

THE IRISH QUARTER HORSE ASSOCIATION



DEREK O'BYRNE WHITE













6th March 2023

Safety Statement

Including Risk Assessment

SAFETY STATEMENT INCLUDING RISK ASSESSMENTS

PART A – SAFETY STATEMENT AND APPENDICES		4
<hr/>		
	SECTION 1 – HEALTH AND SAFETY POLICY	5
	1.0 – HEALTH AND SAFETY POLICY	6
	1.1 – BUSINESS / COMPANY INFORMATION	7
SECTION 2 – SAFETY ARRANGEMENTS		8
	2.0 – ROLES AND RESPONSIBILITIES	9

	2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS	10
	2.1 – COMPETENCE AND TRAINING REQUIREMENTS	10
	2.2 – CONSULTATION AND PARTICIPATION	11
	2.3 – THE SAFETY REPRESENTATIVE	12
	2.4 – CONTRACTORS' RESPONSIBILITIES	13
	2.5 – VISITORS	13
	2.6 – ACCIDENT REPORTING AND INVESTIGATION	14
	2.7 – EMERGENCY PROCEDURES	15
	2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS	17
	2.9 – PERSONAL PROTECTIVE EQUIPMENT	18
	2.10 – PREGNANCY AT WORK	19
	2.11 – YOUNG PERSONS	20
	2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK	20
APPENDICES		21
APPENDIX 1 – FORMS AND RECORDS		22
APPENDIX 2 – EMERGENCY INFORMATION		28
APPENDIX 3 – ACCIDENT / INCIDENT INVESTIGATION FORM		30
APPENDIX 4 - SAFETY DATA SHEETS / REPORTS FOR HAZARDOUS SUBSTANCES		33
PART B – RISK ASSESSMENT AND ACTION LIST		34

PART A – SAFETY STATEMENT AND APPENDICES



SECTION 1 – HEALTH AND SAFETY POLICY

WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. I / WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.



1.0 – HEALTH AND SAFETY POLICY

KEY ACTIONS

As a director/ instructor we have the ultimate responsibility for the workplace and a direct influence on health and safety in my / our association. The health and safety policy below outlines my / our commitment to ensuring that the IQHA is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

HEALTH AND SAFETY POLICY

We of the IQHA are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate safety and health and ensuring, so as far as is reasonably practicable, that:

- IQHA activities are managed so as to ensure the safety, health and welfare of my / our instructors
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all instructors at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an instructor's safety and health at risk is prevented
- A safe place of riding is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of working and handling horses are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of instructors/members/participants are employed when required.

Signed:  Date: 01/03/2023

Position: President

Director



1.1 – BUSINESS / COMPANY INFORMATION

KEY ACTIONS

Input relevant details relating to the business / company name, address and any relevant contact details.

BUSINESS / COMPANY INFORMATION	
Business / Company Name	The Irish Quarter Horse Association
Business / Company Address	Moystown Demense, Birr, Shannon Harbour, Offaly R42 EK54
CRO Number	323500
Director	Derek O'Byrne White
Phone Number	086 083 0267
Email	info@iqha.ie
Website	www.iqha.ie
Other Contact / Social Media	

SECTION 2 – SAFETY ARRANGEMENTS

THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

-
- ROLES AND RESPONSIBILITIES
 - COMPETENCE AND TRAINING REQUIREMENTS
 - CONSULTATION AND PARTICIPATION
 - THE SAFETY REPRESENTATIVE
 - CONTRACTORS' RESPONSIBILITIES
 - VISITORS
 - ACCIDENT REPORTING AND INVESTIGATION
 - EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
 - WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
 - PERSONAL PROTECTIVE EQUIPMENT
 - PREGNANCY AT WORK
 - YOUNG PERSONS
 - WORK-RELATED STRESS AND DIGNITY AT WORK



2.0 – ROLES AND RESPONSIBILITIES

KEY ACTIONS

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both instructors and their employees have responsibilities.

EMPLOYER'S RESPONSIBILITIES INCLUDE:

- Manage and conduct IQHA activities so as to ensure the safety and health of instructors and others affected
- Prevent improper conduct likely to put an instructor's /participants safety and health at risk
- Provide a safe place of riding, which is adequately designed and maintained
- Provide safe means of access and egress
- Advise on safety equipment
- Provide safe systems of horse handling
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the instructors capabilities, when an instructor begins training or is transferred to new tasks, and when new technology is introduced
- Advise on protective equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate instructors to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of instructors (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

INSTRUCTOR'S / PARTICIPANT'S RESPONSIBILITIES INCLUDE:

- Comply with the relevant health and safety legislation, e.g. co-operating with instructors, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with the IQHA in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to an instructor or board member
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been recommended for your safety
- Attend any training as required by the IQHA
- Co-operate with the IQHA to enable your employer to comply with relevant health and safety legislation

-
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while around horses
 - Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
 - Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.



2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

We, as the IQHA, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- We shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- We shall brief them on these tasks and their responsibilities
- We shall record the names of such nominated persons
- We shall record details in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1**.

We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.



2.1 – COMPETENCE AND TRAINING REQUIREMENTS

KEY ACTIONS

Competence of directors and instructors is critical to the effective safe management and operation of the association's activities.

Competence is determined by knowledge, training and experience and, as an association, we will assess what training each instructor needs, to keep up to date with changes in legislation. By having competent, trained instructors who are adequately supervised, our members and participants will be capable of riding and handling horses safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- First-aid training
- Instructor training

We shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register** in **Appendix 1**.

KEY ACTIONS

Induction training is very important in communicating specific health and safety information to participants when they first arrive at an event.

Induction training will include the following information:



2.1.1 – INDUCTION TRAINING

- Specific hazards associated with the horses and the controls that are in place
- Roles and responsibilities
- Emergency procedures and first-aid arrangements.

