ILEAP / ACTIVITY RISK ASSESSMENT

Learn2Ride with RDA

Provider-led riding at the RDA National Training Centre

Reference	RA-15	**Assessment date**	24 September 2026
Applies to	ILEAP-booked RDA riding time slot; parents/carers stay	**Review**	When arrangements or risks change; following relevant incident or near miss
Venue	RDA National Training Centre, Lowlands Farm, Shrewley	**Owner**	ILEAP CEO / session leadership team

Purpose and scope

RDA staff and volunteers deliver and direct Learn2Ride at the RDA National Training Centre, Lowlands. ILEAP books the time slot, coordinates the members and provides one ILEAP staff member to assist families. Parents or carers stay and help their own child with communication, reassurance and individual needs, following RDA instructions. RDA decides rider suitability, horse allocation, helmets, mounting, side support and whether riding proceeds. The session may include an RDA assessment or mechanical horse if specified by the provider; do not assume every member rides on a given visit.

Safe start / session leader

STOP	Pause the group at each significant transition; no movement or departure until the check is complete.
REGISTER	A named register holder checks members by name against the current website register, including each member and accompanying adult, health and mobility needs, provider approval and collection.
COUNT	Count members and accompanying adults at ILEAP handovers. The named RDA lead cross-checks the riding or waiting group against the ILEAP register with the ILEAP coordinator before each significant transition.
CONFIRM	Verbally agree names and totals and record the transition check. Agree each member’s parent/carer and the named RDA lead, and record the transfer into and out of the riding activity.
CHECK	Confirm RDA assessment and riding plan, clothing, helmet fitting, accessible routes, adapted toilet, weather, exits and collection.
ACT	Put extra controls in place. Pause or change the session if safe delivery is uncertain; contact Pete or Vanessa as needed.

This is a spoken team check at every session. Record significant transition checks and any material change or extra control in the session record; incidents and concerns follow ILEAP reporting procedures.

Roles, staffing and participation

• RDA: its trained staff and volunteers lead all equestrian decisions, horse handling, mounting, riding, dismounting and specialist emergency response under RDA’s current procedures. ILEAP and families follow their directions.

• ILEAP: one staff member coordinates the booked group, register, communication, handovers and safeguarding. Under ILEAP’s 1:5 minimum this covers up to five members; arrange additional approved ILEAP cover before a larger group attends. RDA personnel and parents/carers are not counted in ILEAP’s ratio.

• Parents/carers: stay throughout and directly support their own member while waiting and as instructed by RDA during the session. They provide personal care and any medication support under the individual plan; they do not handle a horse or assist mounting unless RDA has specifically assessed and directed that role.

• Dedicated external 1:1: where required, additional to group cover. Confirm ILEAP’s appropriate enhanced DBS requirement before attendance; a barred list check needs eligibility. The worker provides their agreed care and break cover; ILEAP staff do not take over personal care or administer medication.

• Volunteers: ILEAP volunteers, if used, are approved and inducted, with a named mentor for their first six sessions. An unapproved volunteer does not count in the ILEAP ratio. RDA volunteers work under RDA’s own arrangements.

• Current information: parents/carers keep membership, mobility, allergy and health details current; staff access the confidential website register. Share relevant individual information securely with RDA before assessment and follow its participant requirements.

Core activity controls

These controls describe the usual session. The leader checks them against the people and conditions present; a written rating cannot replace that judgement. If a necessary control is missing, pause, adapt or cancel the activity until a safe arrangement is agreed.

Provider assessment and rider suitability

What could happen: A horse, tack, mounting method or activity is unsuitable.

Controls: RDA completes its required participant assessment, including any mechanical-horse, weight, balance, mobility or medical checks it specifies. ILEAP and the parent/carer give RDA accurate current information and respect its decision. No riding, change of horse or equipment, or new support method without RDA approval. Offer an alternative experience if riding cannot proceed safely.

Arrival, vehicle movement and handover

What could happen: Injury or a member is missed on arrival.

Controls: Use the booked arrival point and designated parking/walking routes, keeping clear of horses and vehicles. The ILEAP staff member checks each member and accompanying adult by name against the live register, confirms their RDA appointment and records any different collection plan. Parents/carers remain with their own member until an RDA instructor explicitly takes them for the assessed activity.

Member not accounted for

What could happen: A member becomes separated between waiting, mounting and riding areas.

Controls: At arrival, before and after moving from waiting to the RDA activity, at mounting/dismounting handovers, on return and before departure, use STOP–REGISTER–COUNT–CONFIRM; count at least hourly while stationary. The ILEAP register holder and named RDA lead independently check each member by name and confirm who is riding, waiting or with a parent/carer, including totals. Record significant transitions and resolve discrepancies before movement. Stop, secure the remaining group and follow ILEAP Missing Person Procedure with RDA immediately on a mismatch.

Horse behaviour and yard boundaries

What could happen: Kick, bite, being stepped on or crushed.

