



RISK ASSESSMENT

Wiltshire Equine Assisted Learning

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Name of PremisesStagwood Stables

Risk Assessment on11/01/2018

Setting the Scene

Name(s) of those who conducted the Risk Assessment for the provision of equine assisted learning and qualifications are:

Heather Watson – Equine Assisted Learning Facilitator, Registered General Nurse and Director of Wiltshire Equine Assisted Learning

Most of our work will involve learners having contact with animals at Lower Farm but occasionally the ponies may be transported to various locations using ponies to help us with the sessions. A full risk assessment will take place at any new environment. Learners only handle horses from the ground, there is no riding involved.

Caring for the ponies forms part of the day to day work of the Centre staff.

How was the risk assessment done?

- We followed the guidance from the HSE website.
- To identify the hazards, we looked at the HSE website for guidance for small businesses. There is an accident book on the premises which is completed and reviewed annually by the Board of Directors and any critical incidents would be taken to the Board as and when necessary.
- Hazards were identified and who they might affect.
- For each hazard, controls were identified according to practice guidance on the HSE website.
- We discussed our findings with the Board of Directors
- Wiltshire Equine Assisted Learning has Public liability insurance – £10,000,000 and £5,000,000 Employers Liability insurance. Our therapy dogs also have public liability insurance of £5,000,000

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Horses	Staff and learners may be injured by horses kicking, biting, stepping on toes, being crushed.	<p>Staff to update and hold a First Aid qualification. Heather Watson is a Registered General Nurse. First Aid Box in main workroom, tack room and main kit and medication in a locked box at the entrance by stairs.</p> <p>Providing staff with induction.</p> <p>First aid at work poster displayed.</p> <p>Choosing horses carefully and new staff will receive horse handling training and supervision.</p> <p>Permission form signed by learner or parent/guardian outlining risks.</p> <p>Providing learners with induction before they handle the horses.</p> <p>Limited numbers working with horses at any one time and close supervision of all learners.</p> <p>Hats available for those who want to wear one.</p> <p>Information provided for every learner prior to the start of the course lists clothing required – e.g stout boots or shoes, gloves, wet weather clothing, sun hat, sunscreen etc.</p> <p>Accident book to be completed by staff after any incident.</p> <p>Accident book reviewed by Managing Director after any critical incident or at least annually with report made to Board of Directors and any action identified and completed.</p> <p>Staff to be in contact at all times using walkie-talkie radios to summon help quickly.</p>	No further action identified.			
Equipment	Staff and learners may be injured if they use equipment dangerously when working with the horses. Eg. Wrapping rope around hands causing rope burns,	<p>Providing induction for learners before they meet the horses.</p> <p>Allowing time to settle in a safe environment before meeting the horses.</p> <p>Close Supervision by Staff at all times</p> <p>All farm equipment to be stored safely</p>	No further action identified.			

	<p>blistering or worse if horse takes off. Stepping into a coil of rope could lead to being dragged along. Farm equipment and horse care equipment</p>	<p>and keys for tractors/quad bikes to be kept securely locked away. All use of horse care/handling equipment to be supervised by Facilitator Safe storage and supervised use of all horse care equipment – i.e. pitchforks, grooming equipment, hoof picks</p>				
Allergic reaction to horses or hay.	<p>Ill health from contact with animals.</p>	<p>Explaining on learner information sheet about what clothes to bring to a session (eg gloves). Identify any allergies prior to commencement of sessions. Advising facilitators to watch for sneezing / runny eyes. Provide hand washing facilities for all staff and learners. Discuss antihistamine medication prior to sessions for learners who may have a known allergy.</p>	<p>No further action identified.</p>			
Hazardous substances	<p>Medication for ponies, wormers and substances used around the farm, muck heap and animal droppings</p>	<p>All hazardous substances to be stored in a cupboard in a locked room. Learners will not be able to access the room unless directly supervised by a Facilitator Stock levels to be checked regularly by Facilitator. All animals to be regularly wormed as per annual worming programme. Learners taking part in animal care may come into contact with droppings and therefore facilitator to ensure they wash their hands thoroughly following contact with animals. All animal droppings picked up regularly by staff Learners aware of stinging</p>	<p>No further action identified.</p>			

