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MILTON KEYNES EQUESTRIAN CENTRE CAMP INFORMATION BOOKLET 2024

01/09/2023



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In the event of an emergency

Call 999 if necessary

MKEC Staff 07810 120 498

Tabby 07966 661 816

George 07938 240 046

Robert 07973 483 950

Towcester Vet for emergencies 01327 811 007

Milton Keynes University Hospital, MK6 5LD. 01908 660033

Hanslope Dr Surgery 01908 510230

Non Emergency Police 101

Farrier Dean 07745 518 593

Farrier Aaron 07710 445 201(week days only)

Entrance Postcode MK19 7HQ (Look out for the sign)

What 3 Words reference for the entrance is: Rival.Pacemaker.Presses

What 3 Words reference for the Clubhouse: Comic.Hack.Dime

What 3 Words for Air Ambulance: Interests.Noise.Senses

To help emergency services try to give them the What 3 Words reference for your exact location.



MKEC Clubhouse – Emergency Evacuation Plan

General Emergency Evacuation Plan for: MILTON KEYNES EQUESTRIAN CENTRE
Premises address and contact number: MKEC, CASTLETHORPE ROAD, HANSLOPE, MILTON KEYNES, MK19 7HQ. MKEC STAFF CONTACT: TABBY ON 07810 120 498
Plan date: 29/06/22
Review date: 01/01/2023, 01/01/2024... annually thereafter
Sound of the alarm
A shouted warning and / or Fire alarm ringing
Raising the alarm
In the event of a fire: If the fire is discovered by a staff member, visitor or if a visitor notifies a staff member of a fire, the alarm will be raised by: commencing manual warning ie shouting loudly to evacuate the building If fire is detected by automatic detectors, this will trigger the fire alarm



MKEC Clubhouse – Emergency Evacuation Plan

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- Camp leader or Any adult on site will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire, including the What3words designation for the entrance
- Pick up visitors signing in book/Camp attendance list
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating
- Separate ‘Personal emergency evacuation plans (PEEPs)’ are in place for staff and known visitors with additional needs as well as ‘General emergency evacuation plans (GEEPs)’ for members of public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- MKEC Staff or Camp leader to sweep building to ensure all areas are clear (including kitchens and toilet/shower areas) if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point (sign in hut) and check all contractors and staff and camp members are accounted for to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are: (detail designated fire escape routes)
THROUGH EITHER OR BOTH SETS OF MAIN DOORS AS SAFE TO DO SO

Fire assembly point

The assembly point is: **NEXT TO THE ARENA**



Camp Booking Form 2024

Name of Camp (Club Name)	
Date of arrival	
Time of arrival	
Time of departure	
Camp contact name	
Camp contact phone number	
Camp contact email	
Catering or self-catering	
Open to Non Members	
Would you like us to actively advertise this camp?	

- For 2024 there will be a save the date payment of £200, non-refundable. We will transfer the camp to a future date if we are able, should the date need to be changed.
- One month before your camp you will need to make a payment of up to £1000 to take you to your minimum spend for the camp, also being non-refundable.
- The final payment is due within 7 days of your departure.
- When your camp is over, the stables and the paddocks need to be left ready for the next camp with poo being removed from both. If paddocks or stables are not left clean, there will be a £10 fee for cleaning each stable clean and per paddock automatically added to your invoice.
- Catering is £11 per adult meal and £9 per child meal. The self-catering kitchen has a charge of £25 per 24 hours.



Camp booking Information Form 2024

Time of arrival	
Time of departure	
Expected no of riders	
Expected no of additional campers (non riding) £20pp per camp	
Facilities required	
Is Hook up needed? £30	
Do you require hay / haylage £10 Both or Neither	

- Ideally the camp organiser should aim to arrive on site before other riders
- Additional Non-Riders – this is a charge for those coming with the camp to enjoy the weekend but not riding. This does not include trainers/coaches that you are using to run the camp, or adults required for Pony Camp. It does include friends of riders and parents who choose to stay rather than being required to stay.
- Hook up is payable directly from the user to MKEC on arrival at camp, this can be made using cash, via Paypal (admin@mkec.co.uk) or by card (we will send a link to a mobile phone for a card payment). Charge is £30 per hook up per camp.
- Hay/Haylage is at a charge of £10 per person per camp. Riders can bring their own hay/haylage if they prefer.



