

## Team Tutsham Charitable Trust



| WHAT ARE THE HAZARDS?           | WHO MIGHT BE HARMED AND HOW? | WHAT ARE YOU ALREADY DOING?                                 | DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK? | ACTION BY WHO? | ACTION BY WHEN? | DONE |
|---------------------------------|------------------------------|-------------------------------------------------------------|-------------------------------------------------------|----------------|-----------------|------|
| <b>Grooming</b>                 | Groom                        | Horse to be securely tied up using lead ropes on bale twine | Ensure all brushes are fit for purpose                | Yard Staff     | ongoing         |      |
|                                 | Instructor                   |                                                             |                                                       |                |                 |      |
|                                 | Employee                     |                                                             |                                                       |                |                 |      |
|                                 | Apprentice                   |                                                             |                                                       |                |                 |      |
|                                 | Volunteer                    |                                                             |                                                       |                |                 |      |
|                                 | Clients                      |                                                             |                                                       |                |                 |      |
|                                 | Young people (under 16)      |                                                             |                                                       |                |                 |      |
|                                 | Members of the public        |                                                             |                                                       |                |                 |      |
|                                 | <b>POSSIBLE INJURIES</b>     |                                                             |                                                       |                |                 |      |
|                                 | Kicked                       |                                                             |                                                       |                |                 |      |
|                                 | Trodden on                   |                                                             |                                                       |                |                 |      |
|                                 | Bitten                       |                                                             |                                                       |                |                 |      |
| <b>Leading out to the field</b> | Groom                        | Max number to be lead 2 at a time                           | Don't walk through fields of horses if you            | Yard Staff     | ongoing         |      |

|                              |                          |                                                                                                                           |                                                                                                                                                                |            |         |  |
|------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------|--|
|                              | Instructor               | Appropriate clothing to be worn - riding hat, riding boots, gloves<br><br>All staff/casuals have received formal training | feel you are putting yourself or the horse you are leading in danger<br>If crossing the road, apply Roadsense.<br>Take a phone and call for help if necessary. |            |         |  |
|                              | Employee                 |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | Apprentice               |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | Volunteer                |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | Young people (under 16)  |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | <b>POSSIBLE INJURIES</b> |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | Trodden on               |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | Dragged                  |                                                                                                                           |                                                                                                                                                                |            |         |  |
| <b>Catching in the field</b> | Groom                    | All staff/casuals have received formal training                                                                           | Don't take buckets of feed in to a field of horses.<br>Take a phone and call for help if necessary.                                                            | Yard Staff | ongoing |  |
|                              | Instructor               |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | Employee                 |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | Apprentice               |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | Volunteer                |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | Young people (under 16)  |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | <b>POSSIBLE INJURIES</b> |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | Kicked                   |                                                                                                                           |                                                                                                                                                                |            |         |  |
|                              | Trodden on               |                                                                                                                           |                                                                                                                                                                |            |         |  |

|                                 |                          |                                                             |                                                                                        |            |         |  |
|---------------------------------|--------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------|------------|---------|--|
| <b>Loading in lorry/trailer</b> | Groom                    | Only named staff to undertake this activity                 | If there is a problem with loading a horse, ask for assistance from a member of staff. | Yard Staff | ongoing |  |
|                                 | Instructor               |                                                             |                                                                                        |            |         |  |
|                                 | Employee                 |                                                             |                                                                                        |            |         |  |
|                                 | Apprentice               |                                                             |                                                                                        |            |         |  |
|                                 | <b>POSSIBLE INJURIES</b> |                                                             |                                                                                        |            |         |  |
|                                 | Kicked                   |                                                             |                                                                                        |            |         |  |
|                                 | Trodden on               |                                                             |                                                                                        |            |         |  |
|                                 | Rope Burn                |                                                             |                                                                                        |            |         |  |
| <b>Tacking up</b>               | Groom                    | Horse to be securely tied up using lead ropes on bale twine | If you are not sure how to tack up, ask someone to help.                               | Yard Staff | ongoing |  |
|                                 | Instructor               |                                                             |                                                                                        |            |         |  |
|                                 | Employee                 | Horses to wear appropriate tack when being used             |                                                                                        |            |         |  |
|                                 | Apprentice               |                                                             |                                                                                        |            |         |  |
|                                 | Volunteer                | All staff/casuals have received formal training             |                                                                                        |            |         |  |
|                                 | Young people (under 16)  |                                                             |                                                                                        |            |         |  |
|                                 | <b>POSSIBLE INJURIES</b> |                                                             |                                                                                        |            |         |  |
|                                 | Kicked                   |                                                             |                                                                                        |            |         |  |
| <b>Riding out</b>               | Bitten                   |                                                             |                                                                                        |            |         |  |
|                                 | Groom                    | Appropriate clothing to                                     | Ideally ride in no less                                                                | Yard Staff | ongoing |  |

