

RDA VENUE RISK ASSESSMENT 2025



Name of RDA Group: South West Cornwall Group

Venue Address: Old Mill Stables, Lelant Down, Hayle, Cornwall

All RDA Groups must conduct a Risk Assessment for their venue. This should be reviewed annually, or when circumstances change e.g. moving venue or new facilities built.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected. Continue by identifying the hazards that are the real priorities in your case and complete the table to suit. The hazards listed are not exhaustive so take time to consider if your venue has other aspects that need to be risk assessed.

Firstly, consider what hazards exist at your venue:

Site Entrance	<input checked="" type="radio"/> Y / <input type="radio"/> N	Surface (condition and levelness)	<input checked="" type="radio"/> Y / <input type="radio"/> N	Equipment Storage	<input checked="" type="radio"/> Y / <input type="radio"/> N
Gates	<input checked="" type="radio"/> Y / <input type="radio"/> N	Fields / Track	<input checked="" type="radio"/> Y / <input type="radio"/> N	Tack Storage	<input checked="" type="radio"/> Y / <input type="radio"/> N
Car Parking	<input checked="" type="radio"/> Y / <input type="radio"/> N	Classrooms	<input type="radio"/> Y / <input checked="" type="radio"/> N	Waiting Area	<input checked="" type="radio"/> Y / <input type="radio"/> N
Stables	<input checked="" type="radio"/> Y / <input type="radio"/> N	Mounting Facilities	<input checked="" type="radio"/> Y / <input type="radio"/> N	Viewing Area	<input checked="" type="radio"/> Y / <input type="radio"/> N
Horses	<input checked="" type="radio"/> Y / <input type="radio"/> N	Hoists / Hydraulic Platforms	<input checked="" type="radio"/> Y / <input type="radio"/> N	Mechanical Horse	<input type="radio"/> Y / <input checked="" type="radio"/> N
Indoor Arena	<input checked="" type="radio"/> Y / <input type="radio"/> N	Toilets	<input checked="" type="radio"/> Y / <input type="radio"/> N	Emergency Procedures	<input checked="" type="radio"/> Y / <input type="radio"/> N
Outdoor Arena	<input checked="" type="radio"/> Y / <input type="radio"/> N	Kitchen	<input checked="" type="radio"/> Y / <input type="radio"/> N	Other	

If you have circled anything Y, there needs to be consideration of the hazards, the risks and any action to be taken detailed below.

Name of person completing Venue Risk Assessment: Philip Carr (SWCG RDA H&S Rep)

Signature: Philip Carr

Signed, on behalf of the Group Trustees/Directors: [Signature]

