

Risk assessment form for BHS assessment days

Care/Management

Area/Activity (Hazard)	People at Risk	Controls	Other Precautions
<p>Assessing candidates</p> <p>Situations arising from outside of the assessment which may cause danger, for example, fire</p> <p>Situations arising from illness or existing medical conditions.</p>	<p>Candidate</p> <p>Other candidates</p> <p>Assessor</p>	<p>Any individual candidates with medical issues have been brought to the attention of the Assessing Team through the Assessors' briefing before the assessment begins.</p> <p>All assessors have current membership as an Accredited Professional Coach, which includes current First Aid and Safeguarding and Protecting Children.</p>	<p>Monitoring and vigilance from assessor.</p> <p>Centre risk assessment of the stable yard and facilities has been made re: fire precaution, exits and so on.</p> <p>First Aid kit to be nearby.</p>
<p>Working with a horse in a confined area, for example, in a stable</p> <p>Potential for candidate being bitten, kicked or trodden on</p>	<p>Candidate</p> <p>Assessor</p>	<p>Suitable horse and appropriate equipment provided, checked by assessor before assessment begins.</p> <p>Horse is securely tied at all times; stable is maintained as a safe environment. Door closed when candidate and/or assessor are in stable.</p>	<p>One candidate per horse in individual stables or stalled area.</p> <p>Assessor makes ongoing checks on the safety of horse and candidate throughout the assessment by entering stable/stall observing, checking and discussing.</p> <p>Assessor ensures equipment is suitably stored to ensure free movement for both themselves and the candidate.</p>
<p>Holding or leading a horse</p> <p>Rope burns to the hands. Being kicked if the horse is too close. Possibility of the candidate being pulled over and losing control of the horse and then becoming getting loose and/or falling.</p>	<p>Candidate</p> <p>Other candidates</p> <p>Assessor</p>	<p>Assessor has checked the environment, suitability of the horse and equipment before the assessment begins.</p> <p>Method of handling horse and equipment is considered during the assessed section, the temperament of the horse is considered at all times.</p> <p>When handling outside, suitable protective equipment should be used (bridle) and worn; hat approved to current BSI standards, and appropriate footwear and gloves.</p>	<p>Assessor has checked the suitability of the horse and should request the centre to move or use another horse if the initial one is unsuitable or unsettled by a candidate.</p> <p>Assessor may need to take control of the horse if the horse becomes fractious. Assessor vigilant.</p>

Care

Area/Activity (Hazard)	People at Risk	Controls	Other Precautions
<p>Stable and yard environment, concrete flooring, slippery surfaces, stable fittings. Possibility of slipping, trapping hands in doors, breathing in dusty environments.</p> <p>Damage to back if lifting incorrectly.</p>	<p>Candidate Other candidates Assessor</p>	<p>Assessor has checked the environment and equipment before the assessment begins.</p> <p>Weights are suitable for the candidates to lift safely.</p> <p>Candidate to follow safe lifting procedures, assessor to intervene if unsafe.</p>	<p>Assessor has checked the equipment and location, confirmed which stable to use and monitors candidates working within the environment.</p> <p>Items for handling are suitable.</p>

Lunge

Area/Activity (Hazard)	People at Risk	Controls	Other Precautions
<p>Rope burns to the hands. Injury from lunge line if held incorrectly. Being kicked if the horse is too close and then getting loose and/or falling. Possibility of the candidate being pulled over and losing control of the horse.</p> <p>Possible lack of control from other candidates causing horse to become loose</p>	<p>Candidate Other candidates Assessor</p>	<p>Suitable horse and appropriate equipment provided, checked by assessor before assessment begins.</p> <p>Assessor made aware of the temperament and likely behaviour of the lunge horse.</p> <p>Protective equipment worn, hat (approved to BSI standard) and gloves, suitable boots.</p>	<p>Lungeing surface assessed for suitability. Assessor makes ongoing checks on the safety of horse and candidate throughout the assessment and is positioned safely in the school to take over if required. Horse replaced if deemed unsuitable or lame by the Assessor.</p> <p>Assessor able to lunge horse if required.</p>

