**Checklist for Lead Assessor**

* Check with the centre their health and safety procedures in terms of fire evacuation, first aiders on site, their general risk assessments and the Safeguarding Officer/Lead on site for the day. Complete the ‘on the day’ risk assessment (page 17 & 18) with their support. Check with the centre if there are any other planned events/work/activities that you should be aware of and update the risk assessment if required.
* Gather emergency contact details for the assessing team. Include IQA, Assessor Mentor, Translator if present (page 19 of this document).
* Ensure the assessment locations are risk assessed against the generic risk assessment, update the on the day risk assessment if required. Refer to the ‘Risk Assessment Information’ on pages 21-22.
* Brief the assessment team on any areas of concern.
* Brief the candidates to include any specific H&S information relevant to the day (for example, hot weather – stay hydrated). Introduce the assessors and reassure candidates they can approach any assessor should they have a concern about their safety or wellbeing at any point during the day.
* Check hats and body protectors of candidates against the ‘hat standards’ and ‘body protectors’ document.
* Ensure candidates complete the ‘Candidate emergency contact form’ before the assessment begins.
* Ensure candidates are being signed in and signed out during the day via the ‘candidate sign in/out register’.
* Return the completed ‘on the day’ risk assessment (p17 & 18) and ‘conflict of interest’ declaration (p20) within 48 hours of the assessment via the ‘Lead Assessor report form’. If you have made any changes to the generic risk assessment, please return this too.
* Emergency contact forms to be securely destroyed at the end of the day. All other paperwork retained by the Lead Assessor and kept for 30 days before being securely destroyed.

**If an under 18 does not turn up to the planned assessment:**

* Contact the BHS Education Team before the start time of the assessment. U18s will be flagged via the ‘Safeguarding Report’.

**Checklist for all assessors:**

* Walk any jumping courses and check for safety, distances, lines etc. Consult with the centre manager before adjusting any fences.
* Risk assess your assessment locations before you begin, and monitor for any hazards throughout
* Follow safe working practice at all time.

**In response to an accident or near miss:**

* Follow the guidance set out in the ‘Accidents at BHS Assessment Policy’. Reminder: candidates are not permitted to remount if fallen in a ridden section. They are not permitted to continue with any further ridden sections that day. Any first aid given, or care or aftercare of the candidate must be delegated to a trained and nominated first aider.
* Lead Assessor to ensure the ‘Accident and Near Miss report form’ is completed and returned to the BHS Education Team within 48 hours of assessment [education@bhs.org.uk](mailto:education@bhs.org.uk). If you are unsure if the accident needs reporting to RIDDOR, contact us.

