



RISK ASSESSMENT

Name of Organisation: Pony Partnerships

Venue Address for which RA applies: All sites

Date of last review: 1st September 2022

Date of next review: 1st September 2024

Name of Risk Assessor: Danielle Mills

LOCATION	POTENTIAL HAZARD –	WHAT ARE WE DOING TO MINIMISE RISK?
All areas	Reduced staffing due to illness	<ol style="list-style-type: none"> 1. Small group sizes. 2. Member of staff from commissioning organisation where possible. 3. Bank of staff to cover for absence/illness. 4. Low-risk activities when reduced staff to reduce risk.
All areas	Allergic reaction - Hay/straw/horse/Irritant substances	<ol style="list-style-type: none"> 1. Any health issues should be reported during induction. It will be at supervisor's discretion whether it is advisable for person to remain on site. 2. First aider on site at all times. 3. Address displayed in case of an emergency. 4. All staff to have mobile phones with them at all times.
Public areas	Other people on site	<ol style="list-style-type: none"> 1. Induction/tour of yard and facilities done first – reminded at each session where we can access on site. 2. Only staff have access to areas where equipment is kept. 3. Access to any area must always be supervised by staff with current DBS. 4. Notified immediately if danger is seen - activity will be stopped.

Public areas	Building maintenance	<ol style="list-style-type: none"> 1. Buildings under maintenance are sign-posted 2. Access to buildings under maintenance is limited – there will be a reminder at the start of each session where is accessible. 3. Access gates to buildings under maintenance that may be dangerous will be locked. Buildings themselves will be locked where possible. 4. Uneven surfaces/ground is sign-posted. 5. Everyone given safety instructions during induction and reminded throughout. 6. Participants asked NOT to run and look after their own safety where they can. 7. Health and safety policy in place. 8. Public liability insurance in place.
All areas	Risk of infection	<ol style="list-style-type: none"> 1. Thorough handwashing to be undertaken after handling animals. 2. Anti-bacterial hand gel to be used after hand washing where there is no hot water. 3. Learners and staff are also to sanitise hands before handling/eating food. 4. Staff to check animals regularly to establish any potential health issues.

All areas	Fire	<ol style="list-style-type: none"> 1. Fire assembly point sign displayed. 2. Induction covers fire evacuation procedure. 3. Staff are briefed to keep fire always exits clear. 4. Fire extinguishers and fire blankets are available in indoor areas for use on small containable fires. 5. Staff undertake fire training annually. 6. Fire extinguishers are serviced annually. 7. The site is risk assessed for fire risk annually. 8. All fire exits to remain unblocked. 9. Fire point with whistle and high-visibility jacket for Fire Marshall by fire extinguishers 10. Fire evacuation drills are undertaken on a termly basis. 11. We are a No Smoking site 12. Smoke alarms to be fitted in indoor areas. 13. Smoke alarms to be tested weekly and kept in a good state of repair. 14. Flammable substances kept locked away on site. 15. Risk assessment taken before any fires. 16. No clothes or footwear near camping stove or gas fire. 17. Clients to be always at least one metre away from camping stove or gas fire when on - this will be marked out on the floor with tape. 18. First aid kit always available. 19. All staff to have mobile phones with them at all times. 20. Clients to be supervised at all times.
Indoor areas	Electrical appliances	<ol style="list-style-type: none"> 1. All electrical appliances will be safe, suitable, and used for the purposes intended. 2. These appliances will be maintained properly and remain in good working order. 3. Visual testing will be undertaken yearly on all portable appliances over one year old. 4. All electrical installations will be complete by qualified personnel and certified accordingly.

