



## **RISK ASSESSMENT FOR ASHRIDGE TREKKING CENTRE (ATC)**

The original **Risk assessment** was carried out in June 2019

All risk assessments are carried out by JANETTE ANDREW & JACKIE WILSON

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.

ALL should sign a document to confirm they have read the risk assessment

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 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.  Large bales only moved by contractor	Reminders at Bi monthly meeting. Supervision/training new staff / students  Poster on lifting to be displayed on staff notice board	J.Andrew J. Wilson	Last Wednesday of the month, every other month from July 2019	

<p>Mucking out, bedding down  Maintaining muck heap,  Sweeping yard</p>	<p>Staff and Students  Clients</p> <p>Injury to lower back  Stab injury from fork  Dust  Handling horses</p>	<p>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)  Blair regularly delivers straw /hay onto yard monthly  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 all stables</p>	<p>Make a note of all staffs last tetanus injections.</p> <p>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 <a href="#">and in main tackroom</a>  Additional dispenser to be placed in main tack room</p>	<p>J. Andrew  J. Wilson</p>		
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<b>Leading / Handling Horses</b> catching / turn out Leading clients Lunging Loading	Staff ,students And Clients  Blistering or Friction burns to hands Tread injuries to feet Bites from horse Kick injuries, blows	By ensuring correct instruction, training and supervision .regarding methods of restraint and safe handling as well as positioning of handler , horse behaviour and suitable restraining equipment. Horse Training. Protective equipment - gloves, correct footwear, Riding hat. Night time loading .Lights in car park to be switched on. Maximum of two horses to be lead to /from field. Obligatory for staff to wear hat/ gloves. Contractual agreement as of 2019. 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.		J. Andrew J.Wilson	Meeting held every two months	<b>On going</b>
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<p><b>Handling Horses</b> Grooming, tacking up trimming, plaiting washing, clipping</p>	<p>Staff ,students and clients Clients Tread injuries to feet Bites from horse Kick injuries, knocked over by horse, crushed against wall. Dust</p>	<p>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</p>	<p>Reminders at Bi monthly M. Supervision/training new staff / students</p>	<p>J.Andrew J. Wilson</p>	<p>Meeting held every two months</p>	<p>On going</p>
<p>Riding and ride &amp; lead</p>	<p>Staff ,students and clients Clients Fall injuries</p>	<p>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</p>	<p>Review acc. Book for trends monthly. <b>All horses to wear neck straps</b></p>	<p>J. Andrew J. Wilson</p>	<p>Meeting held every two months from June 2019</p>	<p>On going</p>
<p>Moving or building Show jumps. Poles. Dressage boards</p>	<p>Staff and students Injury, esp. lower back, Drop on to foot</p>	<p>By ensuring minimal distance and amount moved, correct instruction, training &amp; supervision by skilled staff, appropriate handling aids and protective equipment. Ensure sufficient people available – tractor, Mule and trailer used where possible.</p>	<p>Poster on lifting to be displayed on staff notice board</p>	<p>J. Andrew J.Wilson</p>		<p>On-going</p>

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 <a href="#">now also in main tack room</a>	J. Andrew J. Wilson		
Creosote / painting	Staff and students Burns to skin and eyes Irritation to breathing	Abide by COSSH regulations Personal hygiene rules, Yard manager supervision	Staff to wear glasses ,masks, overall, gloves	J. Andrew J. Wilson		<a href="#">On going</a>

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<p>Electrical Boiling Kettles Radios Clippers Powerhouse</p>	<p>Staff ,students and clients Shocks ( handling horses)</p>	<p>No cable to be allowed to trail across yard, when in use put warning bollards up. <b>Only waterproof cabling to be used. Visible checks to be made to all cables.</b> <b>Three phase cut out system in place..</b></p> <p>All breaker boxes have RDS Electrical safety regulations complied with, and tested.</p> <p>Training given on correct use of electrical equipment.</p>	<p>Staff briefing</p> <p>New extension leads purchased, non-compliant leads disposed of. PAT testing bi-annually of all portable devices Total system review every 5 years</p> <p>All breaker boxes to be upgraded RDS to be checked monthly and a record kept. Part of induction</p>	<p>J. Andrew J. Wilson</p>		<p>On going done</p> <p>On going</p> <p>On going</p> <p>On going</p>
<p>Cars / working around tractor / lorries Deliveries</p>	<p>Staff ,students and clients Impact injury /loads falling</p>	<p>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</p>	<p>Banksman to be used.</p> <p><b>5 MPH signs to be put up</b></p>	<p>J.Andrew J. Wilson</p>		<p>On going</p>

