



THE IRISH PONY CLUB

RISK ASSESSMENT CHECK LIST - SUMMER CAMP

Start Date _____ Finish Date _____ Location _____

HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Access Road	Dual Carriageway. Single Carriageway. Unclassified. Track. Other:	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Warning signs. Post stewards. High visibility clothing. One way system. Inform Gardaí	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Main Entrance & Exit	Easy to find? Sufficient turning space for lorries & trailers to prevent restricting access road? Good ground conditions? Clear view from both ways? Wide enough for 2 vehicles? Alternative road gates? Other:	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Direction signs/send map. Widen entrance. No stopping at entrance. One way system. Staggered arrival times Post stewards. Fill large pot holes. Improve visibility - trim hedges etc.	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Camp Site Traffic	Safe vehicle routes? Safe pedestrian routes? Safe horse/pony routes? Safe/secure parking area? Gas cylinders on vehicles? Any public right of way? Other:	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Parking area to be clearly marked Parking attendants on arrival Restrict vehicle use on site Signs for public rights of way Rope/cone bad areas. Responsible key holder Site Speed limit	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	

Date Assessed		Date Reviewed	
By (Print Name)	Signed	By (Print Name)	Signed



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HAZARD	HAZARD DETAILS	RISK GROUP	ACTIONS PLANNED	RISK LEVEL	REMARKS
Stable Block	Extinguishing media present? Fire instructions displayed? No smoking signs displayed? Segregated hay/bedding store? Horse areas fenced and gated? Stable yards tidy? Muck heap adequate? Tools safely put away?	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Rehearse fire drill Provide and test fire alarm Stable yards, unloading & riding areas fenced and gated. Restrict access to unsafe areas Regular checks/inspections of all areas	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Members Accommodation	Extinguishing media present? Fire instructions displayed? No smoking signs displayed? Fire exits Safe electricity & gas systems Tidy with adequate space? Washing toilet facilities Security? Other	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Rehearse fire drill Provide and test fire alarm Check site procedures for testing and maintaining electrical & gas systems. View records if appropriate. Restrict access to unsafe areas Adult supervision Notify police of location and numbers Cleaning of washing & toilet facilities.	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
All Terrain Vehicles (ATVs)	Are they necessary? Well maintained? Other:	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	1) Driver 17+ 2) Driver holds current licence. 3) Helmet to be worn 4) Speed to be controlled 5) No passengers 6) Drivers authorised 7) Motor insurance necessary?	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Slips, Trips & Falls	Marquee pegs/guy ropes? : Electric cables, P A leads, hoses etc? Rough Ground Parked farm equipment Other:	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Warning cones. Warning signs. Bury or cover cables etc. No keys left in ignition	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	

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Instruction	Instructors Competent? On IPC register? Helpers available? Adequate space Facilities suitable for each ride's ability	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Brief instructors daily Observe each ride daily Move riders in ride not suitable for their ability or pony.	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Supervision other than instruction.	Supervisors Competent? Child protection issues Male & Female? Sufficient activities to fill free time? Safe play areas available	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Brief supervisors daily Adequate communications Evening entertainment Self declaration forms completed. Local Police/Social Security checks Alcohol policy agreed. Visitors asked to report on arrival	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
First Aid & Welfare	Adequate toilet facilities? Adequate washing facilities? Medical & veterinary cover? Accident book? Accident notice displayed? Emergency procedure agreed? Communications? Other: Refer to IPC Guidance.	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	First Aid cover adequate for whole period. Veterinary cover adequate for whole period. Vehicle access to all areas. Two way radio communications. Mobile phone reception on site. Land line available or back up mobile phone(s) Inform instructors and other supervisors of emergency procedure	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Indoor School	Equipment Stored in arena? Entrance/Exit doors. Arena Surface Spectator area. Warm up area Other users of stabling etc? Lighting	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Inspect school and spectator areas daily Entrance/Exit doors supervised Supervision of warm up area. Lighting used as required	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	

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Substances including Petrol, Diesel & LPG	Are materials safely stored? Are materials safely used? Unauthorised use prevented? Protective clothing required? Training required? Other:	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Store under 'lock & key'. Wash hands after use. Adults only to touch gas appliances and cylinders	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Manual Handling	Are heavy loads to be carried? Are heavy items to be moved? Other	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Wheel barrows and/or trolley Hoses for water Encourage team work	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Hot Water & Cooking Surfaces (Branch Caterers)	Are cooking areas designed to prevent access to hot surfaces & hot liquids? Other:	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Prevent access by design. Use of barriers or by restricting access. Never leave hot surfaces or liquids unattended.	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Food Hygiene (Branch Caterers)	Adequate food hygiene procedures? Suitable tables & preparation surfaces? Washing facilities for utensils? Hand washing facilities Other:	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Keep hot food hot & cold food cold. Seek advice from local authority if in doubt. Helper with Hygiene certificate?	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	
Outside Caterers	Safe situation for them? Fire Instructions displayed? Fire extinguishers present? Electrical systems tested? Gas systems tested? Food hygiene certificate?	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Ensure correctly sited Portable Appliance Test Certificate for electrical equipment. Basic Food Hygiene Certificate Public Liability Insurance Checked	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	

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Electricity	Electrical installations? Generator? Electrical appliances? Lighting? Other	IPC Members. IPC Officials. Parents. General Public. Animals. Property.	Ensure installation and equipment has been recently checked. Use RCD protection on portable equipment. Do not allow children to bring mains electrical items to camp.	HIGH <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> LOW <input type="checkbox"/>	

Camp Organiser _____

Branch _____

Instructors _____

First Aid _____

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By (Print Name)	Signed	By (Print Name)	Signed