Risk Assessment

Assessment Date: 14/09/2026 *Date of Review: 14/09/2027*	**Undertaken by:** **Original Assessment by Lisa Spence** *02/02/2009.* *Reviewed:* *02/02/2010. 03/02/2011,05/02/2012, 04/02/2013. 01/02/2014. 01/03/2015 09/11/2016 29/11/17 9/11/18,11/12/19, 18/8/20, 18/10/2116/9/22 30/09/24 20/09/2025 14/09/2026* *Manager Signed:*
Activity: *Running of Hemps Green Equestrian, Riding Centre, Livery and Coaching.*	**Site:** *Hemps Green Equestrian, Hush Wing Farm, Mount Bures Road, Wakes Colne, Colchester, Essex CO6 2AP*
People at Risk: *Staff, Clients, Visitors, Contactors, Members of the Public*	**Additional Information:** *Risk Assessments for individual horses are available from the yard office.*

Risk Evaluation

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
ELECTRICITY, FLAMMABLE SUBSTANCES AND MATERIALS.	RISK OF: • Fire RISK TO: • Staff, • Visitors, • Customers.	• Fire risk assessments carried out. • Flammable substances and materials stored appropriately. • Keep fuels and chemicals locked away securely. • No smoking allowed on the site apart from designated areas. • Clear fire signs and fire action displayed. • Firefighting equipment maintained and serviced annually. • Staff to be inducted/trained in the use of fire equipment and evacuation procedures. **FIRE ACTION** – raise the alarm. Call 999. Evacuate the building to assembly point in car park.	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
ELECTRICITY, APPLIANCES AND MACHINERY Clippers Kettle Radio Washing machine Fridge Microwave Electric Fencing Computer and Office Equipment Massage pad	RISK OF: • Electric Shock • Entrapment and or Injury RISK TO: • All staff, • Clients • Visitors	• Carry out electrical inspection and testing of fixed and portable installations annually. • Induct/train staff in the use of machinery, tools and equipment. • Keep records of induction training. • Retrain where necessary. • All tools, machinery and equipment to be stored appropriately and locked away or stored when not in use. • Staff to immediately report any damage or defect for any electrical item, machinery, tool or piece of equipment and to take out of use. • No member of staff to bring personal electrical appliances to work without employer approval. • Hands must be dry when using electrical appliances. • Water kept away from electrical appliances/plugs • Plugs and sockets checked regularly • Warning signs on electric fence • Easy fence cut off switch in yard shed.	Pat testing carried out by lee Norton electrical 10/26 for review 10/27
SUBSTANCES Horse Medication, Cleaning Fluids	RISK OF: • Ingestion • Poisoning • Burning • Eye injury • Skin Irritation • Dermatitis RISK TO: • Staff	• All horse medication locked away and only administered by trained staff. • Manufacturers guidance followed. • All cleaning fluids, disinfectants etc. stored in a safe secure place and issued by trained staff. • COSHH records to be kept on site. • Provide PPE where required (e.g. gloves). • Staff to be informed of COSHH regulations and regulations made readily available.	
BEDDING/ HAYLEGE/ HAY / STRAW /	RISK OF: • Fire	• Storage area kept tidy to prevent spread/risk of fire	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
SHAVINGS	• Falling Bales • Injuries from manual handing • Dust. RISK TO: • Staff	**(cont'd)** • Stack kept low as possible • Do not stack too high • Dust mask are available • To be handle and lifted by those who are manual handling trained	