|                 |                          |                                                                                                                                                                                                                                        |                                                                                                                              |            |         |  |
|-----------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------|---------|--|
|                 | Instructor               | be worn - riding hat, riding boots, gloves                                                                                                                                                                                             | that 3 for safety. If you ride alone, ensure you have a phone for emergency. Avoid busy roads or riding when the sun is low. |            |         |  |
|                 | Employee                 | Hi viz to be worn at all times when riding                                                                                                                                                                                             |                                                                                                                              |            |         |  |
|                 | Apprentice               | First aid training                                                                                                                                                                                                                     |                                                                                                                              |            |         |  |
|                 | Volunteer                | Road Safety Certificates need to be passed                                                                                                                                                                                             |                                                                                                                              |            |         |  |
|                 | Clients                  | Let the Hacking Group Chat know where you are going                                                                                                                                                                                    |                                                                                                                              |            |         |  |
|                 | Young people (under 16)  |                                                                                                                                                                                                                                        |                                                                                                                              |            |         |  |
|                 | Members of the public    |                                                                                                                                                                                                                                        |                                                                                                                              |            |         |  |
|                 | <b>POSSIBLE INJURIES</b> |                                                                                                                                                                                                                                        |                                                                                                                              |            |         |  |
|                 | Kicked                   |                                                                                                                                                                                                                                        |                                                                                                                              |            |         |  |
|                 | Dragged                  |                                                                                                                                                                                                                                        |                                                                                                                              |            |         |  |
|                 | Fall from horse          |                                                                                                                                                                                                                                        |                                                                                                                              |            |         |  |
|                 | Bolting horse            |                                                                                                                                                                                                                                        |                                                                                                                              |            |         |  |
| <b>Clipping</b> | Groom                    | <p>Only named staff to undertake this activity</p> <p>All staff/casuals have received formal training</p> <p>Appropriate clothing to be worn - riding hat, riding boots, gloves</p> <p>Casual staff (weekend helpers) not to under</p> | Talk to a member of staff about sedating a horse rather than risking injury to both yourself and the horse.                  | Yard Staff | ongoing |  |

|                 |                         |                                                 |                                                            |                          |         |  |
|-----------------|-------------------------|-------------------------------------------------|------------------------------------------------------------|--------------------------|---------|--|
|                 | Instructor              | take this role                                  |                                                            |                          |         |  |
|                 | Employee                |                                                 |                                                            |                          |         |  |
|                 | Volunteer               |                                                 |                                                            |                          |         |  |
|                 | Young people (under 16) |                                                 |                                                            |                          |         |  |
|                 | POSSIBLE INJURIES       |                                                 |                                                            |                          |         |  |
|                 | Trodden on              |                                                 |                                                            |                          |         |  |
|                 | Bitten                  |                                                 |                                                            |                          |         |  |
|                 | Kicked                  |                                                 |                                                            |                          |         |  |
| Leading lessons | Groom                   | Horses to be lead one at a time                 | Always follow instructions given to you by the instructor. | Instructor of the lesson | ongoing |  |
|                 | Instructor              | Horses to wear appropriate tack when being used |                                                            |                          |         |  |
|                 | Employee                |                                                 |                                                            |                          |         |  |
|                 | Freelance contractor    |                                                 |                                                            |                          |         |  |
|                 | Apprentice              |                                                 |                                                            |                          |         |  |
|                 | Volunteer               |                                                 |                                                            |                          |         |  |
|                 | Young people (under 16) |                                                 |                                                            |                          |         |  |
|                 | POSSIBLE INJURIES       |                                                 |                                                            |                          |         |  |
| Kicked          |                         |                                                 |                                                            |                          |         |  |

|                                |                          |                                                                    |                                                                                        |            |         |  |
|--------------------------------|--------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------|---------|--|
|                                | Trodden on               |                                                                    |                                                                                        |            |         |  |
|                                | Bitten                   |                                                                    |                                                                                        |            |         |  |
|                                | Dragged                  |                                                                    |                                                                                        |            |         |  |
| <b>Holding for vet/farrier</b> | Groom                    | Horse to be securely tied up using lead ropes on bale twine        | If you are not. confident, please ensure you let someone else know who will take over. | Yard Staff | ongoing |  |
|                                | Instructor               |                                                                    |                                                                                        |            |         |  |
|                                | Employee                 | Appropriate clothing to be worn - riding hat, riding boots, gloves |                                                                                        |            |         |  |
|                                | Apprentice               |                                                                    |                                                                                        |            |         |  |
|                                | Volunteer                | Only named staff to undertake this activity                        |                                                                                        |            |         |  |
|                                | Young people (under 16)  | Casual staff (weekend helpers) not to undertake this role          |                                                                                        |            |         |  |
|                                | <b>POSSIBLE INJURIES</b> |                                                                    |                                                                                        |            |         |  |
|                                | Kicked                   |                                                                    |                                                                                        |            |         |  |
|                                | Trodden on               |                                                                    |                                                                                        |            |         |  |
|                                | Bitten                   |                                                                    |                                                                                        |            |         |  |
|                                | Dragged                  |                                                                    |                                                                                        |            |         |  |
| <b>Lunging</b>                 | Groom                    | All staff/casuals have received formal training                    | Lunging should be done with correct equipment. Gloves must be worn.                    | Yard Owner | ongoing |  |
|                                | Instructor               |                                                                    |                                                                                        |            |         |  |
|                                | Employee                 | Only named staff to undertake this activity                        |                                                                                        |            |         |  |
|                                | Apprentice               |                                                                    |                                                                                        |            |         |  |

|  |                   |  |  |  |  |  |
|--|-------------------|--|--|--|--|--|
|  | POSSIBLE INJURIES |  |  |  |  |  |
|  | Dragged           |  |  |  |  |  |
|  | Kicked            |  |  |  |  |  |
|  | Trodden on        |  |  |  |  |  |

THIS RISK ASSESSMENT MUST BE REVIEWED AT LEAST EACH YEAR TO ENSURE IT IS STILL VALID. (SIGN BELOW)

If you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities, increase or decrease in staff numbers) then a new or revised risk assessment must be undertaken

|             |  |                      |  |           |  |
|-------------|--|----------------------|--|-----------|--|
| REVIEW DATE |  | REVIEW UNDERTAKEN BY |  | SIGNATURE |  |
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