

Horse, donkey, pony or other equine related activities

Attachment D – Equine practical activities pre-activity risk assessment

This risk assessment provides the minimum information required to be assessed prior to each equine related activity. The risk assessment must be completed for participants at all levels - novice, beginner, intermediate or advanced.

Important notes:

Retain a copy of this Pre-activity Risk Assessment for audit purposes.

Any item assessed as not satisfactory requires further information.

1. Activity

Activity details					
Summary of activity:					
Location					
Person in Charge (name)		Signature		Date:	

2. Participant details

Participant assessment	Satisfactory	Attention required - immediate	Attention required - ongoing	Comment	Action	OK to proceed?
Awareness of risks	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Medication/Health	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Behaviour/Responsibilities	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Skill level for activity	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Suitable clothing	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Personal Protective Equipment (PPE) that is relevant to the activity	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Profile of participant's riding/driving skills. Note: new participants in activities must be deemed as beginners, unless evidence of proficiency is provided.	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No

3. Facilities and environment

Facilities and environment assessment	Satisfactory	Attention required - immediate	Attention required - ongoing	Comment	Action	OK to proceed?
External activities e.g. airport, roadways	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Ground surface	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Terrain	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Yards and gates	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Water, shade for horses	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Obstacles in work area	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Other livestock/animals	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Traffic control	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Spectator control	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
First Aid equipment - horse	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
First Aid - personal	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Emergency communication e.g. access to phone; satellite phone if in remote location	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No

4. Equipment condition and adjustment

Equipment condition and adjustment assessment	Satisfactory	Attention required - immediate	Attention required - ongoing	Comment	Action	OK to proceed?
Halter/lead rope	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Saddle	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Bridle and reins	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Girth point/girth	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Saddle blanket	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Stirrup leathers/stirrups	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Lunging equipment	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Toe stoppers/breakaway stirrups	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No

5. Weather

Weather assessment	Satisfactory	Attention required - immediate	Attention required - ongoing	Comment	Action	OK to proceed?
Is the weather suitable for the activity for example wind, storms, lightning	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No

6. Horses and other equines

Horses and other equines assessment	Satisfactory	Attention required - immediate	Attention required - ongoing	Comment	Action	OK to proceed?
Suitable for rider/activity – practical riding assessment completed for each student	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Temperament on the day	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Health check	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Familiarised with other equines, facilities	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No

7. Educators and staff

Educators and staff assessment	Satisfactory	Attention required - immediate	Attention required - ongoing	Comment	Action	OK to proceed?
Educators meet all qualification and experience requirements	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Communication aids for example mobile, spot device, PLB/EPIRB	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Trainer/Assessor to participant ratio	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No
Duty of Care, for example gender balance for overnight arrangements; participants are aware of responsibilities.	Yes/No	Yes/No/NA	Yes/No/NA			Yes/No

8. Determining the level of risk of an equine practical activity

Use this section to identify potential risks and help to prioritise any control measures. Consider the likelihood and consequences for identified hazards and use the risk analysis matrix to obtain the risk level. Further information regarding determining the level of risk can be found by visiting the Risk Management and Audit Unit site on the Education intranet.

8.1. Risk priority rating – likelihood

Risk level		Descriptor
1	Rare	Exceptional circumstances
2	Unlikely	Not expected to occur
3	Possible	Could occur at some time
4	Likely	Will probably occur in most circumstances
5	Almost certain	Expected in most circumstances

8.2. Risk priority rating – consequence

Risk level		Descriptor
1	Insignificant	Would not hinder program outcomes
2	Minor	Would threaten an element of program
3	Moderate	Would require significant adjustment to overall program
4	Major	Would threaten achievement of outcomes
5	Severe	Would stop achievement of outcomes

8.3. Level of risk - risk analysis matrix

Likelihood	Consequence				
	1 (insignificant)	2 (minor)	3 (moderate)	4 (major)	5 (severe)
1 (rare)	Low	Low	Medium	High	High
2 (unlikely)	Low	Low	Medium	High	Extreme
3 (possibly)	Low	Medium	High	Extreme	Extreme
4 (likely)	Medium	High	High	Extreme	Extreme
5 (almost certain)	High	High	Extreme	Extreme	Extreme