

Mill Farm Riding School

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION BY WHO?	ACTION BY WHEN?	DONE
Grooming	Groom	Horse to be securely tied up using lead ropes on bale twine	Supervision to ensure competence before solo grooming	Gillian Lallement	12/12/2019	
	Apprentice					
	Employee	All staff/casuals have received formal training				
	Young people (under 16)	All staff/casuals have received written work instructions				
	POSSIBLE INJURIES					
	Kicked					
	Trodden on					
Bitten						
Leading out to the field	Groom	Horses to be lead one at a time Max number to be lead 2 at a time Appropriate clothing to be worn - riding hat, riding boots, gloves	Ensure staff aware who is off the yard and how long they expect to be If field is a distance mobile phone to be carried	Gillian Lallement	12/12/2019	

	Employee	All staff/casuals have received formal training					
	Apprentice	All staff/casuals have received written work instructions					
	Volunteer						
	Members of the public						
	Young people (under 16)						
	POSSIBLE INJURIES						
	Kicked						
	Trodden on						
	Bitten						
	Dragged						
	Bolting horse						
Catching in the field	Groom	Horses to be lead one at a time	Ensure appropriate head collars and leadropes for the number of horses (of correct size) Bucket of feed as required	Gillian Lallement	12/12/2019		
	Employee	Max number to be lead 2 at a time					
	Apprentice	All staff/casuals have received formal training					
	Volunteer						
	Young people (under 16)						All staff/casuals have received written work instructions
	POSSIBLE INJURIES						

	Kicked					
	Trodden on					
	Bitten					
	Dragged					
	Bolting horse					
Loading in lorry/trailer	Employee	Horses to be lead one at a time	Ensure loading when there are no/minimum clients on the yard Appropriate equipment to hand i.e. lunge lines, feed,	Gillian Lallement	12/12/2019	
	Apprentice	Appropriate clothing to be worn - riding hat, riding boots, gloves				
	Clients	Only named staff to undertake this activity				
	Groom	All staff/casuals have received formal training				
	Instructor	All staff/casuals have received written work instructions				
	Young people (under 16)					
	POSSIBLE INJURIES					
	Kicked					
	Trodden on					
	Dragged					
Bolting horse						
Tacking up	Groom	Horse to be securely tied up using lead ropes on bale twine	All volunteers and under 16 to receive full training before commencing the activity	Gillian Lallement	12/12/2019	

	Employee	Horses to wear appropriate tack when being used	on their own			
	Apprentice					
	Volunteer	All staff/casuals have received formal training				
	Young people (under 16)	All staff/casuals have received written work instructions				
	POSSIBLE INJURIES					
	Kicked					
	Trodden on					
	Bitten					
Riding out	Groom	<p>Horses to be lead one at a time</p> <p>Appropriate clothing to be worn - riding hat, riding boots, gloves</p> <p>Hi viz to be worn at all times when riding</p> <p>Only over 18s to undertake this role</p> <p>Horses to wear appropriate tack when being used</p> <p>Falls from height (see separate risk assessment)</p>	<p>Mobile phone to be carried by lead rider</p> <p>First aid kit to be carried by lead rider</p> <p>Yard staff to be aware of the route</p>	Gillian Lallement	12/12/2019	

	Instructor	All staff/casuals have received formal training				
	Employee	All staff/casuals have received written work instructions				
	Apprentice					
	Volunteer					
	Clients					
	Young people (under 16)					
	Members of the public					
	POSSIBLE INJURIES					
	Kicked					
	Trodden on					
	Dragged					
	Fall from horse					
	Bolting horse					
Clipping	Groom	<p>Horse to be securely tied up using lead ropes on bale twine</p> <p>Only named staff to undertake this activity</p> <p>All staff/casuals have received formal training</p>	<p>Ensure clippers are sharp</p> <p>PAT testing up to date (annual checks)</p>	Gillian Lallement	12/12/2019	

	Employee	All staff/casuals have received written work instructions				
	Apprentice					
	POSSIBLE INJURIES					
	Kicked					
	Trodden on					
	Bitten					
Leading lessons	Instructor	<p>Horses to be lead one at a time</p> <p>Appropriate clothing to be worn - riding hat, riding boots, gloves</p> <p>Only named staff to undertake this activity</p> <p>Horses to wear appropriate tack when being used</p> <p>Falls from height (see separate risk assessment)</p> <p>All staff/casuals have received formal training</p> <p>All staff/casuals have received written work instructions</p> <p>First aid training</p>	Where clients are assisting a quick explanation of how to lead correctly to avoid injury	Gillian Lallement	12/12/2019	

	Employee					
	Apprentice					
	Volunteer					
	Young people (under 16)					
	POSSIBLE INJURIES					
	Kicked					
	Trodden on					
	Bitten					
	Dragged					
	Bolting horse					
Holding for vet/farrier	Employee	Horse to be securely tied up using lead ropes on bale twine	Competent staff only	Gillian Lallement	12/12/2019	
	Apprentice					
	Volunteer	All staff/casuals have received formal training				
	POSSIBLE INJURIES	All staff/casuals have received written work instructions				
	Kicked					
	Trodden on					
	Bitten					
	Dragged					

Lunging	Employee	Appropriate clothing to be worn - riding hat, riding boots, gloves	Supervised by qualified member of staff if not qualified	Gillian Lallement	12/12/2019	
	Volunteer					
	Instructor	Only named staff to undertake this activity				
	POSSIBLE INJURIES	Horses to wear appropriate tack when being used				
	Kicked	All staff/casuals have received formal training				
	Dragged					
	Bolting horse					

THIS RISK ASSESSMENT MUST BE REVIEWED AT LEAST EACH YEAR TO ENSURE IT IS STILL VALID. (SIGN BELOW)

If you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities, increase or decrease in staff numbers) then a new or revised risk assessment must be undertaken

REVIEW DATE **REVIEW UNDERTAKEN BY** **SIGNATURE**

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