Date: 17th September 2025

REVIEW DATE:
Before 01 September 2026

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Site Entrance / exit Limited visibility, from a driver's perspective, on entry & exit	<u>All persons</u> Vehicular incident / accident may cause injury to passengers or pedestrians	<ul style="list-style-type: none"> • OMS regularly clear low branches and foliage near to the exit. Cones are used to discourage vehicles parking too close to the exit. • Visitors are warned to take care on exiting on to Mill Hill Road. 	Continual review	OMS	Maintain on a regular basis.	N/A
Carpark <ul style="list-style-type: none"> • Unpaved & Uneven surface. • Vehicle movement & plant equipment operations • Direct access to a 40mph limit road. • Loading and unloading equines 	<u>All persons</u> (Trip, Fall or Impact injuries)	<ul style="list-style-type: none"> • Advising all to be vigilant and to take care at all times • Recommend supervising children and participants at all times, keeping them contained in vehicle until ready to move away. • Gates may be closed during equine load/unload - RDA guests and volunteers advised not to open unless permission granted by OMS Staff. 	Follow instructions from OMS staff when plant and equine operations are occurring.	RDA: -Trustees -Coaches -Volunteers	Continuing	N/A
Path linking car park to RDA venue. <ul style="list-style-type: none"> • Slopping unpaved, uneven muddy track surface with gate. • Paddock electric fencing 	<u>All persons</u> (Slip, Trip, Fall or Crush injuries, slight electric shock)	<ul style="list-style-type: none"> • Warning all RDA volunteers, participants and others to take care on this path, particularly in wet or icy conditions. Limited access to OMS yards for RDA volunteers. • Electric fencing warning signs are visible - All RDA volunteers, and guests are warned to take care 	Assess the condition of the path, prior to start of RDA event. If bad conditions, person stationed to warn / assist if needed.	RDA Coaches	Continuing	N/A
Outside the covered arena/equine school (Barn) <ol style="list-style-type: none"> 1. Gate to road 2. Gate to covered arena 	<u>All persons</u> (Slip, Trip, Hit, Fall, Kick or Bite injuries)	<i>Note: Response no. match to hazard no.</i> <ol style="list-style-type: none"> 1. Gate kept closed unless in use, and when open RDA riders are to be supervised at all times. 		All RDA Volunteers	Continuing	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
3. Vehicles - carrying participants 4. Potentially slippery surface, in particular the grass bank adjacent to muddy pathway leading from car park. 5. Portaloo 6. Equines manoeuvring / in stable 7. Trip hazard, concrete base to stables in mounting area 8. Falling off outside mounting block or viewing platform 9. RDA Storage shed 10. Access to OMS Yards		2. Manned/closed during RDA sessions. Can be pinned back when arena not in use. 3. Vehicles must be stationary before/during mounting commences. 4. All advised to take care. 5. Portaloo serviced regularly. Users should note 6. on exiting. 6. Participants arriving by car should remain in vehicle, or be supervised & moved clear to a safe distance and to never to approach equine from rear. Participants are not to enter stables without riding PPE and must be correctly supervised. 7. Riders supervised at all times (as above). 8. Riders supervised at all times 9. Shed bolt is closed/locked with padlock 10. Restricted access for RDA participants & guests, unless supervised and <u>authorised</u> by exception only.	4. see 'Path linking car park to RDA venue' risk above. 5. Regular check of Portaloo, ensuring cleaning materials removed when not in use.			
Access route to Gallery 1. Concreted pathway & ramp to gallery 2. Paddock electric fencing	<u>All persons</u> (Trip, Fall or Impact injuries)	<i>Note: Response no. match to hazard no.</i> 1. Pathway construction is a rough concrete surface which leads onto a non-slip ramp with secure handrails. Signs warn of potential slip hazard. 2. Electric fencing warning signs are visible - All RDA volunteers, and guests are warned to take care & not to touch	1. To be swept & cleared prior to RDA sessions, and regularly cleaned to remove any natural slippery deposits, algae etc.	All RDA Volunteers	Continuing	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>Arena & Gallery Fire</p>	<p>All persons (Burn, Trip, Fall, Crush or Impact injuries)</p>	<p>Instructions are clearly written on a notice just by the access from the arena to the gallery [and outside arena, beside extinguisher which is checked regularly and replaced as needed.</p> <p>For fire in the gallery or gallery end of arena, evacuate through the outside mounting area into outside school, keeping riders on horses until safely away.</p> <p>For fire restricting access to outside mounting area, dismount at gallery end and leave via gallery.</p> <p>Evacuate horses only when possible and where human life is not put at further risk.</p> <p>IMPORTANT NOTICE These procedures MUST be practiced with ALL RDA sessions to ensure that everyone knows what to do.</p>	<p>Regular review and practice</p>	<p>SWCG RDA -H&S Rep -Trustees and -Volunteers</p> <p>With assistance from OMS Management</p>	<p>Continuing</p>	<p>N/A</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Gallery 1. Trip hazard from storage of equipment 2. Dust - inhalation & eyes. 3. Sliding door to ramp 4. Electrical supply 5. Hoist 6. Doors into equine school arena / drop to floor 7. Kettle and boiling water 8. Storage of equipment on high shelves in cupboard	<u>All persons</u> (Trip, Fall, Impact, Inhalation, irritation or Scald injuries)	<p><i>Note: Response no, match to hazard no.</i></p> 1. Kept to back & sides of the gallery. Move with due care and attention 2. Kept swept 3. Closed and bolted from inside when not in use. Care if horses are in school & passing gallery area when door opened. Signage in place. No entry to gallery whilst any mounting is in progress. Access controlled during mounting. 4. Power sockets not to be used by participants or guests. 5. Gallery hoist stored in top position, when not in use. Only trained personnel to operate hoist equipment. 6. Grab handle installed. Signage to warn of drop. Yellow markings to indicate edge of gallery. 7. One designated person in charge 8. Care to be taken when putting or removing items from top shelves of cupboard. Heavy items to be placed on lower shelves. Emergency Plan with hospital numbers, doctors, police numbers kept up to date on gallery in case of incidents.			Continuing	N/A
<u>Inside the covered arena / equine school (Barn)</u> 1. Electricity box 2. Hoist [old] 3. Dust from equine school surface	<u>All persons</u> (Trip, Fall, Impact, Pinch, Inhalation, irritation or Electric shock, injuries)	<p><i>Note: Response no, match to hazard no.</i></p> 1. Professional use only - Not to be accessed by others. 2. Decommissioned, stored at highest level, emergency cord tied up.		RDA: -Trustees -Coaches -Volunteers	Continuing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
4. Gate access to Gallery 5. Storage of equipment 6. Mounting block 7. Dirt/Flies around Skip bins		3. Advise all personnel. School surface kept damp. 4. Kept closed to prevent fall injuries, unless mounting/hoisting activities are underway. 5. Equipment should be stored properly, poles on school closed wall, cones returned to school corners, jumps returned to outside school, 6. Care should be taken when moving. 7. Empty frequently Stored safely and moved carefully	6 & 7. Manual Handling to be incorporated into RDA volunteer induction	SWCG H&S Rep	By end 2025	
OMS Yards <ul style="list-style-type: none"> • Uneven surfaces • Steps in/out stables • Horses tied up • Gates to roads • Buckets, barrows etc. • Slippery access to muck heap 	<u>All persons</u> (Slip, Trip, fall, kick or bite injuries)	<ul style="list-style-type: none"> • Restricting access for RDA participants & guests, unless supervised and by exception only. Warning all RDA volunteers to take care on the yards and to follow any instruction from OMS staff. • Give equines wide berth/approach as instructed. 	Warning notice to be placed where volunteers and guests can read. Covered as part of new RDA volunteer training/induction	SWCG H&S Rep SWCG H&S Rep	By end 2025 By end 2025	
OMS Tack room (also see OMS Yards) <ol style="list-style-type: none"> 1. Steps 2. Low lighting 3. High & low saddle racks 4. Bridle hooks (attached to ceiling - back of room) 	<u>All persons</u> (Trip, fall, muscular strain, impact injuries)	<i>Note: Response no. match to hazard no.</i> <ol style="list-style-type: none"> 1. Warning notice in place 2. Allow time for eyes to acclimatize 3. Only lift (Up/Down) if comfortable / competent in doing so, if not ask for help! 4. Bridle hooks to be stowed in highest position when not in use. All to take care not to walk into one 5. Restricting access for RDA participants & guests, unless supervised and by exception only. 	Covered as part of new RDA volunteer training/induction	SWCG H&S Rep	By end 2025	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>Transit to the outdoor equine school</p> <p>Lane crossing - unrestricted speed limit, potentially fast traffic</p>	<p><u>All persons</u> (Trip, fall, impact injuries)</p>	<p>Care must be taken crossing the lane between the indoor and outdoor equine schools.</p> <p>Gates, if opened, must be closed - at no time should the gate be left open! If taking participants across the road the use of a Hi-Vis tabard is recommended.</p> <p>The lane is a common route for equines, therefore there is the risk of slip, trip and falls because of the build-up of debris deposited on the road.</p>	<p>Warn of the dangers and remain vigilant</p>	<p><u>All persons</u></p>	<p>Continuing</p>	<p>N/A</p>
<p>Outdoor equine school</p> <ol style="list-style-type: none"> 1. Uneven path surfaces to hut and viewing area 2. Gate to Outdoor equine school 3. Built show jumping equipment and storage. 	<p><u>All persons</u> (Trip, Fall or Impact injuries)</p>	<p><i>Note: Response no, match to hazard no.</i></p> <ol style="list-style-type: none"> 1. Warning all that the pathway, is constructed of concrete and loose stone shingle, and persons should watch where they walk - avoid running. 2. The gate to the outdoor equine school is kept closed except when entering/leaving the facility. If equines are inside - do not enter without permission and ensure gate is closed behind you 3. Show jumping equipment is designed to fall if touched. Recommended that persons do not interfere with this equipment. If fallen it can present a trip hazard. Stored equipment is stacked but recommend not touched unless trained to use correctly. 		<p>OMS if required</p>	<p>Continuing</p>	<p>N/A</p>

