

## RISK ASSESSMENT- June 2015 BERKSHIRE RIDING CENTER Ltd.

### RISK ASSESSMENT- June 2015 version 10

The original **Risk assessment** was carried out in October 2002

All risk assessments are carried out by Mrs R.G.Lord, who is the Centre's director.

**Updates were made :** October 03, August 04, October 05, March 06, September 06, October 07, March , October 08, October 09, October 2010, October 2011, January 2013 & January 2014

All new staff, work experience students, volunteers and livery clients should be taken through the risk assessment on arrival.  
All staff should give training to riding school clients where applicable.

ALL should sign a document to confirm they have read the risk assessments.

Various actions have been taken and added through the years as this is a working document.  
The NFU has been assigned as advisor on all H&S issues. First detailed meeting held in November 2012, and a detailed report has been issued by the NFU to BRC management and is being implemented.

### 2015 CHANGES

All in blue ink

KEY:        R.S.C.        = Riding School Client  
              L.C.            = Livery Client

Reassessments are carried out periodically.  
Bi monthly H&S meetings held with staff

## RISK ASSESSMENT- June 2015 BERKSHIRE RIDING CENTER Ltd.

What is the Hazard?	Who might be harmed and how	Preventative steps already in place	Further preventative steps.	Action by Whom?	Action Date ?	Done
Lifting & carrying hay, shavings, feed sacks, saddles, feed and water buckets. Sweeping yard	Staff and Students Clients (R.S.C. & L.C.) Injury to lower back Falling bales Dust	By ensuring minimal distance and amount moved, correct instruction, training and supervision by skilled staff , using appropriate handling aids and protective equipment. Ensure sufficient people available on delivery days. Clear instructions regarding how to lift and carry all equipment correctly, using work systems which reduce the risk of back injury. BRC has an automatic water system in place and hoses available if necessary. Provide trolleys, wheelbarrows, steps Ensure correct boots and gloves worn. Mule purchased – especially app. drivers Blower purchased. And training given. Mule , tractor , blower serviced annually ( Sept/Oct 12) Large bales only moved by contractor	Reminders at Bi monthly M. Supervision/training new staff / students  Poster on lifting to be displayed on staff notice board	R.G.LORD  R.G.Lord	<b>Last Wednesday of the month, every other month from Feb 2015</b> <b>Feb 2013</b>	<b>scheduled of meeting set up</b>  <b>done</b>
Mucking out, bedding down Maintaining muck heap, Sweeping yard	Staff and Students Clients (R.S.C. & L.C.) Injury to lower back Stab injury from fork Dust Handling horses	By ensuring minimal distance and amount moved, correct instruction, training and supervision by skilled staff in manual handling as well as appropriate handling aids and protective equipment available (dust masks) Lee regularly delivers straw /hay onto yard weekly /10 days Regular use of mechanical help as appropriate (see above). Daily inspection of tools by staff prior to use to check they are fit for use. Rubber mats in all stables all stables No clients allowed to use Mule	Make a note of all staffs last tetanus injections.  Poster on lifting to be displayed on staff notice board  Latex gloves/ face masks available. To be placed in clean special containers, suitably marked on passage way in barn <b>Additional dispenser to be placed in main tack room</b>	R.G.LORD  R.G.LORD  Tim Lord  Tim Lord	<b>Feb 2014</b> <b>Feb 2014</b>  <b>May 2013</b>  <b>Jan 2013</b>  <b>July 2015</b>	   <b>May 2013</b>  <b>Jan 2013</b>
<b>Leading / Handling Horses</b> catching / turn out Leading clients Lunging Loading	Staff ,students And Clients (R.S.C. & L.C.) Blistering or Friction burns to hands Tread injuries to feet Bites from horse Kick injuries, blows	By ensuring correct instruction, training and supervision .regarding methods of restraint and safe handling as well as positioning of handler , horse behavior and suitable restraining equipment. Horse Training. Protective equipment - gloves, correct footwear, Riding hat. Night time loading .Lights in car park to be switched on. Maximum of two horses to be lead to /from field. Obligatory for staff to wear hat/ gloves. Contractual agreement as of 2008. Restricted access to stables for children ( notices displayed) Only specific trained staff to handle stallions Gates to turn out areas must be also secured with a rope.	Reminders at Bi monthly M. Supervision/training new staff / students	R.G.LORD	<b>Feb, April, June, Aug. Oct, Dec 2015</b>	<b>On going</b>