Kitchen	<p>Sharp utensils/knives.</p> <p>May be taken by learners to self-harm,damage property or threaten staff.</p>	<ol style="list-style-type: none"> Knives and sharp utensils to be kept behind locked door and only used by learners under close supervision of staff and with ongoing risk assessment. If a learner is assessed as not being able to complete the activity safely, then it will not be continued. Staff are aware of individual learner risk assessments and will monitor learner accordingly. Staff are to read RAs at the beginning of every term. Any updates will be communicated at staff meetings or sooner if required. First aid kits are available and are in each indoor area. All staff to have mobile phones with them at all times.
Indoor areas	Risk of infection	<ol style="list-style-type: none"> Surfaces to be kept clean and wiped down before and after use. Towels and tea towels to be changed daily. Basic food hygiene adhered to. Staff to complete basic food hygiene certificate annually.
Cleaning cupboard	Risk of poisoning from cleaning materials	<ol style="list-style-type: none"> Only household strength cleaning chemicals are used. These are kept behind a locked door COSHH Folder located in kitchen.
Indoor areas	Poisoning from veterinary medicines and supplements	<ol style="list-style-type: none"> All veterinary medicines to be kept in a locked cabinet and only used by staff.
Gate, car parking areas, and roads	Learners being injured by vehicles.	<ol style="list-style-type: none"> Induction/tour of yard and facilities done first. Learners advised about safe areas on site. Learners removed from the area when vehicles are moving. Staff supervise learners on at least a 1:3 ratio. Staff to remain vigilant and aware of moving vehicles/potentially moving vehicles during transition between sites. Staff to wear hi-vis clothing when escorting learners between sites. All staff to have mobile phones with them at all times.
Gate and hedges	Escape onto areas that are not part of the PP site.	<ol style="list-style-type: none"> Learners advised about safe and accessible areas on site. Staff supervise learners on at least a 1:3 ratio. If a learner does abscond, one member of staff will follow closely where it is safe to do so – this staff member will keep in close communication with the rest of the staff team. All staff to have mobile phones with them at all times.

Tool store	Injury from tools and equipment	<ol style="list-style-type: none"> 1. No access to tool stores for learners without supervision. 2. Staff to visually check tools for defect before each use. 3. Staff to count tools out and back in. 4. Only staff have access to areas where equipment is kept. 5. Equipment clean, well maintained, and stored. 6. Minimum equipment used for learners i.e., halter and rope, cones put out by staff. 7. Supervision always. 8. Information provided on equipment and safe use before use with ongoing risk assessment. 9. If a learner is assessed as not being able to complete the activity safely, then it will not be continued. 10. First aider and first aid kit always available 11. All staff to have mobile phones with them at all times.
Stables-tack room/field	Manual handling injuries	<ol style="list-style-type: none"> 1. Staff supervise learners with the carrying of horse tack and equipment. 2. Information provided on equipment and safe use before use with ongoing risk assessment. 3. If a learner is assessed as not being able to complete the activity safely, then it will not be continued.
Stables - stable doors/shed	Trapped fingers from doors blowing in strong winds	<ol style="list-style-type: none"> 1. Doors to be kept shut or fixed open when not in use and learners to be supervised by staff. 2. Information provided on equipment and safe use before use with ongoing risk assessment. 3. If a learner is assessed as not being able to complete the activity safely, then it will not be continued.
Stables - horses	Injury from horses being tied up in yard.	<ol style="list-style-type: none"> 1. Learners closely supervised by staff when working with horses. 2. Staff have received training in horse behaviour and will supervise horse movements around yard. 3. Horses to be tied up under supervision of staff. If any horse show signs of separation anxiety whilst alone in the yard, another horse will be brought in to keep them company and minimise unwanted behaviour.

Stables- equipment	Injury from tripping over mucking out equipment.	<ol style="list-style-type: none"> 1. Wheelbarrows and mucking out equipment to be kept out of the reach of horses and learners. 2. Wheelbarrows to be emptied before being stored. Staff to supervise learners' use of any equipment. 3. Information provided on equipment and safe use before use with ongoing risk assessment. 4. If a learner is assessed as not being able to complete the activity safely, then it will not be continued.
Field and surrounding areas	Slips, trips, and falls due to uneven ground/items on floor	<ol style="list-style-type: none"> 1. All staff, learners and visitors briefed to walk and not run around yard. 2. Staff, Learners, and visitors briefed to wear safe appropriate footwear. 3. Yard is kept tidy. 4. Horse equipment to be put away after every use. 5. Information provided on equipment and safe use before use with ongoing risk assessment. 6. If a learner is assessed as not being able to complete the activity safely, then it will not be continued.
Fields - surfaces	Slips, trips, and falls due to uneven surface/muddy conditions	<ol style="list-style-type: none"> 1. Staff to informally risk assess each learner prior to accessing the fields. 2. Weather conditions and abilities of learner to be taken into consideration. 3. Will also be discussed at daily morning staff briefing. Certain fields may be placed out of bars due to condition of surfaces underfoot.
Fields - horses	Injury from horses	<ol style="list-style-type: none"> 1. Staff will supervise learners when they work with the horses in the fields and will inform learners of any horse that should not be approached. 2. Any horse that is displaying unwanted behaviour and is considered a potential danger to learners/staff will be removed from the field before continuing with an activity. 3. Learners will be briefed by staff on any safety rules prior to entering the fields. 4. Information provided on equipment and safe use before use with ongoing risk assessment. 5. If a learner is assessed as not being able to complete the activity safely, then it will not be continued.

