



Nottingham Trent
University

Brackenhurst Equestrian Centre

- **General Info & Terms and Conditions of Facility Hire for Online Store & Equine Affairs Bookings**
 - **GENERAL RIDING RISK ASSESSMENT**
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Version: 2

Date: Updated 01.08.2022

General Info & Terms and Conditions of Facility Hire for Online Store & Equine Affairs Bookings

PLEASE READ IN FULL BEFORE BOOKING. By booking arena/facility hire at Nottingham Trent University, you are stating that you and any other attendees agree to abide by and comply with these terms and conditions below which **MUST BE** adhered to at all times.

INFO • Directions to Brackenhurst - Please enter the campus via the main 'Brackenhurst Campus' entrance from the A612 Nottingham-Southwell Road NOT the Deliveries Only entrance or other smaller lanes that the SAT NAV may direct you via. From this main entrance, follow the slightly windy road all the way down to a T-junction (you will see a driveway with a garage with a black door in front of you). **TURN RIGHT** here then keep following the road all the way down to the equestrian centre. You will go round a really sharp left hand bend and then you will see a cantilever gate and the outdoor school in front of you and a horsebox parking area. If this area is full, please follow the road round to the right and park in the next horsebox park on your left.

- Entry to the centre and Indoor School – there is a cantilever gate installed on the approach to the equestrian centre on the bend just before the lower Equine car park. A loop system senses vehicles and automatically opens the gate (slides sideways) during 'working' hours of 8am to 8.30pm each day and then the gate then closes behind you. If for any reason the gate does not open for you, please call the security officers at Brackenhurst on 07786 112005. Access to the indoor school for horses will be via the footpath at the side of the indoor school accessed at the top of the middle school grass paddock at the centre. Access for pedestrians via the above or the white pedestrian door from the top car park next to Harlow 1 yard.

- Indoor School Lights – If the indoor school lights are not already on, the switches to turn them on are on the top of the white plastic kicking boards in the corner of the pedestrian area of the indoor school under the metal cabinet on your immediate right as you walk into the indoor school via the white pedestrian door from the car park. Please call the security officers at Brackenhurst on 07786 112005 if you require help finding the switch.

TERMS & CONDITIONS

1) The facilities specified in this Hire Agreement shall be provided for use only by the Hirer and (where applicable) Participants supervised by the Hirer. "Participants" means persons invited or permitted by the Hirer to participate in the Event or activities for which the University's facilities have been hired under this Agreement and includes the Hirer him/herself.

2) The Hirer shall not sub-let or otherwise give over control of the University's facilities to any other party without the explicit written consent of the University.

3) The Hirer accepts responsibility for the safety and proper supervision of all Participants and agrees to indemnify the University against any and all claims from Participants or other 3rd parties arising out of the Hirer's use of the University's facilities under this Agreement.

4) The Hirer must ensure that all attendees are covered by their own or the relevant organisations public liability insurance.

5) **NO REFUNDS** for any reason including self-isolation due to Covid-19 unless Government restrictions change in respect to Covid-19 when in this case only, your hire charge will be refunded less the MRL booking fee and a 2.9% + 30p admin fee. Transfer to a future arena hire date up to the value of the hire charge being cancelled, at a mutually convenient time is possible provided that at least 48 hours' notice is given via email.

6) No client to ride unattended – at least one other person should be present during the session to ensure assistance in the event of an incident/accident. Anyone doing so does so at their own risk.

7) The Hirer must ensure that all Participants wear appropriate clothing and equipment during the Event, to the following minimum standards: a) When working a horse from the ground - headwear to PAS 015, ASTM F1163, SNELL E2001, AS/NZS 3838 1998 or AS/NZS 3838 2003 standard with either a Kite mark or S.E.I. and suitable footwear with heels;

b) When riding – headwear to the same standard as specified above and when jumping, it is highly recommended that a BETA Class 3 2009 level body protector is worn.

8) The Hirer shall, and will ensure that any Participant under the Hirer's supervision, shall: a) comply with all licensing, health and safety and other statutory requirements relating to the University's premises;

b) not bring any dangerous or hazardous items to the University's premises and remove any such items promptly when requested to do so by an employee or any other authorised person of the University;

c) comply with the University's reasonable regulations and instructions in respect of its premises and not act in any improper or disorderly manner.

