021	Oct 2021
Pony & riding safety	All ponies	<ul style="list-style-type: none"> • Maintain closed gate policy and paddocks padlocked when closed • Ponies always led with head collars or bridles • Fences regularly checked and maintained. Electric fences available as needed • Ragwort and other poisonous plants removed each season • Riding routes assessed for hazards 	Low	New fencing - Warren Hill - Done New fencing - Main Hill, ranch and lunch paddock New fencing Wilding Seasonal management	2011 2015 2017 2018 2020 2021	Oct 2021
Staff	All staff and visitors engaging with ponies at Shetland Pony Club	<ul style="list-style-type: none"> • Ensure sufficient staff on duty for number of visitors • Ensure sufficient training of staff to avoid injuries and incidents • Staff have separate area and scheduled rest breaks • Staff health and safety induction and risk assessment carried out 	Low	None Training programme implemented 2017 and ongoing New facility 2016 All new staff each year	2017 2018 2019 2017 2018 2021	Oct 2021



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Safe Working Practices Summary

SWP1	Site Rules	Good housekeeping must be carried out: report damage, keep the ranch tidy, wear appropriate clothing, dispose of rubbish, follow health and safety practices, observe personal hygiene, cover wounds with dressings, clean up spillages, remove waste, keep toilets tidy, and store goods properly. Horse medicines in locked cabinet. Riding routes assessed for hazards.
SWP2	Welfare Facilities	Keep ranch tidy, clean and dry, including kitchen and toilets. Report unpleasant smells, damp and damage and any trip hazards. Ensure towels, soap, toilet paper etc is available and report if not. Keep staff room tidy to enable sitting during rest breaks and a place to eat and drink if ranch busy.. Toilet cleaned by trained staff only. Further COSHH procedures see CH18 & CH19
SWP3	Heaters / boilers	<u>For office only</u> - ensure appropriate maintenance
SWP4	Housekeeping	Keep walkways clear - to avoid slips, trips and falls
SWP5	VDU Use and Office	<u>For office only</u> - ensure appropriate set up of workstations for comfort. Take adequate breaks.
SWP9	Portable Electrical Equipment	To be regularly checked by an electrician - report any damage. Do not overload plugs
SWP10	Electrical installations	Fuse box and electricity supply to be regularly checked by an electrician
SWP12	Flammable Substances	Matches / candles to be in metal box. No smoking policy with sand buckets for cigarettes to be extinguished in. No glass or reflective materials in ranch for sun to ignite. No fuel on site.
SWP17	Ladders	Only use a safe, inspected ladder when essential and task has been risk assessed as safe. Have helper holding the ladder at all times. Store ladders safely.
SWP18	Working on roofs	<u>Never go onto ranch roof</u> . If roof requires work, risk assess the task and plan activity with a manager when no ponies or customers are present. Work in a team under supervision of a manager only.
SWP78	Use of Mower	Do not use the mower unless trained to do so. If trained do so according to correct procedures
SWP80	Use of Brush cutter	Do not use the brush cutter unless trained to do so. If trained do so according to correct procedures