

## VOLUNTEER ROLE DESCRIPTION

|                           |                                       |
|---------------------------|---------------------------------------|
| <b>Role Title:</b>        | <b>Have a Go Lesson Assistant</b>     |
| <b>Organisation:</b>      | <b>Vibrant Partnerships</b>           |
| <b>Location/Facility:</b> | <b>Lee Valley Riding Centre</b>       |
| <b>Working with:</b>      | <b>Lee Valley Riding Centre Staff</b> |
| <b>Time Commitment:</b>   | <b>TBC</b>                            |

### Purpose

To assist riders during group sessions for complete beginners, where riders can experience being on horseback in a relaxed, safe environment on well trained horses and ponies.

|                              |   |
|------------------------------|---|
| <b>Details of Role</b>       | <ul style="list-style-type: none"> <li>To lead horses during beginners riding lessons</li> <li>Lee Valley Riding Centre can lend volunteers riding hats and boots.</li> <li>To find out more about the lessons please visit:<br/><a href="https://www.visitlee valley.org.uk/go/horseriding/#haveago">https://www.visitlee valley.org.uk/go/horseriding/#haveago</a></li> </ul>   |
| <b>Personal Attributes</b>   | <p>You do not need to have any experience with horses to apply for this role but the following are useful attributes:</p> <ul style="list-style-type: none"> <li>Ability to accept instruction from Riding Centre Staff</li> <li>Ability to communicate well with others</li> <li>Experience in leading horses while others are riding</li> </ul>   |
| <b>What's in it for you?</b> | <ul style="list-style-type: none"> <li>An opportunity to develop skills and experience of working in the equestrian world.</li> <li>An opportunity to learn more about horses.</li> <li>An opportunity to meet new people and have fun.</li> </ul>  |
| <b>General</b>               | <ul style="list-style-type: none"> <li>To carry out tasks in line with the Authority's policies and procedures including: <ul style="list-style-type: none"> <li>The Authority's Health and Safety Policy</li> <li>The Authority's Volunteer Policy</li> <li>Volunteer induction pack rules and regulations</li> </ul> </li> <li>Undertake induction and training and development consistent with your role.</li> </ul> |

For further details contact [volunteers@leevalleypark.org.uk](mailto:volunteers@leevalleypark.org.uk)

## Risk Assessment Form

|  |                                  |  |
|--|----------------------------------|--|
| <b>Centre:</b> Riding Centre                       | <b>Original Date:</b> 25/04/2019 | <b>Carried out by:</b> Cassandra Mayer |
| <b>Risk Assessment:</b> Have a Go Lesson Assistant |                                  |  |

| List significant hazards                               | List groups of people who are at risk from the significant hazards identified | List existing control measures or note where the information may be found<br>List risks which are not adequately controlled on the risk reduction plan  |
|--|---|---|
| <b>Risk: Personal Injury</b>                           |   |   |
| Rider Injury/Horse Injury/Leader injury in Stable area | Volunteers, Staff, Customers  | <ul style="list-style-type: none"> <li>Volunteers receive an Induction</li> <li>LVRPA staff supervision</li> <li>Volunteer instruction</li> <li>Stable Risk Assessment</li> <li>First Aid Facilities</li> </ul>   |
| Personal Injury during lesson                          | Volunteers, Staff, Customers  | <ul style="list-style-type: none"> <li>See Indoor and Outdoor Menage Areas Risk Assessments</li> <li>Staff to ensure that prior to going to stable area that correct footwear is worn</li> <li>Maximum numbers for a lesson is 8 persons to 1 instructor or 5 RDA riders</li> <li>Staff supervision at all times</li> <li>Staff designate horses that are appropriate to the person who is leading</li> </ul> |
| Manual Handling of Tack Equipment                      | Volunteers, Staff, Customers  | <ul style="list-style-type: none"> <li>Tack is fitted by a competent person</li> <li>Staff supervision at all times</li> </ul>  |

| Risk: Fire            |                                 |  |
|-----------------------|---------------------------------|--|
| Combustible materials | Volunteers, Staff,<br>Customers | <ul style="list-style-type: none"> <li>Fire alarm system in place and regularly serviced</li> <li>Emergency Action plan in place and given as part of induction</li> <li>All exits checked daily</li> <li>Fire detection and Fire fighting equipment in all areas</li> </ul> |

| Risk: Work Equipment |                                 |  |
|----------------------|---------------------------------|--|
| Saddles helmets etc  | Volunteers, Staff,<br>Customers | <ul style="list-style-type: none"> <li>See Stable area risk assessment. Tack room section</li> </ul> |

| Risk: Control of Disease |                                 |   |
|--------------------------|---------------------------------|---|
| Horse bites              | Volunteers, Staff,<br>Customers | <ul style="list-style-type: none"> <li>Volunteers receive an Induction</li> <li>LVRPA staff supervision</li> <li>Volunteer instruction</li> <li>Volunteer guidelines</li> <li>First Aider on duty and First aid facilities</li> <li>Information for prevention signage</li> </ul> |
| Vermin/Rodents           | Volunteers, Staff,<br>Customers | <ul style="list-style-type: none"> <li>Bait boxes on site though no evidence of vermin</li> <li>Contractor regularly inspects bait boxes</li> </ul>   |

|        |                      |              |  |
|--------|----------------------|--------------|--|
| Review | Review Conducted by: | Name (Print) | <b>Cassandra Mayer</b>                 |
|        |                      | Position     | Duty Manager, Lee Valley Riding Centre |
|        |                      | Date         | 25/04/2019                             |
|        | Review Conducted by: | Name (Print) |  |
|        |                      | Position     |  |
|        |                      | Date         |  |
|        | Review Conducted by: | Name (Print) |  |
|        |                      | Position     |  |
|        |                      | Date         |  |