LIFTING AND MANUAL HANDLING	RISK OF: • Back, neck, shoulder, elbow, and wrist or knee strain or soft tissue damage • Slips, Trips and Falls RISK TO: • Staff	• All aware of risks when; mucking out, sweeping, stacking bales of hay, shavings or straw, hanging haynets. Emptying sacks of feed into bins, lifting water, feed bowls or buckets. Lifting saddles, rugs, or any heavy equipment and tools. • Risk of Slipping tripping or falling to uneven ground or limited vision. • All staff aware of how to lift correctly – Keep back straight and bend knees when lifting. • Assess the weight and bulk and check it is achievable. • Seek assistance. • Use a sack barrow, trolley, wheelbarrow where possible. • Do not overload wheelbarrows with muck or buckets with water. • Make several lighter trips. • Drain wet hay before lifting into racks or putting up in haynets. • Caution with haynets as can be a trip hazard, strings can get caught around feet, never leave them where they pose a risk to others and always carry with care to prevent trips. • Take care when carrying or pushing a load not to slip or fall on uneven ground. • Wear appropriate clothing and footwear for activities being undertaken.	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
		(cont'd) • Good housekeeping to prevent slip/trip hazards (keep areas tidy and hazard free)	
SPECIFIC MANUAL HANDLING TASKS Moving or building show jumps, poles and dressage boards Moving mounting block	RISK OF: • Lower back injury (see manual handling • Foot injury if dropped. • Knocking Bruising • Frightening horses RISK TO: • Instructors • Assistants • Staff • Riders	• Ensure minimal distance and amount moved • Correct instruction training given on lifting • Use appropriate aids • Wear Protective equipment gloves, footwear. • Ensure sufficient people to help. • Be aware and alert to what is going on around you	
MUCKING OUT Use of Tools Muck Trailer Ramp	RISK OF: • Manual handling injury (see manual handling) • Being bitten, kicked, crushed, reared on, barges over etc. if horse still in stable • Slips, Trips or falls from muck trailer • Incorrect use of equipment. RISK TO: • Staff,	• If horse in stable always tie up the horse in a secure area. • If horse is to remaining in the stable be observant, calm, quiet and firm. • Warn others of your presence. • Use tools carefully. • Use forks in a direction away from horses or people, to avoid injury. • Be aware that floors may be slippery. • If using straw, dust masks available to prevent dust inhalation. • Dust free bedding used when possible. • Follow manual handling procedures as above. • Staff to immediately report any damage or defect to tools or equipment and take item out of use. • MUCK TRAILER – check regularly for condition and report any issues immediately. • Keep trailer ramp free from dirt and debris	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
		(cont'd) • Take care when emptying barrows. • Extra caution when using ramp to go onto the trailer. • No clients or visitors to climb on the muck trailer.	
SLIPPERY SURFACES Wet floors Ice Muddy areas Slippery Surfaces Discarded waste on floors	RISK OF: • Slips • Trips • Falls RISK TO: • Staff, • Visitors, • Customers	• Mop spillages up immediately. • Lighting to be sufficient for staff to see clearly in the working areas. • All discarded waste to be cleared away and not to lie around on floors • Staff to wear appropriate footwear**.** • Outside lighting to be adequate in poor light or after dark. • Yard surfaces to be even and in good repair. • All areas kept clear of debris and clutter. • Grit/Salt put down when icy to prevent slips. • Yard swept regularly in all weathers, particularly when cold/snowing to prevent icy patches.	
ZOONOSES, DISEASES AND STAFF ILLNESS	RISK OF: • Ringworm • Leptospirosis • Weill's disease • Tetanus RISK TO: • Staff,	• GENERAL HYGIENE: always wash hands after dealing with horses, before eating and at break times. When dealing with any wounds or diseases, dispose of soiled dressings and sharps properly. Wash hands thoroughly. • RINGWORM: If suspected report to Supervisor immediately, apply strict hygiene rules. Isolate suspected horse. Be observant for signs of lesions on all staff and horses, report immediately. • LEPROSPIROSIS: always wash hands thoroughly after handling feed for horses in case there has been vermin contamination. This includes hay and straw. Strict vermin	.

