



# PONY PARTNERSHIPS

**bacp** | professional standards authority  
accredited register  
Registered Member 147427  
MBACP (Accred)



Name of Organisation: Pony Partnerships  
Venue Address for which RA applies: All sites  
Date of last review: 31st January 2021  
Date of next review: 15th September 2021  
Name of Risk Assessor: Danielle Mills

LOCATION	POTENTIAL HAZARD – WHO MAY BE HARMED AND HOW?	WHAT ARE WE DOING TO MINIMISE RISK?
All areas	Reduced staffing due to illness	<ol style="list-style-type: none"><li>1. Small group size.</li><li>2. Member of staff from commissioning organisation.</li><li>3. Bank of staff to cover for absence.</li><li>4. Low risk activities when reduced staff in order to reduce risk</li></ol>
All areas	Allergic reaction - Hay/straw/horse/ Irritant substances	<ol style="list-style-type: none"><li>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.</li><li>2. First aider on site.</li><li>3. Address displayed in case of an emergency.</li></ol>

Public areas	Other people on site	<ol style="list-style-type: none"> <li>1. Induction/tour of yard and facilities done first – reminded at each session where is accessible.</li> <li>2. Only staff have access to areas where equipment is kept.</li> <li>3. Access to Portacabin must be supervised at all times.</li> <li>4. Notified immediately if danger is seen and activity stopped.</li> </ol>
Public areas	Building maintenance	<ol style="list-style-type: none"> <li>1. Buildings being maintained are not accessible to anyone – they are coned off.</li> <li>2. Uneven surfaces/ground is usual everywhere.</li> <li>3. Everyone given safety instructions during induction and asked NOT to run anywhere and to take care.</li> <li>4. Health and safety policy in place.</li> <li>5. Public liability insurance in place.</li> </ol>
All areas	Risk of infection	<ol style="list-style-type: none"> <li>1. Anti-bacterial hand gel to be used after handling animals. Learners and staff are also to wash hands and use hand gel before handling/eating food.</li> <li>2. Staff to check animals regularly to establish any potential health issues.</li> </ol>
All areas	Fire	<ol style="list-style-type: none"> <li>1. Fire assembly point sign displayed.</li> <li>2. Induction covers fire evacuation procedure.</li> <li>3. Staff are briefed to keep fire exits clear at all times.</li> <li>4. Fire extinguishers and fire blankets are available in the cabin and shed for use on small containable fires.</li> <li>5. Staff undertake fire training annually.</li> <li>6. Fire drills are undertaken on a termly basis.</li> <li>7. We are a No Smoking site</li> <li>8. Smoke alarms to be fitted in cabin, shed, and stables.</li> <li>9. Flammable substances kept locked away on site.</li> <li>10. Risk assessment taken before any fires.</li> <li>11. No clothes or footwear near camping stove or gas fire.</li> <li>12. Clients to be at least one metre away from camping stove or gas fire at all times when on –</li> </ol>

Pony Partnerships C.I.C (Company Number (12448033)  
Registered Office: 84 Cheal Close, Derby, DE72 2DY



		this will be marked out on the floor with tape.
Cabin/Shed	Sharp utensils/knives. May be taken by learners to self-harm, damage property or threaten staff.	<ol style="list-style-type: none"> <li>Knives and sharp utensils to be kept behind locked door and only used by learners under close supervision of staff.</li> <li>Staff are aware of individual learner risk assessments and will monitor learner accordingly.</li> <li>Staff are to read RAs at the beginning of every term. Any updates will be communicated at weekly staff meeting or sooner if required.</li> <li>First aid kits are available and are located in the cabin and shed.</li> </ol>
Cabin/Shed	Risk of infection	<ol style="list-style-type: none"> <li>Surfaces to be kept clean and wiped down before and after use.</li> <li>Towels and tea towels to be changed daily.</li> <li>Basic food hygiene adhered to.</li> </ol>
Cabin	Risk of poisoning from cleaning materials	<ol style="list-style-type: none"> <li>Only household strength cleaning chemicals are used. These are kept behind a locked door.</li> <li>COSHH Folder located in kitchen.</li> </ol>
Cabin	Possible poisoning from veterinary medicines and horse supplements	<ol style="list-style-type: none"> <li>All veterinary medicines to be kept in a locked cabinet and only used by staff.</li> </ol>
Gate and car parking areas	Learners being injured by vehicles.	<ol style="list-style-type: none"> <li>Induction/tour of yard and facilities done first.</li> <li>Learners advised about safe areas on site.</li> <li>Learners removed from the area when vehicles are moving.</li> <li>Staff supervise learners on a 1:3 ratio.</li> <li>Staff to remain vigilant and aware of moving vehicles/potentially moving vehicles during transition between sites.</li> <li>Learners to be closely escorted by staff member</li> <li>Staff to wear hi-vis clothing when escorting learners between sites.</li> </ol>
Gate and	Escape onto road	<ol style="list-style-type: none"> <li>Learners advised about safe areas on site.</li> </ol>

