Risk Assessment for Horse Riding and Carriage Driving

Name of Assessor: - Sophie Risk Date of Assessment: - 10/06/2021

Signature of Assessor: - Assessment No: - 12

Operating Areas: - Indoor and Outdoor Arenas, Calvert Trust fields. Date of Revision:-10/06/2022

| **Significant Hazards** | **Groups of People Who Are at Risk from The Significant Hazard** | **Existing Controls and Advisory Guidelines** | **Notes** |
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| **Rider catching knees/legs on gateposts and doorways** | Centre staff  Volunteers / helper(s)  Guest(s) / Client(s)  Other non-employed personals | Ensure the ponies are led straight and slowly through the centre of gateways of doorways. Do not lead centre group riders through narrow gateways. Leaders/helpers to walk next to the horse and ensure there is enough room for the horse, rider, leader and side walkers to pass through together. | Non-employed persons = Trainees & work experience.  No under 16’s as trainees or work experience.  Over 16’s will be assessed by a qualified member of staff. |
| **Manual Handling** | All Staff and participants | All staff to follow manual handling guidelines.  Full briefing prior to and during each task.  Large items to be lifted by more than one person. | All staff receives manual handling training. |
| **Moving and Handling** | Staff and Participants | All staff to follow moving and handling guidelines. These along with the medical notes form the basis of a consultative approach to movements with close supervision specific to the session. | All staff receives manual handling/moving and handling training. |
| **Horse tripping on the Calvert Trust grounds/track** | Centre staff  Volunteer / helper(s)  Guest(s) / client(s)  Guest(s) / client(s) as wheelchair users  Other Non-employed personals | Trained staff or volunteer members leading the horse, keep horse(s) head up.  When riding off the lead rein, the rider knows to keep contact / horses head up.  Rider’s capabilities are assessed by Riding Instructor and riders will only be able to ride off the lead rein if the instructor believes it is safe for them to do so. | All staff / volunteers / NVQ / Trainees / work experience following training program to be passed out for leading horses safely and correctly. |
| **Horses spooking on Calvert grounds/ track (i.e low level flying)** | Centre staff  Volunteer(s) / helper(s)  Guest(s) / Client(s)  Guest(s) / Client(s) as wheelchair user.  Other Non-employed personals | Trained staff or volunteer’s member leading the horse (has control)  Off lead rein person(s) have contact/control and are able to maintain this.  Rider’s capabilities are assessed by Riding instructor and riders will only be able to ride off the lead rein if the instructor believes it is safe to do so.  All horses receive a minimum of one-month training before being used with guests and will be assessed for their suitability by the Stables Supervisor and or the Chief Riding Instructor | Staff to be passed out for stables activities  Volunteers attending training days this will cover and revise all necessary stable management and good practice.  NVQ /Trainees and work experience assessed by a qualified member of staff and sign off sheet completed. |
| **Horses tripping on the Calvert Trust arena or field surface and becoming entangled/ causing injury** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Guests(s)/ client(s) as wheelchair users  Horses  Other Non-employed personals | Trained staff or Volunteers leading the horse to keep horses head up.  When riding off the lead rein, the rider knows to keep a contact / horse’s head up.  Rider’s capabilities are assessed by Riding instructor and riders will only be able to ride off the lead rein if the instructor believes it is safe to do so. | All Staff/ volunteers following training program to be passed out for harrowing safely and correctly.  NVQ /Trainees and work experience assessed by a qualified member of staff and sign off sheet completed. |
| **Horse treading on persons feet** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | All participants to wear appropriate footwear.  Warning people of the danger. All  Guests are told about danger during briefing.  All horses receive a minimum of one month’s training before being used with guests and will be assessed for their suitability by the Stables Supervisor and or Chief Instructor. | Staff to be passed out for stable activities  Volunteers attending training days which will cover and revise all necessary stable management and good practice  NVQ /Trainees and work experience assessed by a qualified member of staff and sign off sheet completed. |
| **Person being pushed over by horse** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Selection and training of horses.  All horses receive a minimum of one month’s training before being used with guests and will be assessed by the Stables Supervisor and or the Chief Riding Instructor.  Arena doors kept closed when horses are tied up in the arena.  Restrict numbers around horses.  Wheelchairs to be positioned alongside.  Keep sufficient space between horses and people.  All guests are warned about the danger during briefing at the beginning of each session.  Monitoring by staff and helpers Leading correctly and train helpers appropriately. | Staff to be passed out for stable activities  Volunteers attending training days which will cover and revise all necessary stable management and good practice  NVQ /Trainees and work experience assessed by a qualified member of staff and sign off sheet completed. |