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
		(cont'd) control established to reduce the risk of disease. • TETANUS: All staff to be up to date with vaccinations. Always wash hands carefully. Cuts and grazes covered. Gloves worn. If cuts or bites occur seek medical assistance.	
REMOVAL OF POISONOUS PLANTS	RISK OF: • Poisoning • Inhalation • Headache • Lower back injury • Sprains and Strains RISK TO: • Staff	• Use tools made to make job easier such as a weeder or ragfork when possible • Wear protective work gloves to protect hands • Use a wheel barrow • Dispose of safely away from horses • Bend with your knees to avoid straining your back • Wash hands thoroughly	
HANDLING HORSES Grooming Mucking Out Mane & Tail Pulling	RISK OF: • Being kicked • Bites • Crushing • Barging • Trampled • Reared upon • Trodden on • Knocked over by horse RISK TO: • Staff,	• Always tie up horse or have an assistant to restrain him. • Work calmly and quietly • Use correct procedures and equipment. • Ensure other people behave appropriately. • Get help if needed. • Known problems with horses will be on specific horse assessments check these prior to working with the horse. • Wear protective clothing, riding hat and non-slip yard boots, long sleeves and trousers. • Keep hair tied back. • Do not wear jewellery or perfume • Dust masks available if required.	
FEEDING	RISK OF: • Bites, • Trampled • Barged • Kicked • Reared upon	• Feed at regular scheduled times. • Use drop over mangers for problem or difficult horses. • Do not go into a stable, field or on yard with horses while they are feeding / eating. **(cont'd)**	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
	RISK TO: • Staff	• Never take buckets or bowls of feed into a field of horses.	
CATCHING IN & TURNING OUT Swinging Gates Poorly fitted or damaged gates Other horses Escape of horses	RISK OF: • Bites, • Trampled • Barged • Kicked • Reared upon • Being dragged by led horse. • Gates falling on handler and/or horse • Slips, trips and falls • Escape RISK TO: • Staff, • Public • Visitors	• If catching or turning out more than one horse have assistance. • All gates and fences should be in good condition and checked regularly. • Correct procedures to be used. • If turning out, turn horse to face handler by gate so handler can safely get out of the field without being in the way of the horse and at risk from being trampled. • Wear protective clothing, hard hat, boots, gloves, long sleeves and trousers non slip toe protector yard boots. • Never take buckets or bowls of feed into a field of horses. • If horse will not be caught, catch all of them until the problem horse will come in. Do not chase or try round up or corner horses as this is very dangerous. • Take care on uneven slippery or icy ground.	
LOOSE HORSES IN FIELDS Loose horses Removal of Droppings from Fields	RISK OF: • Kicking • Biting • Crushing • Trampling • Squashing • Rearing • Fighting between horses RISK TO: • Staff	• Educate to Unpredictable nature of horses, instincts and behaviour • Gates must be kept closed at all times. • Horses should be handled by capable people only. • Anyone entering the field should wear suitable PPE, i.e. hat, gloves • Training of horses. • Use correct equipment & wheelbarrows.	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
RAT BARROW Removal of droppings from field Transporting Hay to the fields Transporting equipment around the yard	RISK OF: • Falling off • Crushing • Lose of control on slopes/inclines • Overloading & manual handling/tip risks • Slips, trips and uneven terrain • Mechanical and engine/motor hazards • Running into someone RISK TO: • Staff • pedestrians	• The barrow rolling away, tipping or losing traction on steep grades – ensure you do not exceed the manufacturers recommended max incline of 15 degrees • Travel in straight lines when navigating inclines • Test brakes and speed control before descending with a full load • Do not exceed the 200kg tub limit and ensure weight is distributed evenly • Ensure tipping mechanism is clear and operates smoothly without sudden jerking • Wear sturdy, slip resistant footwear • Walk any unknown routes beforehand to check for hidden holes and soft ground. • Keep speed low and controlled when around the horses and rough ground • Allow hot engine parts to cool before refuelling or performing maintenance • Perform pre-use checks: inspect ties, fuel level, throttle/brake controls	Ensure staff have training on operation prior to use, by senior staff member
AGGRESSIVE HORSES	RISK OF: • Kicking • Biting • Crushing • Trampling • Squashing • Rearing • Fighting between horses • Knocked over RISK TO: • Staff	• Only those with experience and knowledge to handle these horses. • Continuous training of the horse • Notices to warn to dangers to be placed where horse is kept if deemed necessary. • Training staff to dangers of such horses and correct handling procedure • PPE – Hard hat, gloves, boots to be worn at all times. • Staff aware of individual horse risk assessments and to refer to these when undertaking task. Staff to report any issues/add to horse risk assessment as necessary.	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