MKEC DISCLAIMER

- Milton Keynes Equestrian Centre does not accept responsibility for any accident, loss, damage, injury or illness to any horses, riders, spectators, vehicles or their contents or any other person or property while on site at MKEC.
- No person under the age of 18 may use the cross-country course unless accompanied by an adult.
- Children 8 years and under are not covered by our insurance.
- Current safety standard riding hats, and suitable footwear with defined heels must be worn at all times whilst mounted. We recommend wearing a back/body protector at all times.
- Current safety standard riding hats, suitable footwear and a back/body protector must be worn whilst riding on our cross-country courses.
- All lone riders must carry a working mobile phone, in all other cases groups of 2 or more must carry at least one working mobile phone.
- It is advised medical armbands are worn at all times whilst using our facilities.
- Any accidents MUST be reported to the Centre Manager on 07810120498.
- Any damaged caused to the cross-country fences MUST be reported immediately.
- The rider is responsible for determining whether or not any fences are suitable for the horse and riders' ability.
- All visitors use the facilities at their own risk and acknowledge the risk of injury relative to riding and handling horses.
- It is the responsibility of the camp organiser to check their instructors are fully insured.
- All camp organisers must email a copy of their instructors' insurance certificate to admin@mkec.co.uk (unless you are PC).
- Dogs must be kept on leads at all times and dropping picked immediately in all areas.
- All visitors agree to pick up droppings generated by their animals in the car-park.
- No unauthorised cars are allowed on the courses.
- MP Beesley & Son/MKEC reserve the right to refuse entry to the premises. MKEC reserve the right to close the facilities at short notice and cancel bookings. Refunds or transfer of funds will be issued in relation to bookings cancelled us.

ORGANISER SIGNATURE..... PRINT NAME.....

CAMP NAME.....CAMP DATE.....



Price List for Camps – 2024

Day Camp	£50 per person, min spend £800	8.00am-8.00pm
Midweek Camp Tue-Thur	£80 per person	2 days / 24 hours / 1 night
Tue-Thur	£100 per person	2 days / 48 hours / 2 nights
Tue-Thur	£130 per person	3 days / 72 hours / 3 nights
	£180 per person	4 days / 96 hours / 4 nights
	£200 per person	5 days / 120 hours / 5 nights
Weekend Camp Fri - Sun	£120 per person	2 days / 48 hours / 2 nights
Thur–Sun / Fri-Mon	£150 per person	3 days / 72 hours / 3 nights
Additional Time	Please call to discuss	
Additional overnight stabling	£20 per stable	
Additional non riders	£20 per person	
Additional non ridden horse	£20 per horse	
Hay / Haylage	£10 per person	
Hook up	£30 per Hook up per camp	Paid direct on arrival
Additional Shavings	£9 per bale	
Mandatory Service Charge	£100 per camp (£50 for day camp)	To cover Wifi / Tumble Dryer / Cleaning / Electric
Self Catering Charge	£25 per day	
Breakages and paddocks/stables left dirty will be automatically charged		

Bookings will run strictly to time, ie arrive at 2pm on day 1 and leave at 2pm on the last day additional hours may be arranged but will be charged for proportionately.

Camps require a £200 save the date non-refundable deposit, followed by second deposit of £600 or £1000 one month before the camp, final invoice due for payment after the camp. Minimum camp spend is £1200 for high season/weekend camps £800 for mid week/out of season camps.

Maximum camp size is 30 horses unless specifically agreed.

Camp prices include full use of the arenas/XCs/Stables/Paddocks and Clubhouse



Grass dressage arena

Next to our Show Jump Arena we have a grass arena set up with 20M x 40M and 20M x 60M dressage boards and markers, this arena is available weather permitting. When using this arena all droppings must be picked up and put on the muck heap



Grass Show Jump Arena

Falling off	Riders Third parties	Riders should ride within their capabilities. The arena should be well maintained with regular check made to identify and rectify issues. Clients advised to wear medical armbands with relevant medical information. Riders should wear correct safety clothing, protectors and helmets when using the arena. Spectators should stand a safe distance from the horse and jump	low
Being trampled	Riders Third parties Staff	Riders should wear correct safety clothing, protectors and helmets when using the arena. Spectators should stand a safe distance from the horse and jump Staff should only carry out works when the arena is empty	Low
Loose horse causing collision	Riders Third parties Staff	Arena is roped Gate should be kept closed to contain any loose horses.	Low
Adverse weather conditions	Riders Third parties Staff	Trainers, riders to assess weather conditions and act accordingly MKEC staff monitor weather and ground conditions and close facilities if required	Low
Uneven ground	Riders Horses	Arena should be well maintained with regular check made to identify and rectify issues. Where holes are noted that cannot be rectified the area is clearly marked. Riders should be aware that certain undulations on a grass arena is unavoidable. Any major issues noticed by riders should be reported immediately.	Med/high
General		Good signage All riders must individually sign in and accept disclaimer before using any of the facilities All riders should be aware of and accept the dangers of riding a horse. Riders to consider the use of studs if conditions require. Trainers/riders to inspect ground before use	

During the summer months, weather permitting, we have a full course of show jumps set up on a flat grass arena.

The jumps have a variety of fillers, some are skinny jumps, some oxers one water jump (the tray does not always contain water), some double jumps or occasionally treble jumps. All jumps are fully height adjustable so suitable for all riders.