Field - fencing	Injury from electric fence or from horses being spooked by electric shock	<ol style="list-style-type: none"> 1. Staff will ensure that the students know which fences are turned on before learners enter the fields to work with the horses. 2. Learners will be instructed not to touch the electric fencing. 3. Learners will be briefed by staff on any safety rules prior to entering the fields. 4. Information provided on equipment and safe use before use with ongoing risk assessment. 5. If a learner is assessed as not being able to complete the activity safely, then it will not be continued.
OUTSIDE	Sunburn/sunstroke	<ol style="list-style-type: none"> 1. Learners briefed on the need to wear sun cream outside during sunny periods. 2. Sun cream is available for use by learners and staff. 3. Staff are briefed to model best practice by applying cream several times a day in sunny periods. 4. Drinks offered at regular intervals 5. Shade available.

ACTIVITY RISK ASSESSMENTS

ACTIVITY	NATURE OF ACTIVITY	POTENTIAL HAZARDS	WHAT ARE WE DOING TO MINIMISE RISK?
Animal care	Routine care and management. Cleaning of enclosures. Animal checks. Provide food and water. Observation of animals. Invite/answer questions. Poo picking	Bitten. Knocked/tripping over. Allergic reaction. Infection	<ol style="list-style-type: none"> 1. Qualified, trained, experienced staff. 2. Information on health and safety provided. 3. Animals are tame. 4. Supervision always. 5. Learner capacity to follow instructions safely assessed. 6. First aider on site. 7. Hand sanitising facilities. 8. Staff to supervise learners' use of any equipment. 9. PPE worn 10. Information provided on equipment and safe use before use with ongoing risk assessment. 11. If a learner is assessed as not being able to complete the activity safely, then it will not be continued.

