

RISK ASSESSMENT- OCT. 2011 version 6

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

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

Updates were made : Oct 03, Aug 04, Oct 05, March 06 and Sept 06, Oct 07, March , Oct 08, Oct 09, Oct 2010, Oct 2011

All new staff and livery clients should be taken through it on arrival.

Staff **and livery clients** 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.

2011/12 CHANGES

All in red ink

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

Reassessments are carried out periodically.

1. RISK ASSESSMENT- OCT. 2011 BERKSHIRE RIDING CENTER.

JOB	WHAT IS THE HAZARD	WHO IS AFFECTED	HOW CAN THE RISK BE LIMITED	Action / Date
Lifting & carrying hay, shavings, feed sacks, saddles, feed and water buckets	Injury to lower back Falling bales Dust	Staff and Students Clients (R.S.C. & L.C.)	By ensuring minimal distance and amount moved, correct instruction, training , supervision , appropriate handling aids and protective equipment. Ensure sufficient people available on delivery days. Provide trolleys , wheelbarrows. Ensure correct boots worn. Mule purchased – especially app. drivers Blower purchased. Training given. Mule , tractor , blower serviced annually (sept/oct 11)	Oct 2003 April 2006 April 2006
Mucking out, bedding down Maintaining muck heap, Sweeping yard	Injury to lower back Stab injury from fork Dust Handling horses	Staff and Students Clients (R.S.C. & L.C.)	By ensuring minimal distance and amount moved, correct instruction, training and supervision in manual handling as well as appropriate handling aids and protective equipment. Lee regularly delivers straw /hay onto yard weekly /10 days Regular use of mechanical help as appropriate (see above). Rubber mats added for all stables No clients allowed to use Mule Current tetanus.	Oct 05 –mats April 06 – Mule
Leading / Handling Horses catching / turn out Leading clients Lunging Loading	Blistering or Friction burns to hands Tread injuries to feet Bites from horse Kick injuries, blows	Staff ,students And Clients (R.S.C. & L.C.)	By ensuring correct instruction, training and supervision in positioning of handler , horse behaviour and suitable restraining equipment. Horse Training. Protective equipment - gloves, correct footwear, Riding hat. Current Tetanus. Night time loading , no lights in back car park so ensure box has internal lights, or load on yard – if safe. Lights. Maximum of two horses to be lead to /from field. Obligatory for staff to wear hat/ gloves. 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.	2003 Contractual obligation Mar 08 Oct. 11 Sept. 11

2. RISK ASSESSMENT- OCT. 2011 BERKSHIRE RIDING CENTER continued

JOB	WHAT IS THE HAZARD	WHO IS AFFECTED	HOW CAN THE RISK BE LIMITED	ACTION / DATE
Handling Horses grooming, tacking up trimming, plaiting washing, clipping	Tread injuries to feet Bites from horse Kick injuries, knocked over by horse, crushed against wall. Dust	Staff ,students and clients Clients (R.S.C. & L.C.)	By ensuring correct instruction, training and supervision in positioning of handler , horse behaviour and suitable restraining equipment. Horse Training Protective equipment - gloves, correct footwear, Riding hat. Current Tetanus, Dust masks available. All staff etc must tie up horse when in stable.	
Riding and ride and lead	Fall injuries	Staff ,students and clients Clients (R.S.C. & L.C.)	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. First Aid bum bag available in office for all to use for hacks. Rosie to review acc. Book for trends monthly	Oct 2007
Moving or building Show jumps. Poles. Dressage boards	Injury, esp. lower back, Drop on to foot	Staff and students	By ensuring minimal distance and amount moved, correct instruction, training & supervision, 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	Mule added April 2006
Veterinary Treatment -Worming -poulticing -administration of medicines, and disposal of old medicines.	Poisonous Handling horses	Staff and students	Abide by COSSH regulations (COSHH sheets in vet cabinet) 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.	Sept 08 Sept 08
Creosote / painting	Burns to skin and eyes Irritation to breathing	Staff and students	Abide by COSSH regulations Personal hygiene rules, Yard manager supervision.	

