



Cardiff Students' Union
Undeb Myfyrwyr Caerdydd

Cardiff University Students' Union Polo Club Activity Risk Assessment

Please read the guidance notes, or visit a member of the Activities staff team, for assistance to complete.
Useful guidance can also be found from your relevant National Governing Body.

THIS IS A LIVE DOCUMENT THAT NEEDS REGULARLY REVIEWING AND UPDATING.

1. General Information:

Club / Society:	Polo		
Name of <u>most recent</u> assessor / reviewer:	Tezita Roy-Assen	Date of <u>most recent</u> review:	28/08/2026
Committee position of <u>most recent</u> assessor / reviewer:	President	Date of <u>original</u> assessment:	13/10/25

2. Description of Activity:

What is the activity? Attach any routes and maps if applicable.

Riding a horse and playing polo on grass or in an arena.



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Location / address of the activities:

Majority of the time exuding matches:
Longdole Polo club, Stoneyhill farm, Gloucester GL248LF, United kingdom

Approximately how many people are involved?

$\frac{3}{4}$ players in a game, maximum of 8 riders in a lesson. Unlimited numbers at socials.

Approximate duration of the activities:

7 minute chukkas (quarters). 1 hour lesson/training. Nationals trips over 4 days.

3. Hazard Assessment:

Please continue this assessment for as many pages as required.

If your National Governing Body or managed facility provider have their own Risk Assessment, please attach and reference it within your assessment. Ensure that you act on any control measures that require implementation as a result of this assessment.

A hazard is anything that has the potential to cause harm, for example, a hole in the playing surface. A hazardous event takes place when someone or something interacts with the hazard. Every hazardous event has a likelihood and a consequence.

Likelihood is a measure of the chance that a hazardous event will occur.

The consequence / severity is the most likely outcome should the hazardous event occur.

Risk is a combination of the likelihood of a hazardous event occurring, with the consequence / severity of the event.

Use the scales below (1-3) to complete the risk matrix.

Areas for consideration (non-exhaustive list):

- Activity that has the potential to cause injury to those participating.
- Different levels of ability.
- The safe use of equipment required to do activity.
- Facilities / location where the activity takes place on/in/at, for example, surfaces, fixtures and fittings.



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- Environmental factors that would impact the activity, for example, lighting and temperatures.
- Risk to both participants and non-participants from each other's interaction.
- Appropriate leadership and information distribution / collecting, for example, participants brief and medical details.
- Transport / getting to and from the activity.

LIKELIHOOD	CONSEQUENCE / SEVERITY
1 = unlikely the event will happen, although conceivable.	1 = unlikely for an injury to occur, although conceivable, and minor if so. For example, minor cut / graze.
2 = the event could occur sometimes and is fairly likely.	2 = something more than a 'scratch' or 'bruised ego'. A 'three day' injury, requiring further medical assistance. For example, cuts needing stitches.
3 = it is likely the event would occur quite easily / regularly.	3 = a major injury. For example, broken bones, loss of consciousness, loss of limbs, death.

INJURY What type of injury / damage can occur?	HAZARD What is the hazard that can cause the injury? For example, activity, equipment, procedure, location, environment, participants.	EXISTING CONTROL MEASURES What measures are currently in place to reduce the risk of injury?	LIKELIHOOD of injury, taking account of existing control measures (use scale 1-3).	SEVERITY of injury, taking account of existing control measures (use scale 1-3).	RISK = Likelihood X Severity.
Excessive intoxication during	Death or injury from impairment.	An active discouragement from unhealthy	1	3	3



participation in social activities	Alcohol poisoning.	and dangerous drinking practices. Senior club members will be responsible for keeping an eye on new members and ensuring they're safe.			
Traffic collision	Not following highway code and road traffic act 1988 while driving to lessons and fixtures.	Ensure all drivers have passed test with SU transport.	1	3	3
Competing under the influence of alcohol	Drinking alcohol before competing in any sport activity leading to injury due to impairment from alcohol.	All members will be responsible to report any teammates they believe are impaired to the committee where, if they are deemed to be inebriated or have consumed alcohol in any capacity. They will be removed from play. The consequences for this will be clearly communicated before any matches.	1	2	2



Spread of sickness	Attending group activity while sick can infect other members and cause them to also become ill.	Encourage any member who is showing signs of sickness to stay away from activity until all signs are gone.	1	2	2
Physical harm to the rider	Collisions with another player, issue with equipment, being hit by the ball or mallet at speed. Falling from the horse. Horse bites or kicks	Ensure correct safety measures are communicated effectively followed well. Such as wearing a helmet, kneepads, eye protection, long leather boots, gloves etc. As well as being vigilant about potential hazards while mounted. Ensure the area is free of obstacles and that the grounds are well maintained and fit for purpose. Ensure all members are briefed on horse safety before they are allowed to be around them. As well as being accompanied by	2	2/3	6



		an instructor. Riders should be made aware of the rules of the sport to minimise danger. Horse tack should be checked regularly.			
Physical harm individuals in the premises of the polo club (crushing, cuts and abrasions, trapping, falls, trips and slips,	Hazards in polo grounds and surroundings Area and surroundings	- Area safe and free from obstacles - Grounds are laid out in accordance with HPA guidelines - Safety zones are clearly marked - Grounds are maintained - Area free from obstacles - No protrusions from gates or walls	2	3	6