The jump configuration is changed regularly to reduce ground compaction on the landings. You will have wings, Poles, Fillers and safety cups, set up into a full course. These will be counted before you use them, please make sure nothing goes missing and any breakages are reported.

If you book this arena, you must ensure that all cups are left attached to poles or in the provided buck, or they get lost/broken in the grass.

When your session has finished you must leave all poles up on the wings.

If you are using this arena for a camp or clinic, there must be a full course left set up unless you have specifically arranged otherwise.

Do's & Don'ts

Do not take cups off of the wings.

Do not move the jumps unless specifically agreed.

Do not bring glass or China into the arena.

You can move the height of the poles, the oxer and the fillers. If you don't want a filler simply move it to the corner or edge of the arena out of the way until you have finished your session

Please take all rubbish home.



Grass Show Jump Arena

Falling off	Riders Third Parties	Riders should ride within their capabilities. The arena should be well maintained with regular check made to identify and rectify issues. Weekly checks should be made on all jumps to ensure they are safe. Riders should assess the jump carefully before attempting to jump. Clients advised to wear medical armbands with relevant medical information. Riders should wear correct safety clothing, protectors and helmets when using the arena. Spectators should stand a safe distance from the horse and jump.	Med/high
Being Trampled	Riders Third Parties Staff	Riders should wear correct safety clothing, protectors and helmets when using the arena. Spectators should stand a safe distance from the horse and jump. Staff should only carry out works when the arena is empty	Low
Loose Horse Causing Collision	Riders Third Parties Staff	Arena gate should be kept closed to contain any loose horses.	Low
Uneven Ground	Riders Horses	Arena should be well maintained with regular check made to identify and rectify issues. Where holes are noted that cannot be rectified the area is clearly marked. Riders should be aware that certain undulations on a grass arena is unavoidable. Any major issues noticed by riders should be reported immediately.	Med/high
Adverse Weather conditions	Riders Horses Staff 3rd parties	Trainers, riders to assess weather conditions and act accordingly. MKEC staff monitor weather and ground conditions and close facilities if required.	
Damaged Jumps	Riders Horses	Weekly checks should be made on all jumps to ensure they are safe. Any damage caused to jumps, or noticed by riders should be reported immediately	Med/high
General		Good signage All riders must individually sign in and accept disclaimer before using any of the facilities All riders should be aware of and accept the dangers of riding a horse. Riders to consider the use of studs if conditions require. Trainers/riders to inspect ground before use	



Outdoor Surface Arena

We now have a 40M x 60M all-weather arena (a sand base with carpet fibre topping), this can be used as one large arena, or we can divide it if required to make 2 smaller arenas.

If you are booking the arena, you will be able to book for the empty arena or the arena with Show jumps.

If you are booking the arena with jumps: The jumps have a variety of fillers, some are skinny jumps, some oxers one water jump (the tray does not always contain water), some double jumps or occasionally treble jumps. All jumps are fully height adjustable so suitable for all riders.

Do not move the jumps unless specifically agreed.

You can move the height of the poles, the oxer and the fillers. If you don't want a filler simply move it to the corner or edge of the arena out of the way until you have finished your session

If you book this arena, you must ensure that all cups are left attached to poles, or in the designated bucket to reduce the risk of them getting lost or broken.

When your session has finished you must leave all poles up on the wings

If you are booking the arena without show jumps / empty, the arena will be rolled ready for use. We do have dressage boards and cones that can be used on this arena.

If you are using this arena for a camp or clinic, The arena will be rolled before your camp / clinic and left with Show Jumps to the side ready for you to set up. The arena must be left the way it was found ready to be rolled unless specifically agreed

Please remove all droppings from the arena after use, and take any rubbish home with you.

Do not bring glass or china into the arena.



Outdoor Surface Arena

Falling off	Riders Third Parties	Riders should ride within their capabilities. The arena should be well maintained with regular check made to identify and rectify issues. Weekly checks should be made on all jumps to ensure they are safe. Riders should assess the jump carefully before attempting to jump. Clients advised to wear medical armbands with relevant medical information. Riders should wear correct safety clothing, protectors and helmets when using the arena. Spectators should stand a safe distance from the horse and jump, ideally outside the arena.	Med/high
Being Trampled	Riders Third Parties Staff	Riders should wear correct safety clothing, protectors and helmets when using the arena. Spectators should stand a safe distance from the horse and jump, ideally outside the arena. Staff should only carry out works when the arena is not in use.	Low
Loose Horse Causing Collision	Riders Third Parties Staff	Arena gate should be kept closed to contain any loose horses. Fencing should be checked regularly	Low
Uneven surface	Riders Horses	Arena should be well maintained with regular check made to identify and rectify issues. Arena should be rolled regularly. Any major issues noticed by riders should be reported immediately.	Med/high
Damaged Jumps	Riders Horses	Weekly checks should be made on all jumps to ensure they are safe. Any damage caused to jumps, or noticed by riders should be reported immediately	Med/high
Adverse Weather conditions	Riders Horses Staff 3rd parties	Trainers, riders to assess weather conditions and act accordingly. MKEC staff monitor weather and ground conditions and close facilities if required.	low
General		Good signage All riders must individually sign in and accept disclaimer. before using any of the facilities All riders should be aware of and accept the dangers of riding a horse. Trainers/riders to inspect ground before use	



Mini Cross Country Course

At the bottom of the Main XC course is our Mini course. This is an enclosed field containing around 30 fences ranging from 15cm – 60cm. There is a small square bank and a ditch.