3. RISK ASSESSMENT- OCT. 2011 BERKSHIRE RIDING CENTER continued

JOB	WHAT IS THE HAZARD	WHO IS AFFECTED	HOW CAN THE RISK BE LIMITED	ACTION / DATE
Electrical Boiling Kettles Radios Clippers Powerhouse	Shocks (handling horses)	Staff ,students and clients	Three phase cut out system used. All breaker boxes have RDS Electrical safety regulations complied with, and tested. Training given on correct use of electrical equipment. Equipment regularly checked , serviced and maintained. Total system check (every three years). – Sept. 2010	On going PAT done Oct 2011
Cars / working around tractor / lorries	Impact injury /loads falling	Staff ,students and clients	Car / lorry ban on yard. Correct procedures in car park and lorry areas. Loads secured correctly.	Notice on notice board. July 08
Care of shavings and hay bales	Falling bales , dust	Staff ,students	One person overall responsibility for opening bales and general tidiness of barn area. Keeping bay level. Dust masks available Only Lee to remove bales from New Barn	
Winter Ice	Slipping etc.	Staff ,students and clients	Salt/ grit kept on yard in yellow bin. First person on the yard to salt all critical areas as needed	1999
General movement about the property	Slips, trips, falls	Staff ,students and clients	Keep all areas properly bushed 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 ,no high heels or open toed shoes. Ensure all horses are correctly shod / trimmed at all times . No running on the yard. No cable to be allowed to trail across yard, when in use put warning bollards up. 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. Major repair of front yard undertaken Major repair of back and first yard undertaken, new drains added, man hole replaced 3 rd yard. Show office completely refurbished and updated as a show/ training office. Uneven surfaces on main yard fixed	Correct external sockets in key places. May 08 June 08 Sept. 2009 2009 09- add. Work Aug. 10

4. RISK ASSESSMENT – OCT 2011 BERKSHIRE RIDING CENTER.

Code of Practice : Control of Substances Hazardous to Health

COSHH : POSSIBLE STAFF EXPOSURE TO HAZARDS

Area	Nature of hazard	Procedure to Limit Risk	Notes	timing
Side Barn	Dust from hay	Provision of dust masks and use of dust free haylage. Good Ventilation . Kept clean. 85 % of area now concreted/ drainage		June 2008 / 2011
Stables	Dust	Provision of dust masks-. Good ventilation Kept clean		
Riding arenas	Dust	Provision of sprinkler system-. Good Ventilation	Surface changed less dusty Automated system installed	Oct 05 Sept 2006
Work shop	Tools & paints etc	Kept locked and only authorized persons allowed access – good ventilation	Removed from barn Annex, and held in separate external garage.	June 2008
Vet medicines	Poisonous etc.	First Aid Box , kept Locked, old medicines deposited of.	A collection of all H&S sheets for each Vet product compiled . Sharps box/ yellow disposal bags added.	Oct 05 Sept 2008
Rat Poison	Poisonous	Kept locked –only authorized people have access	Prof. vermin controllers contracted for monthly visits started Jan 06	On going
Weed killer		Kept locked in shed at house, only Rosie to use.		
Petrol /Diesel	Fire, poisonous	Special metal hut, locked, off yard.		Jan 05
ASBESTOS Roof and Guttering of Indoor School	Related diseases	Only specialist outside contractors to be used for any work that may be required Consult HSE a10 and a13 sheets (in COSH File)	Ref to HSE “Short guide to managing asbestos in premises”	

5. RISK ASSESSMENT – OCT 2011

HAY BARN AND HAY BALES

One person is designated responsible for this area.

All must insure the following:

- a) Collect all string and plastic, put in 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 moldy hay thrown away immediately.
- e) Rake up passage way and hay pile, throw away immediately.

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 (some one 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.

6. RISK ASSESSMENT – OCT 2011 HEALTH AND SAFETY.

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 .

7. RISK ASSESSMENT – OCT 2011 HEALTH AND SASETY

CONTAINMENT POLICY(16th 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.

8. RISK ASSESSMENT – OCT 2011 HEALTH AND SAFETY

BRC'S STAFF PRESENTATION POLICY

1. Staff are required to dress appropriately for the work they are expected to carry out, to look presentable and professional.
2. Tops should not be of the single strap variety but sleeveless tops are permitted.
3. Footwear should be practical and protect you from injury , trainers are not appropriate.
4. Jewelry should not be worn. Stud earrings and watches are acceptable.
5. Shorts may not be worn.
6. Where possible use the BRC uniform – Polo shirt, gillet and jackets.
7. 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.
8. Correct PPE equipment to be used for the job.
9. NO drinking whilst working or during designated breaks, no smoking on the yard and no drugs.
10. Smoking is only allowed on the porch of the Groomery or in the back car Park.
11. Mobiles may neither be carried nor used on the yard.

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

9. RISK ASSESSMENT – OCT 2011 HEALTH AND SAFETY – up dates

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)