Risk Category	Description	Severity	Likelihood	Mitigation Strategy	Responsible Party	Status	Date
Safety	<p>1. Potential for falls from height during construction activities.</p> <p>2. Risk of injury from heavy machinery operation.</p> <p>3. Possibility of electrical shock from power lines.</p>	<p>High</p>	<p>Medium</p>	<p>Implement safety protocols, including fall protection and PPE. Regular safety training for all workers.</p>	<p>Site Safety Officer</p>	<p>Completed</p>	<p>2024-10-25</p>
Quality	<p>1. Inconsistent material quality from different suppliers.</p> <p>2. Poor workmanship in concrete pouring.</p>	<p>Medium</p>	<p>Low</p>	<p>Source materials from approved suppliers. Implement strict quality control checks.</p>	<p>Quality Assurance</p>	<p>In Progress</p>	<p>2024-11-15</p>
Schedule	<p>1. Delays in material delivery affecting construction progress.</p> <p>2. Weather-related interruptions.</p>	<p>Medium</p>	<p>Medium</p>	<p>Establish buffer time in the project schedule. Monitor weather forecasts.</p>	<p>Project Manager</p>	<p>Open</p>	<p>2024-12-01</p>
Budget	<p>1. Unexpected cost increases for materials.</p> <p>2. Labor shortages leading to overtime costs.</p>	<p>Medium</p>	<p>Low</p>	<p>Regular cost monitoring and budget reviews. Diversify labor sources.</p>	<p>Finance Dept</p>	<p>Open</p>	<p>2024-11-30</p>
Environmental	<p>1. Noise and dust complaints from nearby residents.</p> <p>2. Potential soil erosion on construction site.</p>	<p>Low</p>	<p>Medium</p>	<p>Implement noise barriers and dust control measures. Erosion control techniques.</p>	<p>Environmental Officer</p>	<p>Open</p>	<p>2024-12-15</p>