

## **British Carriagedriving**



### **Safety Pack**

**For use at**

**National and Regional Competitions  
and other 'Large' Events**

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**1 May 2013**



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## 1. Pre-amble

This document is intended to bring together most of the Health and Safety information used by British Carriagedriving. It is primarily aimed at Clubs and Event organisers who are running 'Large' events. A separate simplified document is available for clubs running small events such as drives, and for any other events organized by British Carriagedriving or by Clubs affiliated to British Carriagedriving, including but not limited to training and coaching events, courses, assessments and professional development days.

The purpose of a system of Health and Safety is **NOT** to stop events happening, but rather to ensure that Health and Safety has been thought about and sensible and appropriate measures have been put in place to keep all those attending, be they competitors, helpers or general public as safe as reasonably practical.

## 2. Introduction

The purpose of the following sections is to provide Event Organisers & Clubs with information and a framework with which to produce and operate their own Safety policies and procedures. British Carriagedriving council is **not** responsible for health and safety at Club Events, or for health and safety at National events, other than at the National Championships, which is directly organised by British Carriagedriving. British Carriagedriving does not prescribe how Event Organisers or Clubs should arrange their affairs, other than to confirm that; for the individual safety of their members, and to comply with the requirements of British Carriagedriving insurers;, Clubs and / or Event Organisers must, as far as reasonably practical, have adequate Health and Safety procedures in place.

The Safety Committee of British Carriagedriving is there to provide advice and support to British Carriagedriving Council, Clubs and event organisers. It endeavours to monitor incidents over time and collate examples of good practice. It's role is not to produce definitive documentation.

The Safety Committee recognises that, given the wide range of Events and Clubs, that are affiliated to British Carriagedriving, it is not practicable to enforce a 'one size fits all' approach to Health and Safety. It is clear that the scale and variety of events, run by affiliated clubs, varies widely, as does the number of volunteers organising such events. This will inevitably mean that what is reasonably practicable for one club, may be impractical for another. None the less, clubs and event organisers should, as a **minimum**, ensure that they implement:

- A Health and Safety policy – regularly reviewed and updated and signed by the chairman or organiser (Appendix A)
- An organisation chart – within the club or event indicating responsibilities (Appendix B)
- Risk Assessments for activities (Appendix C & D)
- Reporting forms for any incidents that may take place (Appendix E & F)
- Assessment of, and maintenance of records of competence (contact office for forms)



### 3. What if a Club or Event does not have a safety policy and / or a risk assessment?

It is important to be clear about the implications of not having a Health and Safety policy or Risk assessment in place:

#### 3.1.1 No Safety Policy

A Safety Policy is a general statement of the safety aims of the club or event. It is a summary of what the club or event hopes to do and is a useful form of check list to ensure that all the relevant areas have been considered.

If a Safety Policy does not exist or cannot be shown to a club or event official (such as the President of the Jury or Technical Delegate), then there is a problem. In the case of an event, as long as there is properly prepared Risk Assessment in place, then it may be reasonable to allow the event to continue: but the organisers or the club committee must understand that a Safety Policy must be in place. It may even be practical to write one overnight before the event commences. In the case of National Events, the President of the Jury and the TD should report the absence of the Safety Policy to British Carriagedriving Office and include this in their respective reports.

In the case of a club, the Club Committee should clearly understand that they are putting both the club and British Carriagedriving at risk by not having a policy in place, and that this may affect the terms under which a claim against their insurance may be paid.

#### 3.1.2 No Risk Assessment

### **This is fatal.**

If a Risk Assessment is not available prior to the start of an event, the event **must not run**. Note that on such an occasion the organisers alone bear legal responsibility for clearing the site and sending everybody home.

It is acceptable (although not desirable) for the Risk Assessment to be written at the last practicable moment, as long as any measures detailed in it to minimise risk, are implemented **before** the event commences.

To be clear; if the event were allowed to start without a risk assessment in place and there was a serious incident, such as an accident or a fatality, the Environmental Health Department of the local authority would immediately call for the Risk Assessment documentation. They would not be impressed by suggestions that the event had been allowed to go ahead because the competitors would be disappointed if it did not.

