



THE IRISH PONY CLUB

RISK ASSESSMENT GUIDELINES

INTRODUCTION

We have a duty to do what is reasonably practicable to protect the health safety and welfare of all those people who may be affected by Pony Club activities. We also have a duty to carry out and record an assessment of the significant risks, identify who is exposed to those risks and to detail the control measures taken to reduce the risks to a reasonable level.

To carry out a risk assessment there are five steps to follow:

1. What could go wrong? That is identify the hazards.
2. Who is at risk? Identify the people at risk, for example members, helpers, spectators, instructors.
3. What can be done to prevent it going wrong? Reasonably practicable control measures that will reduce the risks to an acceptable level.
4. Record the assessment.
5. The assessment form must be completed every time a branch holds an activity at a venue, even if it is a repeat activity in the same venue.

CHECK LISTS

Standard check lists are available for Pony Club activities. The procedure for using these is as follows:

Hazard:	Tick listed hazard and move to 'hazard details' column or write N/A if not applicable and proceed with next hazard.
Hazard Details:	Tick appropriate hazards, listing further ones under 'other' and proceed to 'risk group' column.
Risk Group:	Tick appropriate group(s) and proceed to 'action planned' column.
Action Planned:	The control measures listed are those commonly used for the hazard in question. It is anticipated they will be effective in most cases. You may consider additional measures necessary to adequately control the risk, see the note after 'risk level' below. Tick and implement those you feel will be the most effective and proceed to the 'risk level' column.
Risk Level:	Your opinion of the risk taking into account the actions you plan to implement. Low: - Unlikely with little chance of a significant injury. Acceptable: - Risk controlled by standard procedures to anticipated level. High: - Significant injury is more likely than can be accepted. If in your opinion the risk is still high you need to consider other control measures in order to reduce the risk to an acceptable level.
Detail Action You Propose:	Detail precisely what you intend to do and send a copy of the risk assessment check list to The IPC Safety Officer at IPC HQ allowing sufficient time for a reply to be returned.
Note:	Use a blank sheet to record additional hazards not identified on the check list and as a debriefing form at the event and document changes you would like to implement for subsequent events.
Review	An assessment may cover a series of events at one location, eg rallies, mounted games practices. Assessments should be reviewed annually or when there is a significant change. All assessments should be signed and dated as should each review.

This check list is intended as a working document to help you provide a safer environment and has been produced to help satisfy several requirements. Please retain in the Branch Health & Safety Folder for at least twenty-five years.