



PONY PARTNERSHIPS



RISK ASSESSMENT

Name of Organisation: Pony Partnerships
 Venue Address for which RA applies: All sites.
 Date of last review: 1st September 2024
 Date of next review: 1st September 2025
 Name of Risk Assessor: Danielle Mills

LOCATION	POTENTIAL HAZARD –	WHAT ARE WE DOING TO MINIMISE RISK?
All areas	Reduced staffing due to illness	<ol style="list-style-type: none"> 1. Small group sizes. 2. Member of staff from commissioning organisation where possible. 3. Bank of staff to cover for absence/illness. 4. Low-risk activities when reduced staff to reduce risk.
All areas	Allergic reaction - Hay/straw/animal/Irritant substances	<ol style="list-style-type: none"> 1. Any health issues should be reported during induction. It will be at supervisor's discretion whether it is advisable for person to remain on site. 2. First aider on site at all times. 3. Address displayed in case of an emergency. 4. All staff to have mobile phones with them at all times.
Public areas	Other people on site	<ol style="list-style-type: none"> 1. Induction/tour of yard and facilities done first – reminded at each session where

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		<p>we can access on site.</p> <ol style="list-style-type: none"> 2. Only staff to have access to areas where equipment is kept. 3. Access to any area must always be supervised by staff with current DBS. 4. Notified immediately if danger is seen - activity will be stopped. 5. All visitors to sign in and out using visitor's book.
Public areas	Building maintenance	<ol style="list-style-type: none"> 1. Buildings under maintenance are sign-posted. 2. Access to buildings under maintenance is limited – there will be a reminder at the start of each session where is accessible. 3. Access gates to buildings under maintenance that may be dangerous will be locked. Buildings themselves will be locked where possible. 4. Uneven surfaces/ground is sign-posted. 5. Everyone given safety instructions during induction and reminded throughout. 6. Participants asked NOT to run and look after their own safety where they can. 7. Health and safety policy in place. 8. Public liability insurance in place.
All areas	Risk of infection	<ol style="list-style-type: none"> 1. Thorough handwashing to be undertaken after handling animals. 2. Anti-bacterial hand gel to be used after hand washing where there is no hot water. 3. Participants and staff are also to sanitise hands before handling/eating food. 4. Staff to check animals regularly to establish any potential health issues.
All areas	Fire	<ol style="list-style-type: none"> 1. Fire assembly point sign displayed. 2. Induction covers fire evacuation procedure. 3. Staff are briefed to keep fire always exits clear. 4. Fire extinguishers and fire blankets are available in indoor areas for use on small containable fires. 5. Staff undertake fire training annually. 6. Fire extinguishers are serviced annually. 7. The site is risk assessed for fire risk annually. 8. All fire exits to remain unblocked. 9. Fire point with whistle and high-visibility jacket for Fire Marshalls by the fire extinguishers. 10. Fire evacuation drills are undertaken on a termly basis. 11. We are a No Smoking site. 12. Smoke alarms to be fitted in indoor areas. 13. Smoke alarms to be tested weekly and kept in a good state of repair. 14. Emergency lighting fitted in indoor areas.