Pony Partnerships C.I.C (Company Number (12448033)  
Registered Office: 84 Cheal Close, Derby, DE72 2DY

Life on  
DREAMS



**bacp** |  
Registered Member 147427  
MBACP



**LEAP**  
SENIOR  
PRACTITIONER



hedges		2. Staff supervise learners on a 1:3 ratio.
Green shed	Injury from tools and equipment, which are stored in green shed	<ol style="list-style-type: none"> <li>1. No access to green shed for learners without supervision.</li> <li>2. Staff to visually check tools for defect before each use.</li> <li>3. Staff to count tools out and back in.</li> <li>4. Only staff have access to areas where equipment is kept.</li> <li>5. Equipment clean, well maintained and stored.</li> <li>6. Minimum equipment used for learners i.e. halter and rope, maybe cones put out by staff.</li> <li>7. Supervision at all times.</li> <li>8. Information provided on equipment and safe use before use.</li> </ol>
Stables-tack room/field	Manual handling injuries	1. Staff supervise learners with the carrying of horse tack and equipment.
Stables - stable doors/shed	Trapped fingers from doors blowing in strong winds	1. Doors to be kept shut or fixed open when not in use and learners to be supervised by staff.
Stables - horses	Injury from horses being tied up in yard.	<ol style="list-style-type: none"> <li>1. Learners closely supervised by staff when working with horses.</li> <li>2. Staff have received training in horse behaviour and will supervise horse movements around yard.</li> <li>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.</li> </ol>
Stables-equipment	Injury from tripping over mucking out equipment.	<ol style="list-style-type: none"> <li>1. Wheelbarrows and mucking out equipment to be kept out of the reach of horses and learners.</li> <li>2. Wheelbarrows to be emptied before being stored. Staff to supervise learners' use of any equipment.</li> </ol>
Field and surrounding areas	Slips, trips and falls due to uneven ground/items on floor	<ol style="list-style-type: none"> <li>1. All staff, learners and visitors briefed to walk and not run around yard.</li> <li>2. Staff, Learners and visitors briefed to wear safe appropriate footwear.</li> <li>3. Yard is kept tidy.</li> </ol>

Pony Partnerships C.I.C (Company Number (12448033)  
Registered Office: 84 Cheal Close, Derby, DE72 2DY



		1. Horse equipment to be put away after every use.
Fields - surfaces	Slips, trips and falls due to uneven surface/muddy conditions	<ol style="list-style-type: none"> <li>1. Staff to informally risk assess each learner prior to accessing the fields. Weather conditions and abilities of learner to be taken into consideration.</li> <li>2. Will also be discussed at daily morning staff briefing. Certain fields may be placed out of bounds due to condition of surfaces underfoot.</li> </ol>
Fields - horses	Injury from horses	<ol style="list-style-type: none"> <li>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.</li> <li>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. Learners will be briefed by staff on any safety rules prior to entering the fields.</li> </ol>
Field - fencing	Injury from electric fence or from horses being spooked by electric shock	<ol style="list-style-type: none"> <li>1. Staff will ensure that the students know which fences are turned on before learners enter the fields to work with the horses.</li> </ol>
OUTSIDE	Sunburn/sunstroke	<ol style="list-style-type: none"> <li>1. Learners briefed on the need to wear suncream outside during sunny periods.</li> <li>2. Sun cream is available for use by learners and staff.</li> <li>3. Staff are briefed to model best practice by applying cream several times a day in sunny periods.</li> <li>4. Drinks offered at regular intervals</li> <li>5. Shade available.</li> </ol>

