

RISK ASSESSMENT POLICY

Updated 01 December 2025

Purpose of the Policy

This policy is intended to help associates of Stoke Lane Stables make appropriate decisions. Stoke Lane Stables clearly recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to clients, associates¹, visitors, general public and contractors and expose the organisation to the possibility of prosecution. Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. The Riding School is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures needing to be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations.

Policy Aims

The aim of this Policy is to set out the systematic approach for suitable and sufficient risk management throughout Stoke Lane Stables site. This policy has particular regard for ensuring the welfare of clients is safeguarded and promoted at all times and appropriate action are taken to reduce risks and potential risks that are identified. The purpose of risk assessment is to identify hazards and evaluate any associated risks. Detail contained within our risk assessments will be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to clarification and the documenting of protocols and procedures, following best practice and relevant standards where applicable.

Responsibilities

- a) Associates are responsible for: Assisting with and participating in the process of risk assessment
- b) The Proprietor and Associates are responsible for: Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to Associates and others as appropriate
- c) The Proprietor is responsible for:

- Allocating resources in response to risk assessments completed and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable
- Setting up frameworks for decision-making and corporate strategies, which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors
- Ensuring that those who are tasked with completing risk assessments are suitably trained to do so
- Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures
- Make suitable representation to the relevant Health & Safety Officer if risk assessments identify an outstanding need which cannot be resourced within existing resources

For the purpose of this policy the following definitions apply:

- a) Hazard: Something with the potential to cause harm
- b) Hazardous Outcome: A description of how someone could be hurt or damage could occur as a result of interacting with the hazard
- c) Risk Rating: The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence
- d) Control Measures: Method used to reduce or control risks arising from identified hazards
- d) Residual Risk: The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

Legal aspects of Risk Assessment There are clear duties for risk assessment under acts such as the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1999. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment:

- The risk assessment shall be 'suitable and sufficient' and cover both associates and non-associates affected by the employer's undertaking (e.g. contractors, members of the public, clients, etc.) The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process. A suitable and sufficient risk assessment should:
- Identify the significant risks and ignore the trivial ones
- Identify and prioritise the measures required to comply with any relevant statutory

provisions

- Remain appropriate to the nature of the work and valid over a reasonable period of time
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk. The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present.

Stoke Lane Stables has a responsibility to ensure that the risk posed to associates, clients, property, visitors, contractors and the public are reduced, so far as reasonably practicable. Risk assessment is a subjective but logical process, which can be broken down into 5 steps:

- Step 1 Identify the hazard
- Step 2 Decide who or what might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record significant findings and implement them
- Step 5 Review the assessment and update if necessary

Each of Stoke Lane Stables's Risk Assessments has a risk rating; low, medium or high. The risk rating within Stoke Lane Stables's risk assessments is presented prior to and then following the 'Control Measures' being put in place.

Types of Risk Assessment

All significant risks shall be assessed. Although the principles of assessment remain the same their application can differ. There are 3 recognised methods of assessment:

- a) Formal – A written method of evaluating the risk of harm
- b) Generic – An evaluation of risk that can be applied to common tasks; In unusual circumstances, when an unforeseen risk presents itself (a previous Formal or Generic risk assessment not having been compiled and / or in use) an employee may be required to use a dynamic risk assessment.
- c) Dynamic – A mental assessment of risk for use when any delay would increase the risk from harm

Training

Stoke Lane Stables as a responsible business owner will provide appropriate risk assessment training for associates as necessary. Those who have a responsibility for the completion of

risk assessments will initially be provided with basic (online and / or internally coached) risk assessment training. This foundation training covers the processes and key stages of risk assessment including the rationale behind the risk assessment; application of suitable and sufficient control measures to mitigate risk; communication of the risk assessment; record keeping and incident management. Specialised risk assessment training will be provided to associates as required ensuring appropriate expertise, monitoring and supervision.

Communication

All risk assessments will be accessible within the 'Instructor Information' page on the website. Relevant information identified in the risk assessment regarding the hazards, their associated risks to the yard and the appropriate control measures must be effectively communicated and be readily accessible to Associates and others as appropriate.

Record Keeping

Accident logs, investigation reports and associated documents must be kept for a minimum period of three years for any adverse incidents involving adults and in the case of an adverse incident involving a child, records should be kept until the child reaches the age of 21, as they may be required in the event of a litigation claim for compensation (note that claims for compensation can, generally be made up to 3 years from the date of the incident occurring). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill health effects e.g. asbestos

¹ **Associate** - A self-employed individual engaged by Stoke Lane Stables to provide professional services, including instructors. Associates are not employees, and this term does not create an employment relationship.