



THE BRITISH HORSE DRIVING TRIALS ASSOCIATION RISK ASSESSMENT CHECK LIST FOR AFFILIATED CLUBS

DATE OF EVENT <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	VENUE ADDRESS <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
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NAME OF CLUB	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
SAFETY OFFICER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
COURSE BUILDER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
ORGANISER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

SECTION 1

PRE-WORK		Yes	Enter details	No	Date
1.1 Phone / visit landowner					
	Livestock				
	Pesticides				
	Public Footpaths				
	Neighbouring Activities				
	Access points				
	Phone Numbers				
	Local names ?				
Services water, gas etc.					

	Contact Name		Date
1.2	Contact County Ambulance Service		
1.3	Contact local Fire Station		
1.4	Contact Local Traffic Police & local station		
1.5	Information passed to Organiser		
1.6	Information passed to Course Builder		

SECTION 2**FIRST SITE VISIT**

2.1 Site Access		No	Comments	Yes
	Road width OK ?			
	Visible entrance from up road ?			
	Road visible from entrance ?			
	Good surface in gateway when wet ?			

2.2 Horse box lines		No	Comments	Yes
	Enough space ?			
	Easily closed off ?			
	Firm when wet ?			
	Good access to showground ?			
	Good access to Marathon ?			
	Adequate water ?			
	Good access to road exit ?			

2.3 Showground		No	Comments	Yes
	Independent warm up space ?			
	Good access to Secretary ?			
	Good access to refreshment area ?			
	Is potable water available ?			

2.4 Arena Area(s)		No	Comments	Yes
	Easily closed off ?			
	Direct access to Horse lines ?			
	Direct access to car park ?			
	Direct access to Marathon course ?			
	Direct access to Road ?			
	Secure route for Judges ?			
	Good secure watching area ?			

2.5 Marathon Course		No	Comments	Yes
	Access to roads ?			
	How many ?			
	Where ?			
	Identification ?			
	Alternative routes, any ?			
	Gates, number and location			
	Trees, removal, any ?			
	Windblown, removal, any ?			
	Bridges ?			
	How many ?			
	With sides ?			
	Major holes require filling ?			

SECTION 3

COURSE BUILDING		Numt	Name(s)		
3.1	Helpers	How many ?			
		How many teams ?			
		Leader(s) appointed ?			
		Experienced course builders ?			
		Experienced manual labour ?			
		Certificated Chain saw operator ?			
		Safety boots (all) ?			
		Hard hats (if req'd) ?			
		Work Gloves for all ?			
		Correct PPE for chain saw operator ?			
		Period of work ? (Time)			
		Qualified First Aider present ?			
	Accident Book available ?				
		Yes	No	Date	
3.2	Plant & Equipment	Chain saw(s) ?			
		Tractor(s) ?			
		Mechanical digger ?			
		Post hole borer ? Auger			
		Mechanical post thumper			
		First Aid Kit(s) ?			
		Trailer(s) ?			
		Hearing defenders ?			
		Yes	No	Date	
3.3	Communication	Landowner informed of work party ?			
		Family (other off site persons) told when work party is returning ?			
		Neighbours & other users of area			
		Communication between work parties method and tested ?			
		Yes	No	Date	
3.4	Accident Reporting	Accident Book up to date ?			
		RIDDOR sheets available ?			
		Telephone number for landowner ?			
		First Aider attended ?			
		Ambulance called ?			
		Landowner notified ?			
		Yes	Comment	No	Date

SECTION 4

EVENT		Yes	Comment	No	Time
4.1	Arrival point	Gate stewarded ?			
		Parking areas marked ?			
		Roadways set out ?			
		Yes		No	Time
4.2	Stewards	Tabards for identification ?			
		Briefed ?			
		Duties explained ?			
		Contact points identified ?			
		Action in case of incident ?			
		Timetable for relief ?			
		Names collected ?			
		Radio drill explained ?			
		Tested ?			
		Yes		No	
4.3	Officials	First Aider tabarded ?			
		Other Officials identifiable ?			
		Yes		No	Time
4.4	Accident Action	Accident Book ?			
		RIDDOR book ?			
		Ambulance RV points checked ?			
		Mobile phone contacts checked ?			
		Procedures agreed ?			
		Access points staffed ?			
		Plant & machinery clear ?			
		Stewards briefed for contacts ?			
		Yes		No	Time(s)
4.5	During Event	Check parking/horse lines			
		Check access routes clear			
		Ensure no vehicles on course during marathon			
		Check warm up area			
		Check non horse areas (secretary's and refreshment)			
		Check communications system			

SECTION 5

POST EVENT		Yes	Comment	No
5.1	Exit stewarded to road ?			

Dismantling course ;		Number	No	Yes
5.2	Helpers			
	How many ?			
	How many teams ?			
	Leader(s) appointed ?			
	Experienced course builders ?			
	Experienced manual labour ?			
	Certificated Chain saw operator ?			
	Safety boots (all) ?			
	Hard hats (if req'd) ?			
	Work Gloves for all ?			
	Correct PPE for chain saw operator ?			
	Period of work ? (Time)			
Qualified First Aider present ?				
Accident Book available ?				

		Yes	Operator name	No
5.3	Plant & Equipment			
	Chain saw(s) ?			
	Tractor(s) ?			
	Mechanical digger ?			
	Post hole borer ?			
	Mechanical post thumper			
	First Aid Kit(s) ?			
	Trailer(s) ?			
Hearing defenders ?				

		Yes	No
5.4	Communication		
	Landowner informed of work party ?		
	Family (other off site persons) told when work party is returning ?		
	Communication between work parties method and tested ?		

		Yes	Comment	No	Date/Time
5.5	Accident Reporting				
	Accident Book up to date ?				
	RIDDOR sheets available ?				
	Telephone number for landowner ?				
	First Aider attended ?				
	Ambulance called ?				
	Witnesses debriefed ?				
	Witness' details (name etc) ?				
Landowner notified ?					