The water complexes are only a short distance from the mini XC field.

Do's & Don'ts

You must ensure the gates are closed when using this arena.

Your time slot is allocated just for your booking, which means if you have booked it no other horses will be allowed into the field, it does however also mean that if you are running late, your session may be shorter to allow the next booking in on time.

Please do not move the jumps, with the exception of the corner jump which can be opened out to the angle of your choice.

You have access to the water complex as well and the mini XC.

You do not have access to the Main XC jumps or the Canter track/gallop with a Mini XC booking.

Do not bring glass or China into the Mini XC



Mini Cross Country Course

Falling off	Riders Third Parties	Riders should ride within their capabilities. XC should be well maintained with regular check made to identify and rectify issues. Weekly checks should be made on all jumps to ensure they are safe. Riders should assess the jump carefully before attempting to jump. Clients advised to wear medical armbands with relevant medical information. Riders should wear correct safety clothing, protectors and helmets when using the XC Spectators should stand a safe distance from the horse and jump	Med/high
Being Trampled	Riders Third Parties Staff	Riders should wear correct safety clothing, protectors and helmets when using the XC. Spectators should stand a safe distance from the horse and jump. Staff working on the XC should be aware of horses on site. Works should be carried out when the course is empty if possible	Low
Loose Horse Causing Collision	Riders Third Parties staff	Both gates into the mini XC should be kept closed to contain any loose horses.	Low
Uneven Ground	Riders Horses	XC should be well maintained with regular check made to identify and rectify issues. Where holes are noted that cannot be rectified the area is clearly marked Riders should be aware that certain undulations on an XC is unavoidable. Any major issues noticed by riders should be reported immediately.	Med/high
Damaged Jumps	Riders Horses	Weekly checks should be made on all jumps to ensure they are safe Any damage caused to jumps, or noticed by riders should be reported immediately	Med/high
Risk of Drowning	Riders Horses	Riders using the water complex on the Main XC should only do so accompanied. in the event of a fall in the water where the rider is rendered unconscious the accompanying person should, if safe to do so, ensure the rider is able to breath. The follow the emergency procedure – ie call 999 and call MKEC staff	Low
Risk from Vehicles	Riders Horses Staff	Only authorised MKEC Vehicles permitted on the course. Staff driving on the course must be aware of horses and riders. on site. Speed limit of 5mph must be observed. Gate always remains closed	Medium
Adverse Weather conditions	Riders Horses Staff 3 rd parties	Trainers, riders to assess weather conditions and act accordingly MKEC staff monitor weather and ground conditions and close facilities if required	low



Main Cross-Country Course

Our Main XC covers around 60 acres of rolling Buckinghamshire countryside with beautiful views and wide open spaces.

The Main XC is split into 3 main areas, the main field, the hayfield and the water jump field. These are home to our BE standard cross-country course, with over 200 jumps ranging in size from 60cm – 110cm, two water complexes and a range of steps, banks and ditches.

We have around 40 jumps at each height and often the same jump is available in different heights next to each other, making it easy for the horse and rider to gain confidence on one height before moving on to the next height.

The variety of style of jump means there is something for everyone to enjoy and some great photo opportunities.

Do's & Don'ts

All riders must individually sign in and accept the disclaimer on arrival.

If you are with a trainer, it is your responsibility to check the insurance or that trainer.

Always ensure the gate is closed when horses are on the course.

Check the height chart at the entrance to the Main XC to ensure you know which jumps are suitable for you.

Always ensure the gate at the top of the XC is closed when horses are on the XC

Report any damage to jumps, caused or noticed immediately, noting the jump number where possible.

Report any other dangers, ie holes, fallen branches. While we check the course regularly sometimes things happen between checks that we need to know about.

Do not climb on the jumps.