When inductions have been completed, then we shall complete **Form 1.1 Induction Register** in **Appendix 1**. Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.



2.2 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

We recognise that instructor participation in health and safety is an integral part of our safety management system. We are committed to providing adequate and appropriate consultation and welcome the views of all instructors on issues relating to health and safety.

TOP TIPS

We will consult with all instructors and directors:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular process

Furthermore, should any of our instructors/members raise any matters relating to their health and safety that are connected in any way to our work activities, we will consider such matters and will endeavour to take any action that we consider necessary or appropriate to deal with the matters raised.



2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

Our directors may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to us on safety, health and welfare matters while working with horses.

We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

We will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of our safety representative include:

- Having given reasonable notice to instructors, regular inspection of stables and riding arenas according to a schedule agreed between him / her
- Being given access to information that relates to the safety, health and welfare of participants
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him / her perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the stables/yard.

Note: The safety representative shall not suffer any disadvantage in their place in the association through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

Our safety representative is:



2.4 – CONTRACTORS' RESPONSIBILITIES

Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

KEY ACTIONS

All contractors involved in a work activity on our premises must comply with my / our policy for safety, health and welfare. Contractors carrying out work must:

- Be competent to carry out the work
- Have adequate resources to carry out the work Provide copies of their own:
 - Safety statement
 - Insurance
- Ensure that IQHA activities do not affect the well-being of our instructors, members or participants. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at my / our workplace.

FURTHER INFORMATION

To ensure compliance with the legislation we will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in my / our workplace.

Form 1.5 – Responsible Persons Task Register in Appendix 1 can be used to identify instructors who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.



2.5 – VISITORS

Definition: A visitor is a person other than an instructor or contractor.

KEY ACTIONS

Visitors may not be aware of the potential hazards associated with working with horses. To minimise the risk of injury to participants, we will:

- Practice good housekeeping, including: Keeping walkways clear
 - Cleaning up spills immediately
- Restrict access to hazardous areas
- Prevent participants from using equipment or machinery
- Ensure appropriate safety signs and notices are displayed
- Ensure safe walkways and access routes are maintained
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times
- Observe the fire policy and, in the event of an emergency, to identify themselves to an instructor and be escorted to the designated assembly point.

KEY ACTIONS



2.6 – ACCIDENT REPORTING AND INVESTIGATION

If an accident or incident occurs in my / our place of work or in the course of my / our work activities which has affected instructors or a third party, We will:

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on Form **IR1** within 10 working days where:
 - Members of the public injured due to an IQHA activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

FURTHER INFORMATION

The IQHA is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at www.hsa.ie, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.

KEY ACTIONS

We will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

- Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.
 - Fire
 - Falls
 - Accidents/injuries
 - kicks/bites
- Ensuring that instructors are trained in the specific plans and procedures we have in place to deal with emergencies at the yard
- Ensuring that emergency procedures are included in instructor training
- Designating where instructors are needed to implement our emergency plans and procedures



2.7 – EMERGENCY PROCEDURES

- Providing the equipment and training needed
- Completing **Form 2.1 Emergency Contact Information** in **Appendix 2**.

FIRE AND EVACUATION

We will ensure appropriate plans and procedures are in place for dealing with fire, and that instructors are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)
- Location of emergency shut-off points where relevant (e.g. gas) shut off. Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All instructors and visitors must follow the procedures below for evacuation:
 - GO IMMEDIATELY TO THE NEAREST EXIT
 - DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
 - DO NOT STOP TO COLLECT PERSONAL ITEMS
 - GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
 - DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

FIRST AID

After assessment of the stables/yard and the type of hazards that exist, we will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided
- We will ensure first-aid equipment is prominently placed, that riders and instructors are aware of its location and that it is accessible to all instructors
- We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
- Contact details and directions to the nearest doctor or hospital will be available / displayed

- I / We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

EMERGENCY CHECKLIST (NON-EXHAUSTIVE)		YES	NO	N/A
	Have you and instructors identified the types of emergency situations that your business could be exposed to (e.g. fire, kicks, falls etc.)?	yes		
	Are instructors aware of the plans and procedures?	yes		
	Have instructors been appointed and trained in specific tasks, e.g. first aid, fire warden?	yes		
	Are evacuation plans and emergency contact information on display?	yes		
	Are exits well marked, kept clear at all times and emergency lighting/signage in place?	yes		
	Do you and your instructors regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?	yes		

VIOLENCE / ROBBERY

Where there is a risk of robbery or violence in the yard, We will ensure that We have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. We will train instructors on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements
- Do what the offender asks
- Memorise as many details about the offender as possible, e.g. height, clothing, features
- Note the direction and method of escape, e.g. car, motorbike, on foot
- Notify the Gardaí as soon as it is safe to do so
- Provide first aid to victims
- Lock outside doors until emergency services arrive.

FURTHER INFORMATION:

- A 'Fire Safety Checklist' is available in the 'Learn More' section of BeSMART.ie which can be used to develop a specific fire safety management policy for the workplace
- 'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie
- A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.



2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

Where required, we will provide and maintain adequate welfare facilities and a suitable and safe environment for use by instructors and participants, including but not limited to:

- Toilet facilities
- Changing areas
- Adequate ventilation, temperature and lighting
- Fire detection and fire-fighting equipment
- Emergency routes and exits
-

WELFARE FACILITIES	DETAIL AS NECESSARY
Toilet facilities (separate male and female if required)	
Washbasins and washing facilities (hot and cold water and soap)	
Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat	
Potable drinking water	
Facilities to take shelter from the elements	

Facilities to dry clothing and suitable changing areas for nature of the work	



2.9 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in my / our risk assessments, is must be worn by participants. Where required, typical PPE could include:

- Hard hats
- Heeled boots
- High-visibility clothing for trail rides
- Respiratory protection, e.g. mask.

