



Nottingham Trent
University

NTU Brackenhurst EC

Emergency Handbook, Risk Assessment & Terms of Use for Facility Hire Clients

Version: 2
Date: 15.08.2023

1. EMERGENCY HANDBOOK

1. In the event of an incident or accident whereby you need to call the emergency services please **call 999** or 111 if the incident or accident is less serious but you still require help or guidance.
2. Please quote the following **what3words** to the emergency control centre during the call to enable emergency services to find the location:

Indoor school – **stealing.firewall.begin**

Outdoor school – **afternoon.covers.mammals**

3. There is a **defibrillator** situated inside the indoor school next to the pedestrian door opposite the locker rooms if it is required **what3words ///serenade.voice.rejected**.
4. Please call the duty officer on **07786 112005** to inform them of the incident; Please also call the duty officer if you require first aid, general help or to report suspicious activity.
5. All incidents and accidents that cause injury **MUST** be reported to security on **07786 112005** and an accident form filled in BEFORE leaving site.

2. FIRE EVACUATION PLAN

Fire Action, Assembly Point and Evacuation Procedures for commercial clients at the Equestrian Centre, Vet Nursing and Animal Care Unit at Brackenhurst

For your own safety, please ensure that you are aware of the Fire Action for your building. Fire Action orders are posted on exit routes throughout University buildings. Below is a summary of the orders for your building.

Fire Action

Any Person Discovering a Fire

1. Smash glass in nearest fire alarm
2. Notify the Fire Brigade (dial 999)
3. Attack the fire if possible to do so using the appliances provided
4. Call Security on 07786 112005 and inform them of the situation

On Hearing the Fire Alarm

5. Leave the building by the nearest exit
6. Close all doors behind you
7. Your assembly point is:

THE MAIN EQUESTRIAN CENTRE CAR PARK

**Fire Assembly Point Photograph –
What3Words ///passively.coasted.fire**



Evacuation Procedure

(These procedures supplement the Fire Orders above)

What happens when the fire alarm sounds?

1. The most **SENIOR PERSON OR LEAD CLIENT OF THE COMMERCIAL BOOKING IN THE BUILDING WHERE THE FIRE ALARM IS SOUNDING** should dial 999 and inform the Security on 07786 112005 that the fire alarm is sounding in either the Equestrian Centre, Vet Nursing or Animal Units at Brackenhurst.
2. The most **SENIOR PERSON OR LEAD CLIENT OF THE COMMERCIAL BOOKING IN THE BUILDING WHERE THE FIRE ALARM IS SOUNDING** is responsible for directing and ushering attendees and visitors to the assembly point via the nearest safe exit. **They must ensure that doors are closed when the building/room is empty.** Attendees on horseback should remain mounted and assemble in the outdoor school via the nearest safe exit.
3. The most **SENIOR PERSON OR LEAD CLIENT OF THE COMMERCIAL BOOKING IN THE BUILDING** should wait close to the road near the car park to meet the Fire Service.
4. NTU staff will deal with any evacuation procedure on the stable yards. **UNDER NO CIRCUMSTANCES SHOULD COMMERCIAL BOOKING CLIENTS ENTER THE STABLE YARDS AND EVACUATE HORSES.**

How do you know that it's safe to re-enter?

1. The **MOST SENIOR PERSON IN THE BUILDING OR SECURITY** will prevent re-entry of the building until the "all clear".
2. Silencing the alarm is not the signal to re-enter the building. Having checked with the Fire Service **THE MOST SENIOR PERSON IN THE BUILDING OR SECURITY** will signal that normal working can be resumed remembering to include all entrances.

3. Risk Assessment



Nottingham Trent
University

AEQ Equine Commercial – General Riding in the
indoor and outdoor schools for facility hire clients

Risk assessment

Version: 3

Date: 15/05/2023

1. Risk Assessment

Risk Assessors Name	Zoe Cobb
Accountable Managers Name	Cat Sanderson
Date of Completion	26/09/2022
Location	Brackenhurst Equestrian Centre
Task, Process or Activity Description	AEQ Equine Commercial – General Riding in the indoor and outdoor schools for facility hire clients
Persons at Risk – Affected Groups	Facility Hire Client/Rider/Instructor/Coach/Support Person of Rider/Parents of Rider/Visitors

