

RISK ASSESSMENT- January 2021 BERKSHIRE RIDING CENTRE Ltd

RISK ASSESSMENT- January 2021 version 14

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

All risk assessments are carried out by Rosie G. Lord BHSI, 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, June 2015 & August 2016, August 2017, September 2018, September 2019 & January 2021

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.

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

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 the Centre's advisor on all H&S issues. First detailed meeting was held in November 2012, and a detailed report was issued by the NFU to BRC management to implement. A second meeting was held in August 2016. Since 2018 they have been replaced by Croner who undertake annual reviews.

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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) 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	Last Wednesday of the month, every other month from Feb. Staff lifting review held annually All staff	Ongoing Ongoing
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 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.	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 and in main tack room	R.G. LORD R.G. LORD Tim Lord	Checked annually	Ongoing
Leading / Handling Horses 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	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.	Reminders at Bi monthly M. Supervision/training new staff / students. Staff taking BH exams	R.G. LORD	Meeting held every 2 months	On going

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	Kick injuries, blows	Maximum of two horses to be led to /from field. Obligatory for staff to wear hat/ gloves. Contractual agreement as of 2008. Restricted access to stables for children (signs displayed) Only specific trained staff to handle stallions Gates to turn out areas must be also secured with a rope.				
Creosote / painting	Staff and students Burns to skin and eyes Irritation to breathing	Abide by COSHH regulations Personal hygiene rules, Yard manager supervision	Staff to wear glasses, masks, overall, gloves			On going

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What is the Hazard?	Who might be harmed and how	Preventative steps already in place	Further preventative steps.	Action by Whom?	Action Date?	Done
Handling Horses 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	Meeting held every 2 months	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. All horses to wear neck straps	R.G. LORD	Meeting held every two months	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	Safe lifting techniques reminder meeting every two months	Ongoing
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 Ongoing Staff Training	Tim Lord R.G.LORD	Staff training annually	Ongoing annually

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What is the Hazard?	Who might be harmed and how	Preventative steps already in place	Further preventative steps.	Action by Whom?	Action Date?	Done
Electrical Boiling Kettles Radios Clippers Powerhouse	Staff ,students and clients Shocks (handling horses)	No cable to be allowed to trail across yard, when in use put warning bollards up. Three-phase cut out system used. All breaker boxes have RDS, consumer units updated 2018. Electrical safety regulations complied with, and tested. Training given on correct use of electrical equipment. Equipment regularly checked before use, serviced and maintained. Correct external sockets in key places. Total system check (every five years).	Staff briefing PAT testing bi-annually of all portable devices Total system review every 5 years RDS to be checked monthly Special outdoor extension leads purchased	Rosie Lord Tim Lord Tim Lord Tim Lord	Meeting held every two months Pat testing due mid 2021 Next due mid 2021	On going TBA TBA
Cars / working around tractor / lorries Deliveries	Staff ,students and clients Impact injury /loads falling	Car / lorry ban on yard. Correct procedures in car park and lorry areas. Loads secured correctly. Keys to be removed from vehicle when not in use	Banksman to be used. Part of Mule induction policy – see below	Rosie Lord		On going
Care of shavings and hay bales. Working from a height	Staff ,students Falling bales , dust, falls Doors blocked cause problem in case of fire, incident etc	Duty yard manager responsibility for opening bales and general tidiness of barn area, on a daily bases. Keeping bay level. Dust masks available. Use correct stacking. Only Lee to remove bales from hay Barn. Ensure no blocking of entrances to yard or barns. Also see separate instructions. Follow Indf 125 standards.	Duty yard manager to supervise deliveries and Lee. Poster on lifting to be displayed on staff notice board Keep clear signs to be placed on inside and outside of doors	Duty yard manager Rosie Lord Tim Lord		On going
Horse breaks free and escapes on to a road.	Drivers and other road users crashing into an escaped horse	Back gate kept locked, and when opened the secondary metal gate remains closed. Gates onto yard – at front and onto car park kept closed. Is within stable rules. Staff instructed to comply, ensure others comply and shut a gate if they see it open. Any one opening a gate must close it immediately after use. Contractors informed.	All livery, loaners and staff briefed	Tim Lord Yard personnel Yard personnel Yard personnel		Ongoing Ongoing Ongoing Ongoing