## RISK ASSESSMENT- June 2015 BERKSHIRE RIDING CENTER Ltd.

What is the Hazard?	Who might be harmed and how	Preventative steps already in place	Further preventative steps.	Action by Whom?	Action Date ?	Done
<b>Handling Horses</b> Grooming, tacking up trimming, plaiting washing, clipping	Staff ,students and clients Clients (R.S.C. & L.C.) Tread injuries to feet Bites from horse Kick injuries, knocked over by horse, crushed against wall. Dust	By ensuring correct instruction, training and supervision .regarding methods of restraint and safe handling as well as positioning of handler, horse behavior and suitable restraining equipment. Horse Training. Protective equipment - gloves, correct footwear, Riding hat. Current Tetanus, All staff etc must tie up horse when in stable	Reminders at Bi monthly M. Supervision/training new staff / students	R.G.LORD	Feb, April, June, Aug. Oct, Dec 2015	On going
Riding and ride & lead	Staff ,students and clients Clients (R.S.C. & L.C.) Fall injuries	Continual assessment of riding ability / training of rider. feeding/ turn out/ type of work of horse in question Correct equipment hat/ footwear/extra equipment for job. Appropriate Supervision by skilled staff. First Aid bum bag available in office for all to use for hacks. Rosie to review acc. Book for trends monthly	Review acc. Book for trends monthly	R.G.LORD	Feb, April, June, Aug. Oct, Dec 2015	On going
Moving or building Show jumps. Poles. Dressage boards	Staff and students Injury, esp. lower back, Drop on to foot	By ensuring minimal distance and amount moved, correct instruction, training & supervision by skilled staff, appropriate handling aids and protective equipment. Ensure sufficient people available – tractor, Mule and trailer used where possible. Drivers for Mule, Rosie , (car license holders only). All new staff to be given training and monitored. Only Tim, Rosie and Lee to drive tractor	Poster on lifting to be displayed on staff notice board	R.G.Lord	Feb 2015	Done
Veterinary Treatment -Worming -poulticing -administration of medicines, and disposal of old medicines.	Staff and students Poisonous Handling horses	Abide by COSSH regulations ( COSHH sheets in vet cabinet) and Personal hygiene rules, Yard manager supervision. Use plastic ,disposable gloves where possible. Sharps box in medical cabinet. Yellow waste bags for old drugs available, disposal via vets.	Disposable gloves/ face masks to placed in clean, labeled container in barn passage	Tim Lord	Jan 2013	Done
Creosote / painting	Staff and students Burns to skin and eyes Irritation to breathing	Abide by COSSH regulations Personal hygiene rules, Yard manager supervision	.			On going



## RISK ASSESSMENT- June 2015 BERKSHIRE RIDING CENTER Ltd.

What is the Hazard?	Who might be harmed and how	Preventative steps already in place	Further preventative steps.	Action by Whom?	Action Date ?	Done
General movement about the property contd.	Staff ,students and clients Slips, trips, falls	Keep all areas properly brushed and clean Riding surfaces regularly harrowed and clean. All equipment put away. Droppings cleared immediately in stables, yards, arenas and fields. Wear correct PPE and foot wear at all times , <b>no high heels or open toed shoes.</b> Ensure all horses are correctly shod / trimmed at all times . No running on the yard. Carry tack correctly. Use wheelbarrows etc. for hay and shavings. Ensure fences and equipment put away after use. Warning notice put up at entrance to yard warning of uneven surfaces, and flat shoes to be worn. Regular maintenance of concrete areas as required Warning sign that agricultural machines sometimes operating	Uneven signs  On going Warning sign	Tim Lord  Tim Lord	Oct 2012  Feb 2013	Ongoing  Done done
Possible illness due to eating or drinking having touched horses	Young persons in particular, also adults	Hot water now available in lavatories, main tack room and both offices. Soap and disinfectant foam available in all locations	Sign put above sinks telling people to was hands with hot water and soap before eating or drinking <a href="#">Replace with HSC design</a>	Tim Lord  <a href="#">Tim Lord</a>	Dec 2012  <a href="#">June 2015</a>	Done  <a href="#">Done</a>
Ensure keys are not left in the ignition of the two yard vehicles	Children, untrained and unauthorized persons could easily start the vehicles	Policy that vehicle keys are always removed from the ignition and put into “glove box”., whenever the vehicle is stationary.	Label placed on mule dashboard as a reminder	Tim Lord	Feb 2013	done
Ensure only limited quantities of petrol are held on the yard.	Fire risk	Main diesel and petrol supplies are kept in a metal shed away from other buildings. Only two 5 liter petrol containers for the blowers are held on yard	Place blower petrol in a locked, metal, fuel box.	Tim Lord	Jan 2013	Done
Winter Ice	Staff ,students and clients Slipping etc.	Salt/ grit kept on yard in yellow bin, 3 months supplies to held First person on the yard to salt all critical areas as needed		Tim Lord	On going	Done