		<p>15. Emergency lighting to be tested once a month and serviced annually.</p> <p>16. Flammable substances kept locked away on site.</p> <p>17. Risk assessment taken before any fires.</p> <p>18. No clothes or footwear near camping stove or gas fire.</p> <p>19. Clients to be always at least one metre away from camping stove or gas fire when on - this will be marked out on the floor with tape.</p> <p>20. First aid kit always available.</p> <p>21. All staff to have mobile phones with them at all times.</p> <p>22. Clients to be supervised at all times.</p>
Indoor areas	Electrical appliances	<ol style="list-style-type: none"> 1. All electrical appliances will be safe, suitable, and used for the purposes intended. 2. These appliances will be maintained properly and remain in good working order. 3. Visual testing will be undertaken yearly on all portable appliances over one year old. 4. All electrical installations will be complete by qualified personnel and certified accordingly.
Kitchen	<p>Sharp utensils/knives/scissors.</p> <p>May be taken by participants to self-harm, damage property or threaten staff.</p>	<ol style="list-style-type: none"> 1. Knives and sharp utensils to be kept behind locked door and only used by participants under close supervision of staff and with ongoing risk assessment. 2. If a participant is assessed as not being able to complete the activity safely, then it will not be continued. 3. Staff are aware of individual participant risk assessments and will monitor participant accordingly. 4. Staff are to read RAs. Any updates will be communicated at staff meetings or sooner if required. 5. First aid kits are available and are in each indoor area. 6. All staff to have mobile phones with them at all times.
Indoor areas	Risk of infection	<ol style="list-style-type: none"> 1. Surfaces to be kept clean and wiped down before and after use. 2. Towels and tea towels to be changed at least daily. 3. Basic food hygiene adhered to. 4. Staff to complete basic food hygiene certificate annually.
Cleaning cupboard	Risk of poisoning from cleaning materials	<ol style="list-style-type: none"> 1. Only household strength cleaning chemicals are used. These are kept behind a locked door. 2. COSHH Folder located in kitchen.
Indoor areas	Poisoning from veterinary medicines and supplements	<ol style="list-style-type: none"> 1. All veterinary medicines to be kept in a locked cabinet and only used by staff.

Gate, car parking areas, and roads	Participants being injured by vehicles.	<ol style="list-style-type: none"> 1. Induction/tour of yard and facilities done first. 2. Participants advised about safe areas on site. 3. Participants removed from the area when vehicles are moving. 4. Staff supervise participants on at least a 1:3 ratio. 5. Staff to remain vigilant and aware of moving vehicles/potentially moving vehicles during transition between sites. 6. Staff to wear hi-vis clothing when escorting participants between sites. 7. All staff to have mobile phones with them at all times.
Gate and hedges	Escape onto areas that are not part of the PP site.	<ol style="list-style-type: none"> 1. Participants advised about safe and accessible areas on site. 2. Staff supervise participants on at least a 1:3 ratio. 3. If a participant does abscond, one member of staff will follow closely where it is safe to do so – this staff member will keep in close communication with the rest of the staff team. 4. All staff to have mobile phones with them at all times.
Tool store	Injury from tools and equipment	<ol style="list-style-type: none"> 1. No access to tool stores for participants without supervision. 2. Staff to visually check tools for defect before each use. 3. Staff to count tools out and back in. 4. Only staff have access to areas where equipment is kept. 5. Equipment clean, well maintained, and stored. 6. Minimum equipment used for participants i.e., halter and rope, cones put out by staff. 7. Supervision always. 8. Information provided on equipment and safe use before use with ongoing risk assessment. 9. If a participant is assessed as not being able to complete the activity safely, then it will not be continued. 10. First aider and first aid kit always available. 11. All staff to have mobile phones with them at all times.
Stables-tack room/field	Manual handling injuries	<ol style="list-style-type: none"> 1. Staff supervise participants with the carrying of animal tack and equipment. 2. Information provided on equipment and safe use before use with ongoing risk assessment. 3. If a participant is assessed as not being able to complete the activity safely, then it will not be continued.
Stables - stable doors/shed	Trapped fingers from doors blowing in strong winds	<ol style="list-style-type: none"> 1. Doors to be kept shut or fixed open when not in use and participants to be supervised by staff. 2. Information provided on equipment and safe use before use with ongoing risk