| **ALL ASSESSMENT ACTIVITIES** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Action by whom: Assessor** | | | **Action by Date: Date of Assessment** | **Completed Date: 01.03.2024**  **Completed by: Graeme Plaistow, Laura Hood** | | | | |
| **Ref no.** | **Hazard** | **Persons at Risk and How They Might be Harmed** | **Controls Currently in Place** | **Current Risk Level** | | | | **Further Controls Recommended** |
| **L** | **S** | **R** | **Risk Rating** |
| 1 | Slips, trips and falls | All (assessor, candidate, demonstration rider, participant, translator, others on site):   * may risk falling on wet/slippery floor. * may be struck with stable fixtures or doors. * may risk falling after being kicked/ bitten by horse. | Assessor checks the environment and equipment before the assessment begins.  Assessor makes ongoing checks for the safety of candidates and horses.  Careful assessment in terms of allocation; right horses for the right level of assessment.  First aid training for assessors.  The centre will have a nominated first aider on site.  Assessor ensures a nominated first aider is allocated to manage the incident. First aid provided immediately to treat injured person (if required). Emergency medical services called (if required).  Candidates, demonstration rider or any other participant in a coaching assessment required to wear appropriate dress and PPE as per dress guidance for assessments. | 3 | 5 | 15 | Medium | Continue to monitor assessment area for cleanliness, obstructions and other hazards. |
| 2 | Environment | All:   * may suffer breathing problems from bad smelling or dusty environment. | Assessor checks the environment before the assessment begins.  Candidate, assessor or translator has option to inform BHS of any preexisting medical concerns before the assessment begins.  Demonstration riders and participants for coaching assessments are sourced by the centre and deemed suitable for the activities they will take part in. The centre will be aware of any preexisting medical concerns. | 2 | 4 | 8 | Low | Appropriate ventilation (natural or mechanical) to be installed. |
| 3 | Manual handling | Candidate or assessor:   * may suffer from back injury or carpal tunnel syndrome from inappropriate lifting. | Candidate or assessor to follow safe lifting procedures, assessor to intervene if unsafe.  Candidates or assessor are to ensure that weights are suitable to lift safely.  Candidate or assessor has option to inform BHS of any preexisting medical concerns before the assessment begins. | 2 | 4 | 8 | Low | Manual handling training for assessor |
| 4 | Lone working | All (assessor, candidate, demonstration rider, participant, translator, others on site):   * Lone workers may suffer injury that is not noticed/reported. | The assessor would notify the centre upon arrival and follow any sign in/out procedure implemented at the centre.  Emergency contact details for assessors and translators are requested on the day (via the ‘on the day’ risk assessment).  A centre point of contact would be checking in on the assessor throughout the day.  Translator would notify assessors upon arrival and leaving the centre.  Candidates are supervised by the assessor during assessment activities.  Emergency contact details for candidates are provided for the assessment.  Candidates follow BHS sign in/sign out procedure during assessment.  Demonstration riders and participants for coaching assessments are sourced by the centre. They would notify the centre upon arrival and follow any sign in/out procedure implemented at the centre. They are supervised by the assessor during assessment activities. | 2 | 5 | 10 | Low | Lone working training for assessor.  It is recommended in our booking T&Cs that under 18s are accompanied by a responsible adult. |
| 5 | Safeguarding | Assessors, candidates and demonstration riders:   * Assessors may work with minors or adults at risk on a 1-2-1 or within a group * A minor or adult at risk may suffer an injury during the assessment | As part of the initial candidate briefing, assessors are introduced to all candidates before the assessment begins. They are also identified by their assessor badge. Candidates are made aware they can talk to any assessor should they have a concern or problem.  BHS safeguarding policy is carefully followed by the assessor during the assessment.  All assessors are current with their Safeguarding training. Following guidance regarding working with minors or adults at risk on a 1-2-1 basis. They will also have the required Criminal Record check as per the guidelines set by the UK Nation or country of residence they live in  Each assessment will have a candidate minimum age requirement.  Before the assessment, Assessors are sent a list of candidates and notified who is under 18.  Consent is obtained for under 18s to attend an assessment.  Emergency contact details for candidates are provided for the assessment.  An access to fair assessment policy and procedure is in place for candidates if they wish to make BHS aware of any additional support required.  Demonstration riders and participants for coaching assessments are sourced by the centre and deemed suitable to take part in the coaching activities. The centre is responsible for gathering consent for U18s to take part. Centre would follow their policy/procedure for U18s or an adult at risk taking part in coaching activities and being on site. They would notify the centre upon arrival and follow any sign in/out procedure implemented at the centre. They are supervised by the assessor during assessment activities. | 2 | 5 | 10 | Low | It is recommended in our booking T&Cs that under 18s are accompanied by a responsible adult. |
| 6 | Fire exit and evacuation | All (assessor, candidate, demonstration rider, participant, translator, others on site):   * Risk or injury or death in the event of fire if caught or struck by fire | A centre risk assessment of the stable yard and facilities has been made re: fire precaution, exits, meeting point and so on.  Assessors, candidates and translators are aware of the centre’s fire evacuation plan before assessment begins.  All fire exits are visible and free of obstruction.  Fire extinguishers are kept in suitable and easily accessible areas.  In the event of a fire, the assessor will lead their candidates (and demonstration riders, translator if applicable) to the allocated meeting point. The assessor will notify a member of staff or fire marshall if any candidates are unaccounted for. Candidates follow BHS sign in/sign out procedure during assessment so it will be known who is on or off-site.  The centre will have a copy of the timetable and will be aware of where candidates are throughout the day. If it’s a coaching assessment the centre will be aware of any demonstration riders on site.  Centre employees will be on site to manage a fire evacuation if required. Fire Marshalls will ensure all areas are evacuated. | 2 | 5 | 10 | Low |  |
| 7 | Access to/from the site and parking | All (assessor, candidate, demonstration rider, participant, translator, others on site):   * May suffer injury from being hit by moving vehicle or collision between vehicles | Designated parking area. | 2 | 5 | 10 | Low | Parking controlled by stewards if necessary.  Car park signage.  Separate route for pedestrians and vehicles. |
| 8 | Welfare facility | All:   * May suffer discomfort, or illness from inadequate welfare facilities | Toilet facilities are on site.  Adequate temperature, lighting, ventilation, and seating provision. | 2 | 4 | 8 | Low |  |
| 9 | Holding or leading a horse | Candidate, assessor or others:   * May suffer injury of rope burn if a horse pulls whilst being held * May suffer injury from horse kick if horse is too close * May suffer injury from being pulled over and losing control of the horse | Assessor to check the environment and equipment before activity begins.  Careful assessment in terms of allocation; right horses for the right level of assessment.  Assessors to monitor the handling skills of candidate and behaviour of horse/s during assessment activities.  Appropriate gloves to be worn.  When handling or leading outside, suitably fitting tack to be on horse (headcollar or bridle), hat approved to current BSI standards, appropriate footwear and gloves to be worn. | 2 | 5 | 10 | Low | Assessor to request the centre to move or use another horse if the initial one is unsuitable or unsettled.  Assessor may need to take control of the horse if the horse’s behaviour becomes fractious. Assessor to be vigilant. |
| 10 | Weather | All (assessor, candidate, demonstration rider, participant, translator, others on site):   * May be affected by extreme weather conditions (cold/heat) | The assessment may be delayed or postponed in extreme weather conditions.  Candidates, assessors, translators and demonstration riders to wear appropriate clothing for the weather (protection from cold or sunburn).  Any assessment area and surface is risk assessed before use. | 2 | 3 | 6 | Low | Grit in car parks if necessary (centre to implement).  Suitable breaks in between assessment activities if required. |
| 11 | Mental health and wellbeing | Candidate, demonstration rider or coaching participant:   * May suffer from stress and anxiety in assessment situation. * May suffer from stress and anxiety that can cause accident/incident/near miss. * Situations arising from illness or existing medical conditions. | Offer greetings and warm welcome to all candidates to provide relaxation before assessment begins.  Assessor to provide an initial briefing before assessment begins to go through the timetable, procedures and expectations of the day.  As part of the initial candidate briefing, assessors are introduced to all candidates before the assessment begins. They are also identified by their assessor badge. Candidates are made aware they can talk to any assessor should they have a concern or problem.  An access to fair assessment policy and procedure is in place for candidates if they wish to make BHS aware of any additional support required.  Allow adequate break and refreshment.  Candidate is stopped if health and safety is at risk.  Coaching session is stopped if health and safety of candidate, demonstration rider/s or horse/s is at risk.  Demonstration riders and participants for the coaching assessments are sources by the centre. Competencies known by the centre and deemed appropriate for the assessment activity.  BHS Accidents at Assessments Policy is followed with regards to continuing with an assessment following an accident. | 2 | 4 | 8 | Low | It is recommended in our booking T&Cs that under 18s are accompanied by a responsible adult.  A candidate, demonstration rider or participant may bring someone to accompany them. |
| 12 | Electrical hazards | Assessor or candidate:   * may suffer injury from electrocution from using faulty portable electrical equipment. | The centre must ensure a safe working environment is maintained and all electrical systems are suitably maintained.  The assessor carries out a visual check on any electrical portable equipment, cables, boards, leads, sockets that may be used in an assessment before use. If any damage noted, this is raised with the centre and equipment swapped before assessment begins. If the equipment belongs to a candidate, an alternative may be provided by the centre if appropriate/possible.  If any electrical equipment is provided by the BHS this will be PAT tested. | 2 | 5 | 10 | Low |  |

