

# RISK ASSESSMENT TICK FORM FOR RDA ACTIVITIES



<b>REGION:</b>	Edinburgh Lothians and Borders
<b>COUNTY:</b>	Edinburgh and Lothians
<b>GROUP:</b>	Muirfield Riding Therapy
<b>VENUE:</b>	West Fenton, North Berwick, EH39 5AL
<b>DATE:</b>	12 <sup>th</sup> September 2016
<b>COMPLETED BY:</b>	Susan Law

RIDING/DRIVING AREA						REMARKS
INDOOR SCHOOL		SURFACE Gel-track		SIZE 50 / 70		Surface regularly harrowed to avoid rutting
OUTDOOR SCHOOL		SURFACE		SIZE		
FIELD		SIZE OF RIDING AREA		FENCIING TYPE		
GATE						
BUGGY						Maintained and only used by authorised persons.
TYPE OF EQUIPMENT		CONES	Yes	POLES	yes	
OTHER						All well maintained

<b>MOUNTING FACILITIES</b>		<b>REMARKS</b>
FIXED BLOCK		
MOVABLE BLOCK	Yes	solid
RAMP	Yes	solid
HOIST	Yes	Regularly maintained and serviced
OTHER		
POSITION		

<b>WAITING AREA</b>	<b>REMARKS</b>
Viewing gallery – very safe	

<b>HORSES/PONIES/DONKEYS</b>		<b>REMARKS</b>
NUMBER USED	13	
CONDITION TEMPERAMENT & AGE		Various. Youngsters being brought on and not used till mature enough
SUITABILITY FOR RIDERS / DRIVERS	Yes	
ADEQUATELY SCHOOLED	yes	

<b>TACK</b>		<b>REMARKS</b>
SUITABLE AND WELL FITTING	Yes	Well maintained and checked
HEADCOLLAR UNDER BRIDLE WITH ROPE	Yes	Well maintained
COUPLING AND LEAD ROPE	Yes	
SUITABLE FOR RIDER	Yes	Various choices depending on rider
FIT OF SADDLES	Yes	Checked regularly
USE OF CORRECTLY FITTED & CLEAN NUMNAHS	Yes	Washed regularly
SAFETY STIRRUPS	Yes	
TOE CAPS	Yes	
SPECIAL EQUIPMENT	Yes	
CONDITION OF TACK	Yes	

<b>HELPERS</b>		<b>REMARKS</b>
GREEN CARD HOLDERS	Yes	Mentors for each session ensure training is progressive and all paperwork in place.  At least two per session but usually many more.  Spare footwear and gloves kept on premises
HOW MANY WITH UP TO DATE BASIC FIRST AID	Yes	
ENOUGH HELP FOR RIDERS PRESENT	Yes	
SUITABLE ATTIRE FOOTWEAR & GLOVES	Yes	

<b>RIDERS</b>		<b>REMARKS</b>
SUITABLE CLOTHING TROUSERS OR JODPURS	Yes	Spares kept on premises  Good variety of hat sizes  Spares kept on premises  Teachers, parents and carers supervise when not mounted
CORRECTLY FITTED HATS COMPLYING WITH RDA STANDARD	Yes	
FOOTWEAR WITH HEEL	Yes	
SUPERVISION WHEN NOT MOUNTED, SAFE WAITING AREA, USE OF TIME	Yes	

<b>GENERAL OBSERVATIONS INCLUDING</b>		<b>REMARKS</b>
ACCIDENT & INCIDENT BOOK AVAILABLE	Yes	Accident and incident book in office.  First aid boxes available  On going training given and reading materials on notice boards  On going training given and practice fire drills
FIRST AID BOX CORRECTLY STOCKED	Yes	
KNOWLEDGE OF & PRACTICE OF ACCIDENT PROCEDURE	Yes	
KNOWLEDGE OF FIRE DRILL IN YARD	Yes	
KNOWLEDGE OF CORRECT USE OF HOIST  (a) PERSON IN CHARGE (b) HELPERS (c) EQUINES	Yes Yes yes	Small team of hoist mentors work to give others experience.

<b>GENERAL OBSERVATIONS</b> Continued		<b>REMARKS</b>
PHYSIOTHERAPIST INVOLVEMENT  DATE OF VISIT  A. RIDER'S PHYSIO  B. COUNTY PHYSIO  C. REGIONAL PHYSIO	Yes   Yes  Yes  Yes	Physiotherapist visits weekly on Wednesday and Friday so date of visit is on going.  Rider physio – occasionally  County physio – weekly  Regional physio – 2 – 3 times a year
SPECIALISED ACTIVITIES  1. BACK RIDING (Physio involved?)  2. VAULTING  3. RIDING OUTSIDE "RIDING ARENA"  4. HIPPO THERAPY	Yes  NO  Yes  Yes	Physio lead with trained team with specialist knowledge  Farm rides closely supervised  Only with physiotherapist
LIST AVAILABLE SHOWING MAXIMUM WEIGHTS EACH PONY CAN CARRY	Yes	
SIGNED APPLICATION FORMS FOR EACH RIDER/DRIVER (updated as needed)	Yes	
RIDERS'/DRIVERS' RECORDS KEPT	Yes	
RIDERS'/DRIVERS' RECORDS UP TO DATE, Including:  1. WEIGHT  2. PROFICIENCY TESTS  3. AIMS  4. MOUNTING PROCEDURES  5. HORSES RIDDEN	Yes  Yes  Yes  Yes  Yes	Weighted at the start of each term  Aims are discussed at the start of each term  Records kept of horses ridden
1. INSTRUCTORS' LOG BOOK SIGNED AND UP TO DATE  2. ASSESSMENT SHEET COMPLETED AND SIGNED IN LOG BOOK	Yes  Yes	
INSTRUCTOR HOLDS LOG BOOK / RDAGI / RDAI / RDASI	Yes	