British Carriagedriving have established with their Insurers a system which does require Safety Policies and Risk Assessments to be put in place. In the event that this is not done British Carriagedriving runs the risk of any claim under their Insurance being voided by the Underwriters.



## 4. British Carriagedriving Health & Safety Policy

British Carriagedriving's Health & Safety policy statement is shown below. It details what British Carriagedriving Council expects both affiliated clubs and event organisers to consider in relation to Health and Safety, particularly at 'Large Events'. 'Smaller' Events should also refer to the 'Club Safety Pack'.

### British Carriagedriving SAFETY POLICY STATEMENT

The Council of the British Carriagedriving issues this as a policy statement but states that the Council is not responsible for the Health and Safety of the individual events. That is the responsibility of the Event Organiser and its Safety Officer who should be a separate individual. Organisers are reminded of their responsibility under Health & Safety legislation under which all events operate.

The Council recognises that there are risks in Horse Driving Trials and at other events organized by British Carriagedriving or by Clubs affiliated to British Carriagedriving, including but not limited to training and coaching events, courses, assessments and professional development days. This document is to draw the attention of organisers to these risks.

An event must have an appropriate management structure with individuals having well defined duties.

Organisers should have a well thought-out Safety Policy for their Safety Officer to administer. Reference should be made to The Event Safety Guide also known as the Purple Guide. Organisers will also need:

- To prepare a documented Risk Assessment.
- To liaise in writing with Police, Ambulance and Fire & Rescue.
- To liaise in writing with Environmental Health Department and the Local Authority.
- To liaise in writing with any other interested parties.
- To obtain updated guidelines from the Safety Committee of British Carriagedriving.
- To arrange appropriate First Aid and Veterinary cover on site.
- To provide an emergency telephone at Events, for both incoming and outgoing calls.

Each Event is divided into areas for participants and public:

Participant areas.

- Marathon.
- Areas for Dressage and Cones and training.
- Horse lines.



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Public areas.

- Car parks.
- Catering facilities.
- Trade stands.
- Viewing areas.

All of these must be separately addressed.

Horses and public should be kept apart as far as it is reasonably practicable. Clear demarcation lines should be erected.

Specific guidance notes are available from the Health & Safety Executive Agricultural

Shows and similar events. Their documentation is being permanently updated and

Organisers should make themselves aware of them.

The Safety Committee will from time to time issue up-dated guidelines.

Prescience, care and common sense are the essential ingredients of Health and Safety.

The Organisers of National or Regional Competitions, or (for any other events) the Club Chairman or agreed representative, shall have overall responsibility for safety of the event on the day and his word shall be final.

Reviewed by ..... Date .....

*Approved by Chairman of British Carriagedriving*

..... Date .....



**5. Example Club / Event Health & Safety Policy**

The example below, is not intended to be definitive, but is intended to give a guide to what might be included with a simple club Health & Safety Policy. A clean sheet copy can be found at Appendix 1

**Club Safety Policy**

The \_\_\_\_\_ is a voluntary club / Event with no paid employees, that promotes carriage driving and carriage driving events in the UK. The club is affiliated to British Carriagedriving. The Club recognises that when organising and running competitions and any other events, including but not limited to training and coaching events, courses, assessments and professional development days, the safety of its members, supporters, and the general public is of great importance.

To this end the Club:

- Expects all its members to show consideration for matters of safety, relating to both themselves and others, at all Club events including (but not limited to) competitions, training and coaching events, courses, assessments and professional development days, and to comply with all reasonable requests, relating to safety, from Event Organisers.
- Health and Safety considerations are always given priority in planning, designing, organising, running and participating in the activities of the Club.
- Encourages its members to consider safety through articles and correspondence in the Club newsletter.
- The Club committee includes a safety officer who is responsible for coordinating safety within the club, acting as a point of contact within the club for external organisations on matters of safety and for promoting safety amongst the club members.
- All Club Event Organisers are required to ensure that a safety risk assessment is completed prior to each Event and expects that any resultant action points be implemented during the Event.
- All new Club members have to undertake a safety assessment prior to being allowed to take part at their first Club event, unless they hold a recognised driving qualification.
- The Club committee regularly reviews matters relating to Health and Safety.
- This policy will be displayed at all Club events

Signed.....

Chairman

Date.....