- **We will ensure that:**
 - The suitability of the PPE for the job is assessed
 - PPE is maintained, used and replaced as recommended by the manufacturer’s instructions
 - Personal protective equipment is used where appropriate
 - Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my / our risk assessments will be used
 - We will record details of the supply and training in the use of PPE as required using **Form 1.4 PPE Register** in **Appendix 1**.

We expect our participants to:

- Use PPE correctly
- Check their tack / helmets and boot regularly
- Participate in any training or instruction provided on PPE
- Inform me / us of any medical conditions they have that might be affected by the use of the PPE provided to them.

FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.



2.10 – PREGNANCY AT WORK

KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an instructor is pregnant, has recently given birth or is breastfeeding, We will assess the specific risks arising to instructors to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, We will carry out the following;

- Make sure that a specific risk assessment for that instructor is undertaken*, taking account of any medical advice that the instructor has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities □ If a risk cannot be eliminated or reduced to an acceptable level, then:
 - Adjust the working conditions or hours of work or both; or
 - If this is not possible, provide alternative work; or
 - If this is not possible, grant the instructor health and safety leave
- I / we will ensure that pregnant, postnatal or breastfeeding instructors have suitable facilities to rest or feed.

FURTHER INFORMATION

***A Pregnancy Risk Assessment Template form is available in the Learn More section of BeSMART.ie**

Form 2.5 Responsible Persons Register in Appendix 2 can be used to identify the person responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such instructors must be protected from.



2.11 – YOUNG PERSONS

KEY ACTIONS

I / We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. We will undertake the following:

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
 - Their lack of experience, maturity or awareness of risk
 - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
 - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons
- **Form 1.5 Responsible Persons Register in Appendix 1** can be used to identify the person responsible for carrying out young persons at work risk assessments.

FURTHER INFORMATION

The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of BeSMART.ie.



2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

As an employer We will, so as far as is reasonably practicable, ensure that:

- No instructor's workload is so great that he or she will have to consistently work overtime
- No instructor will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No instructor has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.

FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

APPENDICES

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

APPENDIX 1 – FORMS AND RECORDS

FORM 1.2 – TYPICAL INDUCTION TOPICS

TYPICAL INDUCTION TOPICS				
PURPOSE	TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.			
NO.	RECOMMENDED TOPICS TO BE DISCUSSED	YES	NO	N/A
1.	The qualifications and experience of workers to be inducted have been checked (where required)			
2.	Employees have been briefed on equipment in the workplace			
3.	PPE is available and worn as required: <ul style="list-style-type: none"> • Hard hats • Body protector • High-visibility clothing on trail rides • 			
4.	Emergency procedures and location of: <ul style="list-style-type: none"> • Assembly point and evacuation route • Closest medical facility • Contact details of emergency services • Provisions for emergency communications 			
5.	<ul style="list-style-type: none"> • The location of the first-aid facilities/kits • Names of the first aiders and where to obtain treatment 			
6.	Location of firefighting equipment, e.g. fire extinguishers and hose reels			
7.	Names and contact details of the Health and Safety representative(s)			
8.	Location of welfare facilities (including toilets and drinking water)			
9.	Accident reporting procedures			

10.	Question and answer session			
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING:				

**F
O
R
M
1.
4
-
P
E
R
S
O
N
A
L
P
R
O
T
E
C
T
I
V
E
E
Q
U
I
P
M
E
N
T
R**

FORM 1.5 – RESPONSIBLE PERSONS TASK REGISTER

RESPONSIBLE PERSONS TASK REGISTER			
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)	SIGNATURE
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all		
2.	Person responsible for managing and co-ordinating work activities		
3.	Ensuring records are maintained		
4.	Ensuring forms and registers are collected and filled out as required		
5.	Ensuring safety data sheets are available and appropriate control measures are in place		
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence		
7.	Ensuring risk assessments are carried out and updated as necessary		
8.	Ensuring the upkeep and maintenance of welfare facilities		
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies		
10.	Co-ordinating and managing training requirements		
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities		
12.	Ensuring young persons risk assessments are carried out when necessary		
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary		
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.		

APPENDIX 2 – EMERGENCY INFORMATION

FORM 2.1 – EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION			
BUSINESS/COMPANY NAME			
ADDRESS			
PREMISES CO-ORDINATES		N	W
CONTACT DETAILS			
NAME	ROLE	PHONE NUMBER	
EMERGENCY SERVICES CONTACT DETAILS			
SERVICE	ADDRESS	PHONE NUMBER	
DOCTOR	INSERT	INSERT	
FIRE/GARDAÍ/AMBULANCE	INSERT	999 OR 112	
UTILITY AND SERVICE PROVIDERS			
ELECTRICITY (ESB NETWORKS)	1850 372 999 (24HR)		
GAS NETWORKS IRELAND	1850 20 50 50 (24HR)		
IRISH WATER	1890 278 278		
HEALTH & SAFETY AUTHORITY	1890 289 389		
ASSEMBLY AREA	INSERT		
EMERGENCY CO-ORDINATOR(S)	NAME	PHONE	