| **CARE ASSESSMENTS** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **In addition to the ‘all assessment activities’ risk assessment, a Care assessment has specific risks associated, as detailed below** | | | | | | | | |
| **Action by whom: Assessor** | | | **Action by Date: Date of Assessment** | **Completed Date: 01.03.2024**  **Completed by: Graeme Plaistow, Laura Hood** | | | | |
| **Ref no.** | **Hazard** | **Persons at Risk and How They Might be Harmed** | **Controls Currently in Place** | **Current Risk Level** | | | | **Further Controls Recommended** |
| **L** | **S** | **R** | **Risk Rating** |
| 1 | Working in a confined area, for example, stable | Assessor, candidate or translator:   * may be bit, kicked or trodden on | Assessor checks the environment and equipment before the assessment begins.  Horse is securely tied when appropriate for the activity, stable is maintained as a safe environment. Stable door closed when candidate and/or assessor in stable.  One candidate per horse in individual stable or stalled area.  Assessor makes ongoing checks for the safety of candidates and horses.  Careful assessment in terms of allocation; right horses for right level of assessment.  First Aid training for assessors.  First aid facility and emergency medical services to be provided immediately to treat injured person (if required).  Candidates required to wear appropriate dress and PPE as per dress guidance for assessments.  Assessor informs translator of appropriate place to stand during the assessment. | 2 | 5 | 10 | Low | Assessor to request the centre to move or use another horse if the initial one is unsuitable or unsettled.  Assessor may need to take control of the horse if the horse’s behaviour becomes fractious. Assessor to be vigilant. |