## **6. Organisation Chart or description**

All Clubs and events should have an organisation chart, of some form, which describes the roles and duties of key individuals from a Health and safety perspective.

### **6.1.1 Example Club / Event Organisation description**

#### **Organisation of Health and Safety**

The Club consists of a group of individuals who have a common interest in driving horses and ponies or in associated activities. These activities may be competitions, training or coaching events, courses, assessments, professional development days or social gatherings.

The group has no full-time or part-time employees. In general, all activities are done on a voluntary basis and volunteers may be given refreshments during the event.

Where non-members volunteer to help at an event, the Event Co-ordinator will ensure that they are briefed about their duties and of the relevant Risk Assessments.

The Club Committee will co-ordinate the Health & Safety arrangements for Club activities

The Event Co-ordinator, in coordination with the Club Committee will appoint a Health & Safety Officer for any out-door activity.

Where an activity is being organised in a facility where there is an existing Health & Safety Policy then the Club will comply with this policy.

In the event that resources are limited, the Club may elect to combine some functions (identified below). For instance, The Technical Delegate may also act as the Safety Adviser and the Event Co-ordinator may also be the Stable Manager.

#### **Responsibilities– in relation to Health and Safety**

##### ***Club / Event Committee Member***

- Review the Health and Safety arrangements on a regular basis, or after a major incident, and implement the actions of the review. The Review should include an up-date of relevant changes to the legislation and experiences learnt from incidents at events
- Organise training.
- Make budgetary provision for appropriate Health and Safety training and capital requirements

##### ***Event Co-ordinator (Organiser)***

- Take overall responsibility (as far as is reasonably practicable) for the Health and Safety of all of those who may be affected by the event.
- Appoint a Health and Safety Adviser/Officer



- Consider the proposed activities and be responsible for the production of relevant risk assessments, and implementation of appropriate measures which result from these.
- Arrange to brief non-members of their duties and of the relevant Risk Assessments
- Provide reasonable Emergency Facilities as appropriate
- Liaise with Technical Delegate and Safety Officer including practical review of the Risk Assessments, to ensure they reflect the needs of the Event.
- Arrange for the Safety Officer to conduct the initial investigation of any accident.
- Ensure that relevant Health and Safety information is displayed at the event.

## ***Safety Officer***

Safety Officers are generally volunteers, without a professional Health and Safety background. However, common sense indicates that they should be experienced in equestrian activities.

- Advise the Event Co-ordinator / organiser with respect to Health and Safety matters prior to, and during the event
- Assist in the appraisal of Risk Assessments
- Continually review the Health and Safety arrangements during the event with the assistance of the Technical Delegate
- Conduct the initial investigation of any accidents and then assist the Event Co-ordinator / organiser in any consequential actions or reports

## ***Technical Delegate***

- Identify and arrange safety signing on the marathon route
- Assist in the appraisal of the Risk Assessments with a particular emphasis on their practicality
- Assist in consequences and investigation of any accidents
- Assist in re-appraisal of Risk Assessments as part of the incident/accident investigation