Young Horses	RISK OF: • Kicking • Biting • Crushing • Trampling • Squashing • Rearing • Leading injuries • Trodden on • Knocked over • Falls RISK TO: • Staff	• Handled and ridden by experienced person/s only. • Education of Handler/ Rider • Continuous training of horse • Hat, Gloves and Boots worn at all times. • Correct Training in suitable restraint. • Ongoing risks assessment of horses. • Staff aware of young horses and take extra caution with tasks.	
RISK TO THE PUBLIC FROM LIVESTOCK In the event of escape from the premises People using public right of way through property	RISK OF: • Trampling • Kicking • Biting etc. • Damage to property RISK TO: • Staff **(cont'd)** • Visitors • Customers • Members of the Public	• All gates and fencing maintained and repaired regularly. • Faults to be reported immediately to enable swift repair. • Staff/visitors to be aware of people using the public footpath • Ensure gates adjacent to footpaths are kept closed	
LEADING	RISK OF: • Bites, • Trampled • Barged • Kicked • Reared upon • Being dragged by led horse. • Slips, trips and falls • Rope burns from lead rope.	• Always wear a hard hat, gloves and protective boots. • Keep long hair tied back, • Wear long or half sleeves and long trousers. • Use suitable restraint for the horse being led. • A bridle or chiffney bit may be needed with some horses. • Never wind the lead rope around your wrist or hand or over your shoulder. • Warn others of your movements. • Seek assistance if needed.	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
	• Injuries to wrist, hand shoulder, elbow. RISK TO: • Staff	• Be quiet, calm and firm. • NB: windy or stormy weather may cause horses to play up and become stronger than normal.	
LOADING AND UNLOADING HORSES FOR TRANSPORT	RISK OF: • Bites, • Trampled • Barged • Kicked • Reared upon • Being dragged by led horse. • Thrown up or down against vehicle, ramp or partitions. • Slips, trips and falls. • NB – see risks and controls for leading as these apply RISK TO: • Staff	• Only trained staff may load or unload horses for transport. • Wear appropriate protective clothing, non-slip toe protecting boots. Gloves, hard hat, long sleeves and trousers. • Keep long hair tied back, • Make sure vehicle is strategically parked to encourage successful loading. • Check vehicle or trailer for road worthiness and soundness before loading horse. Paying attention to the partitions, flooring, condition and ramp etc. • Make sure vehicle has been cleaned and the floor is dry. • Use suitable restraint when loading or unloading, a bridle or a chiffney may be **(cont'd)** required. • Have an assistant. • Staff must be sufficiently trained to load or unload specific horses that may b difficult.	
SPECIFIC HIGHER RISK HANDLING OF HORSES Veterinary Treatment Worming Poulticing Administration of	RISK OF: • Poisoning • Inhalation of medication • Ingestion of medication • Stab from needles. • As per Handling Horses • Kicking • Rearing • Biting • Dragging	• COSHH Regulations must be followed all substances out of reach and stored securely • Only to be administered by trained professionals. • Personal Hygiene Rules • Yard Manager Supervision • Use disposable gloves where possible • Sharps to be disposed of properly • Yellow waste bags for old drugs disposed via vets.	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
Medicines Disposal of old medicines Farriery	• Knocking over RISK TO: • Staff • Veterinarians & Nurses • Farrier	• PPE to be worn • Educate in handling & restraint • Sedation if required.	
CLIPPING	RISK OF: • Kicks • Bites • Crushing • Barged • Reared upon • Electrocution • Risk of Slips Trips and falls • Horse hair may cause allergic reaction, irritation to eyes and skin RISK TO: • Staff responsible for this task	• Only trained staff to carry out clipping. • Use RCD (circuit breaker) • Clip in a secure well lit, dry clean area. • Wear rubber soled boots. • Keep water away from clipping area. • Be careful with the electric cable under horses and handler's feet. • Be calm, quiet and time efficient. • Have an assistant if necessary. • Wear appropriate clothing, hard hat, rubber soled, non-slip toe protector boots, long sleeves and trousers. • Overalls and dust masks are recommended. • Keep long hair tied back and covered.	
LUNGING OR LONG REINING	RISK OF: • Being kicked • Bitten • Reared upon • Barged • dragged • Slips • Trips • Falls RISK TO: • Staff	• Only staff that have been trained should carry out lunging or long reining. • Staff/Apprentices in training to be supervised. • Wear appropriate clothing long or half sleeves, long trousers, hard hat, gloves and non-slip toe protector yard boots. • Keep long hair tied back • Warn other people of your movements • Work in a suitable secure designated area • No other horses should be ridden whilst lunging is in progress • NB: Stormy or windy weather conditions or other influences such as noisy vehicles may affect the horse's behaviour. Strong	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
		temperamental difficult or young horses must only be lunged or long reined by experienced staff.	