| **LUNGE ASSESSMENTS** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **In addition to the ‘all assessment activities’ risk assessment, a Lunge assessment has specific risks associated, as detailed below** | | | | | | | | |
| **Action by whom: Assessor** | | | **Action by Date: Date of Assessment** | **Completed Date: 01.03.2024**  **Completed by: Graeme Plaistow, Laura Hood** | | | | |
| **Ref no.** | **Hazard** | **Persons at Risk and How They Might be Harmed** | **Controls Currently in Place** | **Current Risk Level** | | | | **Further Controls Recommended** |
| **L** | **S** | **R** | **Risk Rating** |
| 1 | Lungeing a horse | Candidate or assessor:   * May suffer rope burns to the hands. * May suffer injury from lunge line if held incorrectly. * May be kicked if the horse is too close. * May suffer from being pulled over and losing control of the horse. | Assessor checks the environment, lunge surface and equipment before the assessment begins.  Assessor makes ongoing checks for the safety of candidates and horses.  Assessor made aware of temperament of the horse and likely behaviour of lunge horse.  Assessor to stop the lunge session if candidate or others are in danger or risk of injury.  Careful assessment in terms of allocation; right horses for right level of assessment.  Candidates required to wear appropriate dress and PPE as per dress guidance for assessments; hat approved to current BSI standards, appropriate footwear and gloves. | 2 | 5 | 10 | Low | Assessor is positioned safely in the school to take control of the session if required.  Horse replaced if deemed unsuitable or lame by the assessor.  Assessor able to lunge horse if required. |
| 2 | Loose horse | Candidate, assessor, translator, others:   * May suffer injury from kick or barge from a loose horse | Assessor makes ongoing checks for the safety of candidates, others, horses.  Assessor to manage the situation and direct candidates and others if a horse is loose.  Gates to/from arena are closed throughout the session so a loose horse is confined to the arena.  Candidates required to wear appropriate dress and PPE as per dress guidance for assessments; hat approved to current BSI standards, appropriate footwear and gloves.  Assessor ensures a nominated first aider is allocated to manage the incident. First aid provided immediately to treat injured person (if required). Emergency medical services called (if required).  Assessor informs translator of appropriate place to stand during the assessment. | 2 | 5 | 10 | Low | If more than one horse lunged at a time, appropriate barriers separating the two areas are in place – if barriers are available. |

