

Association of Irish Riding Clubs Risk Assessment Form (Sample - Show)

Ref: F08/14
Amended: 22/03/2022

Event / Activity:	Summer Show	Location:	Castle Hill Equestrian Centre (A92 X365)
Activity Description:	One day show with dressage, show jumping, dressage, showing and performance hunter classes.	Map:	
Date of Activity:			
Event Organisers: (List Names)			
First Aid: (List Names)			
Appendix Documents with this Risk Assessment	<ul style="list-style-type: none"> Schedule of classes, incl times, competitors Volunteer Schedule Event Information Document – (how classes run/judges etc) 		

Hazard	Hazard Details	Risk Group	Actions Planned	Risk Assessment			Risk Tolerable? Yes/No	Further Control Measures Required	Action by
				Likelihood 1-3	Severity 1-3	Risk Level 1-9			
Entry Fees	<ul style="list-style-type: none"> Volunteers handling money 	All Attending	<ul style="list-style-type: none"> All entries taken on its plain sailing. Information on rules of site given at entry 	1	1	1	Yes	No	Event committee

On site traffic/Parking Areas	<ul style="list-style-type: none"> • Safe vehicle routes • Parking area • Spectators 	All attending	<ul style="list-style-type: none"> • Parking steward to oversee area • Adequate signage in place 	2	1	2	Yes	No	Event Committee Volunteers tasked with entry
First Aid/Emergencies	<ul style="list-style-type: none"> • Medical cover • Accident book • Accident notice displayed • Emergency procedure agreed • communications 	All attending	<ul style="list-style-type: none"> • First aid cover adequate for whole period • First aid kit available • Mobile phone reception • Eircode known • Signage in place listing first aider 	1	2	2	Yes	No	Emergency Services to be contacted if required First Aider on site at all times
Welfare Facilities	<ul style="list-style-type: none"> • Toilet facilities • Handwashing 	All attending	<ul style="list-style-type: none"> • The venue should provide toilet and hand washing facilities for the visitors, should they be required whilst on site, and cleaned thoroughly following use. • A cleaning record should be visible in the facilities, detailing all areas which should be cleaned. 	2	2	4	Yes	No	

Caterers	<ul style="list-style-type: none"> Adequate food hygiene procedures Insured and certified 	All attending	<ul style="list-style-type: none"> Catering on site Training information for staff provided Insured 	1	2	2	Yes	No	Catering provided by (name company) All insurance and certificates received
Arena	<ul style="list-style-type: none"> Ground conditions Public access Communications Viewing area Infection control	Attendees	<ul style="list-style-type: none"> Inspect competition area before start Entrance and exit gates supervised 	2	1	2	Yes	No	Sand – dressage & prix caprilli Arena 1 – showjumping & Showing Arena 2 – Performance Hunter
Spectators/public areas	Access conditions	access	<ul style="list-style-type: none"> Spectators to be kept away from areas with horses, ie warm up area and competition area Volunteers in place to ensure that spectators don't access areas with horses 	1	1	1	Yes	No	

Course building	Manual handling	Organisers of event	<ul style="list-style-type: none"> Ensure all buddied up will lifting heavy objects 	2	2	4	Yes	No	
Hired facilities	pre event checklist completed	Organisers of show	Insurance/first aid checks	1	1	1	Yes	No	
Adverse weather: Poor ground, Flooding	<ul style="list-style-type: none"> Mainly horses and competitors as the horse may slip if the ground is wet. Officials and the general public may be injured if they come into contact with a spooky horse or they themselves can slip over. 	To be assessed on the day	Decision to be made prior to event (if possible) as to what the process is if weather is adverse.	2	2	4	Yes	No	
Fire	<ul style="list-style-type: none"> Access available for emergency personnel Fire extinguishers available 	Organisers of show	Access to site kept clear	1	1	1	Yes	No	

Date assessed:	Signed:	Date reviewed:	Signed:
By (Print Name)		By (Print Name)	

NOTE: The completion and implementation of the risk assessment is the responsibility of the Event Organisers and the appointed Chief Safety Officer. The purpose of the hazard identification in this sample risk assessment is to assist in minimising the possibility of general risks referred to and does not imply that no other hazardous conditions exist. Risk Assessments must be revised at least annually or as required by changes in the venue. Show Organisers must keep records up to date and on file and must be available for inspection on show days. The above is non-exhaustive, add to it as required.