<p>Groundwork in field with horses</p>	<p>Interaction with a horse. Carry out simple tasks. Observation of horse. Reflecting/processing of experience.</p>	<p>Bitten. Knocked/tripping over/kicked. Allergic reaction. Horse acting instinctively. Manual handling injuries. Slips/Trips/Falls. Cuts/Abrasions. Muscular Skeletal injuries including fractures and breaks. Other physical injuries and emotional distress.</p>	<ol style="list-style-type: none"> 1. Staff have been trained in Equine Facilitated Learning/Psychotherapy and Emergency First Aid. 2. Sensible, well-mannered horses trained using relational horsemanship techniques. 3. Hand sanitising facilities. 4. Staff to always supervise learners. Staff ratios at least 1:3 5. Induction and introduction to horses given to all participants. 6. Learner capacity to follow instructions safely assessed. 7. Information regarding health and safety around horses provided. 8. If a learner is assessed as not being able to complete the activity safely, then it will not be continued. 9. No other activities carried out at the same time. 10. Wear PPE. 11. Horses matched to learners' confidence/ability. Staff will informally risk assess the emotional level and ability of the learner and any potential impact on the horse before allowing any activity. 12. Weather and surface conditions will be taken into consideration before any activity takes place. 13. Staff supervise learners with the carrying of equipment. 14. Staff will stop session immediately if they feel the learner or horse is displaying unsafe behaviour. 15. First aider present always.
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Walking out with animals	Taking an animal goat on a walk in the local area.	Fall on road. Trodden on by animal. Injury. Loose dogs. Passing horses in field. Cyclists. Members of the public. Passing other riders. Slips/Trips/Falls. Cuts/Abrasions. Muscular Skeletal injuries including fractures and breaks. Other physical injuries and emotional distress.	<ol style="list-style-type: none"> 1. RA undertaken by accompanying staff member before every walk. 2. Learner capacity to follow instructions safely assessed - Steel toe cap boots to be worn by learners who are assessed as needing them when offsite with horses. 3. Staff to always supervise learners. 4. Each horse has individual risk assessment. 5. Staff will informally risk assess the emotional level and ability of the learner and any potential impact on the horse before allowing any activity. 6. Learners instructed always walk at arm's length away from animal 7. Route planned prior to departure and remaining staff informed of plan and expected return to site. 8. Mobile phone carried by staff. 9. Staff are first aid trained. 10. Hi-vis tabards to be worn by learners and staff when offsite with animals. 11. Notified immediately if danger is seen and activity stopped. 12. Learners are briefed on etiquette when passing members of the public/animals/traffic – stand to left side and wait. 13. First aider present always.
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<p>Preparing food and drinks</p>	<p>Fire with Storm Kettles/fire pit. Boiling kettle Preparing hot drinks Cooking over a fire</p>	<p>Burns/scalds. Smoke inhalation. Burned clothing. Food poisoning. Food allergies</p>	<ol style="list-style-type: none"> 1. Staff briefed to closely supervise learners when undertaking a cooking activity. 2. Learner capacity to follow instructions safely assessed. 3. Learners are not permitted to use cooking facilities without a member of staff present. 4. Safety briefing for when fire is lit. 5. All fire areas are clearly defined and physically marked a safe distance around it before fire is lit. 6. Long hair should be tied back, and no loose clothing 7. Learners shown how to light fire. 8. Heat proof gloves should be worn by staff and learners. 9. Learners must be always supervised closely by an adult. 10. When feeding a fire, do not work above it and approach it as instructed by activity leader. 11. Do not allow fire to build too high – adults to monitor. 12. Learners instructed about safe materials to put in fire. 13. Drinking water only to be used. 14. Put in a kettle in safe place to cool once use has finished. 15. Do not touch anything until it is cold 16. Adult to make sure that fire is extinguished at end of activity. 17. Water on hand for any burns and to extinguish fire. 18. First aider present always present 19. Basic food hygiene adhered to. 20. Staff to complete basic food hygiene certificate annually.
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<p>Field maintenance</p>	<p>Strimming Hedge trimming Burning waste Digging Using the auger Using the post knocker Moving waste</p>	<p>Flying particles. Loud noises. Puncture wound. Slicing wounds. Fume inhalation. Damage to property. Burns/scalds. Smoke inhalation. Burned clothing. Explosion. Manual handling. Injuries. Blisters. Slips/Trips/Falls. Cuts/Abrasions. Muscular Skeletal injuries including fractures and breaks. Other physical injuries and emotional distress.</p>	<ol style="list-style-type: none"> 1. Staff briefed to closely supervise learners when undertaking any maintenance activity. 2. Learner capacity to follow instructions safely assessed. 3. Correct tool use procedure followed. 4. No staff or learner to use tools without training incorrect tool use procedure. 5. Learners are not permitted to undertake any maintenance activity without a member of staff present. 6. Safety briefing for any tools used. 7. Appropriate PPE provided for use of tools – eye goggles, ear defenders, dust masks, gloves were safe. 8. Full face masks to be used when using powered strimming or trimming equipment. 9. All tools to be kept in good state of repair by Pony Partnerships CIC. 10. Long hair should be tied back, and no loose clothing. 11. Learners must be always supervised closely by an adult. 12. Manual handling training to be given with use of heavy objects or moving heavy waste. 13. Steel toe cap footwear to be worn when handling heavy tools. 14. Gloves to be worn when handling waste materials. 15. Safety briefing for when fire is lit. 16. All fire areas are clearly defined and physically safe – with a space marked around it before fire is lit. 17. Learners shown how to light fire. 18. Heat proof gloves should be worn by staff and learners when working with fire. 19. When feeding a fire, do not work above it and approach as instructed by activity leader. 20. Risk of explosion if improper materials are burned. 21. Learners instructed about safe materials to put in fire. 22. Do not allow fire to build too high – adults to monitor. 23. Do not touch anything until it is cold. 24. Adult to make sure that fire is extinguished at end of activity.
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Stable maintenance	<p>Drilling</p> <p>Sawing</p> <p>Hammering</p> <p>Lifting heavy objects</p> <p>Sweeping</p>	<p>Flying particles.</p> <p>Loud noises.</p> <p>Puncture wound.</p> <p>Tearing wounds.</p> <p>Blunt force injury.</p> <p>Manual handling injuries.</p> <p>Fall from height.</p> <p>Slips/Trips/Falls.</p> <p>Cuts/Abrasions.</p> <p>Muscular Skeletal injuries including fractures and breaks.</p> <p>Other physical injuries and emotional distress.</p>	<ol style="list-style-type: none"> 1. Staff briefed to closely supervise learners when undertaking any maintenance activity. 2. Learner capacity to follow instructions safely assessed. 3. Correct tool use procedure followed 4. No staff or learner to use tools without training incorrect tool use procedure. 5. Learners are not permitted to undertake any maintenance activity without a member of staff present. 6. Safety briefing for any tools used. 7. Appropriate PPE provided for use of tools – eye goggles, ear defenders, dust masks, gloves where safe 8. All tools to be kept in good state of repair by PonyPartnerships CIC. 9. Long hair should be tied back, and no loose clothing. 10. Learners must always be supervised closely by an adult. 11. Manual handling training to be given with use of heavy objects or moving lifting heavy objects. 12. Steel toe cap footwear to be worn when handling heavy tools. 13. First aider present always.