| **RIDING ASSESSMENTS** | | | | | | | | | |
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| **In addition to the ‘all assessment activities’ risk assessment, a Riding assessment has specific risks associated, as detailed below** | | | | | | | | | |
| **Action by whom: Assessor** | | | **Action by Date: Date of Assessment** | | **Completed Date: 01.03.2024**  **Completed by: Graeme Plaistow, Laura Hood** | | | | |
| **Ref no.** | **Hazard** | **Persons at Risk and How They Might be Harmed** | | **Controls Currently in Place** | **Current Risk Level** | | | | **Further Controls Recommended** |
| **L** | **S** | **R** | **Risk Rating** |
| 1 | Mounting and dismounting | Candidate:   * May suffer fall or slip from mounting block. * Candidate gets on heavily and horse reacts. | | Assessor checks the environment, arena surface and equipment before the assessment begins.  Mounting block is firm, secure and has non-slip surface.  Horse can be held if required.  Horses are at least one length distance from the horse being mounted.  Assessor makes ongoing checks for the safety of candidates and horses.  Assessor made aware of temperament of the horse and likely behaviour of horse.  Careful assessment in terms of allocation; right horses for right level of assessment.  First Aid training for assessors.  Assessor ensures a nominated first aider is allocated to manage the incident. First aid provided immediately to treat injured person (if required). Emergency medical services called (if required).  Candidates required to wear appropriate dress and PPE as per dress guidance for assessments; hat approved to current BSI standards, appropriate footwear and gloves. | 2 | 5 | 10 | Low | Assessor makes ongoing checks on the safety of the horse and candidate throughout the assessment.  Assessor is positioned safely in the school to take control of the session if required.  Horse replaced if deemed unsuitable or lame by the assessor.  Rider’s whip is placed in the left hand. |
| 2 | Adjusting tack | Candidate, assessor, others:   * Tack is not secure or fitted correctly, causing slipping, leading to candidate fall. * Tack is uncomfortable for horse, leading them to become unsettled. * Rider attempts to adjust tack following an unsafe procedure. | | Order is informed to check tack once mounted.  Assessor makes ongoing checks for the safety of candidates and horses.  Tack checked by centre and commander.  Assessor informs translator of appropriate place to stand during the assessment. | 2 | 5 | 10 | Low | Tack checked when horse is tacked up by centre staff.  Horse wears tack allocated to it by yard manager.  Good practice followed when adjusting tack (reins and whip are held in one hand and other used to adjust stirrups). Rider’s feet remain in stirrups. |
| 3 | Rider fall, sudden noise or other external factor, or being struck by horse following a fall | Candidate, assessor, translator or other candidates:   * Loss of balance, possibly leading to lack of control of the horse. * Possible injury through rider fall. * Rider falls, resulting in loose horse, causing other horses to react. | | Stage One - Commander takes control of the ride and keeps them in closed order to assess competency before allowing any work in open order.  Arena/grass surface is assessed for suitability to work the horses.  Environment is safe to work in. Horse is one length between others when in closed order.  Assessor can stop candidate/all ride at any time if they feel the rider is a liability to themselves or others.  Assessor can stop the ride at any time if a horse becomes loose or unsafe.  Assessor and commander position themselves in a safe position and be prepared to move around.  Jumping courses are numbered and checked for height, distances and suitability.  Candidates walk the jump course/s before riding.  Candidates required to wear appropriate dress and PPE as per dress guidance for assessments; hat approved to current BSI standards, appropriate footwear and gloves.  Candidates must wear body protector for cross country jumping activities.  The use of air jackets is risk assessed by the centre. They give confirmation of use based on horses and environment following their own policy for air jacket use.  Candidates not permitted to wear fixed peaks for cross country riding activities.  BHS has taken steps to reduce risk of accidents by providing guidance on horses, fences and arena size for riding activities.  Assessor ensures a nominated first aider is allocated to manage the incident. First aid provided immediately to treat injured person (if required). Emergency medical services called (if required).  The rider will not be permitted to remount and continue as per the Accidents at BHS Assessments Policy.  Assessor informs translator of appropriate place to stand during the assessment. | 2 | 5 | 10 | Low | Horse can be replaced if deemed unsuitable or lame by assessor. |

