

# Riding for Smiles

*Risk Assessment – May 22nd, 2021*

**Subject:** Groups of children and young people (children) from schools and organisations (schools) visiting Coloured Cob Equestrian Centre. (CCEC)

## **Risk Assessment Method Statement (RAMS)**

The Method Statement section of this RAMS seeks to lay down step by step the sequence of task steps to be undertaken to provide a safe system for children visiting the CCEC, without undue risks to health.

The Risk Assessment section then looks at each step and assesses the risks arising. Safeguards have been put in place and augmented during the planning for the activity to ensure that the residual risks remaining once the safeguards are in place are sufficiently low to render the remaining risk acceptable.

## **Method Statement for providing safe systems for groups of school children visiting Coloured Cob Equestrian Centre.**

### **Overview of Task Steps:**

- Preparations with the school before the visit.
- Keeping the children and their supervisors away from danger during the visit.

## **Method Statement:**

### **Preparations with the school before the visit**

Discussions shall be held with the school before each visit concerning–

- The limit on the numbers of children in the group.
- The numbers of teachers or other school staff required to attend with the group.
- How any vehicle shall park in the rear car park to discharge the group.
- What will be seen and what activities will be taking place e.g. Shoeing.
- Rules for safety.
- How visitors and children shall be dressed appropriately and safely.
- The activities which will be offered to the children.
- Any child's learning or behavioural difficulties.

### **Keeping the children and their supervisors from danger during the visit**

- CCEC shall organise suitable numbers of staff for the visit.
- A member of staff will be nominated as host for the visiting group and shall meet the group in the rear car park on arrival and explain the safety rules for the visit.
- Teachers and other school staff shall always accompany the groups.
- Children will stay together in their groups.
- Safety rules will be constantly reiterated.
- Children will only go to the toilet under supervision.
- Children will wash hands or use antiseptic wipes after touching animals and before eating and drinking. Eating and drinking will only be permitted in the designated room.
- Visitors will be monitored to ensure they do not feed or get too close to a horse's mouth.
- Visitors will be monitored to ensure they do not walk too closely behind a horse.
- The group will be escorted back to their transport on the rear car park by a member of staff.

## Risk Assessment

The Risk Assessment section of this RAMS looks at each task step in the sequence of activities and scores the risk arising under the headings 'Hazard Severity' and 'Likelihood of harm'. Safeguards are put in place until the residual risk is deemed to be low enough to be acceptable.

**Hazard Severity**      How severe could the consequences of the hazard be?

- 3      fatal, amputation, permanent disability
- 2      broken limbs, lost time accident, hospitalisation
- 1      cuts, grazes, minor ailments

**Likelihood**      How likely is the harm from the hazard considering the proposed safeguards?

- 3      certain to happen, very probable.
- 2      probably will happen, very likely.
- 1      possible, not very likely.

The Severity is multiplied by the Likelihood to give the risk rating. Only residual risks rated at 3 or lower shall be acceptable. Since the RAMS is intended to prepare a 'Safe System of Work', safeguards have been identified throughout leaving no 'Actions for Improvement' necessary.

### Risk Assessment for groups of schoolchildren visiting CCEC.

Those at risk- children, teachers and other school staff visiting CCEC.

Hazard	Risk	Proposed Safeguards to control the risks arising	Residual risk rating			
			Hazard severity	Likelihood of harm	Residual Risk Rating	Residual Risk Word
<b>Preparations for the visit</b>						
Loss of control of visitors.	Visitors getting injured because they are not adequately controlled.	A limit shall be placed on the numbers of children permitted in the group. Discussions shall be held with the school about how many teachers and other school staff shall accompany the group. CCEC will ensure enough CCEC staff are available to escort the group.	3	1	3	Acceptable
Bad / inappropriate behavior of children.	Visitors getting injured because they behave inappropriately.	Upon arrival the CCEC host will remind children of the rules for acceptable safe behaviour as detailed on the RfS Rules sheet. This Risk Assessment will be shared with the school /organization prior to the sessions commencing. Children will frequently be reminded of the rules along with the consequences of actions explained and made clear. Children will be always given clear instructions.	3	1	3	Acceptable