## ACTIVITY RISK ASSESSMENTS

Pony Partnerships C.I.C (Company Number (12448033)  
Registered Office: 84 Cheal Close, Derby, DE72 2DY



ACTIVITY	NATURE OF ACTIVITY	POTENTIAL HAZARD – WHO MAY BE HARMED AND HOW?	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"> <li>1. Qualified, trained, experienced staff.</li> <li>2. Information on health and safety provided.</li> <li>3. Animals are tame.</li> <li>4. Supervision at all times.</li> <li>5. Learner capacity to follow instructions safely assessed.</li> <li>6. Questionnaire to complete.</li> <li>7. First aider on site.</li> <li>8. Hand sanitising facilities.</li> <li>9. Staff to supervise learners' use of any equipment.</li> <li>10. PPE worn</li> </ol>
Ground work in field with horses	Interaction with a horse. Carry out simple tasks. Observation of horse. Reflecting/processing of experience.	Bitten.  Knocked/tripping over.  Kicked.  Allergic reaction.  Horse acting instinctively.  Manual handling injuries.	<ol style="list-style-type: none"> <li>1. Staff have been trained in Equine Facilitated Learning/Psychotherapy and Emergency First Aid.</li> <li>2. Sensible, well-mannered horses trained using relational horsemanship techniques.</li> <li>3. Hand sanitising facilities.</li> <li>4. Staff to supervise learners at all times. Staff ratios at 1:3</li> <li>5. Induction and introduction to horses given to all participants.</li> <li>6. Learner capacity to follow instructions safely assessed.</li> <li>7. Information regarding health and safety around horses provided.</li> <li>8. No other activities carried out at the same time.</li> <li>9. Wear PPE.</li> <li>10. 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.</li> <li>11. Weather and surface conditions will be taken into</li> </ol>

Pony Partnerships C.I.C (Company Number (12448033)  
Registered Office: 84 Cheal Close, Derby, DE72 2DY

Life on  
DREAMS



**bacp** |  
Registered Member 147427  
MBACP



**LEAP**  
SENIOR  
PRACTITIONER 2020



			<p>consideration before any activity takes place.</p> <p>12. Staff supervise learners with the carrying of equipment.</p> <p>13. Staff will stop session immediately if they feel the learner or horse is displaying unsafe behaviour.</p> <p>14. First aider present at all times.</p>
Walking out with horse	Taking a horse on a walk in the local area.	<p>Fall on road</p> <p>Trodden on by horse</p> <p>Injury</p> <p>Loose dogs</p> <p>Passing horses in field</p> <p>Cyclists</p>	<ol style="list-style-type: none"> <li>1. RA undertaken by accompanying staff member before every walk.</li> <li>2. Learner capacity to follow instructions safely assessed.</li> <li>3. Staff to supervise learners at all times.</li> <li>4. Each horse has individual risk assessment.</li> <li>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.</li> <li>6. First Aid kit and emergency bumbag taken on every walk.</li> <li>7. Learners to walk at arms length away from horse at all times</li> <li>8. Route planned prior to departure and remaining staff informed of plan and expected return to site.</li> <li>9. Mobile phone carried by staff.</li> <li>10. Staff are first aid trained.</li> <li>11. Hi-vis tabards to be worn by learners and staff when off site with horses.</li> <li>12. Steel toe cap boots to be worn by learners when off site with horses.</li> <li>13. Notified immediately if danger is seen and activity stopped.</li> <li>14. Learners are briefed on etiquette when passing members of the public/animals/traffic – stand to left side and wait.</li> <li>15. First aider present at all times.</li> </ol>