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What is the Hazard?	Who might be harmed and how	Preventative steps already in place	Further preventative steps.	Action by Whom?	Action Date?
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, no high heels or open toed shoes. 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	Uneven signs On going Warning sign	Tim Lord Tim Lord Tim Lord	On going
Possible illness due to eating or drinking having touched horses	Young persons in particular, also adults	Hot water available in lavatories, main tack room and both offices. Soap and disinfectant foam available in key locations	Sign put above sinks telling people to wash hands with hot water/soap before eating or drinking Dyson Hand driers installed.	Tim Lord Tim Lord	Training
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 Part of written mule policy signed by staff	Tim Lord	On going
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	Ongoing
Winter Ice	Staff ,students and clients Slipping etc.	Salt/ grit kept on yard in yellow bin, minimum 3 months supplies held First person on the yard to salt all critical areas as needed		Tim Lord All staff	On going

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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	Ongoing	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 three years. Risk assessment for all trees, completed 2017 Tree Surgery Phase 1 2017 Tree Surgery Phase 2 2018	Tim Lord Tim Lord Tim Lord & ANB Groundcare	Reviewed with Croner Completed Completed Completed	Ongoing ANB Groundcare review to be undertaken 2021
Dust Control	Staff & Clients	Annual spring clean & painting Replace indoor school surface Client viewing room (reception) closed Complete cleaning of barn roof every 5 years	Ongoing, spring clean Replaced & ensure surface kept moist	Rosie Lord Tim Lord Tim Lord	Summer daily watering every night Due 2020	Done Done Ongoing
Driving Kawasaki Mule	Staff & clients Dangerous driving	Any driver must hold a UK driving license and be a minimum of 18 years old. New employers are briefed on how to use the Mule. No one allowed to stand on the Mule whilst in movement. No more than 3 people to sit in Mule at any one time Mule is serviced By Oak Brothers annually.	Ensure seat belts are used	Tim Lord	Discussed with H&S expert	Done
Hot water boiler in stable (gas). Installed 2016	Staff & Clients	Gas boiler installed by gas safe engineer. Annual checks will be held.	Gas bottles inside locked security cage	Boiler upgrade completed 2020	Tim Lord	Completed

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		Gas bottles stored outside of barn with an automatic cut out in case of problem. No naked flame, including pilot light Water turned off after each use. Staff trained	Need a “gas safe” annual check on system	Tim Lord R G Lord		Q3 2021 On going
A fall due to the misuse of ladder, or poor-quality ladders	Primarily staff By a fall	Only industrial quality ladders used. Ladders kept locked. Discussed with NFU/Croner H&S experts Small steps are provided in the tack room to help put saddles away, to clean gutters and to help access hay. Regular checks of equipment (ladders) All work at a height will be carried out by contractors using their own equipment Follow HSE guidelines for working at height	Ladder policy developed	Rosie Lord		done
Power failure when dark Safe staff working Management of those on horses in a lesson. Staff living in on site accommodation (Groomery)	Staff Clients in a lesson Staff living in Groomery	Emergency lighting above all consumer units, in tack rooms and offices Emergency lighting in all areas of school, in particular areas where clients and staff are active. Drain down batteries annually Testing units monthly Exit signs installed at all house doors	Upgrade to LED Installation of emergency lighting in indoor school and outside all three barn doors. Installation of illuminated exit signs Installation of emergency lighting in all yards Installation of exit signs in offices/ tack rooms Ongoing Installed but some to be upgraded to illuminated signs	Completed 2019 Completed 2019 Completed 2019 Completed 2020 Completed 2019 On going Tim Lord Completed Tim Lord		Done On going On going
A fire breaks out	Clients Staff Staff living in accommodation - The Groomery	Fire policy in place Fire tests held Fire detectors in offices, toilets, tack rooms and in the Groomery – both landings, living room and vestibule. Exit signs installed at all entrances/ exits of yard and staff accommodation. In barn these are illuminated.	Annual– Fire Extinguishers check Water System Checked Sept 2019 Cert 8484	Rosie Lord Tim Lord Tim Lord		

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			All sensors tested monthly, record kept in Groomery	Tim Lord	2020	
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Storage of Hay, Straw and Shavings

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

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 moldy 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.
- i) All staff must wear hats, to BHS standards that are fastened, when they go into / out of fields and when clipping a horse, or as directed.

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

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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 "Ride safe" 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.

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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 ensure 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.

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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.

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Children, vulnerable young persons , Volunteers Risk Assessment

The main risk with young people on the yard is 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 Haddon – 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.

WORKING AT HEIGHT

As a general policy no member of staff is allowed to work at a height or to use a ladder.

- 1. Small steps are provided in the tack room to help put saddles away, to clean gutters and to help access hay.**
- 2. All work at a height will be carried out by contractors using their own equipment.**

E.g. Changing light bulbs in the indoor arena

Moving hay or straw in the barn

Any maintenance work on roofs etc.

- 3. Follow HSE guidance for working at heights.**
- 4. All ladders are reviewed and are designed for industrial use.**
- 5. Ladder use policy in place.**