

**Shillingstone and District Riding Club**

**Risk Assessment – Summer Camp 2020**

**The purpose of this document is to assess the risks to participants attending the camp which will be held at Stockland Lovell Manor. This risk assessment is developed in accordance with Stockland Lovell Health and Safety Policy 2020 and Covid19 Risk Assessment.**

**All participants (riders and non riders) are asked to read this risk assessment, along with the risk assessment and Health and Safety policy for Stockland Lovell and to sign the declaration below to confirm that they have understood it and agree to follow it throughout camp.**

**The text in blue indicates what you need to know and do to mitigate the risk to you and others during camp.**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *Arrival* | | | | | | |
| Inclement weather | Riders, horses, helpers, members of the public | Cancel the camp or sections if the weather is going to present an unacceptable risk.   * Torrential rain * Fog visibility less than 10 meters * Ice on the roads * Snow lying on the ground * Temperature in excess of 25 C | Review the weather 24 hours before camp and during camp so that a decision can be made about the type of activity which can be safely undertaken.  Inform members of any decision via the Whats app group | Chair and Camp leader | *24 hours prior to camp and during the event.* | *Throughout camp* |
| Access | Riders, horses and helper attending the event may be injured by the movement of vehicles onto the venue through collision with each other. | **A nominated committee member will instruct participants where to park and give them an authorised pass to display in their car.** | Stockland Lovell is a working farm so please park where instructed and keep clear on farm buildings and farm traffic.  Please display authorised notice given to you on your arrival | *Nominated committee member* | *24 hours prior to date of ride* | *Day of ride* |
| Risk of transmission of Covid 19 | All camp participants  Staff at Stockland Lovell  Other visitors | **Prior to and during camp**  Participants showing symptoms of Covid 19 are not permitted to attend camp.  Participants living with a household member or who has been identified as having contact with another person with symptoms will not be permitted to attend camp.  Participants contracting symptoms of Covid 19 during camp will be managed in accordance with the risk assessment for Stockland Lovell  **Covid 19 reducing the risk of transmission of the virus in accordance with Stockland Lovell Risk Assessment**  **Supply alcohol gel and wipes – troop leader to take responsibility for this.**  **Bubbles**  Participants are organised into bubbles.   * Riding – Groups of 5 to allow for 1 instructor * Social- Groups of 6 (to included non riders)   Committee members will be allocated a “bubble” to take responsibility for to encourage social distancing within the bubble and ensure that bubbles do not cross over.  Each bubble must keep at least 2 meters away for each other at all times.  If participants refuse to co-operate with the requirements of either SDRC or Stockland Lovell risk assessment and health and safety policy they will be dealt with in accordance with the club policy (appendix) | Remind participants of their responsibility to report any symptoms or possible contact with Covid 19  A partial refund will be given to encourage honesty  Encourage participants to read the Stockland Lovell Covid risk assessment in relation to:  Hand washing  Disinfection of communal areas  Social distancing  Participants are required to stay within their allocated riding and social bubbles.  Non riders will form a day time bubble.  Riding bubbles will be organised according to riding ability as stated on the booking form.  Social bubble will be organised to join family members together and in accordance with any requests made on the booking form.  Accommodation will be allocated, keeping to the social bubbles and family members together.  Social groups will eat together. The food will be brought to the table.  Horses will be stabled together in accordance with the social groups. At least one empty box will separate the social bubbles.  Only 2 people at once can enter the tack room, rotating in a clockwise direction  The camp leader Yaneke or Emily will hold the key to the tack room  Riding groups will meet, maintaining social distancing and will be made up of 5 riders and 1 instructor. The instructor will change bubbles for different sessions, in accordance with BRC guidance.  We encourage participants to stay within their allocated bubbles however if this is causing concern or a problem then participants will need to speak to the Camp leader or Chair. | Chair, teams manager and Camp leader.  Nominated committee members | *24 hours prior to camp and during camp.* | *Throughout camp* |
| Risk of Fire | All participants  Stockland Lovell Staff  Horses  Visitors | The camp will be run in accordance with the Fire procedure for Stockland Lovell.  Organise fire procedure briefing for Thursday 27 September at 18:00 | A fire briefing will be delivered at 6pm on the day of arrival. All camp participants are required to attend. | Chair | *Thursday 27 September 2020* |  |