Controls: RDA controls horses and sets safe routes, barriers and waiting places. Walk calmly, follow instructions, approach or touch a horse only when invited and supervised, and keep clear of behind and between horses. Parents/carers supervise their own member in waiting areas. ILEAP staff do not lead or restrain horses unless specifically trained and authorised by RDA.

Mounting, riding and dismounting

What could happen: Fall, balance loss or serious injury.

Controls: RDA selects the horse, equipment, pace, leader and side support according to its assessment. RDA staff direct mounting and dismounting using their approved method and equipment; no informal lifting or assistance by ILEAP staff or parents. Stop or adapt at the instructor’s direction or if the rider is distressed or unwell.

Helmet, footwear and clothing

What could happen: Head or foot injury, entanglement or discomfort.

Controls: RDA checks and fits a riding helmet and confirms suitable footwear and clothing under its rules. Wear secure clothing without loose items that could catch; tell RDA promptly of discomfort or poor fit. Do not ride until the instructor confirms equipment is suitable.

Weather, yard surfaces and animal allergens

What could happen: Slip, cold/heat exposure, asthma or allergic reaction.

Controls: Follow RDA’s designated accessible paths and weather decisions. Wear suitable layers and footwear, keep clear of uneven, muddy or wet areas where possible and use an indoor alternative if RDA cancels riding. Check current allergy, asthma and other health information; the parent/carer or external 1:1 manages prescribed medication and alerts RDA to relevant changes.

Waiting, parent/carer support and separation

What could happen: A member is left unattended while another rides.

Controls: Parents/carers stay with and directly supervise their own member outside the RDA-led riding activity. Agree where they wait, how the RDA instructor calls the next rider and where members return. ILEAP staff coordinate the overall list but do not take over individual care while a parent or external worker steps away. Communicate any change before it happens.

Communication and emotional wellbeing

What could happen: Fear, distress or misunderstood instruction around horses.

Controls: RDA and the parent/carer use the member’s preferred communication and prepare them for unfamiliar sounds, smells and movements. Offer time, choice and breaks; respect a decision not to ride. Inform the instructor of distress or a change in ability and let RDA decide whether the activity continues.

Toileting and personal care

What could happen: Unmet care, loss of dignity or a member becomes unaccounted for.

Controls: Locate an adapted toilet where available and apply ILEAP's one in, one out rule at the venue. Parents/carers or the member's external 1:1 provide personal care under their plan and inform ILEAP/RDA when leaving and returning. ILEAP staff do not provide personal care or medication and do not cover external worker breaks.

Health, fall and first aid response

What could happen: Injury or delayed emergency care.

Controls: Check current individual plans and RDA's emergency arrangements at safe start. For a fall, loose horse or mounted emergency, follow the RDA instructor's directions and keep others clear. RDA handles the horse and specialist response; ILEAP supports communication, register and contact with family, calls 999 when needed, and reports any incident through ILEAP and RDA routes. Do not move an injured rider unless directed by emergency responders or necessary for immediate danger.

Safeguarding and boundaries

What could happen: Unwanted contact, disclosure or uncertainty between organisations.

Controls: Agree the RDA lead and ILEAP contact at the start. Parents/carers remain present, while RDA personnel direct specialist activity. Follow each organisation's safeguarding reporting arrangements; tell Pete (DSL) or Vanessa (Assistant DSL) promptly of an ILEAP concern and alert the RDA lead where appropriate. Keep individual information confidential.

Vaping and venue movement

What could happen: Unsafe sharing or someone leaving without being counted.

Controls: Follow RDA site rules; no vaping around horses, stables or indoor areas. Any permitted outside break follows the member's agreed arrangement with their parent/carer or external 1:1, with ILEAP informed on departure and return. Do not offer or share a vape.

Fire or site emergency

What could happen: Injury or failure to account for mounted and waiting members.

Controls: At safe start identify RDA exits, assembly point and how riding stops in an emergency. Follow RDA's instructions for horses and riders; parents/carers stay with their own member when safe. The ILEAP coordinator takes the register if safe, independently confirms each member with the RDA lead and reports any missing person immediately.

Changes, incidents and review

• For a minor change, put the control in place and brief the team. Record it if the issue may recur or the assessment needs changing.

• For a significant change, pause or adapt the session until safe arrangements are clear. Contact Pete or Vanessa if needed and record the decision.

• For an incident, near miss, missing person or safeguarding concern, make people safe, follow the relevant ILEAP procedure immediately, report promptly and complete the appropriate record.

• Staff and volunteers read this assessment before their first Learn2Ride session and when it changes. The leader gives a practical briefing; managers check that the controls work in practice. Review this document when arrangements, needs, venue conditions or controls change, and after relevant incidents or near misses.

Related arrangements

ILEAP safeguarding, Missing Person Procedure, one in, one out toileting, first aid, incident reporting, volunteer induction and individual plans apply alongside this public assessment. RDA's current participant assessment, riding, site and emergency procedures apply alongside this ILEAP coordination assessment. Personal health, allergy and support details remain in the restricted website register and individual plans.

Document control

Version	Date	Change
1.0	24 September 2026	Public coordination assessment for RDA-led riding with parents/carers present and provider handovers.