| **COACHING ASSESSMENTS** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **In addition to the ‘all assessment activities’ risk assessment, a Coaching assessment has specific risks associated, as detailed below** | | | | | | | | | |
| **Action by whom: Assessor** | | | **Action by Date: Date of Assessment** | | **Completed Date: 01.03.2024**  **Completed by: Graeme Plaistow, Laura Hood** | | | | |
| **Ref no.** | **Hazard** | **Persons at Risk and How They Might be Harmed** | | **Controls Currently in Place** | **Current Risk Level** | | | | **Further Controls Recommended** |
| **L** | **S** | **R** | **Risk Rating** |
| 1 | Coaching practice (communication) during ridden or stable management coaching activities | Candidate, rider, participant, assessor, translator:   * Lack of communication (poor use of voice, too quiet, mis communication between candidate and rider/participant) could cause accident. * Poor introduction from candidate resulting in misunderstanding of aims between candidate and riders/participants could lead to accident. * Lack of awareness of risk from candidate putting rider/participant and horse safety at risk. | | Assessor checks the environment, surface and equipment before the assessment begins.  Suitable horses and riders/participants provided for the level of assessment Riders/participants and horses competencies known by the centre and deemed appropriate for the assessment.  Assessor made aware of the rider/participant/horse’s temperament and likely behaviour.  First Aid training for assessors.  Assessor ensures a nominated first aider is allocated to manage the incident. First aid provided immediately to treat injured person (if required). Emergency medical services called (if required).  Candidates/riders/participants required to wear appropriate dress and PPE as per dress guidance for assessments; hat approved to current BSI standards, appropriate footwear and gloves.  Reflective summary after each lesson to rectify any mistakes or improvements.  Assessor informs translator of appropriate place to stand during the assessment. | 2 | 5 | 10 | Low | Assessor makes ongoing checks on the safety of all throughout the assessment.  Assessor is positioned safely to take control of the session if required.  Horse replaced if deemed unsuitable or lame by the assessor. |
| 2 | Ridden lesson activities lead to rider fall or other accident | Candidate, rider, assessor:   * Unsuitable coaching plan/activities putting rider/horse welfare and safety at risk. * Poor discussion of exercises putting horse and rider safety at risk. | | Suitable horses and riders provided for the level of assessment Riders and horses competencies known by the centre and deemed appropriate for the assessment.  BHS has taken steps to reduce this risk by providing guidance on level of ability required of horse and rider to the centre.  Assessor to discuss the lesson plan and risk assessment with the candidate after initial assessment period.  First Aid training for assessors.  Assessor ensures a nominated first aider is allocated to manage the incident. First aid provided immediately to treat injured person (if required). Emergency medical services called (if required).  Candidates and riders required to wear appropriate dress and PPE as per dress guidance for assessments; hat approved to current BSI standards, appropriate footwear and gloves. Rider must wear a body protector if a cross country or simulated cross country lesson is taking place.  BHS Accidents at Assessments Policy is followed in the event of a rider fall. This includes following a centre ‘no remount’ policy if in place. | 2 | 5 | 10 | Low | Assessor makes ongoing checks on the safety of the horse/rider and candidate throughout the assessment.  Assessor can stop session or step in to support suitability of exercises with the candidate.  Horses replaced if deemed unsuitable or lame by the assessor.  Demonstration rider can decide (or responsible adult decides if U18) to continue once fallen if there is no centre policy in place to prevent remounting of the demonstration rider. |
| 3 | Lunge lesson/lead rein lesson | Candidate or others:   * Rope burns to hands if horse pulls. * Possibility of injury if horse kicks them if too close. * Possibility of risk of fall if candidate is pulled over by horse. * Unsafe handling of equipment, possibility of rider or coach injury. | | Suitable horses and riders provided for the level of assessment. Riders and horses known by the centre and deemed appropriate for the assessment.  Assessor checks the environment, arena surface and equipment before the assessment begins.  Candidates and riders required to wear appropriate dress and PPE as per dress guidance for assessments; hat approved to current BSI standards, appropriate footwear and gloves.  If an assistant is provided to lunge or lead the horse (as per an access arrangement requested by the candidate), the assistant is provided by the centre and deemed suitable for the activity. The assistant will wear appropriate PPE for the activity. The assistant will be given instructions by the candidate throughout the assessment activity.  First Aid training for assessors.  Assessor ensures a nominated first aider is allocated to manage the incident. First aid provided immediately to treat injured person (if required). Emergency medical services called (if required). | 2 | 5 | 10 | Low | Assessor makes ongoing checks on the safety of all throughout the assessment.  Assessor can stop session or step in to support suitability of exercises with the candidate. |

**Please tick or comment as necessary**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Aid** | | **Centre** | |
| Names of First Aiders on site (in addition to assessors) |  | Horses |  |
| First Aid kits are fully stocked |  | Tack |  |
| Location is clearly marked |  | What are the weather conditions? |  |
| Hospital location for A&E |  | Surface or ground underfoot – type and suitability |  |
| Mobile phones are available to use and within range |  | Jump heights and distances checked |  |
| Nearest landline number |  | Security and suitability for cross country fences – assessors have walked the course? |  |
| Centre Safeguarding Officer or Safeguarding Lead on site |  | Parking area |  |
|  |  | Stable area |  |
|  |  | Outdoor school |  |

Notes/Actions (continue on separate sheet if necessary):

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**On the Day Risk Assessment (For any risks not considered on the risk assessment)**

When carrying out a risk assessment:

1. Identify the hazards for each activity 2. Identify those who may be harmed and how? 3. Identify existing precautions

4. Evaluate the risk 5. Decide what further action is necessary 6. Communicate outcomes

|  |  |  |
| --- | --- | --- |
| Activity, hazard and whom might be at harm | Evaluate risk | Control Measures |
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Notes/Actions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Time the ‘on the day’ risk assessment is completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Assessment : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of the Assessment Centre : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Assessor’s name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessor initials and signature. **All assessors initial and sign below to confirm they have seen the findings of the risk assessment and on the day risk assessment:**

Assessor Emergency Contact Details. Include Probation assessors, IQA, Assessor Mentor or translator if present

Please provide emergency contact details for the day. This should be securely destroyed after the assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| Assessor/translator name | Emergency contact name | Emergency contact number/s | Relationship to assessor |
|  |  |  |  |
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Lead Assessor: you must ask all assessors, assessor mentor, IQA if they have a conflict of interest to declare.

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: ………………………………………………………………………**

**Evaluating Risk:**

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

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. |