


# Association of Irish Riding Clubs

## Risk Assessment Form

Ref: F08/14  
Amended: 22/03/2022

<b>Event / Activity:</b>	Club Training Lesson	<b>Location</b>	Kilotteran Equitation Centre (X91 Y090)
<b>Activity Description:</b>	Two one-hour lessons with (trainer name)	<b>Map</b>	
<b>Date of Activity:</b>			
<b>Event Organisers: (List Names)</b>			
<b>First Aid: (List Names)</b>			
<b>Appendix Documents with this Risk Assessment</b>	<ul style="list-style-type: none"> <li>List times and attendees</li> <li>List committee members in attendance</li> </ul>		

Hazard	Hazard Details	Risk Group	Actions Planned	Risk Assessment			Risk Tolerable? Yes/No	Further Control Measures Required	Action by
				Likelihood 1-3	Severity 1-3	Risk Level 1-9			
Entry	<ul style="list-style-type: none"> <li>Members handing money</li> </ul>	All attending	<ul style="list-style-type: none"> <li>All entries taken on online via itsplainsailing.</li> </ul>	1	1	1	Yes	No	Club committee

			<ul style="list-style-type: none"> <li>Information on rules of site given at entry</li> </ul>						
On Site Traffic / Parking Areas	<ul style="list-style-type: none"> <li>Safe vehicle routes</li> <li>Parking area</li> <li>Spectators</li> </ul>	All attending	<ul style="list-style-type: none"> <li>Parking requirements given on entry</li> <li>Adequate signage in place</li> </ul>	2	1	2	Yes	No	Training Committee
First Aid / Emergencies	<ul style="list-style-type: none"> <li>Medical cover</li> <li>Incident book</li> <li>Incident notice displayed</li> <li>Emergency procedure agreed communications</li> </ul>	All attending	<ul style="list-style-type: none"> <li>First aid cover adequate for whole period</li> <li>First aid kit available</li> <li>Mobile phone reception</li> <li>Eircode known</li> </ul>	1	2	2	Yes	No	First aid is to be provided by the instructor / trainer
Welfare Facilities	<ul style="list-style-type: none"> <li>Toilet facilities</li> <li>Handwashing</li> </ul>	All attending	<ul style="list-style-type: none"> <li>The venue should provide toilet and hand washing facilities for visitors, should they be required whilst on site, and cleaned thoroughly following use.</li> <li>A cleaning record should be visible in the facilities, detailing all</li> </ul>	2	2	4	Yes	No	

			areas which should be cleaned.						
Catering	<ul style="list-style-type: none"> <li>Adequate food hygiene procedures</li> <li>Insured and certified</li> </ul>	All attending	<ul style="list-style-type: none"> <li>On site Catering not available</li> <li>Individuals to supply their own food and drink for the activity, where possible.</li> </ul>	1	1	1	Yes	No	No catering at training event
Arena	<ul style="list-style-type: none"> <li>Ground conditions</li> <li>Public access</li> <li>Communications</li> <li>Viewing area</li> </ul>	Attendees/Trainer	<ul style="list-style-type: none"> <li>Inspect activity area before start</li> <li>Entrance and exit gates supervised</li> <li>3/4 participants per session</li> </ul>	2	1	2	Yes	No	
Spectators/public areas	Access conditions	access	Spectators only allowed in separate viewing area	1	1	1	Yes	No	
Course building	Manual handling	Organisers of activity	Ensure all buddied up will lifting heavy objects	2	2	4	Yes	No	
Hired facilities	pre event checklist completed	Organisers of activity	Insurance/first aid checks	1	1	1	Yes	No	
Trainers	Pre event checklist completed	Organisers of training	Insurance/first aid provided by approved trainers	1	1	1	Yes	No	

Adverse weather: (Poor ground, Flooding)	<ul style="list-style-type: none"> <li>Mainly horses and competitors as the horse may slip if the ground is wet.</li> <li>Officials and the general public may be injured if they come into contact with a spooky horse or they themselves slip.</li> </ul>	To be assessed on the day	Decision to be made prior to activity (if possible) as to what the process is if weather is adverse.	2	2	4	Yes	No	
Fire	<ul style="list-style-type: none"> <li>Access available for emergency personnel</li> <li>Fire extinguishers available</li> </ul>	Organisers of show	Access to site kept clear	1	1	1	Yes	No	

Date assessed:	Signed:	Date reviewed:	Signed:
By (Print Name)		By (Print Name)	

**NOTE:** The completion and implementation of the risk assessment is the responsibility of the Event Organisers and the appointed Chief Safety Officer. The purpose of the hazard identification in this sample risk assessment is to assist in minimising the possibility of general risks referred to and does not imply that no other hazardous conditions exist. Risk Assessments must be revised at least annually or as required by changes in the venue. Show Organisers must keep records up to date and on file and must be available for inspection on Show days. The above is non-exhaustive, add to it as required.