

APHS HORSE SHOW EVENTS RISK ASSESSMENT

Date of Event: 26th June 2022 Location: White Horse Farm, White Horse Lane, Harvel, Kent, DA13 0UE

FOR 2022 COVID RESTRICTIONS MAY APPLY:

- capped classes and/or reduced numbers in classes, entries on the day only from those pre-booked.
- limited persons allowed with each entry (no public attendance).
- one way system in operation where-ever possible, SD maintained (2m/1m+),
- personal hand sanitisers for every competitor, hand sanitisers at key points, regular cleaning of toilets.
- Food/Refreshments will be on a takeaway basis only.
- Track & Trace records kept

This will be reviewed before each event and adjusted, if necessary, to compliment the current SD guidelines and restrictive measures recommended by the Government.

Hazard	Evaluation of Hazard			Control measures: what is required to reduce the risk to an acceptable level?	Evaluation of Controls			Action plan		
Describe the hazard, and how harm might arise	Severity	Likelihood	Risk Rating	Describe measures in place for safe working. If further measures are required, detail these as well. These could include controls to make the process safe (e.g. enclosure, guarding), organisational controls (e.g. job rotation), and controls to protect individuals (e.g. training, supervision, first aid, PPE)	Severity	Likelihood	Remaining Risk Rating	Person responsible for existing controls or implementing new measures	Target completion date	Date completed
Arenas										
Ground Conditions resulting in slips, trips and falls. Public Access (as above). Communications – how this will happen at the event.	2	2	4	Arenas checked thoroughly when set out and on day of competition. Judge and steward for each arena Radios may be used for communication if remote from Secretary (not applicable for White Horse Farm). In adverse weather ground conditions checked at intervals to ensure going does not become unsafe (not applicable for White Horse Farm as showing arena is indoors).	2	1	2	Event organisers	Sept 2021	Sept 2021

				Arenas fenced from spectators and riding in area – competition arena has fenced off area for standing only area for grooms only. No spectators allowed in warm up area or collecting area.						
Riding in / warm up areas										
Riders and trainers in the same area, resulting in collisions, trips, slips and falls	3	2	6	Area checked when arenas set out. Ring steward / Gate Steward monitors warm up area Adequate space provided away from arenas Area separate to parking and showing rings	3	1	3	Event Organiser	Sept 2021	Sept 2021
Access Road – collision with traffic on the access road	3	2	6	Ensure adequate sight in both directions to main access road is available, or if not advise attendees of the extra care needed when entering / leaving the venue.	3	1	3	Event organiser	Sept 2021	Sept 2021
Loose animals on the road	3	2	6	Warning signs to keep main entrance / external gates shut at all times External Gates to roads to be kept shut at all times	3	1	3	Event organisers and venue	Sept 2021	Sept 2021
Sufficient turning space for lorries & trailers to prevent restricting access road Good ground conditions Clear view from both ways of entrance	2	2	4	Direction signs posted by White Horse Farm and entrance maintained by White Horse Farm. Lorries to use back entrance to hard standing parking area, not main entrance to venue.	2	1	2	Event organisers and venue	Sept 2021	Sept 2021
On site traffic										
Safe vehicle routes Pedestrian routes not separate	3	2	6	Separate routes for horses, pedestrians & vehicles wherever possible. Horse unloading & riding areas enclosed & gated.	3	1	3	Event organisers and	Sept 2021	Sept 2021

Safe horse/pony routes not separate. Safe spectator car parking not separate Safe horse transport parking available No public right of way - no Horse areas fenced & gated				Rope/cone bad areas.				venue		
Caterers and Stall Holders										
Is their location a Safe situation for them and their customers – collisions with incoming/outgoing vehicles, other pedestrians and or horses. Food hygiene may result in food poisoning.	3	2	6	Ensure caterers have an adequate Food hygiene certificate Site any stalls or catering vans away from parked areas and main entrance/exit gates.	3	1	3	Event organisers, venue, caterers and stall holders	Sept 2021	Sept 2021
General slips, trips and falls										
Slips, trips and falls from uneven ground, electric cables, leads, hoses or other similar hazards	3	2	6	Inspect site before event, remove any slip, trip of fall hazards and if not possible place warning cones around hazard to prevent access and if needed warning signs as well	3	1	3	Event organisers, venue and any external stall holders (including caterers)	Sept 2021	Sept 2021