RIDING On the Flat Jumping	RISK OF: • Falling off • Being Thrown • Bolted with • Crushed in gateways/ between trees RISK TO: • Staff, • Visitors, • Customers	• All riders to wear appropriate clothing – correctly fitted hard hat to current standard, riding boots or shoes with a slim sole and small heel. Long well fitted trousers, jodhpurs or breeches, long or half sleeves, non-slip gloves, hair tied back and no jewellery. • Riders to be matched with suitable horses according to their experience, confidence, weight and age. • Inexperienced riders to be escorted and supervised by trained staff. • New riders to be assessed and fill in rider questionnaire • Supervision if jumping at all times and only once assessed on the flat as safe to jump	
RIDING ON THE ROADS	RISK OF: • Falls on the road • Collision with vehicles • See risks as for riding above RISK TO: • Staff • Visitors • Customers • Members of the Public	• All riders to wear clothing as listed above, plus high visibility clothing, especially on dull days or when light is poor. • Riders to be matched with suitable horses as listed above. • Inexperienced riders to be escorted and supervised by experienced staff. • Horses which are sensible on the roads to be used. • Horse to wear high visibility boots and exercise sheets when appropriate. • Staff to hold BHS riding and road safety or equivalent. • Staff to be inducted in accident procedures, carry a mobile phone and a leading rein.	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
		• Larger groups should always have a competent rear and lead file. • Horse must be suitably shod / feet in good order with road nails or studs if necessary.	
PROPERTY / YARD MAINTENANCE Woodworking Dust Use of Tools & Machinery Manual Handling Fall of Materials Falls from Height Lone Working	RISK OF: • Cuts & Grazes • Fall of Objects • Fall from height • Dust • Lack of supervision • Injury to back • Injury to limbs from tools • Slips and trips RISK TO: • Staff • Contractors	• Dust Masks available • PPE should be worn, boots, hard hat, goggles, work gloves etc. • Tools and machines to be used only by those trained to operate them. • Manual handling done by those trained in manual handling only. • Minimise or eliminate manual handling by reducing loads or using mechanical means. • Minimise amounts of materials at a height • Secure any ladders used and ensure scaffolds are erected and correct. Inspect them before use • Never use ladders without assistance. Ensure adequate information training and **(cont'd)** supervision on safe use of items. • Ensure Items are stored safely after each use • Ensure if alone that someone checks regularly every few hours and that a mobile phone is to hand at all times • Use qualified contractors. • Good housekeeping. Area must be clean and tidy to prevent trips and slips.	
YARD MAINTENANCE Painting Fence Guard	RISK OF; • Irritation to skin and eyes • Irritation to Breathing • Inhalation of fumes RISK TO: • Staff & contractors	• Abide by COSHH regulations • Personal Hygiene • Supervision	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
VEHICLES **TRACTOR** **ATVS & QUAD BIKE**	RISK OF: • Crash • Collision • Crushing • Fall from vehicle • Vehicle overturning • Frightening horses • Mechanical issue RISK TO: • Staff using the vehicle • Visitors • Customers • Members of the Public	• Only to be driven by authorised Safe Driver • Safe Driver must be 17 years or over and hold a driving licence. • Driver must be medically fit to drive • Users of the tractor should undertake the tractor test. • If a cab or rollover bar is fitted, seat belts should also be fitted and used. • If using the ATV staff must have been trained in the use of the ATV. • A hard hat and high visibility vest should be work on the ATV/Quad • There should be no rough/joy riding or silly behaviour whilst driving. • There should be no passengers unless the vehicle has been designed specifically to accommodate other persons beside the driver. • The vehicle should be properly equipped and **(cont'd)** maintained, especially brakes, steering, mirrors, reversing aids and tyres. • Repairs should be made promptly and vehicle not used if awaiting repair. • Keys for the vehicle should be removed when not in use and kept safe. • Check that vehicles, pedestrians and animals are separated where possible. • Be aware of others around you and make sure you alert them. • Visiting drivers should only use the designated parking areas. • Traffic routes should be maintained and properly lit. • Access to driveway should be clear at all	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)
		times.	
USE OF MOBILE PHONES Whilst handling horses or machinery, driving vehicles or using work equipment.	RISK OF: • Trips, Slips, Falls • As per all handling horse risk, driving risk etc. but as distracted heightens risk of an incident RISK TO: • Staff • Visitors • Customers • Members of the Public	• Mobile phones must not be used whilst working with horses, driving or operating machinery. They are to be kept on staff persons for the purpose of seeking assistance only and not to be used whilst working around horses or in any situation where the distraction of a call/text could result in an accident or incident.	
DOGS	RISK OF: • Trip over them • Biting visitors/staff • Get in way of horses and get injured RISK TO: • Staff • Visitors • Customers • Members of the Public	• Dogs on the premises should be under control at all times. • Dogs are kept in the fenced pen or secured in the back garden. • Dogs bought on the premises by clients or visitors should be kept under control at all **(cont'd)** times / restrained / on a lead. • Any dogs not under control removed from premises.	