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM				
PART A – DETAILS OF INJURED PERSON				
NAME		PHONE		
ADDRESS	EMAIL			
	PPS NUMBER			
	DATE OF BIRTH			
	AGE			
	POSITION			
EMPLOYMENT TYPE		FULL TIME	PART TIME	OTHER
OCCUPATION	EMPLOYEE	CONTRACTOR	MEMBER OF THE PUBLIC	OTHER
OUTCOME	INJURY	NEAR MISS	FATALITY	OTHER
PART B – DETAILS OF INJURY AND TREATMENT				
TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)				
CAUSE OF INJURY (E.G. FALL, MACHINE)				
PART OF BODY INJURED				
AGENT (E.G. POOR LIGHT)				
FIRST AID	YES	NO	FIRST AIDER	
TREATED BY DOCTOR?	DOCTOR'S NAME		ADDRESS	
HOSPITALISED?	HOSPITAL NAME		ADDRESS	
TREATMENT RECEIVED?				
PART C – DETAILS OF ACCIDENT OR INCIDENT				
DATE		TIME		

LOCATION				
DESCRIPTION OF ACCIDENT/INCIDENT				
OTHER INFORMATION AVAILABLE?	WITNESS	CCTV	PHOTO/VIDEO	OTHER

PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)				
NAME		PHONE		
ADDRESS		EMAIL		
		PPS NUMBER		
		DATE OF BIRTH		
		AGE		
		POSITION		
SAFE PASS NUMBER AND EXPIRY DATE		CSCS DETAILS		
WITNESS STATEMENT TAKEN?			YES	NO

PART E – KEY FINDINGS OF INVESTIGATION				
LIST				

PART F – ACTIONS TO PREVENT REOCCURRENCE				
ACTION		BY WHOM	DATE	

PART G - ITEMS ATTACHED				
SKETCHES	CERTIFICATION OF PLANT ETC.	PHOTOGRAPHS/VIDEO	RISK ASSESSMENTS	TRAINING RECORDS

YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
DETAIL OTHER ITEMS/USEFUL INFORMATION									
PART H – OTHER INFORMATION									
ACCIDENT INVESTIGATED BY						POSITION			
PHONE						EMAIL			
SIGNED						DATE			

APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your instructors. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

Section 1 contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

Section 2 gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your instructors and the environment.

Section 3 If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

Section 4 details the first-aid measures you need to take in case of an accident while using the chemical.

Section 5 gives specific information on fighting a fire caused by the chemical.

Section 6 details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

Section 7 contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

Section 8 gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

Sections 9, 11 and 12 provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

Section 10 contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

Section 13 explains how the chemical should be disposed of correctly.

Section 14 contains information relating to the transportation of the chemical.

Section 15 contains the details of the classification of the chemical as given on the label.

Section 16 gives any other information relevant to the chemical, e.g. training advice.

PART B – RISK ASSESSMENT AND ACTION LIST

RISK ASSESSMENT

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
 - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR A NEW RISK ASSESSMENT WILL BE CARRIED OUT
 - THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

ACTION LIST

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN MY/OUR WORKPLACE. YOU SHOULD:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE 'MANAGE ACTION LIST' AND COMPLETE IT ONLINE.

PART B1 – RISK ASSESSMENTS

Completed Risk Assessments

1. Slips, Trips and Falls

-
2. Yard / Buildings
 3. Bale Handling / Storage
 4. Feed Room
 5. Handling Horses
 6. Horse Transport
 7. Horse Walker
 8. Indoor Arena
 9. Jump Equipment
 10. Lunging
 11. Muck Heap
 12. Outdoor Arena
 13. Stables
 14. Tack
 15. Trail Riding
 16. Trailer
 17. Wet Hand Work

Hazard: Slips, Trips and Falls	
Current Controls	Actioned
<p>Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided</p> <p><i>Adequate lighting, visually clear step edges and handrails, handrails that permit a power grip, no distractions such as posters on walls, mobile phones not used</i></p>	Yes
<p>Problem stairs and steps are identified and extra precautions are in place</p> <p><i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i></p>	Yes
<p>Pedestrian routes are slip resistant, kept clear and clean and are properly maintained</p> <p><i>Repair damaged flooring, keep outside pathways free of moss, leaves etc. Have procedures in place for dealing with ice and snow e.g. gritting or salting</i></p>	Yes
<p>Slippery surfaces have been identified and have been replaced, treated or improved</p> <p><i>e.g. floor deep cleaned, spills controlled, floor mats used, slip-resistant footwear used or floor may need to be treated with an abrasive technique, acid etched, coated, or other method and new slip-resistance checked</i></p>	Yes
<p>Floors around entrances are slip resistant when wet</p> <p><i>Wet footprints inside an entrance show that water is entering the building and if the flooring is not slip-resistant there is a risk of persons slipping</i></p>	Yes
<p>Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry</p> <p><i>Remove wet floor signs when floors are dry</i></p>	Yes
<p>Suitable slip resistant footwear is provided and worn where necessary</p> <p><i>Choose footwear with a tread pattern and sole that will grip what is underfoot e.g. liquids, loose solids, ice. Consult with instructors and trial the footwear in your workplace. 'Watch your Step—Choosing Slip-resistant Footwear' Info Sheet is in Learn More</i></p>	Yes
<p>Adequate lighting is provided and is appropriate for the work being carried out</p> <p><i>Identify and consider where there is movement from high to low light work areas e.g. moving from inside to outside a building</i></p>	Yes

<p>Spills are cleaned up immediately and absorbent materials and warning signs are available</p> <p><i>Use absorbent material to soak up spills. Have these materials near areas where spills are likely</i></p>	<p>Yes</p>
<p>Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards</p>	<p>Yes</p>
<p>Additional Controls or Information</p>	