		<p>assessment.</p> <p>3. If a participant is assessed as not being able to complete the activity safely, then it will not be continued.</p>
Stables - animals	Injury from animals being tied up in yard.	<p>1. Participants closely supervised by staff when working with animals.</p> <p>2. Staff have received training in animal behaviour and will supervise animal movements around yard.</p> <p>3. Animals to be tied up under supervision of staff. If any animal show signs of separation anxiety whilst alone in the yard, another animal will be brought in to keep them company and minimise unwanted behaviour.</p>
Stables-equipment	Injury from tripping over mucking atequipment.	<p>1. Wheelbarrows and mucking out equipment to be kept out of the reach of animals and participants.</p> <p>2. Wheelbarrows to be emptied before being stored. Staff to supervise participants' use of any equipment.</p> <p>3. Information provided on equipment and safe use before use with ongoing risk assessment.</p> <p>4. If a participant is assessed as not being able to complete the activity safely, then it will not be continued.</p>
Field and surrounding areas	Slips, trips, and falls due to uneven ground/items on floor areas	<p>1. All staff, participants and visitors briefed to walk and not run around yard.</p> <p>2. Staff, Participants, and visitors briefed to wear safe appropriate footwear.</p> <p>3. Yard is kept tidy.</p> <p>4. All equipment to be put away after every use.</p> <p>5. Information provided on equipment and safe use before use with ongoing risk assessment.</p> <p>6. If a participant is assessed as not being able to complete the activity safely, then it will not be continued.</p>
Fields - surfaces	Slips, trips, and falls due to uneven surface/muddy conditions	<p>1. Staff to informally risk assess each participant prior to accessing the fields.</p> <p>2. Weather conditions and abilities of participant to be taken into consideration.</p> <p>3. Will also be discussed at daily morning staff briefing. Certain fields may be placed out of bounds due to condition of surfaces underfoot.</p>
Fields - animals	Injury from animals	<p>1. Staff will supervise participants when they work with the animals in the fields and will inform participants of any animal that should not be approached.</p> <p>2. Any animal that is displaying unwanted behaviour and is considered a potential danger to participants/staff will be removed from the field before continuing with an activity.</p>

		<ol style="list-style-type: none"> 3. Participants will be briefed by staff on any safety rules prior to entering the fields. 4. Information provided on equipment and safe use before use with ongoing risk assessment. 5. If a participant is assessed as not being able to complete the activity safely, then it will not be continued.
Field - fencing	Injury from electric fence or from animals being spooked by electric shock	<ol style="list-style-type: none"> 1. Staff will ensure that the students know which fences are turned on before participants enter the fields to work with the animals. 2. Participants will be instructed not to touch the electric fencing. 3. Participants will be briefed by staff on any safety rules prior to entering the fields. 4. Information provided on equipment and safe use before use with ongoing risk assessment. 5. If a participant is assessed as not being able to complete the activity safely, then it will not be continued.
OUTSIDE	Sunburn/sunstroke	<ol style="list-style-type: none"> 1. Participants briefed on the need to wear sun cream outside during sunny periods. 2. Sun cream is available for use by participants and staff. 3. Staff are briefed to model best practice by applying cream several times a day in sunny periods. 4. Drinks offered at regular intervals. 5. Shade available.

ACTIVITY RISK ASSESSMENTS

ACTIVITY	NATURE OF ACTIVITY	POTENTIAL HAZARDS	WHAT ARE WE DOING TO MINIMISE RISK?
Animal care	Routine care and management. Cleaning of enclosures. Animal checks. Provide food and water. Observation of animals. Invite/answer questions. Poo picking	Bitten. Knocked/tripping over. Allergic reaction. Infection	<ol style="list-style-type: none"> 1. Qualified, trained, experienced staff. 2. Information on health and safety provided. 3. Animals are tame. 4. Supervision always. 5. Participant capacity to follow instructions safely assessed. 6. First aider on site. 7. Hand sanitising facilities. 8. Staff to supervise participants' use of any equipment. 9. PPE worn. 10. Information provided on equipment and safe use before use with ongoing risk assessment. 11. If a participant is assessed as not being able to complete the activity safely, then it will not be continued.
Groundwork in field with animals	Interaction. Carry out simple tasks. Observation. Reflecting/processing of experience.	Bitten. Knocked/tripping over/kicked. Allergic reaction. Animal acting instinctively. Manual handling injuries. Slips/Trips/Falls. Cuts/Abrasions. Muscular Skeletal injuries including fractures and breaks. Other physical injuries and emotional distress.	<ol style="list-style-type: none"> 1. Staff have been appropriately trained 2. Staff are all qualified First Aiders. 3. Sensible, well-mannered animals trained using relational techniques. 4. Hand sanitising facilities. 5. Staff to always supervise participants at least 1:3 ratio. 6. Induction and introduction to animals given to all participants. 7. Participant capacity to follow instructions safely assessed. 8. Information regarding health and safety around animals provided 9. If a participant is assessed as not being able to complete the activity safely, then it will not be continued. 10. No other activities carried out at the same time. 11. Wear PPE. 12. Animals matched to participants' confidence/ability. Staff will informally risk assess the emotional level and ability of the participant and any potential impact on the animal before allowing any activity. 13. Weather and surface conditions will be taken into consideration before any activity takes place. 14. Staff supervise participants with the carrying of equipment.