Ref	Potential Hazard	Existing Controls	Impact	Likelihood	Risk Level	Additional Controls Required	Impact	Likelihood	Risk Level
1	Icy/Snow covered parking areas and walkways causing	All areas of centre to be monitored for snow/ice. Gritting to be carried out and signage put out as per the NTU 'Estates Gritting Procedure' compiled by	4	2	8	If any areas are too slippery the event must be cancelled.	1	1	1

	horses/persons to slip.	the NTU Facilities Manager (Ref.1).							
2	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 or E2016, AS/NZS 3838 1998 or S/NZS 3838 2003.</p> <p>*In order to ensure riders are wearing the most up to date riding hats, please note that from the 1 January 2023, the following hat standards will no</p>	6	2	12	<p>Close supervision at all times of all horses and riders by instructor/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 and physical check that tack is safe and in a good state of use 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</p>			

		<p>longer be accepted, due to the age of hats made to these standards:</p> <ol style="list-style-type: none">1. PAS O15 19982. SNELL 2001 <p>Body Protectors – If worn must conform to BETA 2019 (blue label) Level 3 Body protectors are advised for all riding and in particular for jumping but are not mandatory for school hire clients (Ref.2).</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>				<p>adjustment of equipment should be followed at all times as per British Horse Society guidelines.</p> <p>Riders should be aware of and stay within their own skill limits whilst riding.</p> <p>As per terms and conditions, no client should ride unattended – at least one other person should be present during the session to ensure assistance in the event of an incident/accident.</p> <p>First Aid on date of hire:</p> <p>In the event of an emergency requiring first aid with no first aider present; Emergency services must be called by dialing 999 OR 111.</p> <p>Security can also be called to assist on 07786 112005.</p> <p>If a coach/instructor is present they must have an in date first aid certificate and their own first aid kit</p>			
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					<p>with relevant PPE for administering first aid as necessary. PPE to be taken home with them and disposed of safely.</p> <p>All incidents and accidents that cause injury MUST be reported to security on 07786 112005 and an accident form filled in BEFORE leaving site (Ref.2).</p> <p>Emergency Services Co-ordinates:</p> <p>Grid Reference Indoor School - SK701520</p> <p>what3words indoor school – stealing.firewall.begin</p> <p>Latitude: 53.061524 Longitude: - 0.95533633</p> <p>Grid Reference Outdoor School - SK701522</p> <p>what3words outdoor school – afternoon.covers.mammals Latitude: 53.062456</p>			
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						Longitude: - 0.95526123			
3	Sprain or Strain	Riders should stay within comfortable limits of physical exertion and warm up and cool down before and after riding if applicable. Manual handling training advised for anyone moving jumps and dressage equipment around during the session. Lightweight plastic dressage and show jump equipment is provided for use.	2	1	2				
4	Bitten, trod on, barged, kicked, crushed by horse	Correct handling technique used and enforced around horses by lead hirer/instructor. Helpers/parents/visitors to be positioned outside the perimeter fence of the school.	2	1	2				

2. Actions Required

Ref	Action to be taken	Action Owner	Date to be completed	Actual Completion Date
1				
2				
3				
4				
5				
6				

This risk level has been reduced as low as is reasonably practicable.

3. Approval and Change Log

		Date
Assessors Signature		26/09/2022
Managers Signature		06/10/2022

Review Number	Description of any changes	Date of Review	Assessors Name	Manager Name
1 st Review	Inclusion of icy weather hazards and controls (Ref 1)	09.12.2022	Zoe Cobb	Cat Sanderson
2 nd Review	Change to body protector requirement and Inclusion of requirement of an accident form to be filled in (Ref 2)	15.05.2023	Zoe Cobb	Cat Sanderson
3 rd review				
4 th Review				

4. Risk Matrix

LIKELIHOOD	Chance	Probability	Time period
Likely (Score 4)	More than 75%.	More likely than not to occur.	Likely to occur at least once in a three-month period.
Possible (Score 3)	40-75%.	Fairly likely to occur.	Likely to occur once in a one-year period.
Unlikely (Score 2)	10-40%.	Has happened before, but unlikely again.	Unlikely to occur in a one-year period.
Rare (Score 1)	Less than 10%.	Has never happened before.	Unlikely to occur in a five-year period.
IMPACT	Safety		
Minor (Score 1)	Minor incident causing injury possibly requiring first aid treatment/ disease to one or more persons.		
Serious (Score 2)	Significant injury could result in short term absence from work / disease causing short-term issue to one or more persons.		
Major (Score 4)	Major injury possibly requiring hospital attention / disease causing long-term issue / disability to one or more persons.		
Extreme (Score 6)	Fatality or life-threatening injury / disease to one or more persons.		