Pony Partnerships C.I.C (Company Number (12448033)  
Registered Office: 84 Cheal Close, Derby, DE72 2DY





<p>Preparing food and drinks</p>	<p>Fire with Storm Kettles/fire pit.</p> <p>Boiling kettle</p> <p>Preparing hot drinks</p> <p>Cooking over a fire</p>	<p>Burns/scalds</p> <p>Smoke inhalation</p> <p>Burned clothing</p>	<ol style="list-style-type: none"> <li>1. Staff briefed to closely supervise learners when undertaking a cooking activity.</li> <li>2. Learner capacity to follow instructions safely assessed.</li> <li>3. Learners are not be permitted to use cooking facilities without a member of staff present.</li> <li>4. Safety briefing for when fire is lit.</li> <li>5. All fire areas are clearly defined and physically marked a safe distance around it before fire is lit.</li> <li>6. Long hair should be tied back, and no loose clothing</li> <li>7. Learners shown how to light fire.</li> <li>8. Heat proof gloves should be worn by staff and learners.</li> <li>9. Learners must be supervised closely by an adult at all times.</li> <li>10. When feeding a fire, do not work above it and approach it as instructed by activity leader.</li> <li>11. Do not allow fire to build too high – adults to monitor.</li> <li>12. Learners instructed about safe materials to put in fire.</li> <li>13. Drinking water only to be used.</li> <li>14. Put in a kettle in safe place to cool once use has finished.</li> <li>15. Do not touch anything until it is cold</li> <li>16. Adult to make sure that fire is extinguished at end of activity.</li> <li>17. Water on hand for any burns and to extinguish fire.</li> <li>18. First aider present at all times.</li> </ol>
<p>Field maintenance</p>	<p>Strimming</p> <p>Hedge trimming</p> <p>Burning waste</p>	<p>Flying particles</p> <p>Loud noises</p> <p>Puncture wound</p>	<ol style="list-style-type: none"> <li>1. Staff briefed to closely supervise learners when undertaking any maintenance activity.</li> <li>2. Learner capacity to follow instructions safely assessed.</li> <li>3. Correct tool use procedure followed.</li> <li>4. No staff or learner to use tools without training in correct tool use procedure.</li> </ol>

Pony Partnerships C.I.C (Company Number (12448033)  
Registered Office: 84 Cheal Close, Derby, DE72 2DY





	<p>Digging</p> <p>Using the auger</p> <p>Using the post knocker</p> <p>Moving waste</p>	<p>Slicing wounds</p> <p>Fume inhalation</p> <p>Damage to property</p> <p>Burns/scalds</p> <p>Smoke inhalation</p> <p>Burned clothing</p> <p>Explosion</p> <p>Manual handling injuries</p> <p>Blisters</p>	<ol style="list-style-type: none"> <li>5. Learners are not be permitted to undertake any maintenance activity without a member of staff present.</li> <li>6. Safety briefing for any tools used.</li> <li>7. Appropriate PPE provided for use of tools – eye goggles, ear defenders, dust masks, gloves where safe.</li> <li>8. Full face masks to be used when using powered strimming or trimming equipment.</li> <li>9. All tools to be kept in good state of repair by Pony Partnerships CIC.</li> <li>10. Long hair should be tied back, and no loose clothing.</li> <li>11. Learners must be supervised closely by an adult at all times.</li> <li>12. Manual handling training to be given with use of heavy objects or moving heavy waste.</li> <li>13. Steel toe cap footwear to be worn when handling heavy tools.</li> <li>14. Gloves to be worn when handling waste materials.</li> <li>15. Safety briefing for when fire is lit.</li> <li>16. All fire areas are clearly defined and physically marked a safe distance around it before fire is lit.</li> <li>17. Learners shown how to light fire.</li> <li>18. Heat proof gloves should be worn by staff and learners when working with fire.</li> <li>19. When feeding a fire, do not work above it and approach it as instructed by activity leader.</li> <li>20. Risk of explosion if improper materials are burned.</li> <li>21. Learners instructed about safe materials to put in fire.</li> <li>22. Do not allow fire to build too high – adults to monitor.</li> <li>23. Do not touch anything until it is cold</li> <li>24. Adult to make sure that fire is extinguished at end of</li> </ol>
--	---	--	---