Care of shavings and hay bales. Working from a height	Staff ,students Falling bales , dust, falls	Duty yard manager responsibility for opening bales and general tidiness of barn area, on a daily bases. Keeping bay level. Dust masks available. <b>Use correct stacking.</b>  Duty yard manager to ensure no blocking of entrances to yard or barns.	Duty yard manager to supervise deliveries  Poster on lifting to be displayed on staff notice board Keep clear signs to be placed on inside and outside of doors	J. Andrew J.Wilson		On going  Done  done
Horse breaks free and escapes on to a road.	Drivers and other road users crashing into an escaped horse	Front gate kept locked, and when opened the secondary metal gate remains closed. Gates onto yard – at front and onto car park kept closed. Stables to have locks and kick bars. 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.		J. Andrew J. Wilson  Yard personnel Yard personnel Yard personnel		Ongoing  Ongoing  Ongoing  Ongoing

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<p>General movement about the property contd.</p>	<p>Staff ,students and clients Slips, trips, falls</p>	<p>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 <b>high heels or open toed shoes.</b> 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 Warning sign that agricultural machines sometimes operating</p>		<p>J. Andrew J. Wilson</p>		<p>Ongoing</p>
<p>Possible illness due to eating or drinking having touched horses</p>	<p>Young persons in particular, also adults</p>	<p>Hot water now available in lavatories, main tack room and both offices. Soap and disinfectant foam available in key locations</p>	<p>Sign put above sinks telling people to wash hands with hot water and soap before eating or drinking Replace with HSC design</p>	<p>J. Andrew J. Wilson</p>		

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.		J. Andrew J. Wilson		
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		J. Andrew J. Wilson		
Winter Ice	Staff ,students and clients Slipping etc.	Salt/ grit kept on yard in yellow bin, 3 months supplies to held First person on the yard to salt all critical areas as needed		J. Andrew J. Wilson		



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Legionella Control	Staff and clients	Review of facilities to identify possible risk areas.	Empty out and power wash large tanks every other year	J. Andrew J. Wilson		
Tree maintenance	Staff, horses 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.	Initiate a study and action plan on all trees in property where clients, staff or horses have access. Implement recommendations  Review with Rod Wilson	J.Andrew J. Wilson R. Wilson		

Dust Control	Staff & Clients	Annual spring clean & painting Replace indoor school surface  Replace external client watching area in outdoor school	Ongoing, spring clean Replace & ensure surface kept moist  Replace surface as needed  Refurbish every 3 or 4 years	J. Andrew J. Wilson		Ongoing
Driving Horse Lorry	Staff & clients Dangerous driving	Only Janette Andrew is allowed to drive horse lorry	Ensure Horses are safely loaded and partitions secured  Ensure seat belts are used.	J Andrew		Ongoing
Tea Making Urn and Kettle in Staff Kitchen / Tack Room	Staff could potentially burn themselves	Take caution when using the kettle Electrics checked by electrician and past test carried out.		J. Andrew J. Wilson		Done On going  Done On-going
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<p>A fall due to misuse of ladder, or poor-quality ladders</p>	<p>Primarily staff By a fall</p>	<p>Only industrial quality ladders used. Discussed with NFU H&amp;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</p>	<p>Develop a ladder policy</p>	<p>J. Andrew J. Wilson</p>		

### **Storage of Hay, Straw and Shavings**

**Duty yard manager designated responsible for this area on a daily bases**

**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 mouldy hay thrown away immediately.**
- e) Rake up passage way and hay pile, throw away immediately.**
- f) Only Janette 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.**

**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 JANETTE TO DRIVE HORSE LORRY**



**Exercising horses off ASHRIDGE HORSE TREKKING 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 organised 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**

**Individuals encouraged to “ MAKE IT YOUR RESPONSIBILITY – BE SAFE- BE SEEN “.**

## **CONTAINMENT POLICY( 10.06.2019 )\_**

### **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) Front Gates to Little Gaddesden must be closed at all times. Back gates onto Ringshall Drive to be kept closed – if open the second wooden 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.
- Staff trained to not leave a horse unattended when tied up

### **3) No one may ride on the yard alone ,**

A member of staff or another client must know when someone is riding and 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. Clients may not come to the yard nor ride if the yard is unattended.

## ASHRIDGE TREKKING CENTRE STAFF 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 Hi Vis Tabbards may be worn.
3. Where possible use the Ashridge Trekking Centre uniform – Polo or Rugby shirt, gilet 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 NOT ALLOWED ON ANY PART OF BEANEY FARM OR IN ASHRIDGE
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 ( JUNE 2019)
2. Accident procedures updated (JUNE 2019)
3. Restricted access for children and parents in stables (notices on doors)
4. Tops should not be of the single strap variety but sleeveless tops are permitted.

5. Footwear should be practical and protect you from injury, trainers are not appropriate.
6. Jewellery and perfume should not be worn. Stud earrings and watches are acceptable.

### **Children , vulnerable young persons , Volunteers Risk Assessment**

**The main risk with young people on the yard are 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 ATC rules and industry standards and ensure supervision at all times.**

1. ATC risk assessment applies to all people working on the yard.
2. All volunteers, work experience, apprentices **must** sign the ATC young person's risk assessment document.
3. All Apprentices must be signed up to Haddons – robust policy in place.
4. All Qualified Instructors on BHS register of Instructors which means they have done a child protection course , are DBS 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.