9) The Hirer shall ensure that:

a) Their use of the University's facilities begins and ends strictly at the times booked only;

b) All horses attending must be fully vaccinated against equine influenza virus as per current NTU policy (most recent booster to have been given within 12 months) before being brought on site. Spot checks of passports will be undertaken;

c) Participants and their horses access the University's facilities only via the permitted routes and that Participant's horses do not enter any pedestrian-only areas;

d) Access to the indoor school for horses will be via the footpath at the side of the indoor school accessed at the top of the middle school grass paddock at the centre. Access for pedestrians is via the above or the white pedestrian door from the top car park next to Harlow 1 yard;

e) Participants do not use any University facilities or services that are not provided as part of this Hire Agreement;

- f) Participants place all waste, refuse and litter in the appropriate receptacles;
- g) All droppings occurring during the Hirer's use of the facilities are immediately cleared from facility surfaces, walkways and parking areas;
- h) Participants' vehicles are parked only in permitted areas and do not block any building entrances, emergency entrances/exits or other campus access routes; All horse vehicles to be parked in the equestrian centre bottom parking areas opposite the outdoor school and school grass paddock;
- i) That no horses to be left unattended outside vehicles;
- j) Dogs are kept on a short lead at all times and cleared up after immediately;
- k) In the event of an incident or accident or if you require help or to report suspicious activity, please call the duty officer on 07786 112005 to inform them of the incident;
- l) First Aid Provision is not provided by Nottingham Trent University. In the event of an incident or accident whereby you need to call the emergency services (call 999) please quote the following what3words to the emergency control centre during the call: Brackenhurst Equestrian Centre – **smile.dolphin.infringe**;
Emergency Services Co-ordinates:
Grid Reference Indoor School - SK701520 what3words indoor school – stealing.firewall.begin
Latitude: 53.061524 Longitude: -0.95533633
Grid Reference Outdoor School - SK701522 what3words outdoor school – afternoon.covers.mammals
Latitude: 53.062456 Longitude: -0.95526123
- m) All doors/gates to the schools (including access routes) are kept closed at all times other than when a horse/rider is entering or exiting an area;
- n) Mobile phones are not used whilst mounted or working horses from the ground;
- o) Participants observe the University's no-smoking policy;
- p) At the end of the Event all University equipment used for the Event is put away tidily and promptly and that lighting is switched off.
- 10) The University shall be entitled to apply a surcharge of up to 25% of the value of the Hire Charges for clearing of droppings, litter waste or refuse which is not properly disposed of by the Hirer or Participants.
- 11) The University shall be entitled to eject from its premises any person who behaves in a threatening, abusive or otherwise unreasonable manner.
- 12) The University shall be entitled to immediately terminate the Event if, in the University's reasonable opinion, the Event is not being conducted in a safe manner, or does not comply with these terms & conditions or the conduct of organisers or participants causes a genuine concern for public order.
- 13) If, after signing this Agreement, the Hirer wishes to make and the University agrees to a variation in the facilities required, the University shall be entitled but not obliged to revise the Hire Charges accordingly.
- 14) Force Majeure - If, by reason of any occurrence beyond the reasonable control of the University (including but not limited to industrial action, civil commotion, pandemic, war, fire, explosion, or service failure by a Utility provider) the University is unable to fulfil its obligations under this Agreement, the University shall ensure that the Hirer is notified of the occurrence at the earliest opportunity and the University shall be entitled to cancel this Agreement by notice in writing to the Hirer and shall have no financial or other liability to the Hirer as a result of such cancellation.
- 15) The University shall be entitled to cancel the booking by giving to the Hirer at least 48 hours written notice in advance of the Hire Date, in which case the University shall have no liability whatsoever to the Hirer. In the event that the University cancels the booking at shorter notice, its maximum liability to the Hirer shall be in the form of compensation equivalent to the value of the Hire Charges, and the University shall not be liable in any way for any other costs or expenses incurred by the Hirer or Participants as a consequence of the cancellation.
- 16) The University shall not at any time have any liability whatsoever to any Participant (other than the Hirer) or any other third party as a consequence of this Agreement.
- 17) The University highly recommends that the hirer/participant does not attend, work or ride alone when using the equestrian centre facilities. Those doing so, do this at their own risk.
- 18) The University shall be entitled to refuse future bookings with the participant if any of the above rules, general terms and conditions are not adhered to.