Do not jump the fences over into the Mini XC

Do not bring glass or china on to the Main XC



Main Cross-Country Course

Falling off	Riders Third Parties	Riders should ride within their capabilities. XC should be well maintained with regular check made to identify and rectify issues Weekly checks should be made on all jumps to ensure they are safe Riders should check and assess the jump carefully before attempting to jump. Jumps heights should be clearly marked on a chart at the entrance to the XC and marked on all jumps. Clients advised to wear medical armbands with relevant medical information. Riders should wear correct safety clothing, protectors and helmets when using the XC Spectators should stand a safe distance from the horse and jump.	Med/high
Being Trampled	Riders Third Parties Staff	Riders should wear correct safety clothing, protectors and helmets when using the XC Spectators should stand a safe distance from the horse and jump Staff working on the XC should be aware of horses on site. Works should be carried out when the course is empty if possible	Low
Loose Horse Causing Collision	Riders Third Parties Staff	Gate should be kept closed on the course to contain any loose horses. Perimeter of course is fenced/hedged and checked regularly	Low
Uneven Ground	Riders Horses	XC should be mown and well maintained with regular checks made to identify and rectify issues. Take-off and landing areas well maintained Where holes are noted that cannot be rectified the area is clearly marked. Riders should be aware that certain undulations on an XC is unavoidable. Any major issues noticed by riders should be reported immediately.	Med/high
Damaged Jumps	Riders Horses	Weekly checks should be made on all jumps to ensure they are safe Any damage caused to jumps, or noticed by riders should be reported immediately	Med/high
Risk of Drowning	Riders Horses	Riders using the water complex, should only do so accompanied.	Low

		In the event of a fall in the water where the rider is rendered unconscious the accompanying person should, if safe to do so, ensure the rider is able to breath and follow the emergency procedure – ie call 999 and call MKEC staff	
Risk from Vehicles	Riders Horses Staff	Only authorised MKEC Vehicles permitted on the course. Staff driving on the course must be aware of horses and riders on site. Speed limit of 5mph must be observed. Gate always remains closed	Medium
Adverse Weather Conditions	Riders Horses Staff 3rd parties.	Trainers, riders to assess weather conditions and act accordingly. MKEC staff monitor weather and ground conditions and close facilities if required.	low



Clubhouse

We have a beautiful accessible clubhouse to offer, with each camp you have full use of the heated clubhouse which has one large shower room with a toilet, one large disabled shower room with a toilet, two individual toilets, a dining area (with a fridge freezer) able to seat 40 people, and a small lounge area with sofas. We also have a tumble dryer in case it's wet.

The clubhouse has a fire alarm system that is tested regularly, annually tested fire extinguishers and first aid kits (Horse and Rider) if needed, however if these are used, please let us know.

The clubhouse is not on mains sewage so please advise campers that nothing other than toilet paper must be put down the toilets.

To maintain the clubhouse we ask users to remove boots and wear either slippers or indoor shoes whilst in the clubhouse, this reduces the amount of dust and dirt that comes in. We have installed a porch at the front of the clubhouse to hang coats and put boots before entering the clubhouse.

At the end of the camp, you just walk away, and we will clean the clubhouse for a standard charge of £100 or if the clubhouse is particularly muddy/dirty it will be £150, however this will be advised before you leave.

Clubhouse

Activity or Hazard	Risk of	Who is at risk	Controls	Risk Level
Slip / Trip / Fall	Personal Injury	Persons using the clubhouse	Keep all areas free from trip hazards, Adequate lighting is available. Disable ramp is in place with suitable handrail. Non-slip flooring in place where necessary Provisions made for clearing spillages. Wet floor signs available.	med
Shower / Toilet	Personal Injury	Persons using the shower/toilet block other third parties	Ensure adequate lighting is used, non-slip flooring is in place. Water temperature is adjustable	med
Shower / Toilet Legionella	Serious illness / death	Persons using the shower/toilet block other third parties	Toilets / taps / showers run / flushed before camp. Shower heads thoroughly sterilized between each camp	low
Use of Hot Water	Burns / Scald	Persons using clubhouse / other third parties	All heating to be properly. Maintained Caution / warning signs. displayed as needed. No young children permitted in the kitchen	low
Fire	Personal Injury / Death	Persons using clubhouse / other third parties	Annually tested Fire extinguishers provided. Bi-annually tested fire alarm system provided. Fire evacuation procedures in place No smoking, candles or naked flames allowed in the clubhouse	low
Manual Handling	Sprains / Strains / Personal injury	Persons using clubhouse / other third parties	Care should be taken when carrying items on site, safe and proper manual handling principles should be used. Persons using facilities must provide their own tools for tasks such as mucking out. Any moving of furniture must be carried out by MKEC staff	med
Providing / Administering First Aid	Inadequate first Aid provision / lack of first aider	Persons using clubhouse / other third parties	Horse & Rider First Aid kit provided in sign in hut. First Aid kit available in the clubhouse	low