## ***Officials / Stewards***

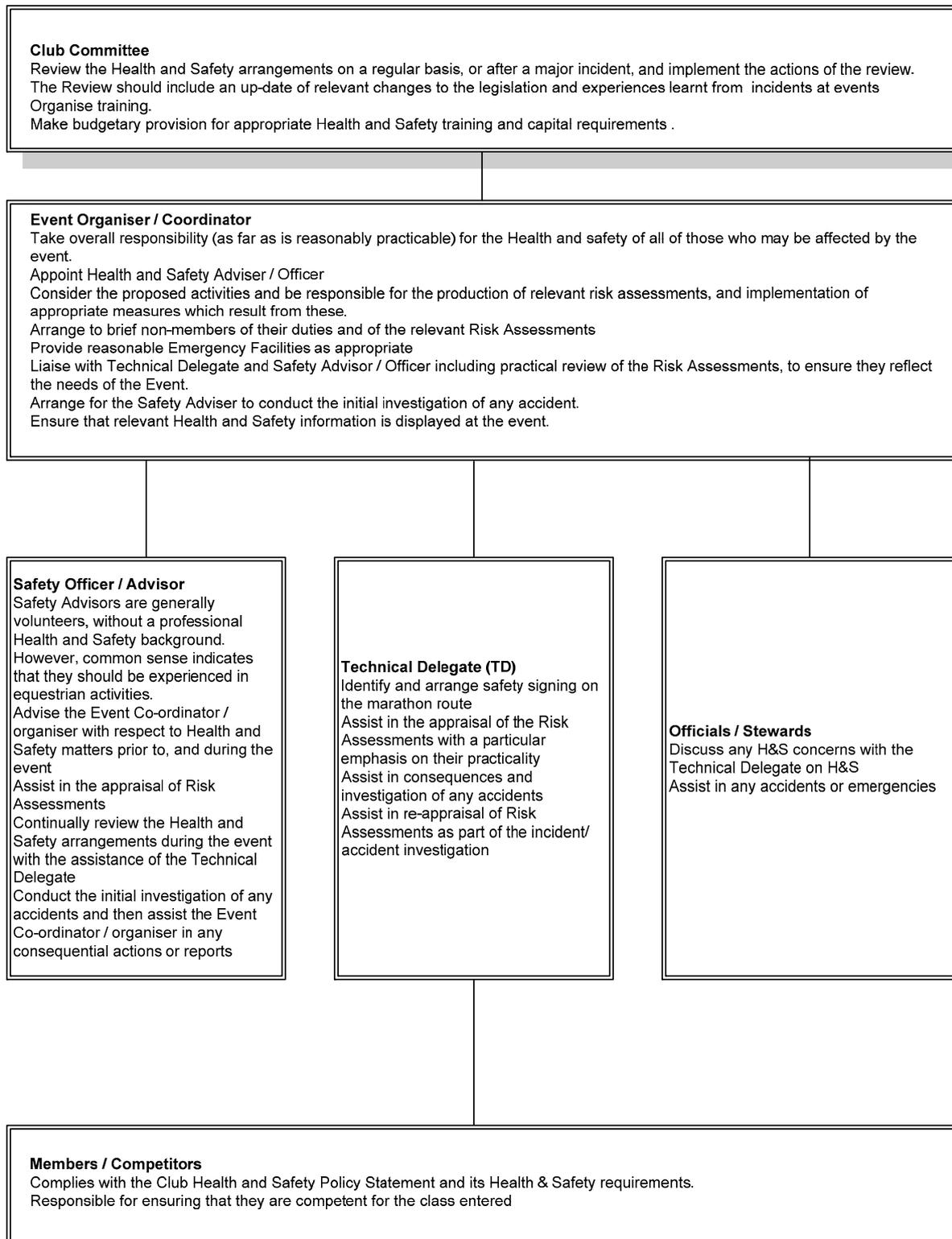
- Discuss any Health & Safety concerns with the Technical Delegate.
- Assist in any accidents or emergencies

## ***Member***

- Complies with the club Health and Safety Policy Statement and its Health & Safety requirements.
- Be responsible for ensuring that they are competent for the class entered



## 7. Example Club / event organisation chart (also available at Appendix 2)





## **8. Risk Assessments & Checklists**

### **8.1.1 Introduction**

Risk Assessments form the core of today's Health and Safety procedures. In the event of a serious incident occurring, both insurers and the Local Environmental Health department (who administer Health and Safety) will both expect risk assessments to be in place. Without them being in place, British Carriagedriving's Insurance policy, which covers activities at affiliated Clubs & Events, may be placed in jeopardy and the Environmental Health department may decide to start proceedings against the Club or event.

Risk assessments can take many forms, but in essence, they should be simple documents. Their purpose is to demonstrate that a Club, or Event organiser has thought about the risks that may be present, and has taken reasonably practical measures to mitigate against them occurring, or to lessen their impact. In essence a risk assessment should detail the likely risk, and then detail the measures to be implemented to minimise that risk. The key point is that once measures to mitigate the risk have been identified, they **must** be implemented

In the event of any accident or incident, the first document the insurers need is a copy of the Risk Assessment. Detailed paperwork is essential in order to fight claims and only through keeping accurate information on record will we be able to keep insurance premiums to a minimum.