	Stick and ball area	- ground is well maintained and footings are safe - Area is away from traffic and spectators			
	Pony lines	- Pony lines are fit for purpose - Adequate space for ponies - Safe access to lorries and polo fields			
	Water points	- Trip and slip hazards are minimised			
	Visitor/ spectator facilities	- Easy access to emergency vehicles			



		- Emergency numbers known to all - Serious incident management system in place - Access to a phone at all times			
Injury to horses	A lack of education on horse welfare. Ignorance to correct horsemanship. Lack of empathy for the animals. Losing control of the horse or mallet. All could cause the horse to be in pain or discomfort.	Proper education of horse safety and play rules that are in place to keep the horses safe (such as line of play, acceptable angles and aggression of ride offs). Harsh penalisation by committee and trainers if issues occur that lead/could potentially lead to equine injury.	1	3	3
Injury while operating barbeque	Burns or smoke inhalation whilst operating the BBQ can be caused by careless use or being unaware	Ensuring everyone in the area is aware of flames and hot coals.	1	3	3



	around the hazardous area.	Only experienced individuals are to operate the BBQ with a first aid trained individual present. Distance is kept between the BBQ and people surrounding it.			
Sickness due to poor food standards/ poor food prep	Food not being cooked properly, improper storage, cross contamination. Consuming out of date food.	Individuals cooking the food are experienced in food preparations to reduce risk of uncooked food. Ensuring all perishables are refrigerated correctly and stored separately from different food groups. Foods containing allergens are kept separate from other foods or not bought at all. All food brought is kept fresh and in date.	1	3	3



ADD MORE ROWS IF REQUIRED, THIS SPACE IS NOT LIMITING.

4. Risk Evaluation:

<u>Risk factor from assessment matrix</u>	<u>Level of risk</u>
1 - 2	LOW RISK: no further control measures should be required at this time but ensure any in place are maintained and reviewed.
3 - 4	MEDIUM RISK: ensure that the suitable control measures are in place as described in the hazard assessment. You must continuously consider and implement additional control measures where possible. Do not do the activity if you are uncomfortable with the equipment, guidance and support available.
6 - 9	HIGH RISK: DO NOT DO ACTIVITY until risk has been considered, reduced and additional control measures have been enforced. You must identify the additional, necessary control measures and re-evaluate the activity to understand if it is appropriate. Speak to the Activities department for advice.

5. Supervision / Safety of the Activity

What supervision is required for the activity? Coach / leader registration via the student portal is to be completed for all coaches and activity leaders, including volunteers and current students.

Under supervision of a referee- 1:6 or 1:8 at a higher playing level.

Training sessions are supervised by a registered coach.

At competitions experienced members of the committee help newer members to mount, alongside grooms and coaches supplied by the horse hire.



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What appropriate ratio of coach / leader to student is required for the activity?

1:8 in lessons

What First Aid provision is required? If not required within the student group, how / where can you access this? You can source assistance with First Aid training from the Activities department if it is identified that provision is needed.

First raiders and medics on site during matches and first aid kit readily available.

What safety equipment do you need to provide for this activity to go ahead?

Knee pads are provided by the club and are essential for competition. Members must also wear helmets at all times when mounted alongside appropriate footwear. This is enforced by coaches.

- Ensure that you and your members are aware of the Cardiff University Students' Union Emergency Procedures – these can be found on 'committee resources' on cardiffstudents.com.
- **All incidents, accidents and near misses** are required to be reported / recorded to the Activities department as soon as possible after the event.

6. **IMPLEMENT THE CONTROL MEASURES** detailed in this assessment and communicate the findings to members via Operating Procedures. A template can be found on 'committee resources' on cardiffstudents.com.

What do you need to tell your members / the participants following this assessment? Where can they find your Operating Procedures?

This assessment will be available to all members.

7. Review

All safety-related documents must be reviewed each year by incoming committees and activity leaders. They also need reviewing in the event of a serious accident / incident or should any hazards / control measures change.



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Each time this document is reviewed or updated, please complete and sign the below. Within the document, please note any additions with the date it was updated in brackets.

NAME	COMMITTEE POSITION	REVIEW DATE
Santiago Kenneford	President	13/10/25
Tezita Roy-Assen	President	24/08/26
Ennis Atkinson-Jarvis	Captain	28/08/26
Tezita Roy-Assen	President	28/08/26

8. Activities Department Contacts for Student Groups

Athletic Union – AthleticUnion@cardiff.ac.uk

Guild of Societies – Societies@cardiff.ac.uk

Volunteering – Volunteering@cardiff.ac.uk

9. Enjoy your activity!



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