			Persons hiring clubhouse should provide their own first aider or specifically advise MKEC. Emergency contact details	
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Storing of food / cooking / serving meals	Illness / food poisoning	Persons using clubhouse / other third parties	Cooking is to be carried out by competent adults Hot water provided Fridges to be clean and cold – thermostat provided. No food is provided by MKEC, clubhouse users providing their own food should ensure the safety of the food. Those using Caterers should ensure they have their own arrangement regarding food safety.	low
Use of Knives	Cuts	Persons using clubhouse / other third parties	Sharp knives must only be used in the kitchen area, by responsible adults	med
Electricity / Using electrical appliances	Electrocution / electrical burns	Persons using clubhouse / other third parties	All electrical items are PAT tested annually. Electrical installation conducted by qualified person Items to be inspected for damage before use. Suitable safety precautions such as trip switches in place. Electrical supply is tested every 5 years (2027) Any defects or damage to be reported to MKEC staff immediately and items will be removed and replaced.	low
Use / storage of gas bottles	Explosion / burns / fire / exposure to chemicals / manual handling injuries	Persons using clubhouse / other third parties	Only MKEC Staff or Caterers are permitted to deal with any gas issues. Gas boiler is annually serviced. Gas bottles stored in a suitable cage. No smoking permitted near the gas containers	low
Contamination of kitchen equipment	Illness	Persons using the clubhouse, staff	All items are sterilized in the dishwasher before camp season starts, camps are required to wash up any items used thoroughly.	low
Vehicle movement	Collision / injury / damage	Persons using the clubhouse, staff, and third parties	Vehicle speed limit on site. Good vehicle access Vehicles to be moved under supervision.	low
Adverse Weather conditions	Illness	Persons using the clubhouse,	Heating available in the clubhouse, persons advised to wear/bring suitable clothing.	low

			<p>Tumble dryer available for damp/wet clothing</p> <p>Drinking water available</p> <p>Weather forecast assessed before Camp arrival</p> <p>Camp date rescheduled or cancelled if deemed appropriate</p>	
Covid-19 or other illnesses	Illness	Persons using clubhouse / other third parties	<p>Clubhouse thoroughly cleaned between camps.</p> <p>Sanitizer spray is available for use</p> <p>People who are ill advised not to attend MKEC.</p> <p>If there is an outbreak of Covid- 19 during a Camp please contact MKEC staff immediately</p> <p>The entire Clubhouse is thoroughly cleaned before each camp.</p>	med



Stable Area

We have two blocks of temporary wooden stables, one block has 7 back-to-back stables, the other block has 9 back-to-back stables, providing us with 32 stables in total. Between the two blocks is a sand walkway.

Each stable is approximately 10ft x 10ft. with a tin roof.

Some of the stables have small square thick rubber mats to cover the floor area, some have bigger but thinner mats to cover the floor and the rest have a dirt floor.

The stables are disinfected at the start of the season and can be disinfected before your camp if you request it.

Each stable has shavings in them, which you can top up as needed (within reason) ready for use.

At the end of the camp, all stables that have been used must have the wet shavings and all muck removed.

Stable Area

Activity or Hazard	Risk of	Who is at risk	Controls	Risk Level
Slip / Trip / Fall	Personal Injury	Persons using the stable area	Keep all areas free from trip hazards.	med
Loose Horse	Personal Injury / Death	Persons using the stable area / staff / other third parties	Stables are well maintained and checked before camps. Rope available to provide a barrier for horses in the inside stables.	low
Fire	Personal Injury / Death	Persons using stable area / other third parties	Annually tested Fire extinguishers provided. Fire evacuation procedures in place No smoking, candles or naked flames allowed in this area	low
Water	Disease / Death	Persons using stable area	Persons using stables are advised that the water by the stables is not drinking water and for horse use only. Water butts are cleaned and checked regularly.	low
Manual Handling	Sprains / Strains / Personal injury	Persons using stable area / other third parties	Care should be taken when carrying items on site, safe and proper manual handling principles should be used. Persons using facilities must provide their own tools for tasks such as mucking out.	med
Illness / Infection	Illness / Infection / Death	Persons using stable area / Horses using stables / staff / other third parties	Stables are disinfected at the start of the season and before camp if requested. If horse is displaying signs of illness, it should not come onto site.	low
Providing / Administering First Aid	Inadequate first Aid provision / lack of first aider	Persons using stable area / other third parties	Horse & Rider First Aid kit provided in sign in hut. First Aid kit available in the clubhouse Persons hiring clubhouse should provide their own first aider or specifically advise MKEC. Emergency contact details provided, Trained MKEC First Aiders will be on call at all times if arranged.	low

Use of Knives	Cuts	Persons using stable/ 3 rd party	Sharp knives must only be used by responsible adults	low
Vehicle movement	Collision / injury / damage	Persons using the stable area, staff, and third parties	Vehicle speed limit on site. Vehicles should not need to be driven within the stable area when camp is in progress	low
Adverse Weather conditions	Illness	Persons using the stables area	Persons advised to wear/bring suitable clothing. Tumble dryer available for damp/wet clothing Drinking water available Weather forecast assessed before Camp arrival. Camp date rescheduled or cancelled if deemed appropriate.	low
Covid-19 or other illnesses	Illness	Persons using stables area / other third parties	People who are ill advised not to attend MKEC. If there is an outbreak of Covid- 19 during a Camp, please contact MKEC staff immediately	med