		Impact			
		Minor (Score 1)	Serious (Score 2)	Major (Score 4)	Extreme (Score 6)
Likelihood	Likely (Score 4)	4 - Acceptable but keep under review	8 - Consider implementing additional controls to reduce the risk	16 - Risk is unacceptable and additional controls MUST be implemented	24 - Risk is unacceptable and additional controls MUST be implemented
	Possible (Score 3)	3 - Acceptable but keep under review	6 - Consider implementing additional controls to reduce the risk	12 - Consider implementing additional controls to reduce the risk	18 - Risk is unacceptable and additional controls MUST be implemented
	Unlikely (Score 2)	2 - Acceptable but keep under review	4 - Acceptable but keep under review	8 - Consider implementing additional controls to reduce the risk	12 - Consider implementing additional controls to reduce the risk
	Rare (Score 1)	1 - Acceptable but keep under review	2 - Acceptable but keep under review	4 - Acceptable but keep under review	6 - Consider implementing additional controls to reduce the risk

5. Sharing the Risk Assessment

All Risk Assessments should be shared with the people listed in the persons affected section (section 1). Please use the Risk Assessment log to record this information.

4. Terms of use of Brackenhurst EC Facilities

Facility Hire Rules/Terms/Conditions of hire:

- 1) The Hirer must ensure that all attendees/participants are covered by their own or the relevant organisations public liability insurance.
- 2) The University shall not be liable for any injury or damage suffered by the Client or any Event participant except to the extent that such injury or damage is the direct result of proven negligence on the part of the University.
- 3) The Client agrees to indemnify the University, on a full indemnity basis from and against all losses, claims, damages, costs, expenses and other demands suffered by the University as a result of the Client's use of the University premises or as a result of the Client's breach of any of the terms or conditions.
- 4) The University shall not be liable for death of or personal injury to the Client or any Event participant except where such death or injury is due to the negligence of the University.
- 5) The University will not accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought to or left at the University's premises either by the Client or a participant.
- 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. Those doing so, do this at their own risk.
- 7) The facilities specified in the booking confirmation or on the facility 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 Booking/Agreement and includes the Hirer him/herself.
- 8) 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.
- 9) 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 Booking/Agreement.
- 10) The Client shall be liable to the University for the cost of either (at the University's discretion) replacing or making good any loss or damage to University facilities or equipment occurring during the Event as a result of the actions of the Client or Event participants.
- 11) NO REFUNDS for any reason. 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.
- 12) 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 (2011), ASTM F1163 (2004a or 04A onwards), VG1 01.040 (2014-12), SNELL E2016, AS/NZS 3838 1998 or AS/NZS 3838 (2006 onwards) 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 2018 level body protector is worn.
- 13) 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.
- 14) 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 (what3words ///inen.weaned.glossed) and then through the large double doors/gates at the far end of the indoor school (what3words ///preparing.irritable.quiet). Access for pedestrians is via the above or the white pedestrian door from the top car park next to Harlow 1 yard (what3words ///outlawing.victory.bootleg);
- 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) 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;
 - l) Mobile phones are not used whilst mounted or working horses from the ground;
 - m) Participants observe the University's no-smoking policy;
 - n) At the end of the booking all University equipment used is put away tidily and promptly and that lighting is switched off.
- 15) 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.
- 16) The University shall be entitled to eject from its premises any person who behaves in a threatening, abusive or otherwise unreasonable manner.
- 17) 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.
- 18) If, after the booking is made or the Agreement is signed, the Hirer wishes to make and the University agrees to a variation in the facilities required and the time required, the University shall be entitled but not obliged to revise the Hire Charges accordingly.
- 19) 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 the booking by notice in writing to the Hirer and shall have no financial or other liability to the Hirer as a result of such cancellation.
- 20) 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.
- 21) 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 Booking/Agreement.
- 22) 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.