Riding

Area/Activity (Hazard)	People at Risk	Controls	Other Precautions
<p>Mounting and dismounting</p> <p>Rider falls or slips from the block or ground, injuring themselves, horse becomes loose and a risk to others in the school.</p> <p>Rider gets on heavily and the horse reacts.</p>	<p>Candidate Other candidates Commander Assessor</p>	<p>Mounting block is firm, secure, and has non-slip surface.</p> <p>Horse can be held if required.</p> <p>Protective equipment worn, hat (approved to BSI standard) and gloves, suitable boots.</p>	<p>Other horses are at least one horses' length from the horse being mounted.</p> <p>Surface is level if using a mobile mounting block.</p> <p>Rider's whip is placed in the left hand.</p>
<p>Tack and adjustment of tack.</p> <p>Tack is not secure or fitted correctly for the horse and therefore causes discomfort.</p> <p>Rider attempts to adjust tack following an unsafe procedure.</p>	<p>Candidate Other candidates Commander</p>	<p>Tack is initially checked by the centre and the commander.</p> <p>Good practice states that the reins and whip are held in one hand and the other used to adjust the stirrups. Rider's feet remain in the stirrups.</p>	<p>Tack checked when horse tacked up and horse wearing its own equipment.</p>
<p>Loss of balance, possibly leading to lack of control of the horse and possibility of falling off or near incident and hurting themselves.</p>	<p>Candidate Other candidates Commander Assessor</p>	<p>Commander takes control of the ride and keeps them in closed order to assess their competency before allowing any work in walk, trot or canter in open order.</p> <p>Jumping courses are numbered and checked for height, distances and suitability</p>	<p>Working surface is assessed for suitability to work the horses.</p> <p>Environment is safe to work in. Horse is one horse length between others when in closed order.</p> <p>Assessor can stop any candidate at any time if they feel that the rider is a liability to themselves or others.</p> <p>Horse replaced if deemed unsuitable or lame by the Assessor.</p> <p>Commander and Assessors position themselves in a safe position and be prepared to move around.</p>

Coaching

Area/Activity (Hazard)	People at Risk	Controls	Other Precautions
<p>Coaching practice</p> <p>Poor use of voice, riders unable to hear well, possible mis-communication between candidate and riders.</p> <p>Poor introduction, resulting in misunderstanding of aims. Poor communication between candidate and riders.</p> <p>Lack of awareness putting rider and horse safety at risk, poor discussion of exercises compromising rider safety and possibility of rider injury.</p>	<p>Candidate Riders Assessor</p>	<p>Suitable horses and riders provided. Assessor made aware of their temperament and likely behaviour.</p> <p>Personal protective equipment (PPE) worn, hat (approved to BSI standard) and gloves, suitable boots/shoes.</p>	<p>Lesson surface assessed for suitability. Assessor aware of the safety of horse and riders throughout the assessment.</p> <p>Horses replaced if deemed unsuitable or lame by the Assessor.</p>
<p>Unsuitable coaching plan/activities with a lack of awareness putting rider and horse safety at risk, poor discussion of exercises compromising rider safety and possibility of rider injury.</p>	<p>Candidate Riders Assessor</p>	<p>Suitable horses provided.</p> <p>Assessor to discuss the plan after initial assessment period.</p>	<p>Assessor makes ongoing checks on the safety of horses and riders throughout the assessment.</p> <p>Assessor to step in to support suitability of exercises through discussion with candidate.</p>
<p>Lunge lesson/lead rein lesson</p> <p>Rope burns to the hands. Being kicked if the horse is too close. Possibility of the candidate being pulled over and losing control of the horse and then getting loose and/or falling. Unsafe handling of equipment, possibility of rider or coach injury.</p>	<p>Candidate Riders Assessor</p>	<p>Suitable lunge/lead rein horses provided.</p> <p>Personal protective equipment (PPE) worn, hat (approved to current BSI standard) and gloves, suitable boots/shoes.</p>	<p>Lungeing surface assessed for suitability.</p> <p>Assessor makes ongoing checks on the safety of horses and riders throughout the assessment.</p> <p>Assessor to step in to support suitability of exercises through discussion with candidate.</p> <p>Horses replaced if deemed unsuitable or lame by the Assessor.</p>

‘On the Day’ Risk Assessments

When carrying out a risk assessment:

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| <ol style="list-style-type: none"> 1. Identify the hazard for each activity 3. Identify existing precautions 5. Decide what further action is necessary | <ol style="list-style-type: none"> 2. Identify those who may be harmed and how 4. Evaluate the risks 6. Communicate decisions. |
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Check List for Centre

First Aid		Arena riding and outside riding	
Name of First Aider		Horses	
First Aid kit fully stocked		Tack	
Location clearly marked		Adverse weather	
A&E Hospital location		Surface	
Emergency Communication		Jump heights and distances	
Mobile available		Security and suitability of cross country fences	
Nearest landline		Centre	
		Parking	
		Stable area	
		Outdoor school	

Notes and/or actions:

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Assessor initials:

On the Day Risk Assessment (for any risks not considered above)

Activity	Hazard	Control Measures

Notes and/or actions:

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Conflict of interest management:

Was a conflict of interest declared at the assessment? (Yes/No)

If yes – what was/were the conflict/s of interest declared (include name of the assessor and details of the interest/situation declared)?

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How did you manage the conflict of interest?

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Date of assessment:

Assessment centre:

Lead Assessor name (printed):

Signature:

