Equestrian Safety Adviser Volunteer Role Risk Assessment

Activity Assessed: Equestrian Safety Adviser (ESA) Volunteering Role **Assessment Date**: 21 March 2025

Name of Assessor: Des Payne Reviewed by: Samar Chakraborty **Next Review Date**: 21 March 2026

Hazard	Who might be harmed and How might they be harmed?	Current Control Methods (What are you already doing to control this risk?)	Further Controls Recommended	Who is responsible to carry out the actions?	Action by when?	Completed Date
Travelling to and from an organised BHS committee/ safety event /meeting (via car/cycle/foot/public transport)	-ESA Volunteer & other road user -Road traffic accident including crush injuries, whiplash, trapped in vehicle, other body trauma.	- ESA Volunteer should have full in date UK driver's license if driving themselves. - Details of location is given for them to plan journey. - Journey distance limited to 1 hour or speak to them if they are happy to travel further. - If on Foot or Cycle that ESA volunteer have an appropriate and safe route - If public transport is used that ESA volunteer should check availability for both directions and they can exit the transport at the next stop if feeling vulnerable.	- Ensure volunteers checks location on Google maps/Bing maps (for OS map) - ESA to ensure car or bike is regularly serviced. Call 999 if they are feeling vulnerable on public transport. ESA intends to attend in an event not organised by us should inform the safety team. The Safety team and their regional manager agreed if the ESAs planned to attend a **non-organised BHS** event and ask for a copy of the organisers RA prior to the event. On site carryout a dynamic RA . It's strongly recommended ESA's to attend the BHS Events H&S training if they intend to visit locations without being an organised event.	- ESA Volunteer - Safety Team	-Prior to attending each Safety event / meeting	Ongoing
Parking at location	ESA Volunteer & other road user -Road traffic accident resulting in trauma injuries to volunteer or other road users. -Theft or damage to vehicle	- Park under lights if dark - Reverse into a space to make the exit easier - Park near or under CCTV cameras if on site Park in a designated parking area or an acceptable parking area that close to the event.	- ESA volunteer to use google maps prior to journey to confirm parking place.	ESA Volunteer	Prior to attending each safety event/ meeting	Ongoing

Hazard	Who might be harmed and How might they be harmed?	Current Control Methods (What are you already doing to control this risk?)	Further Controls Recommended	Who is responsible to carry out the actions?	Action by when?	Completed Date
Manual Handling	ESA Volunteer -Range of injuries; sprains, back injuries	Where manual handling not avoidable, use handling aids/tools but if tools are not available ask committee members to help. Members of staff or committee are available if assistance is needed, so no heavy lifting will be necessary for a single person. Volunteer are advised to take adequate break to avoid repetitive work.	ESA volunteer needs to receive manual handling training if involve in handling any heavy equipment or stuffs	ESA Volunteer and Development and Safety team	Whilst attending event/ meeting	Ongoing
Lone Working	Volunteer -Range of accidents or injuries e.g. slips, trips, illness, emergencies, violence	-Information on 'PET' (people, environment, task) and health and safety tips given and policy/guidance given in volunteer agreement documents. -Ensure volunteers either have a 'buddy' system in place or ask another volunteer to attend issue with them. -Advised to download what3words onto phone	-ESA volunteer to let a member of their family. Family member to have our details to call if needed (refer to Lone Working guidance and policy). -Further Lone working training/guidance for volunteers on new E Learning platform. -No ESA volunteer should be attending a location without the safety or Development teams knowledge and a RA being completed and sent to eventsafety@bhs.org.uk	ESA Volunteer, Development and Safety Team	Prior to attending. Event/meeting	Ongoing
Weather	ESA Volunteer -Sunburn, Heat Stroke, Hypothermia and increased risk of accident e.g RTC, slip/trip	Volunteers normally do not attend emergency calls. They can wait until the weather improves, communicating any such information to the relevant personnel.	In extreme weather conditions such as above 30 degrees or below -5 degrees all activities will be reassessed prior to any event taking place. Apply sun cream if needed plan activities in the early morning or late afternoon in case of extreme weather(heatwave).	ESA Volunteer, Development and Safety Team	Prior to allocating and attending an event/ meeting	Ongoing

Hazard	Who might be harmed and How might they be harmed?	Current Control Methods (What are you already doing to control this risk?)	Further Controls Recommended	Who is responsible to carry out the actions?	Action by when?	Completed Date
Musculoskeletal disorders during research	ESA Volunteer - Range of injuries; sprains, back injuries - Awkward posture, repetitive work, sitting inappropriately for a longer period in the meeting may cause Musculoskeletal disorders.	The ESA volunteer uses a laptop or desktop frequently for one hour or more for work purpose receive DSE training and aware of the risks associated	To research for no longer than 45 mins at any one time. Recommended 15 mins break before restarting away from the screen Regular breaks, and appropriate DSE setup is required if members/volunteers are involved with such activities.	ESA Volunteer and Safety Team.	Prior to any research taking place	Ongoing
Viruses/ Coronavirus	ESA Volunteer and members of public and family. -Catching/spreading Covid-19 and becoming ill with virus.	-Always follow government guidance on restrictions. -Share government guidelines with volunteers. -Use of hand sanitiser and to be carried at all times. -Wear mask when meeting others (unless exempt) is recommended to help prevent the spread of virus and maintain distance if possible. -Only attend if volunteer feels comfortable doing so.	-Encourage lateral flow testing and to get vaccination. -Encourage use of video conferencing for meetings.	ESA Volunteer and Safety Team.	Prior to attending Safety Event/ meeting	Ongoing

Risk Assessment Information

Although the assessment format does not include a formal risk rating, the following information may be used as a reference to help prioritise risks and implement appropriate control measures.

Evaluating Risk:

When preparing your event risk assessment, always evaluate the risk level and adopt control measures accordingly. The risk levels are defined as low risk (5-10), medium risk(11-15) and high risk(16-20). The risk levels are calculated as R(risk) = L(likelihood) x S(severity).

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: L x S = R.

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4', Using the calculation we multiply 1 x 4 = 4. This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again using the calculation we multiply 5 x 4 = 20. This returns a Risk Rating of High on the Risk Rating Key.

Likelihood and Severity Key:

Likelihood		Severity	
Rating	**Guide words**	**Rating**	**Guide words**
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

Risk Rating Key:

Score	Risk Level	Description
1-4	**Very Low**	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	**Low**	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	**Medium**	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	**High**	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	**Very High**	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

Definitions:

Risk Assessment	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
Hazard	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
Harm	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
Likelihood	The chance that a hazard realises its potential to cause harm.
Severity	Extent of injury, damage etc.
Risk	The probability of a hazard actually causing harm.
Controls	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.