## RISK ASSESSMENT- June 2015 BERKSHIRE RIDING CENTER Ltd.

What is the Hazard?	Who might be harmed and how	Preventative steps already in place	Further preventative steps.	Action by Whom?	Action Date ?	Done
Legionella Control	Staff and clients	Review of facilities to identify possible risk areas (with Bracknell Council). Only use sprinklers to wet surface in indoor school when people are not around. Blow out underground drainage pipes in to ditch every two years	Cycles set for 12am  Empty out and power wash large tanks every other year	Completed  Tim Lord  Tim Lord	October 2013  On going practice Mid 2014 Next date May 2016	Done  Completed  done
Tree maintenance	Staff and clients by falling branches	Tree surgeon over last 15 years has trimmed trees and removed at risk branches. FYI no TPOs on all trees	Review by surgeon every two years. Identify at risk trees.	Tim Lord  Tim Lord	<b>End 2015</b>  <b>End 2015</b>	
Dust Control	Staff & Clients	Annual spring clean & painting Replace indoor school surface   Replace external client watching area in indoor school Complete cleaning of barn roof every 5 years	Ongoing, spring clean Replace & ensure surface kept moist	Rosie Lord Tim Lord   Tim Lord Tim Lord	<b>May 2015</b> <b>May 2015 ,</b> <b>watering</b> <b>every night at 12am</b> <b>June 2015</b> <b>April 2015</b>	<b>Done</b> <b>Done</b> <b>Ongoing</b>   <b>Done</b> <b>done</b>

## RISK ASSESSMENT- June 2015 BERKSHIRE RIDING CENTER Ltd.

### Storage of Hay, Straw and Shavings

Duty yard manager designated responsible for this area on a daily bases

All must insure the following:

- a) Collect all string and plastic and it put in a bag daily and throw away weekly, replace bag.
- b) Anticipate needs on day off, and leave everything ready.
- c) Clients not allowed to open hay bales.
- d) Any mouldy hay thrown away immediately.
- e) Rake up passage way and hay pile, throw away immediately.
- f) Only Lee may remove and stack the hay or straw, duty yard manager to supervise and act as banksman.
- g) No clients allowed on yard during muck removal or large tractors/delivery lorries on yard- yard manager to enforce.
- h) Bi-monthly staff meeting on H&S briefings/ issues.

When opening bales the following precautions to be observed:

- a) Two people to be present, when climbing on the hay stack.
- b) Only use safety knife / scissors provided
- c) Where necessary use the step ladder or ladder ( someone must hold the ladder)
- d) Only throw two slices down at a time and stack the mule carefully.
- e) Use your common sense and report any problems.
- f) ONLY ROSIE , TIM OR LEE TO MOVE THE LARGE TRACTOR.
- g) Do not allow shear sides, use the stack in steps.
- h) Members of staff who hold a current driving license and have had training and formal permission may use the Mule.

## RISK ASSESSMENT- June 2015 BERKSHIRE RIDING CENTER Ltd.

### Exercising horses off Berkshire Riding Centre Ltd facilities.

#### **No member of staff.....**

- 1) May ride off the premises without proper riding hat and boots correctly fitted.
- 2) May ride off the premises without fluorescent bib, to be found in the tack room.
- 3) May ride off the premises, without prior consultation with a member of staff, and without leaving a route plan, and approx. time of hack.
- 4) Where possible please carry a mobile and leave the number with a member of staff.
- 5) Do not ride out within one hour of dusk if you are not carrying appropriate lights etc.
- 6) May ride off the premises in poor weather conditions e.g. fog, icy conditions, low clouds etc.
- 7) May ride off the premises ALONE.
- 8) A medical bum bag is available to take at riders discretion.