			<p>15. Staff will stop session immediately if they feel the participant or animals displaying unsafe behaviour.</p> <p>16. First aider present always.</p>
Walking out with animals	Taking an animal on a walk in the local area.	<p>Fall on road. Trodden on by animal. Injury. Loose dogs. Passing animals in field. Cyclists. Members of the public. Passing other riders. Slips/Trips/Falls. Cuts/Abrasions. Muscular Skeletal injuries including fractures and breaks. Other physical injuries and emotional distress.</p>	<p>1. RA undertaken by accompanying staff member before every walk.</p> <p>2. Participant capacity to follow instructions safely assessed - Steel toe cap boots to be worn by participants who are assessed as needing them when offsite with animals.</p> <p>3. Staff to always supervise participants.</p> <p>4. Each animal/donkey has individual risk assessment.</p> <p>5. Staff will informally risk assess the emotional level and ability of the participant and any potential impact on the animal/donkey before allowing any activity.</p> <p>6. Participants instructed always walk at arms length away from animal.</p> <p>7. Route planned prior to departure and remaining staff informed of plan and expected return to site.</p> <p>8. Mobile phone carried by staff.</p> <p>9. Staff are first aid trained.</p> <p>10. Hi-vis tabards to be worn by participants and staff when offsite with animals.</p> <p>11. Notified immediately if danger is seen and activity to be stopped</p> <p>12. Participants are briefed on etiquette when passing members of the public/animals/traffic – stand to left side and wait.</p> <p>13. First aider present always.</p>

<p>Preparing food and drinks</p>	<p>Fire with Storm Kettles/fire pit. Boiling kettle Preparing hot drinks Cooking over a fire</p>	<p>Burns/scalds. Smoke inhalation. Burnt clothing. Food poisoning. Food allergies</p>	<ol style="list-style-type: none"> 1. Staff briefed to closely supervise participants when undertaking a cooking activity. 2. Participant capacity to follow instructions safely assessed. 3. Participants are not permitted to use cooking facilities without a member of staff present. 4. Safety briefing for when fire is lit. 5. All fire areas are clearly defined and physically marked at a safe distance around it before fire is lit. 6. Long hair should be tied back, and no loose clothing. 7. Participants shown how to light fire. 8. Heat proof gloves should be worn by staff and participants. 9. Participants must always be supervised closely by an adult. 10. When feeding a fire, do not work above it and approach as instructed by activity leader. 11. Do not allow fire to build too high – adults to monitor. 12. Participants instructed about safe materials to put in fire. 13. Drinking water only to be used for drinks. 14. Put the kettle in safe place to cool once has finished boiling 15. Do not touch anything until it is cold. 16. Adult to make sure that fire is extinguished at end of activity. 17. Water on hand for any burns and to extinguish fire. 18. First aider always present 19. Basic food hygiene adhered to. 20. Staff to complete basic food hygiene certificate annually.
<p>Field maintenance</p>	<p>Strimming Hedge trimming. Burning waste Digging Using the auger Using the post knocker Moving waste</p>	<p>Flying particles. Loud noises. Puncture wound. Slicing wounds. Fume inhalation. Damage to property. Burns/scalds. Smoke inhalation. Burned clothing. Explosion. Manual handling.</p>	<ol style="list-style-type: none"> 1. Staff briefed to closely supervise participants when undertaking any maintenance activity. 2. Participant capacity to follow instructions safely to be assessed. 3. Correct tool use procedure followed. 4. No staff or participant to use tools without training in correct tool use procedure. 5. Participants are not permitted to undertake any maintenance activity without a member of staff present. 6. Safety briefing for any tools used. 7. Appropriate PPE provided for use of tools – eye goggles, ear defenders, dust masks, gloves where safe to use.