Risk Assessment – Dogs

Disease	Horses Campers Staff 3 rd party visitors Other animals	All dogs should be healthy and not displaying any signs of disease or illness. Any dog taken ill while on site should be taken to a vet asap and staff at MKEC kept informed Dogs must not be allowed near food, food preparation areas or shower rooms	
Fouling	Horses Campers Staff 3 rd party visitors Other animals	Dogs must be kept under control and all muck picked up immediately. At the end of the camp all areas should be checked and any muck picked and disposed of correctly	
Aggression	Horses Campers Staff 3 rd party visitors Other animals	Dogs who are known to be aggressive must wear a muzzle and be kept on a lead at all times.	
Escape	Horses Campers Staff 3 rd party visitors Other animals	Dogs must be kept under control either on a lead or supervised with good recall. Should a dog get loose the owner/person in control of the dog must try to recall the dog immediately, if this is not possible then MKEC staff should be informed to co-ordinate re-capture of the dog	
Damage	Horses Campers Staff 3 rd party visitors Other animals	Any damage caused by a dog must be reported immediately to MKEC staff.	
Noise	Horses Campers Staff 3 rd party visitors Other animals	We have neighbours sensitive to noise so dogs must not be left in cars or left for long periods of time if it causes them to bark repeatedly.	



Grass Areas

There are several open grass areas, some are roped off ready for use as an arena, some are open, these also include the camp field, and the horse paddocks.

Do's & Don'ts

Check the rope is secure around the roped arena / turn out paddocks before use

Be aware that all grass areas can have undulations and uneven ground

Care must be taken when getting out of lorries and moving around grass areas to reduce the risk of twisted ankles, trips and falls

Do not bring glass or China onto the grass areas, use travel mugs instead.

Please take all rubbish home or dispose of it in the bins provided.

Trips & Falls	Horses Campers Staff 3 rd party visitors Other animals	Grass areas are checked for obvious trip hazards and corrected where possible. Accept fenced off areas as a danger and avoid the area. Persons are advised to walk in a careful manner and to check where they are walking	
Escape	Horses Campers Staff 3 rd party visitors Other animals	Arenas and paddocks have the ropes checked regularly. Persons advised to check the ropes when using these areas	
Ingestion of harmful items	Horses Other animals	Areas are maintained in a way as to reduce the risk of injurious items or weeds being present. Persons advised to check the grass areas before allowing animals to eat the grass in that area	
Damage	Horses Campers Staff 3 rd party visitors Other animals	Any damage caused in these grass areas must be reported immediately to MKEC staff.	



Local Shops

Castlethorpe Village Stores

The Chestnuts, Castlethorpe, Milton Keynes MK19 7EU – 01908 745983
General stores, fresh fruit & Veg, Bread, Eggs, Milk, Cakes

Hanslope Village Spar

6 Gold Street, Hanslope, Milton Keynes MK19 7LU – 01908 510982
General store

Hanslope News

Gold St, Hanslope, Milton Keynes MK19 7LU – 01908 511143
General stores, hot food (Am) bacon rolls etc, baguettes for lunch, Bread, Eggs, Milk, Cakes

Tomkins Butchers – Hanslope

39 Gold St, Hanslope, Milton Keynes MK19 7LU – 01908 510249
All variety of meat, eggs, limited selection of fruit and veg, deli counter with cheese, pies, smoked salmon etc

Tesco – Wolverton (5 miles)

McConnell Dr, Wolverton, Milton Keynes MK12 5RJ
Standard superstore, clothes section. No pharmacy

Asda – Wolverton (5 miles)

1/2, Glyn Square, Creed St, Wolverton, Milton Keynes MK12 5JQ
Smaller Store with most groceries

Farm Foods – Wolverton (5 miles)

Glyn Square, Creed St, Wolverton, Milton Keynes MK12 5JQ
Good for frozen foods

Lidl – Wolverton (5 miles)

Stratford Rd, Wolverton, Milton Keynes MK12 5NT
General superstore

The Crispy Duck – Hanslope

18 High St, Hanslope, Milton Keynes MK19 7LQ – 01908 511222
Chinese Take away (can get very busy)

Dominoes – Wolverton (5 miles)

Unit 2 The Square, Wolverton, Milton Keynes MK12 5DG – 01908 322221
Sometimes will delivery, sometimes collection only

Friars Fish & Chips – Wolverton (5 miles)

34 Church St, Wolverton, Milton Keynes MK12 5JN – 01908 311977

Blue Merlin Fish & Chip Van

07975 801678

Wednesday 4.30-7.00 Hanslope Village Hall

Howes Fish & Chip Van

07851 740 901

Friday 7.20-9.00 Hanslope Village

Papa Johns (5 miles)

33 Stratford Rd, Wolverton, Milton Keynes MK12 5LW – 01908 31505

Pizza Hut (Delivery) (5 miles)