		nettles/hazardous plants in the field and supervised at all times				
Slips and Trips - outdoors on stairs/indoors	Staff and visitors risk serious injury if they slip or trip, even on the level.	Regular, visual check for potholes in drive. Facilitators to point out trip possibilities eg into the round pen, paddock, stairs Handrail insitu for stairways. Ensure learners wear sensible and appropriate footwear to minimise risks. Grit surfaces during icy weather. Path to field maintained in winter with field mats to ensure safer surface to field. Dry mop floors on wet days to reduce risk.	No further action identified.			
Transport	Staff and animals and learners risk harm whilst travelling in horsebox.	Transport may be necessary to take horses to venue away from home. Use horse box which had current MOT and fully comprehensive insurance All vehicles maintained and inspected according to manufacturer's recommendations. Permission must be sought from learner or parents/guardians prior to any learner travelling in vehicles and these vehicles insured for business use.	No further action identified.			
Manual handling	Staff and Learners may be at risk of injury whilst handling equipment used around the farm and in sessions.	Managing Director to assess risks and ensure staff are aware of safer handling guidelines. Health and Safety Policy updated annually. Equipment to be used where possible to move any load – i.e hay bales Learners to be supervised by Facilitator if moving or handling any equipment and advised re safe handling Any injury to be dealt with immediately by Facilitator and recorded in accident book.	No further action identified.			
Electricity	Staff risk injury from a electrical appliances or electric fencing.	Electrical installation on premises inspected by qualified electrician. Staff visually check leads and plugs of	No further action identified			

		<p>items before use.</p> <p>Signs up regarding any electric fencing and staff and learners are instructed regarding safe use.</p>				
Other Sites	<p>Horses risk serious injury from hazards in any new environment – ie when horses taken out from the farm to other venues.</p>	<p>Provide staff with checklist for new assessment sites:</p> <p>Obtain signature on assessment site contract from owner / manager / responsible person for the assessment site.</p> <p>Temporary horse area:</p> <p>Visual check of area for glass / bottles / needles / nails / cans / weeds such as ragwort / potholes / rabbit holes.</p> <p>Visual check of fencing to ensure secure and safe (no barbed wire).</p> <p>Visual check for security of any gates onto highways.</p> <p>Set up own electric-taped area for horses.</p> <p>Learner area away from horses</p> <p>Reasonably flat and level</p> <p>Area undercover if possible</p> <p>Access to toilet and hand washing facilities.</p>	<p>No further action identified.</p>			
Risk to Horses and other animals from Learners	<p>Horses and other animals worked with during sessions risk injury from Learners</p>	<p>Learners to be supervised at all times during contact with animals</p> <p>Facilitator to be aware of animals body language and change direction of the session if the animal appears anxious or distressed in any way</p> <p>Twice daily visual checks of all animals to ensure they are healthy, relaxed and uninjured.</p> <p>Promotion of kindness and empathy during sessions and where a risk is</p>	<p>No further action identified</p>			

		<p>identified from a learner a further risk assessment will be completed to minimise risks to the animals.</p> <p>A zero tolerance approach to any roughness with the animals will be taken and learners will be removed from contact.</p>				
<p>Temporary facilities – e.g cabins/temporary toilets checked for risk before learner use</p>	<p>Heater, hot water, step up to cabin, slip risk on floor if wet, electrical equipment</p>	<p>Learners to be supervised at all times when in the cabins – learners warned about step up</p> <p>Heaters to be turned on by facilitators only – switches out of reach to learners</p> <p>Mat at door and mop available to dry wet floor if using during rain</p> <p>Electrical equipment checked by facilitators and all electrical switches turned off when not in use</p> <p>Kettle/coffee machine and microwave to be used only by staff</p> <p>Hot water temperature to be set by facilitator when learners need to wash their hands</p>	<p>No further action identified</p>			
<p>Waiting areas for parents/families/teachers</p>	<p>Risk of breach of confidentiality if parents/families/teachers waiting in the cabin for learners and another session is running concurrently with another learner</p>	<p>Separate waiting area provided in the stable for parents/families/teachers</p> <p>Guidance provided by staff for people accompanying learners to sessions regarding where they can wait so they do not interrupt sessions of other learners.</p> <p>Waiting area risk assessed as safe and seating and dry area provided with areas that are out of bound cordoned off</p> <p>Visitors are asked to wait for their facilitator in the waiting area rather in designated learner areas - e.g cabin/upstairs areas.</p>	<p>No further action needed</p>			
<p>Parking area</p>	<p>Risk to children and animals</p>	<p>Sign on drive to remind visitors to slow down for children and animals.</p>	<p>No further action needed</p>			

<p>Parking area</p>	<p>loose in the yard at entrance to the farm</p>	<p>Visitors are asked to park on the left of the yard on arrival. Learners and animals supervised at all times when returning to the parking area Adjacent premises aware that there are children and animals in the yard. Close gate between field and parking area at all times.</p>				
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Risk assessment to be reviewed on 1.9.2018 by Managing Director – Heather Watson