Hazard: Yard / Buildings	
Current Controls	Actioned
<p>Vehicles and people are kept apart as much as possible</p> <p><i>e.g. Plan for orderly movement of people, machinery, livestock; footpaths & walkways; suitable parking; safe exits onto public road; use a one way system or turning area to avoid reversing. Children should not be allowed in the yard or must be supervised</i></p>	Yes
<p>Walkways and work areas are kept clear of trip hazards</p> <p><i>Avoid the risks of slips, trips or falls e.g. keep areas tidy, repair damaged surfaces, have adequate drainage, non-slip surfaces, suitable storage areas etc</i></p>	Yes
<p>Work areas at height have measures in place to prevent falls</p> <p><i>Areas at height e.g. storage area, loft, or gangway should have barriers or railings in place to prevent a fall. Provide a safe means of access e.g. stairs with handrail</i></p>	Yes
<p>Maintenance and repair work is planned so that it is carried out safely, using suitable equipment</p> <p><i>Think about the job and how to do it safely. Make sure the work is carried out by a competent person(s)</i></p>	Yes
<p>Before working on roofs, checks are made for fragile roof surfaces and roof lights and they are avoided</p> <p><i>It is not easy to see weathered or painted roof skylights. Work from underneath or use suitable roof ladders or crawling boards. Asbestos should never be handled without expert guidance. See the 'Safety with Asbestos Information sheet' in Learn More</i></p>	Yes
<p>Ladders are used correctly and only if suitable for the job</p> <p><i>Make sure the ladder has a firm, level footing and cannot slip by tying it at the top, or footing it at the bottom. Keep 3 points of contact with the ladder and do not over-reach. See 'Using ladders Safely Info Sheet' in Learn More</i></p>	Yes
<p>Fire and ignition sources are controlled</p> <p><i>Be aware of possible sources of fire e.g. electrical installations and fittings, oil storage, oil-fired grain driers, tractor exhausts, welding equipment, grinding, infra-red lamps etc</i></p>	Yes
<p>There is an adequate means of escape from all work areas and suitable fire safety and first aid equipment are provided</p> <p><i>Have plans in place for dealing with emergencies such as fire or accident and make sure instructors are trained what to do. Emergency contact numbers should be readily available</i></p>	Yes

Adequate lighting and suitable electrical installations are provided <i>Make sure you complete the 'Electricity' risk assessment</i>	Yes
Swinging doors and sheeted gates are secured when open <i>Make sure you complete the 'Electricity' risk assessment</i>	Yes
Warning signs are in place where relevant	Yes
Hazardous areas are locked when not in use	Yes
Vermin eradication programme is in place where relevant <i>Always use a tool or wear protective gloves when removing dead vermin</i>	Yes
Additional Controls or Information	

Hazard: Bale Handling / Storage	
Current Controls	Actioned
<p>Bale handling equipment is used correctly, is checked before use and is kept in good working order</p> <p><i>Make sure mechanical equipment is suitable for the bales and the load. Handling attachments must be securely fitted and the load counterbalanced. Follow the manufacturer's instructions on how to use, inspect and maintain the equipment</i></p>	Yes
<p>Bale handling is only carried out by those who are trained</p> <p><i>Bale handling should only be carried out by workers who know how to do it safely or are supervised directly by someone with this knowledge</i></p>	Yes
<p>Bales are stored or stacked in suitable areas, on flat ground, away from hazards</p> <p><i>Make sure storage areas have enough space for machinery to manoeuvre. Do not stack bales near to or under overhead lines; make sure they are at least 9 meters away</i></p>	Yes
<p>Stable bale stacks are built</p> <p><i>e.g. by overlapping & interlocking layers of small bales like brickwork; round bales on their sides in a pyramid with supports at the ends and if more than one bale deep, layers should be stepped front to back so bales overlap by about half a bale</i></p>	Yes
<p>Bales are not stacked too high</p> <p><i>Height is also limited by the safe reach of the machinery used for de-stacking or safe access for de-stacking by hand. Generally the max height is 1.5 times the shortest base for rectangular/square bales and 3 times the bale's diameter for round bales</i></p>	Yes
<p>Bales are de-stacked safely</p> <p><i>Do not dislodge or remove bales from the bottom or middle of the stack. Make sure that stacks stay stable and dismantle or rebuild any stacks that become unsafe. Take care when releasing strapping from trailer stacks</i></p>	Yes
<p>A safe system is used for stacking and de-stacking of small bales by hand</p> <p><i>Have guardrails in place where practical. Use ways of working which reduce the risks of people falling e.g. limit stack height, build bales in 'steps' for safe access, avoid working near stack edges</i></p>	Yes
<p>Damaged bales are not stacked</p> <p><i>Store damaged bales separately. Avoid bales being damaged by mechanical equipment, rodents or livestock</i></p>	Yes

People on foot are kept away from machinery used to handle or lift bales	Yes
Extra care is taken when handling large bales and wrapped bales, and the load is kept low	Yes
<i>Centre of gravity is important: make sure load is counterbalanced, keep the load as low as possible without obscuring view, drive slowly and plan the route to avoid jerky movements. Tractor must have an approved cab. Seatbelt should be worn</i>	
Before dismounting to remove wrapping or to approach a bale, the machinery is safely stopped and the bale lowered and stable	Yes
Bale handling equipment is stored safely when not loaded and after use <i>e.g. Remove, fold back or lower, and cover spikes on bale handlers when in storage or when being transported without a bale in place</i>	Yes
PPE is provided and worn where needed	Yes
Smoking and naked flames are not allowed in the hay / straw store or in the yard <i>Suitable warning signs could be displayed were appropriate</i>	Yes
Additional Controls or Information	

Hazard: Feed Room	
Current Controls	Actioned
<p>Feed is suitably stored, for ease of use and protected from vermin</p> <p><i>Plan where the heaviest items are best stored and store the most frequently used items where they are easiest to retrieve. Make sure you complete the 'Manual Handling' risk assessment</i></p>	Yes
<p>Feed room is only used by those who are trained in stacking and retrieval of feed</p>	Yes
<p>Feed room including floor is suitably maintained</p>	Yes
<p>Adequate lighting is provided</p>	Yes
<p>Dust levels are kept as low as possible and Respiratory Protective Equipment is provided and worn when needed</p> <p><i>Avoid inhaling dusts and moulds from feeds as much as possible. Consider ways to reduce dusts e.g. good ventilation, slurry or pellet feeds, soaking hay before feeding</i></p>	Yes
Additional Controls or Information	