Interacting with dogs	Travelling between sites Interacting with dogs	Travelling between sites. Interacting with dogs. Private car park and storage facility. Heavy goods vehicles. Private property. Injury. Loose dogs.	<ol style="list-style-type: none"> 1. Qualified, trained, experienced staff. 2. Information on health and safety provided. 3. Animals are tame. 4. Supervision always. 5. Learner capacity to follow instructions safely assessed. 6. First aider on site. 7. Hand sanitising facilities. 8. Staff to supervise learners' use of any equipment. 9. Induction and introduction to horses and dogs given to all participants. 10. Staff to always supervise learners. Staff ratios at 1:3 11. Information regarding health and safety around horses and dogs provided. 12. Weather and surface conditions will be taken into consideration before any activity takes place. 13. Staff will stop session immediately if they feel the learner, horse, or dog is displaying unsafe behaviour. 14. First aider present always.
Transporting students	Driving learners in staff car	Car accident and injury. Damage to vehicle. Breakdown.	<ol style="list-style-type: none"> 1. Staff to have business use insurance. 2. Staff vehicle to have current MOT and tax and be in a good state of repair. 3. Staff driver to have current full driving license. 4. Staff driver to be DBS checked. 5. Learner capacity to follow instructions safely assessed. 6. Information on health and safety provided. 7. Seatbelts to be always worn. 8. Children needing booster seats to have them provided and fitted by parents/guardians. 9. Driver to always drive within speed limits. 10. Pre-drive safety checks to be completed before all journeys. 11. Clear plans in place for vehicle breakdown with all relevant people aware of them. 12. Vehicles are covered for breakdowns and/or recovery.

Cycling	Going off site on a bicycle	<p>Accident and injury Damage to bicycles Loose dogs. Other cyclists. Members of the public. Motor users. Other vulnerable road users. Slips/Trips/Falls. Cuts/Abrasions. Muscular Skeletal injuries including fractures and breaks. Other physical injuries and emotional distress.</p>	<ol style="list-style-type: none"> 1. All cycling equipment to be regularly maintained. 2. All staff and learners to wear bicycle helmets that are in a good state of repair and replaced after any falls. 3. Staff briefed to closely supervise learners when undertaking any cycling activity. 4. Information on health and safety provided. 5. Learner capacity to follow instructions safely assessed. 6. Lights and hi-visibility garments to be used for any road work. 7. Pre-ride safety checks to be completed before all journeys.
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TRIPS OFF SITE

ACTIVITY	POTENTIAL HAZARDS	WHAT ARE WE DOING TO MINIMISE RISK?
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<p>Offsite trips and visits</p>	<p>Slips/Trips/Falls. Cuts/Abrasions. Muscular Skeletal injuries including fractures and breaks. Other physical injuries and emotional distress. Members of the public. Private property. Safeguarding. Students becoming separated from group.</p>	<ol style="list-style-type: none"> 1. Staff briefed to closely supervise learners. 2. Qualified, trained, experienced staff - staff are aware of what the trip involves, and they have the required competence, experience, and qualifications necessary. 3. Learner capacity to follow instructions safely assessed. 4. Staff member to contact provider and/or previsit the venue to enable a more informed decision where possible. 5. Relevant people have mobile phones available and correct contact information. 6. Information on health and safety provided to learner. 7. Induction/tour of facilities of visited site provided to learner. 8. Learners advised about safe areas on site. 9. Additional clothing or footwear taken to cover all eventualities 10. Weather and surface conditions will be taken into consideration before any activity takes place. 11. Staff supervise learners on a 1:2 ratio. 12. Clear plans in place to make sure everyone is aware and understands what to do if anyone becomes separated from the group. 13. Regular head counts undertaken, especially after any stops or planned/unplanned excursions. 14. First aider always present. 15. First aid kit taken on visit. 16. Staff members aware of any special needs or medical needs and sufficient supplies will be available during the time away from site. 17. Contingency plan for any unplanned incidents for staff or student injury. 18. Dynamic risk assessment undertaken by session leader in order to assess potential risks and their likelihood and make decisions based on this information. 19. Staff will stop session immediately if they feel the learners are displaying unsafe behaviour. 20. All appropriate risk assessments followed regarding activities previously covered. 21. Any incidents, accidents and near misses will be reported, as necessary.
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