		<p>Injuries. Blisters. Slips/Trips/Falls. Cuts/Abrasions. Muscular Skeletal injuries including fractures and breaks. Other physical injuries and emotional distress.</p>	<ol style="list-style-type: none"> 8. Full face masks to be used when using powered strimmer or trimming equipment. 9. All tools to be kept in good state of repair by Pony Partnerships CIC. 10. Long hair should be tied back, and no loose clothing. 11. Participants must always be supervised closely by an adult. 12. Manual handling training to be given with use of heavy objects or moving heavy waste. 13. Steel toe cap footwear to be worn when handling heavy tools 14. Gloves to be worn when handling waste materials. 15. Safety briefing for when a fire is lit. 16. All fire areas are clearly defined and physically safe – with a space marked around it before fire is lit. 17. Participants shown how to light fire. 18. Heat proof gloves should be worn by staff and participants when working with fire. 19. When feeding a fire, do not work above it and approach it as instructed by activity leader. 20. Risk of explosion if improper materials are burned. 21. Participants instructed about safe materials to put on fire. 22. Do not allow fire to build too high – adults to monitor. 23. Do not touch anything until it is cold. 24. Adult to make sure that fire is extinguished at end of activity. 25. Water on hand for any burns and to extinguish fire. 26. First aider present always.
Stable maintenance	<p>Drilling Sawing Hammering Lifting heavy objects Sweeping</p>	<p>Flying particles. Loud noises. Puncture wound. Tearing wounds. Blunt force injury. Manual handling injuries. Fall from height. Slips/Trips/Falls. Cuts/Abrasions.</p>	<ol style="list-style-type: none"> 1. Staff briefed to closely supervise participants when undertaking any maintenance activity. 2. Participant capacity to follow instructions safely to be assessed. 3. Correct tool use procedure followed. 4. No staff or participant to use tools without training in correct tool use procedure. 5. Participants are not permitted to undertake any maintenance activity without a member of staff present. 6. Safety briefing for any tools used. 7. Appropriate PPE provided for use of tools – eye goggles, ear

		<p>Muscular Skeletal injuries including fractures and breaks. Other physical injuries and emotional distress.</p>	<p>defenders, dust masks, gloves where safe to use. 8. All tools to be kept in good state of repair by Pony Partnerships CIC. 9. Long hair should be tied back, and no loose clothing. 10. Participants must always be supervised closely by an adult. 11. Manual handling training to be given with use of heavy objects or moving and lifting heavy objects. 12. Steel toe cap footwear to be worn when handling heavy tools 13. First aider present always.</p>
<p>Interacting with dogs</p>	<p>Travelling between sites Interacting with dogs</p>	<p>Injury. Loose dogs.</p>	<p>1. Qualified, trained, experienced staff. 2. Information on health and safety provided. 3. Animals are tame. 4. Supervision always. 5. Participant capacity to follow instructions safely to be assessed. 6. First aider on site. 7. Hand sanitising facilities. 8. Staff to supervise participants' use of any equipment. 9. Induction and introduction to animals and dogs given to participants. 10. Staff to always supervise participants. Staff ratios at 1:3 11. Information regarding health and safety around animals and dogs provided. 12. Weather and surface conditions will be taken into consideration before any activity takes place. 13. Staff will stop session immediately if they feel the participant, animal, or dog is displaying unsafe behaviour. 14. First aider present always.</p>
<p>Transporting students</p>	<p>Driving participants in staff car</p>	<p>Car accident and injury. Damage to vehicle. Breakdown.</p>	<p>1. Staff to have business use insurance. 2. Staff vehicle to have current MOT and tax and be in a good state of repair. 3. Staff driver to have current full driving licence. 4. Staff driver to be DBS checked. 5. Participant capacity to follow instructions safely to be assessed. 6. Information on health and safety provided. 7. Seatbelts to be always worn. 8. Children needing booster seats to have them provided and fitted by</p>