Hazard: Handling Horses	
Current Controls	Actioned
<p>Facilities are suitable for handling horses and there is adequate space and lighting</p> <p><i>Facilities should be designed and well laid out and kept in good condition. Specifications for horse housing and fencing are provided by the Dept of Agriculture, Food and the Marine at www.agriculture.gov.ie</i></p>	Yes
<p>Horses handlers are trained and competent and are trained in the safe work practices for each task</p> <p><i>Training should cover the basics of horse behaviour, correct handling techniques, how to secure or restrain the horse, PPE to be worn, which tasks require assistance and to stay alert. They should be supervised until they are competent</i></p>	Yes

<p>Area and equipment are checked before use</p> <p><i>Safely store away equipment and tack</i></p>	Yes
<p>Appropriately fitting head collar / bridle with a secure lead rope are used</p> <p><i>Lead ropes and reins should not be wrapped around hands. Stand to the side of the horse when approaching, fitting tack and leading and avoid walking or standing behind them</i></p>	Yes
<p>Additional assistance and restraints are used where needed</p> <p><i>Depending on the task and the temperament of the horse extra help may be needed. If the horse could resist or act in an excitable manner the task should be carried out in a separate area and restraints used e.g. twitches, stocks</i></p>	Yes
<p>Medicines are only given by trained instructors, suitable equipment and work practices are used, and sharps are safely disposed of in a sharps bin</p> <p><i>Plan the task to prevent accidental self-injection e.g. adequate restraint, applicators with shrouded needles or other protective devices. Do not overfill the sharps bin and dispose of it via a licenced contractor</i></p>	Yes
<p>Dangerous situations and issues are reported and they are dealt with promptly</p> <p><i>Report aggressive animal behaviour, defects in facilities or equipment etc. Have an easy reporting system in place. Make sure relevant information on horses temperament and behaviour is passed on to their handlers</i></p>	Yes
<p>Distractions which may startle, arouse or make a horse nervous are assessed and managed</p> <p><i>Soaps and perfumes which may arouse colts or stallions should not be worn</i></p>	Yes
<p>PPE is provided and worn</p> <p><i>Helmets / skull caps must be correctly fitted and adjusted, with the chin strap fastened. PPE used for equestrian activities should be manufactured to current standards and inspected on a regular basis. Refer to industry requirements</i></p>	Yes

Additional Controls or Information	

Hazard: Horse Transport	
Current Controls	Actioned
<p>Loading and unloading of horses is only carried out by those who are trained</p> <p><i>Stand to the side while opening or closing ramps / doors and make sure the area is clear</i></p>	Yes
<p>Loading and unloading is planned and carried out in a calm manner in a suitable area</p> <p><i>Use a horse loading bay if available. Ramp should be antislip and not steeply inclined</i></p>	Yes
<p>Horses are assessed before travel and the transport used is suitable</p> <p><i>Consider the temperament and training of the horse. Use a trailer that is the right size and type for the horse and the journey. Make sure you complete the 'Trailer' risk assessment</i></p>	Yes
<p>Trailer floors, walls, ramps and doors are inspected regularly and maintained in good condition</p> <p><i>Reported defects should be dealt with promptly and unsafe equipment must be taken out of use</i></p>	Yes
<p>Horse transporter is fitted with a safe exit for persons loading or unloading</p>	Yes
<p>Suitable tack is used to control horses</p>	Yes
<p>Horses are secured and checked before moving off</p> <p><i>Horse compartments should be secured before tying the horse</i></p>	Yes
<p>PPE is provided and worn</p> <p><i>PPE used for equestrian activities should be manufactured to current standards and inspected on a regular basis. Refer to industry requirements</i></p>	Yes
Additional Controls or Information	

Hazard: Horse Walker	
Current Controls	Actioned

Horse walker is used and maintained in accordance with the manufacturer's instructions <i>The manufacturer's manual should be available</i>	Yes
Horse walker has a clearly visible emergency stop which can be easily reached	Yes
Horse walker is only operated by those who are trained in its correct use <i>Horses should be assessed prior to use of the horse walker and supervised as required</i>	Yes
Horse walker is checked regularly, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Checks should include that the emergency stop is working and that the machine safety guards are in place e.g. guards of drive motors, shafts or belts</i>	Yes
Ground is inspected and maintained	Yes
Weather conditions are checked before and during use of the horse walker	Yes
Adequate lighting is provided	Yes
PPE is provided and worn when leading the horse to and from the walker <i>PPE used for equestrian activities should be manufactured to current standards and inspected on a regular basis. Refer to industry requirements</i>	Yes
Additional Controls or Information	

Hazard: Indoor Arena	
Current Controls	Actioned
Ground is inspected and maintained	Yes