		<p>Children will not to be left unattended anywhere on the premises.</p> <p>Session evaluations, including child behavior, will be kept by the RfS Liaison officer, and shared with the school / organization.</p> <p>In the event of a child misbehaving the event will be assessed by staff and stopped immediately if deemed necessary for safety. The child will then be promptly removed from the hazardous environment and the school staff contacted immediately.</p>				
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People or vehicles entering by the wrong gate.	Visitors getting injured because they enter by the wrong gate or park their vehicle in the wrong place.	Before the visit the school will be informed about where they may park their vehicle.	2	1	2	Acceptable
Walking through the car park to and from the bus / transport.	Children being hit by a moving vehicle or a horse or pony.	Children will be always supervised by a responsible adult and will not be allowed to run ahead of the adult or enter the area alone. Supervisors to be vigilant of traffic and horses crossing the yard. Notices and speed limits to be displayed.	3	1	3	Acceptable
Visitors expecting to	Visitors being disappointed	Riding horses shall not be offered except if specifically agreed beforehand.	1	1	1	Acceptable

do activities that will not be permitted.	because they will not be offered certain activities.	The school shall be asked beforehand that all visitors shall wear clothing suitable for the activities being offered and the conditions at the CCEC.				
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Keeping visitors from danger during the visit						
Visitors entering an unfamiliar environment.	Visitors getting injured because they behave inappropriately.	Upon arrival the CCEC host will remind children of the rules for acceptable safe behaviour as detailed on the RfS Rules sheet.	3	1	3	Acceptable
Visitors entering an unfamiliar environment.	Children losing their group / responsible adult and becoming anxious or putting themselves in danger.	Children will be shown the area to go to if lost and instructed on necessary actions. Children will be allocated to a group and will be always supervised. All group leaders will have a radio or phone. Riding for Smiles will have all necessary contact numbers.	3	1	3	Acceptable
	Visitors getting injured because they put themselves into danger areas.	Visitors shall be monitored to prevent them trying to feed or pet horses and to stop them getting too close to a horse's mouth or behind a horse.	3	1	3	Acceptable
Stairs leading to office and activity room.	Injury caused by a fall on the stairs when moving to and from the office or activity room.	Children will only use the stairs with supervision and told to always hold the handrail.	2	1	2	Acceptable
Fall from chairs.	Injury from falling off chair.	Children will not be allowed to stand or climb on a chair. Children will be always supervised in the activity room. Any unstable or broken chair reported to a member of staff and removed immediately.	2	1	2	Acceptable

Uneven paths and stone walls.	Injury caused through a fall on uneven ground or from climbing / walking on walls.	Children are to always remain with an adult and are to stay in the designated areas. Children are not allowed to walk on stone edgings or climb onto walls or gates. Staff to always remain vigilant. RfS Rules Sheet and Risk Assessment to be given out to all schools prior to sessions and rules / dangers shared with the children.	2	1	2	Acceptable
Mounting /Dismounting	Falling as mounting or dismounting.	Each horse / pony will be held by a member of staff while the child is mounting and dismounting, with at least 1 additional member of staff supporting the child from the mounting block. Large 3 step mounting blocks to be always used. The correct and safe way of mounting and dismounting will be explained to the children.	2	1	2	Acceptable
Riding as a new activity.	Injury caused during riding, including from a fall.	All children seen as a beginner on the first session and until the staff determine otherwise. All horses / ponies to be led by a member of the staff during hacks out and in a lesson until the child is deemed skillful enough to ride independently. A member of staff will then walk alongside until the child is assessed as not needing such support.	3	1	3	Acceptable



<p>Carriage riding / driving</p>	<p>Injury caused by falling from the carriage.</p>	<p>Children will be matched by staff to the correct horse/pony for their weight, height, and ability. All children to have Rider Registration form signed by parents prior to sessions.</p> <p>The activity will be explained children and the required behavior /actions/rules prior to the start of the activity.</p> <p>A maximum of three children and a member of the school staff / carer will be permitted in the standard carriage which will be driven by 2 experienced members of staff.</p> <p>For wheelchair users. The carriage has been designed and built with fittings for safe loading and riding by people in wheelchairs. Each chair will be assessed to determine if one or two wheelchairs could be accommodated on the carriage. Wheelchairs and their users must be loaded / unloaded by school staff / carers who will remain with the user for the duration of the ride. All wheelchairs will be securely fastened in the carriage by CCEC staff. Two members of staff will drive the carriage.</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>Acceptable</p>
<p>Limited cognitive or linguistic</p>	<p>Injury resulting from not understanding the instructions or</p>	<p>Staff will oversee a horse by always leading and be informed of the rider's impairment and specific needs.</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>Acceptable</p>