Covid-19 Contraction due to inadequate measures										
Contraction due to insufficient measures to prevent Covid-19 spread	3	3	9	<p>To guard against Covid-19 on at the event the Organisers will:</p> <ul style="list-style-type: none"> • Provide clear guidance to exhibitors and visitors on hygiene, respecting personal space and other reduction measures • Ensure people who are not well or displaying covid-19 symptoms do not come onto campus 	3	2	6	Event organisers	Sept 2021	Sept 2021
Cleaning and hygiene and measures										
The virus is spread because of inadequate cleaning regimes	3	3	9	To keep the event areas clean and prevent transmission by touching contaminated surfaces the event organisers will ensure frequent cleaning of communal areas using suitable cleaning products.	3	2	6	Event organisers	Sept 2021	Sept 2021
Contraction through use of toilets	3	3	9	Clear cleaning guidance issued for toilets to ensure they are kept clean.	3	2	6	Event organisers	Sept 2021	Sept 2021
Contraction through waste or other materials	3	3	9	<p>The Organisers will continue to:</p> <p>Remind attendees to leave areas clear, removing waste and belongings from the event area and to take all rubbish home with themselves.</p>	3	2	6	Event organisers	Sept 2021	Sept 2021
There is inadequate hand washing/sanitising which enables the virus to spread	3	3	9	<p>All attendees are reminded of the importance of handwashing and sanitising in the reduction of covid-19</p> <p>Hand sanitiser is provided at the Secretary's Desk with extra stations in key areas and there are reminders to hand wash.</p>	3	2	6	Event organisers	Sept 2021	Sept 2021

Contraction through inadequate personal hygiene	3	3	9	Regular reminders of the need to increase handwashing frequency and other hygiene measures.	3	2	6	Event organisers	Sept 2021	Sept 2021
Ventilation and Air-conditioning										
Inadequate ventilation and contraction due to Air Conditioning	3	3	9	Parking is outside and the showing arena is a large (60mx30m) area, with full length access doors which will be kept open at all times, ensuring an adequate flow of fresh air and ventilation.	3	1	3	Event organisers	Sept 2021	Sept 2021
Dealing with Covid-19 cases and self-isolation/ quarantine										
The event does not keep sufficient records to trace potentially infected persons	3	3	9	The event organisers will use its access control records to trace individuals who may have come into contact with an infected person. The event organisers has developed a reporting system for persons with Covid-19 or those who are self-isolating	3	2	6	Event organiser	Sept 2021	Sept 2021
Exhibitors and spectators do not self-isolate and or come into the campus while infectious	3	2	6	Exhibitors and spectators will be reminded that persons need to follow current Government guidance and not come onto the event site against this guidance. Where necessary access will be blocked through the access control system.	3	1	3	Event organiser	Sept 2021	Sept 2021
Travel to the event										
Persons contract Covid-19 while travelling	3	3	9	All persons attending the event travel in their own vehicle and within their own "bubbles".	3	1	3	Event organiser	Sept 2021	Sept 2021

Emergency situations										
First Aid	3	3	9	A first aid protocol has been established with the professional first aid companies used, that facilitates the safety of first aiders as well as those who require it.	3	2	6	Event organiser	Sept 2021	Sept 2021
Visitors to the event										
Visitors may bring Covid-19 into the University	3	3	9	<p>Visitor and spectator access may be denied</p> <p>The host should also advise the visitor/spectator not to attend if they are feeling unwell/they have Covid-19 symptoms/or they should be isolating under government guidelines</p> <p>Records of visitors/spectators will be maintained</p>	3	2	6	Event organiser	Sept 2021	Sept 2021
Guidance and communications										
Explaining Guidelines and measures in place	3	3	9	Appropriate guidelines will be provided to all attendees via the use of their social media platform and website.	3	2	6	Event organiser	Sept 2021	Sept 2021
Communication and Training	3	3	9	The organisers will ensure any changes to the environment including risk reduction measures will be communicated clearly prior to people attending the event, by use of their social media platform and website.	3	2	6	Event organiser	Sept 2021	Sept 2021

--	--	--	--	--	--	--	--	--	--	--

Date Assessed: 24th September 2021

By (Pint name): LYNN JARVIS

Signed: Electronic

Date Reviewed:

By (Pint name)

Signed