Arena entrances are wide enough for a horse and handler, free of snagging points and suitable	Yes
Arena entrances are kept closed while it is in use and systems are in place to control access <i>Non-riders must be kept to a minimum e.g. instructor, helper. The rules for entering, leaving and riding in the arena should be prominently displayed at all entrances and checked they are adhered to</i>	Yes
Riding area is kept free of obstructions or protrusions and perimeter fencing is suitable <i>Perimeter fencing should be high enough to deter horses from jumping it and have a smooth surface on the inside. Avoid having columns within the arena or protect them e.g. by using padding</i>	Yes
Adequate lighting is provided and adjusted so as not to interfere with rider and horse <i>Make sure horses cannot damage electric cables e.g. have them encased or placed underground. Make sure you complete the 'Work at Height' risk assessment where adjustments to the lights cannot be carried out from ground level</i>	Yes
Mirrors, if present, are securely placed at an appropriate height and kept in good condition <i>Mirrors should be made of toughened or safety glass</i>	Yes
Spectators are separated from horses being ridden <i>Gallery should be suitable e.g. prevent spectators from leaning over barriers, keep steps and seats in good repair, empty bins regularly, display signs that children must be supervised etc.</i>	Yes
Horse is properly tacked, shod, trimmed and inspected before riding <i>Make sure you complete the 'Handling Horses' risk assessment. Tack should be inspected at regular intervals to allow for movement and readjusted as desired to suit animal and rider</i>	Yes
PPE is provided and worn <i>Helmets / skull caps must be the correct size, correctly adjusted and the chin strap fastened. PPE used for equestrian activities should be manufactured to current standards and inspected on a regular basis. Refer to industry requirements</i>	Yes
Additional Controls or Information	

--	--

Hazard: Jump Equipment	
Current Controls	Actioned
Jump equipment is stored and stacked in a safe manner when not in use	Yes
Jump equipment used is suitable for the ability of the rider and the horse	Yes
Jump equipment is inspected before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Manually moving heavy equipment is avoided where possible <i>Make sure you complete the 'Manual Handling' risk assessment</i>	Yes
Additional Controls or Information	

Hazard: Lunging	
Current Controls	Actioned
Lunging a horse is carried out in a suitable area and access is restricted <i>Use a designated area which is adequately fenced. Riding and lunging at the same time must not be allowed</i>	Yes
Only trained and authorised persons are permitted to carry out lunging <i>Employees undergoing training should be supervised until they are competent. e.g. how to correctly fit and use equipment, keep a safe position, lunge rein held correctly etc.</i>	Yes
Lunging and tack equipment is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Lunging area has a suitable surface and adequate lighting	Yes
PPE is provided and worn <i>Helmets / skull caps must be the right size, correctly adjusted and the chin strap fastened. PPE used for equestrian activities should be manufactured to current standards and inspected on a regular basis. Refer to industry requirements</i>	Yes
Additional Controls or Information	

Hazard: Muck Heap	
Current Controls	Actioned
Muck heap is located in a suitable area	Yes
Safe routes are in place to access the muck heap	Yes
Muck heaps are removed on a regular basis <i>The size of the muck heap should be managed to reduce the risk of fire, falls from height and environmental nuisance</i>	Yes
Smoking and naked flames are not permitted in or around the muck heap	Yes

Additional Controls or Information	

Hazard: Outdoor Arena	
Current Controls	Actioned
Ground is adequately drained, inspected and maintained	Yes
Arena entrances are wide enough for a horse and handler, free of snagging points and suitable	Yes
Only authorised persons are allowed into the arena when it is in use <i>Non-riders must be kept to a minimum e.g. instructor, helper. Keep entrances closed while the arena is in use and the rules should be clearly displayed. Spectators should be a safe distance away</i>	Yes
Riding area is kept free of obstructions or protrusions and perimeter fencing is suitable <i>Perimeter fencing should be high enough to deter horses from jumping it. Place vertical columns externally with the horizontal planks along the inside</i>	Yes
Weather conditions are monitored and checked before and during outdoor horse riding	Yes
Adequate lighting is provided and adjusted so as not to interfere with rider and horse <i>Make sure horses cannot damage electric cables e.g. have them encased or placed underground. Make sure you complete the 'Work at Height' risk assessment where adjustments to the lights cannot be carried out from ground level</i>	Yes
Horse is properly tacked, shod, trimmed and inspected before riding <i>Make sure you complete the 'Handling Horses' risk assessment. Tack should be inspected at regular intervals and readjusted as required</i>	Yes
PPE is provided and worn <i>Helmets / skull caps must be the correct size, correctly adjusted and the chin strap fastened. PPE used for equestrian activities should be manufactured to current standards and inspected on a regular basis. Refer to industry requirements</i>	Yes
Additional Controls or Information	

Hazard: Stables	
Current Controls	Actioned
Stables are fit for purpose and suitable	Yes
Suitable areas are provided to tie up animals <i>Where space is limited or animals are nervous they should be removed from the stable and tied securely in the yard</i>	Yes
Adequate lighting is provided <i>Make sure that horses cannot interfere with electrical cables and fittings e.g. have them encased or at a suitable distance away</i>	Yes
Stable doors are of sound construction, open outwards or slide, and are maintained in good working order <i>Horse-proof locks should be fitted to prevent escape of animals</i>	Yes
PPE is provided and when working in the stables <i>Make sure you carry out the 'Handling Horses' risk assessment</i>	Yes
Respiratory Protective Equipment is provided and worn when working in the stables with dusty or mouldy forage <i>Avoid dusts where possible e.g. have good ventilation, dampen before sweeping, consider less dusty alternatives to straw such as rubber matting or shredded newspaper</i>	Yes
Additional Controls or Information	

Hazard: Tack	
Current Controls	Actioned
Tack is inspected regularly and before use, reported defects are dealt with promptly and unsafe equipment is taken out of use until repaired or replaced <i>Stitching, straps, buckles, bit etc should be visually inspected before use to make sure it is in good condition, without breaks, defects or tears, and more thoroughly inspected on a regular basis e.g. during weekly cleaning</i>	Yes
Tack is cleaned regularly and stored in a suitable area	Yes

Tack is selected and fitted based on the horse and rider, and instructors fitting tack are trained	Yes
Repair of tack is only carried out by competent persons	Yes
Additional Controls or Information	

