

**HAZARD RISK REGISTER –
SITE & BUILDINGS
2025-2026
Coatesville Pony Club, Cnr
Glenmore Rd and SH28,
Coatesville**



E=eliminate M = Minimise

IDENTIFIED HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	E	M	ACTION PROPOSED
Horses	- Loose horse on grounds or public road - Injury	H		M	- All access gates have signage to remain closed when not in use. - Club rules on notice board, site signage, website and communicated to all members. Club members handbook stipulates rules. - Suitable footwear to be worn around horses.
Movement of Traffic onsite	- Injury - Serious Incident - Death	H		M	15kph speed limit on site. - Parking in designated areas. - Keeping access from the main gate clear.
Members of public crossing over on PC Grounds as part of the council reserve	Members of the public (not club) getting injured or causing injury	L-M		L	- Signage around site - at entry gate/s. - Hazardous chemicals are kept locked away from access. - Only approved committee members and contractors are permitted to operate machinery/equipment onsite for maintenance. - Clubroom, kitchen and all buildings maintained by CVPC locked at all times and only accessible by Authorised members. - Any hazards where the public may encounter cordoned off or clearly signposted /marked

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Violent Threats against personnel by the public.	• Injury • Reputation damage • Litigation	H		M	• Do not confront the person(s). Quietly leave if safe to do so. Do not escalate. • Answer any questions they may have in a calm manner. • If the situation does not get better, contact a PC committee member or the police using 111. • Always notify the club coatesvillepc@gmail.com of all safety incidents •
Club rooms and buildings	• Injury • Property damage	H		L	• All buildings locked and only accessible by Authorised committee members. • Crisis Management team roles defined and communicated • First Aid kit and supplies provisioned for • Emergency plan on notice board
Equipment around grounds	• Injury • Property damage	H		M	• Designated areas to store jump stands/poles and equipment when not in use. • Use safety chains on trailers. • Don't overload trailers. • Check tow-balls, connection fittings and lights (if required) • Ensure loads are secure. • Do not have loads that are over length. • Do not overload vehicles and trailers. • Do not allow people to ride on the trailer.
Working in the	• Injury	H		M	• Wear hi-viz (as required) to ensure being seen

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vicinity of maintenance machinery (arena grooming, grounds maintenance)	• Death • Property damage				• Make eye contact with the operator while in the vicinity of the machine. • Isolate the operational area if required - announce arena closures on the community page.
Other contractors on site	• Injury • Death • Property damage	M		M	• Be aware of contractors on site and the associated hazards due to the type or location of work. (e.g. tree felling over bridleway). • Discuss safety and hazards with the contractor prior to starting work in the same area. Contractor to supply Club with Hazard Management plan. • Notify community via email/social media
General Housekeeping	• Injury • Serious injury • Property damage	M		M	• General rule is a place for everything and everything in its place all the time. • Keep access to emergency service clear and accessible at all times. • Encourage all club members to report hazards and near misses and incidents that could have caused harm • Ensure identified hazards are controlled immediately so as to not cause harm
General safety signage	• Injury • Property damage	M		M	• Relevant signage at all entrances and arena/club notice board

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Slips/Trips/Falls	• Injury • Serious Injury	M		M	• Close off areas that are unsafe using tape and communicate to members/community pages. • Wear appropriate footwear suitable for the environment. • Identify and clear the route of travel making any hazards safe. • Antislip matting on surfaces known to be a slip hazard
Hazardous chemicals	• Fire • Illness	L		L	• Club doesn't have any flammable gasses/liquids in hazardous quantities • Gas cylinder kept onsite locked away and under volume notifiable. • All chemicals/sprays etc.. are kept locked away in clubrooms to prevent unauthorised access
Facilities	• Health risk from inadequate personal hygiene facilities	M	M		• Toilet and hand washing facilities. • Facilities are kept clean and monitored on a regular basis. • Hand washing reminder notices in toilet facilities and kitchen.
Condition of Grounds itself	• fall into Stream/creek • Sodden grounds making paddock riding unsafe	M		L	• Committee members regularly checking grounds • Announcements on social media when grounds are closed and open for riding • Use tape to close off unsafe areas such as "sink" holes
Kitchen	• Burns • Cuts	M		L	• Senior /experienced kitchen staff always rostered on and train new volunteers • Experienced kitchen person to brief volunteers on hazards • Ice Packs for burns and burns spray in First Aid Kit in clubrooms • First Aid kit in clubroom immediately next door

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Dehydration	Illness	M		M	- Bring your own drinking water for yourself and equine. - Wear a hat and wear clothing that will allow you to cool down. - Signage if drinking water is not available at the club.
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