CHILDREN UNDER 12Yrs of age	• Horses
	  ○ Bitten
	  ○ Trampled
	  ○ kicked
	• Electrocution
	  ○ Fences
	• Moving vehicles
	• Yard activities
	  ○ Moving horses
	  ○ Clients
	  ○ Machinery
		• Must be supervised by an adult at all times
		• Children must never be left unattended while on the premises
		• Only allowed in permitted areas
		  ○ Lecture room
		  ○ Menage viewing area
		  ○ Main yard	

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)

	• Surfaces
	  ○ Uneven
	  ○ Slippery
	• Equipment		

Equipment surrounding & adjacent to arena & paddocks	RISK OF: • Blowing • Moving • Falling over • Horse spooking RISK TO: • Staff • Visitors • Customers • Members of the Public	• Keep all equipment stored in specific jump store area unless being used • Use heavy based materials in windy weather e.g jump stands with black weighted bases • Ensure benches/gazebos are weighted or staked securely to the ground.	• If wind excessive refrain from using equipment you cannot secure adequately • If very extreme weather, refrain from riding
Outdoor Arena	RISK OF: Uneven surface Equipment Storage shed Arena boards RISK TO: • Staff • Riders using the arena • Contractors working in arena	• Ensure surface is levelled regularly • Equipment stored safely & tidy • All equipment in storage shed to be kept behind the protruding apron • All damages to be reported to maintenance immediately	• Follow guidance in the arena maintenance folder

	Review Date:



Signature:

Name: Job Title Lead coach and proprietor .Date:28.10.26

ADDITIONAL ASSESSMENT

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)

Hazard	Risk	Existing Control Measures	Additional Action Required (action by whom, by when)