| **Horse Crushing person against wall** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Selection and training of horses.  All horses receive a minimum of one month’s training before being used with guests and will be assessed for their suitability by the Stables Supervisor and or Chief instructor.  Keep plenty of space between horses when tied up.  Lead correctly maintaining awareness of side walkers. | Staff to be passed out for stable activities  Volunteers attending training days which will cover and revise all necessary stable management and good practice  NVQ /Trainees and work experience assessed by a qualified member of staff and sign off sheet completed. |
| **Knock by horse’s head** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Selection and training of horses.  All horses to receive a minimum of one month’s training before being used with guests and will be assessed by the Stable Supervisor and or Chief Riding Instructor.  Monitoring activity by staff and helpers.  Tether horses appropriately. | Staff to be passed out for stable activities  Volunteers attending training days which will cover and revise all necessary stable management and good practice  NVQ /Trainees and work experience assessed by a qualified member of staff and sheet completed. |
| **Horses biting or kicking each other or people** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Horse Selection and management  Keep one horses distance between each horse  Monitoring activity by staff and helpers  All Guests are told not to put hands near horse’s mouth during briefing.  All guests are told not to stand behind a horse during briefing. | Staff to be passed out for stable activities  Volunteers attending training days which will cover and revise all necessary stable management and good practice  NVQ /Trainees and work experience assessed by a qualified member of staff and sheet completed |
| **Loose horse** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Manage all exits  Manage other horses in use  Member of staff to catch the horse  Arena doors kept closed when horses are in Arena. | Staff to be passed out for stable activities  Volunteers attending training days which will cover and revise all necessary stable management and good practice  NVQ /Trainees and work experience assessed by a qualified member of staff and sheet completed |
| **Rider slipping / Falling Off** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Assessment of rider support needs  Briefing and training helpers and volunteers  Use safety stirrups if necessary and monitor rider’s position. | Equipment and methods put in place especially for rider’s needs (i.e. treeless saddle, tandem saddle, vaulting roller, bare back pad, monkey straps, breast plate / neck strap. |
| **Saddle or Bare back pad slipping** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Riding Instructor to check horses’ girth before rider mounts.  Staff to check girth and saddle fitting regularly |  |
| **Person falling off mounting block** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Keep numbers on block to a minimum  Position blocks with care  Dismount riders with care. Position rider’s feet as they dismount.  Instructor to keep themselves in a safe place. |  |
| **Horse moving whilst rider mounting / dismounting** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Mounting platform with ramp access and small mounting block in place to keep horse straight as rider mounts.  Keep horse between the two mounting blocks.  Leader to stand in front of the horse and to hold the lead rope attached to the head collar as instructed.  Instructor to talk client / Guest through mounting correctly. | Staff to be passed out for stable activities  Volunteers attending training days which will cover and revise all necessary stable management and good practice  NVQ /Trainees and work experience assessed by a qualified member of staff and sheet completed  All horses trained to stand until asked to move. |
| **Horse Shying** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Manage provision of other activities such as zip-wire.  All horses receive familiarisation training during their initial trial month with equipment / activities likely to cause shying. This training is then ongoing as deemed appropriate for each individual horse.  Riding instructor in charge of the session to manage any unexpected situation. |  |
| **Rider being hit by overhanging branch or getting caught up** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Ensure that routes are regularly checked for potential dangers particularly after high winds.  An instructor to stop the ride and remove any obstruction before the ride continues or decides to turn back if this is not possible. | Instructor to look out for potential hazards when out with riders. |
| **Allergies** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Session instructor to check medical details with group instructor before the session.  Rearrange the session if necessary (i.e. ride in outdoor school and use back yard for stable management)  In case of severe allergy individuals will not attend the stables.  Dampen arena surface and wear dust masks if necessary |  |