END OF DOCUMENT

RISK ASSESSMENT

Task or Activity Description	Location:	Indoor & Outdoor schools, Brackenhurst EC	
Rick Assessment for: General Riding in the indoor & outdoor schools – for school hire clients.	Persons at Risk - Affected Groups:		
	A - Riders	B – Instructors/Coaches	
	C – Support person of rider	D – Parents of rider	
	E –	F -	

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
Fall from horse.	<p>Hats – An approved riding hat must be worn at all times when mounted or when working a horse from the ground and with the chin strap fastened at all times. The hat must carry the BSI Kite mark; this complies with the recommendation indicated by the BHS. The standard indicated on the riding hat should read; PAS 015;1998 or 2010, SNELL E2001, AS/NZS 3838 1998 or S/NZS 3838 2003.</p> <p>Body Protectors – If worn must conform to BETA 2009 Level 3 (purple label). Body protectors are advised for all riding and in particular for jumping but are not mandatory for school hire clients.</p> <p>Footwear – Riding boots with a smooth sole and small heel must be worn at all times whilst mounted.</p> <p>Gloves – are advised when riding horses.</p>	Medium	

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
	<p>Close supervision at all times of all horses and riders by coach or lead school hire client.</p> <p>If any horse or rider is deemed unsafe the horse and rider should be stopped immediately by coach or lead school hire client.</p> <p>If a coach deems it necessary, a visual check that tack is safe and in a good state of use with the required 2 m social distancing in place can be done before the rider mounts or the session starts if applicable (such as at Pony Club rallies/clinics).</p> <p>Otherwise, riders should check and adjust their own tack as necessary.</p> <p>The correct mounting and dismounting technique and adjustment of equipment should be followed at all times as per British Horse Society guidelines.</p>		
Sprain or strain.	<p>Riders should stay within comfortable limits of physical exertion and warm up and cool down before and after riding if applicable.</p> <p>Manual handling training advised for anyone moving jumps and dressage equipment around during the session. Lighter weight plastic dressage and show jump equipment is provided for use.</p>	Low	
Bitten, trod on, barged, kicked, crush.	<p>Correct handling technique used and enforced around horses by lead hirer/instructor.</p> <p>Helpers/parents to be positioned outside the perimeter fence of the school.</p>	Low	
Fall onto equipment.	<p>All equipment well maintained. Designated mounting block used. Plastic smooth edged show jump poles and wings provided.</p> <p>Once everyone mounted, it is advisable for the mounting block to be moved outside of the riding arena and any other equipment not in use be removed from inside the arena.</p>	Medium	

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
Horse trips and falls on rider	Horses should be well shod/trimmed and the arena surface well maintained – visual inspection of area before start of session is advised. Any concerns to be reported to a member of NTU technical staff.	Low	
Covid-19 spread prevention - First Aid	<p>There will be NO first aid provision by Nottingham Trent University.</p> <p>If someone requires First Aid treatment and there is a first aider present willing to provide first aid, they must wash their hands before and after with soap and water or alcohol gel and must wear gloves. If a casualty is unresponsive and not breathing and requires CPR the First Aider must not put their face close to the casualty's face to check for breathing and should dial 999 and start CPR straight away.</p> <p>Guidance during the COVID 19 outbreak is that you should not perform any rescue breaths and you should place a towel or something similar over the casualty's mouth and nose</p> <p>Click on the link below for detailed advice regarding First Aid during Covid-19 pandemic: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>	Low	<p>On date of hire:</p> <p>If a coach is present they MUST have an in date first aid certificate and their own first aid kit with relevant PPE for administering first aid as necessary. PPE to be taken home with them and disposed of safely.</p> <p>In the event of an emergency requiring first aid with no first aider present; Emergency services must be called by dialling 999.</p> <p>Emergency Services Co-ordinates:</p> <p>Grid Reference Indoor School - SK701520 what3words indoor school – stealing.firewall.begin Latitude: 53.061524 Longitude: -0.95533633</p> <p>Grid Reference Outdoor School - SK701522 what3words outdoor school – afternoon.covers.mammals Latitude: 53.062456 Longitude: -0.95526123</p>
This risk level has been reduced as low as is reasonably practicable			
Assessor's Signature:		Date:	01 June 2020
Manager's Signature:		Date:	04 September 2020

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
	<i>C Sanderson</i>		

	1 st Review	2 nd Review	3 rd Review	4 th Review	5 th Review
Assessors Name:	Zoe Cobb	Zoe Cobb			
Managers Name:	Cat Sanderson	Cat Sanderson			
Date of Review:	14.07.2021	01.08.2022			