



Risk Assessment Guidelines

Reference: DI S03
Issued: 12/12/2016
Amended: 12/01/2021

Introduction

We have a duty to do what is reasonably practicable to protect the health, safety and welfare of all those people who may be affected by Dressage Ireland Clg. activities. We also have a duty to carry out and record an assessment of the significant risks, identify who is exposed to those risks and to detail the control measures taken to reduce the risks to a reasonable level.

To carry out a risk assessment, there are five steps to follow:

1. **What could go wrong?** That is, to **identify** the hazards.
2. **Who is at risk?** Identify the people **at risk**, for example members, helpers, spectators, instructors.
3. **What can be done to control the risk?** In other words, what can be done to prevent it going wrong? Reasonably practicable control measures that will reduce the risks to an acceptable level.
4. **Record the assessment.** Having carried out a risk assessment for training sessions at a particular location, it would only be necessary to review the assessment if there was a significant change to the training session format. Similarly, if a competition is held at the same site as last year, it is only necessary to review the risk assessment to identify significant changes.

This check list is intended as a working document to help you provide a safer environment, and has been produced to help satisfy several requirements. Please retain a copy in the Region's Health and Safety Folder for at least twenty-five years. Always send a copy to the Regional Representative Committee if you have made any additional entries under the "other" heading or on a blank sheet, so that we may update the form for future years.



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Check List

Standard check lists are available for Dressage Ireland Clg. activities. The procedure for using these are as follows:

Hazard	Tick listed hazard and move to “hazard details” column or write n/a if not applicable and proceed with next hazard i.e. Old machinery, adjacent river, adjacent main road, tractor, chainsaw, etc
Hazard details	Tick appropriate hazards, listing further ones under “other” and proceed to “risk group” i.e. what damage could ensue, road traffic accident, cut from chainsaw, noise etc
Risk group	Tick appropriate group(s) and proceed to “action planned” column i.e. Who could be at risk, volunteers, helpers, visitors, spectators etc
Action planned	The control measures listed are those commonly used for the hazard in question. It is anticipated they will be effective in most cases. You may consider additional measures necessary to adequately control the risk, see the note after “risk level” below. Tick and implement those you feel will be the most effective and proceed to “risk level” column.
Risk level	Your opinion of the risk, taking into account the actions you plan to implement. If in your opinion the risk is still high, you need to consider other control measures in order to reduce the risk to an acceptable level.
Detail action you propose	Detail precisely what you intend to do, and send a copy of the risk assessment checklist to the Regional Representative Committee allowing sufficient time for a reply to be returned. Give a copy to and explain to the persons charged with controlling the task or the risk.
Note	Use a blank sheet to record additional hazards not identified on the checklist, and as a debriefing form at the event, and document changes you would like to implement for subsequent events.
Review	An assessment may cover a series of events at one location, e.g. Training sessions. Assessments should be reviewed regularly or when there is a significant change. All assessments should be signed and dated as should each review.