			<p>parents/guardians.</p> <p>9. Driver to always drive within speed limits.</p> <p>10. Pre-drive safety checks to be completed before all journeys.</p> <p>11. Clear plans in place for vehicle breakdown with all relevant people aware of them.</p> <p>12. Vehicles are covered for breakdowns and/or recovery.</p>
Art activities	<p>Painting</p> <p>Spray painting</p> <p>Crafts</p>	<p>Injury.</p> <p>Damaging clothes.</p> <p>Breathing difficulties.</p>	<ol style="list-style-type: none"> 1. Staff briefed to closely supervise participants when undertaking any arts and craft activity. 2. Participant capacity to follow instructions safely to be assessed. 3. Correct tool and equipment use procedure followed. 4. No staff or participant to use tools/equipment without training in correct procedure. 5. Safety briefing for any tools/equipment used. 6. Appropriate PPE provided for use of tools/equipment – eye goggles, dust masks, protective clothing, gloves where safe to use. 7. All tools/equipment to be kept in good state of repair by Pony Partnerships CIC. 8. Participants must always be supervised closely by an adult. 9. Manual handling training to be given with use of heavy objects or moving and lifting heavy objects. 10. Only water-based spray paints to be used in a well-ventilated area. 11. First aider present always.

TRIPS OFF SITE

ACTIVITY	POTENTIAL HAZARDS	WHAT ARE WE DOING TO MINIMISE RISK?
Offsite trips and visits	<p>Slips/Trips/Falls.</p> <p>Cuts/Abrasions.</p> <p>Muscular Skeletal injuries including fractures and breaks.</p> <p>Other physical injuries and emotional distress.</p> <p>Members of the public.</p>	<ol style="list-style-type: none"> 1. Staff briefed to closely supervise participants. 2. Qualified, trained, experienced staff - staff are aware of what the trip involves, and they have the required competence, experience, and qualifications necessary. 3. Participant capacity to follow instructions safely to be assessed. 4. Staff member to contact provider and/or visit the venue in advance to enable a more informed decision where possible. 5. Relevant people have mobile phones available and correct contact information. 6. Information on health and safety provided to participant.

	<p>Private property. Safeguarding. Students becoming separated from group.</p>	<ol style="list-style-type: none">7. Induction/tour of facilities of visited site provided to participant.8. Participants advised about safe areas on site.9. Additional clothing or footwear taken to cover all eventualities.10. Weather and surface conditions will be taken into consideration before any activity takes place.11. Staff supervise participants on a 1:2 ratio.12. Clear plans in place to make sure everyone is aware and understands what to do if anyone becomes separated from the group.13. Regular head counts undertaken, especially after any stops or planned/unplanned excursions.14. First aider always present.15. First aid kit taken on visit.16. Staff members aware of any special needs or medical needs and sufficient supplies will be available during the time away from site.17. Contingency plan for any unplanned incidents for staff or student injury.18. Dynamic risk assessment undertaken by session leader in order to assess potential risks and their likelihood and make decisions based on this information.19. Staff will stop session immediately if they feel the participants are displaying unsafe behaviour.20. All appropriate risk assessments followed regarding activities previously covered.21. Any incidents, accidents and near misses will be reported, as necessary.
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