Pony Partnerships C.I.C (Company Number (12448033)  
Registered Office: 84 Cheal Close, Derby, DE72 2DY



**bacp** | professional standards authority  
accredited register  
Registered Member 147427  
**MBACP**



			<p>activity.</p> <p>25. Water on hand for any burns and to extinguish fire.</p> <p>26. First aider present at all times.</p>
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>	<ol style="list-style-type: none"> <li>1. Staff briefed to closely supervise learners when undertaking any maintenance activity.</li> <li>2. Learner capacity to follow instructions safely assessed.</li> <li>3. Correct tool use procedure followed</li> <li>4. No staff or learner to use tools without training in correct tool use procedure.</li> <li>5. Learners are not be permitted to undertake any maintenance activity without a member of staff present.</li> <li>6. Safety briefing for any tools used.</li> <li>7. Appropriate PPE provided for use of tools – eye goggles, ear defenders, dust masks, gloves where safe.</li> <li>8. All tools to be kept in good state of repair by Pony Partnerships CIC.</li> <li>9. Long hair should be tied back, and no loose clothing.</li> <li>10. Learners must be supervised closely by an adult at all times.</li> <li>11. Manual handling training to be given with use of heavy objects or moving lifting heavy objects.</li> <li>12. Steel toe cap footwear to be worn when handling heavy tools.</li> <li>13. First aider present at all times.</li> </ol>

Pony Partnerships C.I.C (Company Number (12448033)  
Registered Office: 84 Cheal Close, Derby, DE72 2DY

Life on  
DREAMS



**bacp** |  
Registered Member 147427  
**MBACP**



**LEAP**  
SENIOR  
PRACTITIONER 2020



<p>Visiting Dogs and Bones Doggy Day Care</p>	<p>Travelling between sites Interacting with dogs Interacting with horses</p>	<p>Private car park and storage facility Heavy goods vehicles Private property Trodden on by horse Injury Loose dogs</p>	<ol style="list-style-type: none"> <li>1. Qualified, trained, experienced staff.</li> <li>2. Information on health and safety provided.</li> <li>3. Animals are tame.</li> <li>4. Supervision at all times.</li> <li>5. Learner capacity to follow instructions safely assessed.</li> <li>6. First aider on site.</li> <li>7. Hand sanitising facilities.</li> <li>8. Staff to supervise learners' use of any equipment.</li> <li>9. Induction and introduction to horses and dogs given to all participants.</li> <li>10. Staff to supervise learners at all times. Staff ratios at 1:3</li> <li>11. Information regarding health and safety around horses and dogs provided.</li> <li>12. Weather and surface conditions will be taken into consideration before any activity takes place.</li> <li>13. Staff will stop session immediately if they feel the learner, horse, or dog is displaying unsafe behaviour.</li> <li>14. First aider present at all times.</li> </ol>
---	---	--	---

Pony Partnerships C.I.C (Company Number (12448033)  
Registered Office: 84 Cheal Close, Derby, DE72 2DY



Transporting students	Driving learners in staff car	Car accident and injury  Damage to vehicle	<ol style="list-style-type: none"> <li>1. Staff to have business use insurance.</li> <li>2. Staff vehicle to have current MOT and tax and be in a good state of repair.</li> <li>3. Staff driver to have current full driving license.</li> <li>4. Staff driver to be DBS checked.</li> <li>5. Learner capacity to follow instructions safely assessed.</li> <li>6. Information on health and safety provided.</li> <li>7. Seatbelts to be worn at all times.</li> <li>8. Children needing booster seats to have them provided and fitted by parents/guardians.</li> <li>9. Driver to drive within speed limits at all times.</li> <li>10. Pre-drive safety checks to be completed before all journeys.</li> </ol>
-----------------------	-------------------------------	--	--

Pony Partnerships C.I.C (Company Number (12448033)  
Registered Office: 84 Cheal Close, Derby, DE72 2DY