Stratford Rd, Wolverton, Milton Keynes MK12 5LJ – 01908 411194

KFC – Stacey Bushes

Unit 27, Stacey Bushes Trading Centre, 10 Erica Rd, Stacey Bushes, Milton Keynes MK12 6HS – 01908 311717

McDonalds (5 miles)

Next to Tesco Wolverton McConnell Dr, Wolverton, Milton Keynes MK12 5RJ

Eastern Paradise Indian (6 miles)

10, 12 Wolverton Rd, Stony Stratford, Milton Keynes MK11 1DX – 01908 312969

The Watts Arms – Hanslope

Castlethorpe Rd, Hanslope, Milton Keynes MK19 7LG – 01908 337954

The Cock Inn – Hanslope

35 High St, Hanslope, Milton Keynes MK19 7LQ – 01908 893741

The Greyhound Pub – Haversham (4 miles)

2 High St, Haversham, Milton Keynes MK19 7DT – 01908 418997

Wolverton House – (5 miles)

Stratford Rd, Wolverton, Milton Keynes MK12 5NZ – 01908 261570

The Hungry Horse – (11 miles)

Shirwell Cres, Furzton MK4 1GA – 01908 520200

The Lakeside – Pub & Grill (10 miles)

Willen Lakeside Park, V10 Brickhill Street, Milton Keynes MK15 9HQ – 01908 675222

Lloyds Pharmacy, (6 miles)

15-17 The Square, Wolverton, Milton Keynes MK12 5DG – 01908 315612

Boots Chemist (5 miles)

43 High St, Stony Stratford, Milton Keynes MK11 1AA – 01908 561210



MKEC CANCELLATION POLICY 2024 CAMP

When booking a camp an initial £200 deposit must be paid to save the date, this is a completely non-refundable deposit.

We suggest you get a non-refundable deposit from all those wanting to attend camp at this point.

Should you need to change the date of the camp please let us know asap and we will do our best to accommodate this change.

One month before your camp you will need to send another non-refundable deposit to take you to the minimum payment. We suggest before you get to this point you ensure you have enough riders to run the camp.

Mid-week and out of season camps have a lower minimum spend than high season and weekend camps.

If riders are unable to attend camp at short notice other than in extreme circumstances the camp will not be due a refund.

If a rider is unable to attend camp due to extreme circumstances, we may be able to refund our charges in relation to that rider even if it puts the camp under the minimum spend.

If MKEC is unable to provide the camp full refunds will be given

MKEC reserve the right to close any facility (XC / Arenas) due to health and safety concerns or weather conditions whilst still allowing the camp to continue, if we need to do this, we will liaise with the camp organiser regularly and as early as possible. In the rare instance where we cannot offer any XC or arena facilities we will cancel the camp and give a full refund.

MKEC reserve the right to refuse entry or ask persons to leave without explanation, should this happen, depending on the circumstances and at the discretion of MKEC management a full refund may be offered.

If cancelling or wish to alter your camp booking please either phone at 07810120498 or email at mkec@admin.co.uk as soon as possible



Dog policy 2024

Whilst dogs are permitted there are rules that need to be followed

- Dog prone to barking should not be brought to site.
- No dogs to be left in vehicles or in the heat or for long periods of time.
 - Dogs must always be under control.
 - Dogs are not permitted onto the surface or grass arenas.
 - Dogs are only permitted onto the XC/Mini XC if on a lead.
- Any poo must be picked up immediately and disposed of appropriately.
- Dogs are allowed in the clubhouse but not on the furniture, near food, food preparation or eating areas, and not in the shower rooms.
 - Dogs must not be disruptive or distract other riders or horses.
- Dogs known to be aggressive, must be muzzled or not brought to site.



Children policy 2024

We are a family friendly business however we recognise the huge health and safety risks of having children on site, please adhere to the following:

- If there are to be under 18's on site during the camp please let us know at the time of booking.
 - Children under 18 are the responsibility of their accompanying adult.
 - Small children must be accompanied by a responsible adult at any times.
 - Children under the age of 8 are not covered by our insurance, we do not allow children under 8 year olds to ride unless they are part of a Pony Club Camp.
- We strongly recommend keeping the camp gate closed if children are in the camp field.
 - If a child goes missing please notify MKEC staff immediately.



Accident/Injury policy 2024

- If a rider has an accident, they must be checked by a first aider immediately.
- If a rider has an accident, they must inform the camp organiser as soon as possible.
- The first aider will make the decision as to whether the rider needs to go to the hospital, requires an ambulance or the air ambulance.
- If a rider sustains a minor or suspected head injury, they are not to ride for the rest of that day, even if they feel well.
- If a rider sustains a major head injury, or any concussion, they are not permitted to ride for the remainder of the camp. Please let MKEC staff know as we may be able to offer a partial refund.
- All accidents must be reported to MKEC staff and will require an accident form to be completed for our records.