1. **Please make sure you read the Covid 19 Risk assessment – Stockland Lovell** - <https://www.shillingstoneanddistrictrc.co.uk/summercamp2020>
2. **Please make sure you have read the Health and Safety policy for Stockland Lovell** - <https://www.shillingstoneanddistrictrc.co.uk/summercamp2020>
3. **Please fully read the risk assessment for riding activities below.**

**The text in blue indicates what you need to know and do to mitigate the risk to you and others during camp.**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Ground conditions: *Very hard ground* | Horses may become injured on the hard ground if jumping. | To be assessed on the day, pre-watering, rolling spiking etc | All clinics are held in accordance with Venue risk assessment | Nominated committee member | *24 hours prior to date of clinic* | *Day of clinic* |
| Adverse weather: *Poor ground, Flooding* | Mainly horses and riders as the horse may slip if the ground is wet. Officials and the general public may be injured if they come into contact with a spooky horse or they themselves can slip over. | To be assessed on the day – tractors, drainage channels etc | All clinics are held in accordance with Venue risk assessment | Nominated committee member | *24 hours prior to date of clinic* | *Day of clinic* |
| Riding (riders) | Risk to rider- riding is a dangerous sport and so injury is possible | Nominated committee lead for the clinic will confirm compliance of members, location of first aid kit and record any near misses/incidents  The full committee will review any near misses/incidents and on each occasion the risk assessment will be reviewed to see if any further mitigation can be implemented  Each instructor must have a small first aid kit to take with them when instructing cross country  A full first aid kit is available for the Camp leader Yaneke.  All incidents are recorded on the SL accident form and reviewed by the SDRC committee | Riders are grouped together in accordance with confidence, competence and experience of both rider and horse  Riding activity is run by experienced and BHS accredited riding instructors.  Riders must follow the guidance and recommendation of instructors leading the clinic  All instructors are qualified first aiders | Instructors,  Camp leader  Nominated Committee members | *Day of clinic* | *Day of clinic* |
| Riding (horses) | Risk to horse- Horses may be at increased risk of injury due to the development nature of clinics | Nominated committee lead for the clinic will confirm compliance of members and record any near misses/incidents  The full committee will review any near misses/incidents and on each occasion the risk assessment will be reviewed to see if any further mitigation can be implemented | Riders and horses are grouped together in accordance with confidence, competence and experience of both rider and horse  Riding activity is run by experienced and BHS accredited riding instructors.  Riders must follow the guidance and recommendation of instructors leading the clinic  All instructors are qualified and competent to assess and advice around the ability and potential of the horse | Instructors,  Camp leader  Nominated Committee members | *Day of clinic* | *Day of clinic* |
| Riding (others) | Risk to others:  Instructor  Committee member  Volunteers  Observers  Horses can be unpredictable and can potentially bolt placing others at risk of injury. | Nominated committee lead for the clinic will confirm compliance of members and record any near misses/incidents  The full committee will review any near misses/incidents and on each occasion the risk assessment will be reviewed to see if any further mitigation can be implemented  The full committee will review any near misses/incidents and on each occasion the risk assessment will be reviewed to see if any further mitigation can be implemented | All instructors are qualified and competent to assess and advice others to keep a safe distance from riding activities and horse | Instructors,  Camp leader  Nominated Committee members | *Day of clinic* | *Day of clinic* |

***I confirm that I have read the three documents:***

***(SDRC Camp Risk Assessment , Covid 19 Stockland Lovell Risk Assessment ,Stockland Lovell Health and Safety Policy)***

***And that I agree to abide by these rules and requirements whilst at SDRC summer Camp 2020***

**Name:**

**Emai:**

**Signature:**  (an electronic signature is acceptable)

*Please return the signed form to:* [*shillingstone@hotmail.com*](mailto:shillingstone@hotmail.com)

Appendix

**Procedure to follow in the event of non- compliance with the health and safety requirements of the event.**

***Any member of the SDRC Committee has the responsibility to take action in the event of non compliance which places individuals or others at risk.***

**First warning**

Speak to the individual concerned and ask them to refrain from the action they are taking that puts others at risk.

**Second warning**

Ask them again and inform them that if they fail to comply with the SDRC code of conduct and requirements of the risk assessment they will be asked to leave the event and premises. Inform them that you will be reporting their behavior to BRC. A refund will not be given. This will apply to the rider or any other individual accompanying them.

**Final warning**

Insist that they leave and inform them that if they do not leave as soon as reasonably possible you will call the police. Complete an adverse incident form. Inform SDRC chair and Secretary

**Action**

Call the police

Inform the chair and secretary of the individual’s details and complete an incident form.