Hazard: Trail Riding	
Current Controls	Actioned
Riding trails are identified and mapped, and graded according to difficulty <i>Rider ability should be matched to the difficulty of the trail and the pace to be taken</i>	Yes
Employees are trained and are given information on the riding trails, level of supervision needed and emergency procedures <i>Give instructors information on the difficulty of trail, unmovable hazards and means of communication etc. Make sure there is suitable access for emergency services where practicable. All riders must obey the instructions given by the leader of the string</i>	Yes
Horses for trail riding are assessed for suitability	Yes
Riding trails are located away from busy roads <i>Take the most suitable and safest route to the riding trail</i>	Yes
Riding trails have safe footing and adequate head clearance and are regularly inspected and reviewed <i>Check trail is not too muddy or hard to use and carry out ongoing maintenance to avoid overhanging branches, barbed wire, rabbit holes etc.</i>	Yes
Weather conditions are checked before and during trail riding <i>Restrict riding accordingly</i>	Yes
Horse is properly tacked, shod, trimmed and inspected before riding <i>Make sure you complete the 'Handling Horses' risk assessment. Tack should be inspected at regular intervals and readjusted as required</i>	Yes
PPE is provided and worn <i>Helmets / skull caps must be the correct size, correctly adjusted and the chin strap fastened. PPE used for equestrian activities should be manufactured to current standards and inspected on a regular basis. Refer to industry requirements</i>	Yes
Additional Controls or Information	

Hazard: Trailer

Current Controls	Actioned
<p>Trailer is kept in good working order and is checked before use</p> <p><i>Use and maintain the trailer according to the manufacturer's instructions. Check brakes, lights / reflectors, attachment / hitching points, tyre condition and pressures, safety chain, jockey wheel / stand, hydraulic attachments / hoses etc</i></p>	Yes
<p>Vehicle used is capable of towing the trailer and its load, and the correct braking system is fitted and working</p> <p><i>See www.RSA.ie for information on weight limits and braking requirements for towing trailers on public roads. Where fitted, make sure trailer brakes are working evenly and are synchronised with the vehicle brakes before moving off</i></p>	Yes
<p>Trailer is only used by those who are trained</p> <p><i>See www.RSA.ie for information on driving licence requirements for towed equipment on public roads. Have the operator's handbook available</i></p>	Yes
<p>The vehicle is safely stopped on level ground during hitching and unhitching, the correct hitch system is used and the controls are only operated from the correct position</p> <p><i>Do not stand between the vehicle and trailer unless the engine is off and brake is on. When using an automatic hitch, check that the coupling has been properly made before moving off</i></p>	Yes
<p>Trailer is loaded safely and is not overloaded</p> <p><i>Do not exceed the trailer maximum safe working load. Distribute the load evenly across axles. Trailers should not be loaded above their headboard</i></p>	Yes
<p>Loads are adequately secured for transport and are checked regularly</p> <p><i>Inspect restraint equipment for wear and damage before use. Prevent loads shifting, falling, being dislodged or blown off during the journey or when being unloaded. Check load and restraints, especially after heavy braking or sudden changes of direction</i></p>	Yes
<p>Working at a height is avoided where possible or measures are taken to protect against the risk of falling</p> <p><i>Avoid climbing on to a trailer by working at ground level where possible e.g. use of mechanical loading equipment, vehicles with gauges and controls at ground level; automatic sheeting systems</i></p>	Yes
<p>A raised trailer or trailer part is always supported with a suitable prop when reaching in or working underneath it</p> <p><i>The prop must be suitable to support the weight and prevent the raised part from falling. Make sure you complete the 'Vehicle / Plant Maintenance & Repairs' risk assessment</i></p>	Yes

<p>People stand clear when opening tail gates / boards and trailer is only unloaded or tipped when on stable, level ground with nobody in the tipping zone</p> <p><i>Unfasten the locking bar before tipping. Follow the manufacturer's instructions</i></p>	<p>Yes</p>
<p>Trailer is not tipped or high loads moved under or close to overhead electricity lines unless there is adequate clearance distance</p> <p><i>Avoid moving the trailer when in the raised position</i></p>	<p>Yes</p>
<p>Reversing is avoided or minimised</p> <p><i>Driver must be able to see behind the trailer or be safely guided. Reverse only in a safe place, using safe practices and suitable aids e.g. well positioned mirrors. Keep aids in good working order. Consider fitting a reversing camera on long trailers</i></p>	<p>Yes</p>
<p>Passengers are never carried on the drawbar or trailer</p>	<p>Yes</p>
<p>Trailer is not parked on severe gradients and is chocked when needed</p> <p><i>Refer to the manufacturer's instructions. Take care when fitting and removing chocks and stand to the side of the wheels</i></p>	<p>Yes</p>
<p>Additional Controls or Information</p>	

Hazard: Wet Hand Work	
Current Controls	Actioned
Instructors and riders are trained to protect their skin by drying their hands fully after tasks	Yes
<p>Employees are made aware of the signs of early skin conditions and to notify their employer if they develop a skin condition</p> <p><i>Inform instructors to visually check skin for dryness, redness or itching (which can develop into flaking, cracking or blistering and which may be painful). Getting help with early symptoms may prevent more serious effects</i></p>	Yes
Hand cream is provided and applied to dry hands after wet hand work, where practical	Yes
<p>Suitable gloves are provided and worn where needed</p> <p><i>The gloves needed will depend on the tasks and the type of protection needed. Some people may become allergic to latex rubber in gloves so non-latex alternatives should be used where possible. Barrier creams should not be used together with latex gloves</i></p>	Yes
Additional Controls or Information	

PART B2 – ACTION LIST

Hazard	Control Required	Assigned To	Action By	Complete & Date Completed
--------	------------------	-------------	-----------	---------------------------------