impairment and understanding	ability to think ahead or see dangers.	Short simple instructions with non- verbal gestures will be used where necessary.				
Child has poor concentration skills and / or impulsive / compulsive traits.	Injury through not staying on task, hearing, and processing the correct instruction, thinking ahead, or seeing possible dangers.	Children will be constantly addressed individually rather than in a group. The CCEC lead will repeat and assist with understanding the instruction or task. Activities will be kept short and changed frequently. Staff will support the individual. Individual plans of activities and involvement will be made in conjunction with the child's school as to the individual needs and any possible risks.	3	1	3	Acceptable
Child has an individual additional need or characteristic (physical or mental) which may affect their involvement or safety	Injury caused by limitations of movement or mental ability.	A meeting will take place between a member of staff and the school prior to sessions to outline any additional needs. Schools to be informed of activities and necessary safety issues prior to sessions. Activities will be planned around the needs of individuals. All involved staff to be briefed on individual needs prior to the sessions.	3	1	3	Acceptable
Visitors entering an unfamiliar environment.	Visitors getting injured because they put themselves into danger areas.	Visitors shall be monitored to prevent them moving too close behind a horse or feeding / getting too close to a horse's mouth.	3	1	3	Acceptable

	Visitors suffering ill health because they do not have ready access to toilets.	Visitors shall be offered the use of the toilet during their visit and shall be escorted to and from the group by staff.  At the end of the visit the group shall be offered the use of the toilet	2	1	2	Acceptable
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<b><u>COVID 19</u></b>	Visitors suffering ill health because they do not wash their hands after touching materials that might be unhygienic.	Visitors shall be offered the use of hand washing facilities or antiseptic hand wipes during their visit and shall be escorted to and from the group by staff.  At the end of the visit the group shall be offered the use of hand washing facilities or antiseptic hand wipes.	2	1	2	Acceptable
	Visitors meeting other members of the public.	Children / staff from school groups catching Covid 19 from contact with others visiting the stables who are not in their bubble.  There will be a gap of 15 minutes between groups attending to avoid crossover. Only children in the same school bubble will attend sessions at the same time. Groups will walk from the car park round behind the stable blocks and enter the yard through the main gate to avoid staff in the archway.	2	1	2	Acceptable

Visitors meeting virus from equipment.	Children or school staff becoming infected by Covid 19 by touching equipment.	Hand sanitizer to be used by all members at the beginning, middle and end of the session. Clear instructions will be given to school groups before attending and on arrival each week on not touching equipment and on the extra Covid rules. These extra rules are added onto the Rule list. It is recommended that children change clothes before and after sessions.	2	1	2	Acceptable
Visitors meeting virus during injury.	Children being infected with the covid virus when 1 <sup>st</sup> aid is being administered after an accident or injury.	Schools to bring their own 1 <sup>st</sup> aid kit and only school staff (in the same bubble as child) to administer any 1 <sup>st</sup> aid.	2	1	2	Acceptable
Visitors meeting CCEC staff.	Children or school staff being exposed to Covid 19 by close contact with infected stable staff.	CCEC have strict rule on health and attendance of their staff. Only 2 members of staff to have close contact with children. (helping mount ponies and leading stable yard activity) and both to wear face coverings throughout the session. All activities are to be done outside so minimizing the risk.  Staff to wear face coverings and to sanitize hands at the beginning, middle and end of session.	2	1	2	Acceptable

<p>CCEC staff meeting Covid 19 infected child</p>	<p>Staff becoming ill by catching Covid 19 from an infected school group member.</p>	<p>Rider Agreement and Registration Form to include a signed section stating that parents will not send a child showing symptoms.  Registration of school groups and children attending will be kept by Riding for Smiles for Track and Trace purposes.  Schools and Riding for Smiles will inform each other if an infection incident occurs and this will be recorded. Schools will then be asked to inform families of those children and school staff involved and Riding for Smiles will inform CCEC staff.</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>Acceptable</p>
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The risks from groups of children visiting CCEC shall be controlled adequately if the safeguards detailed above are followed.