#### **Training:**

**BHS Riding and Road Safety Exams organized 3 or 4 times a year for Staff, Clients and others.**

- obligatory for staff
- recommended for clients

**The above precautions are STRONGLY recommended for all clients as well.**

#### **Staying visible on the roads:**

**Staying visible on the roads is important to avoid, often fatal, accidents.**

**This is particularly important during winter months and at dusk.**

**Florescent tabards are available.**

**Do not go out when it is dark**

**PLEASE MAKE IT YOUR RESPONSIBILITY – BE SAFE- BE SEEN .**



## RISK ASSESSMENT- June 2015 BERKSHIRE RIDING CENTER Ltd.

### **CONTAINMENT POLICY( 16<sup>th</sup> OCT 2002 )**

#### **1) All gates / doors to / on the yard must , be kept closed at all times, specifically:**

- a) When riding in any of the arenas the gates must be closed.
- b) After turning out or bringing in horses the gate to the car park must be kept closed.
- c) Close stable doors while horses are out, or if a horse is tied up in the stable.
- d) If you see a door open / gate open please close them.
- e) Keep all field gates closed after leading horses through them. If you have a problem it is your responsibility to go back and close it.
- f) Feed room , tack room, rug room , barn doors to be kept closed at all times.
- g) Back gates onto Winkfield Lane to be kept closed – if open the second metal gate must be kept closed.

#### **2) Tying up of horses**

- Assemble all equipment prior to tying up and insure all gates onto the yard are closed.
- No horse may be left tied up for any reason on the yard unless 100% supervised.
- Do not become distracted, all your attention must be focused on your charge, no social chatting or other chore may remove you from the animals side, please insure there is a safety zone around your horse at all times.
- If you are called away you must put the horse back in its stable first.

**Do not leave a horse for one second because you have forgotten something.**

#### **3) No one may ride on the yard alone ,**

A member of staff or another client must know you are riding and you must be checked every 30 minutes. Members of staff must stagger their breaks and lunch hour to provide cover when necessary. After 5.30 it is the clients responsibility to ensure someone knows that you are riding and where.

## **RISK ASSESSMENT- June 2015 BERKSHIRE RIDING CENTER Ltd.**

### **BRC'S STAFF and STUDENT PRESENTATION POLICY**

1. Staff are required to dress appropriately for the work they are expected to carry out, to look presentable and professional and to use company clothing.
2. Only Company Shorts may be worn.
3. Where possible use the BRC uniform – Polo or Rugby shirt, gillet and jackets.
4. Riding hats, of the correct standard and correctly done up and gloves must be worn at all times when leading , holding or riding. Correct dress must always be used when riding.
5. Correct PPE equipment to be used for the job.
6. NO drinking whilst working or during designated breaks, no smoking on the yard and no drugs.
7. Smoking is only allowed on the porch of the Groomery or in the back car Park.
8. Mobiles may neither be carried nor used on the yard.
9. Hands must be properly washed frequently throughout the day, but especially prior to eating or drinking and after using the bathroom.

**This Applies to all Staff member, trainees, and assistant helpers**

1. Bullying / harassment policy written up and staff awareness put in place ( July 2011)
2. Accident procedures updated ( Oct 2011)
3. No tidbits allowed to stabled horses .
4. Restricted access for children and parents in stables ( notices on doors)
5. Tops should not be of the single strap variety but sleeveless tops are permitted.
6. Footwear should be practical and protect you from injury , trainers are not appropriate.
7. Jewelry and perfume should not be worn. Stud earrings and watches are acceptable.

## **RISK ASSESSMENT- June 2015 BERKSHIRE RIDING CENTER Ltd.**

### **Children , vulnerable young persons , Volunteers Risk Assessment**

**The main risk with young people on the yard are as follows :**

- a. Lack of knowledge of hazards, risks and dangers around the facilities.**
- b. Lack of technical knowledge and Industry standards.**
- c. Lack of physical fitness and strength.**  
**This also frequently applies to parents.**

**Staff at the Centre must take extra care to enforce BRC rules and industry standards and ensure supervision at all times.**

1. BRC risk assessment applies to all people working on the yard.
2. All volunteers, work experience, apprentices **must** sign the BRC young person's risk assessment document.
3. All Apprentices must be signed up to Haddons – robust policy in place.
4. All Qualified Instructors on BHS register of Instructors which means they have done a child protection course , are CBR checked and have done a two day BHS Equine specific first aid course.
5. All young people must be working towards pony club or BHS qualifications (Badges or progressive riding tests), and are only allowed to perform tasks unsupervised when they have been trained to do so and have achieved in their certificates.
6. ALL must wear suitable PPE and appropriate clothes for the weather conditions
7. ALL must take suitable breaks and eat and drink at appropriate times.