| **Epilepsy - Seizures** | Centre staff  Volunteer/Helper(s)  Guest(s)/Client(s)  Horses  Other Non-employed personals | Session instructor to check medical details with group instructor and carer/parents.  Riding will be tailored around needs of the individual and the severity of the epilepsy will be considered against risk. Correct adjustments will be made if required, to ensure the safety of the rider, side walker and horse.  The carer / parent must be available at all times to administer any meds required. | If seizures are drop / Tonic- Clonic seizers, then the client will have to do carriage driving. if no seizure has accrued in the last year then it will be up to the stable instructor to decide whether the client may ride or drive.  If riding with epilepsy (absences) the rider will have to stay in the arena.  Due to the varied levels of risk this shall be looked at individually and safety is to take priority.  The stables instructor in charge of the session will decide if riding/driving can be allowed. |
| **Tack Failure** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Regular maintenance  Weekly tack cleaning and condition checks carried out on tack. | All staff and volunteers to fill in appropriate cleaning and tack maintenance records |
| **Sudden change of pace; i.e. from trot to walk then back to trot causing the ride to lose balance and risk of falling off.** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Instructor to assess if the rider needs support i.e. holding lower leg or putting their arm over rider’s thigh when changing pace.  If horse unexpectedly goes into walk from trot, ensure rider is still sufficiently balanced before continuing the trot.  Regular schooling of all school horses by stable staff. |  |
| **Slipping or falling from the hoist whilst using it to mount a horse** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Sling size is checked before going to the mounting block.  Hoisting is carried out using the correct procedures. The process is led by the session instructor.  Only horses trained for the hoist are used. | Suitable horses are chosen and trained specifically for the hoist.  Volunteers attending training days which will cover and revise all necessary stable management and good practice.  All horse trained to stand until asked to move away from the block. |
| **Carriage horse falling / tripping whilst pulling carriage** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Carriage drivers to hold BDS level 3 or RDA carriage driving coach.  Spares box in carriage.  Carriage groom, head holder and an assistant to accompany when there is a wheelchair in the carriage.  Emergency procedure for carriage driving incident/accidents.  Horses driven at suitable pace for terrain.  Carriage groom to stand on back step of four-wheeler to balance it if required by the driver. | 4 people needed for a carriage drive to take place. 1 stable staff driving, 1 stable staff head holding, and 2 assistance can be trained volunteers or activity staff. 2 assistance to walk either side of horse, person on the left to undo quick release on back strap and person on the right to undo quick releases traces to shafts. All staff and volunteers to be trained for this and signed off. |
| **Carriage tipping over** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Carriage drivers to hold BDS level 3 or RDA carriage driving coach.  Spares box in carriage.  Carriage groom, head holder and 2 assistants to accompany when there is a client / guest in the carriage.  Emergency procedure for carriage driving incident/accidents.  Horses driven at suitable pace for terrain.  Carriage groom to stand on back step of four-wheeler to balance it if required by the driver. | Staff and Volunteers attend training and must be passed out as carriage groom before assisting with a driving session. Only staff to load and unload and clamp in a wheelchair.  4 people needed for a carriage drive to take place. 1 stable staff driving, 1 stable staff head holding, and 2 assistance can be trained volunteers or activity staff. 2 assistance to walk either side of horse, person on the left to undo quick release on back strap and person on the right to undo quick releases traces to shafts. |
| **Person falling out of carriage** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s)  Other Non-employed personals | Carriage drivers to hold BDS level 3 or RDA carriage driving coach.  Emergency procedure for carriage driving incident/accidents.  Clients/guests are instructed to keep feet on the footboard and hold onto the handrail.  Clients/Guests are instructed to inform driver if they feel unbalanced.  Horses driven at suitable pace for the terrain. | Staff and volunteers attend training and must be passed out as carriage groom before assisting with a driving session.  4 people needed for a carriage drive to take place. 1 stable staff driving, 1 stable staff head holding, and 2 assistance can be trained volunteers or activity staff. 2 assistance to walk either side of horse, person on the left to undo quick release on back strap and person on the right to undo quick releases traces to shafts. |
| **Ridden horses being unsettled by the carriage.** | Centre staff  Volunteer/ helper(s)  Guest(s)/ client(s) Other Non-employed personals | All horses receive training before they are used in a session involving carriages.  A gap of 20 meters is kept between the back of the carriage and any ridden horse.  The carriage is not used in an arena at the same time as ridden horses. |  |