### **8.1.2 Risk**

Risk is assessed by looking at the potential severity of an incident, and how often it might occur. The combination of severity and frequency, defines the risk associated with each activity. Based on these judgments of severity and frequency (risk), we make an assessment about what can be reasonably practicably done to reduce the risk. It is common to define risk on either a number scale (1 low to 5 High) or on a descriptive scale (Low, Medium, High)

### **8.1.3 An example of assessing risk**

Imagine a gate that leads from a busy road into a field being used for a driving event. What happens if the gate is left open throughout the event?

In terms of the possible severity of an incident; if a horse, or horse and carriage got out through the open gate onto the main road there would probably be a serious accident. It is quite possible that someone, or a horse, could be killed. Therefore, the severity of leaving the gate open is 'High' (5). As we all know it is not uncommon for there to be a loose horse at an event, equally there are instances at an event where a driver has lost control of a carriage. So, the frequency of what might happen is also high (5). It is easy to see that leaving the gate open leads to a 'high' risk (5).

All the activities at an event can be assessed in this way

Once the risk has been identified and assessed, consideration needs to be given to 'doing something about it'. This is vital part of a Risk Assessment. What is done should be both reasonably practical and practical in terms of the available resources. For instance, based on the example above:

- a) A notice could be put on the gate to keep it closed at all times – this is both practical and low cost.



- b) Everyone on the site could be briefed to keep an eye on the gate and keep it shut – this is both practical and low cost.
- c) There could be a steward on the gate at all times – is this reasonably practical? Yes if resources permit, No if they do not.
- d) There should be a steward on the gate at the start and finish of the event and whilst competition is taking place – This may be practical
- e) The main road could be closed – This would be very safe, but is neither practical or financially viable

So the risk assessment might propose measures a, b and d. This would not reduce the severity, were an animal to escape, but would greatly reduce the likelihood, giving a low or low to medium (2) risk.

#### **8.1.4 Risk Assessments**

Risk Assessments and Health and Safety procedures may take many forms. One of the key points is that they constitute an on-going process, throughout an event, rather than just a piece of 'form filling'. Clearly, the degree to which the processes are implemented will, in part, be dependent upon the type of event. A regular drive out, may require a minimal risk assessment whilst a full two day event may require a comprehensive series of Risk Assessments and remedial measures, which need to be monitored throughout the event .

There are several ways to approach creating risk assessments for an activity or event:

#### **8.1.5 Use of 'Generic' Risk assessments**

A Generic risk assessment falls into the category of 'here's one I prepared earlier'. These are risk assessments that cover general activities, but are not necessarily specific for a particular event. The advantage of using these is that they can be created and thought about in isolation , and then referred to within a Specific event's documentation. For instance, building obstacles tends to have the same inherent risks, using powered hand tools (chainsaws etc), using vehicles, slips, trips etc. Likewise a drive out will tend to have similar hazards of traffic on roads & crossings, spooked animals arrangements with emergency services etc.

By using a generic risk assessment a Club or organiser is also committing themselves to some sort of site specific risk assessment as well, however good a generic risk assessment may be, it can never take into account the local conditions and hazards found at a particular venue.

#### **8.1.6 Event / Activity specific Risk Assessments**

Arguably, this is a better approach to risk assessments, whereby a risk assessment is created for each activity or event, at a specific location. This tends to create a lot of work at the outset, but when events are repeated, it is a case of checking that the previous risk assessment is up to date and that nothing has significantly changed. The risks detailed are then 'site' specific' and can take into account particular issues of topography and access that the Generic Assessment can never pick up.

An example risk assessment is shown at 8.1.8, it is not designed to be comprehensive, but to give an **idea** of how a risk assessment might be structured.

#### **8.1.7 Communication of Risk Assessments**



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There is no point in creating a risk assessment purely for it to linger at the bottom of a box. It is a 'live' document which should be integral to the activity or event. As such Risk Assessments should be posted on the event notice board. Relevant event officials should be given their own copy of the assessment or, at the very least, be given an opportunity to read it and pick out the points which may be relevant to them. Third party providers, be they first aiders or catering should have a copy of the risk assessment. Clubs / Event organisers should request copied of the Third party provider's risk assessments. The key point is that everyone involved with an event, be they competitors, helpers or officials should have an understanding of what arrangements are in place to ensure everybody's safety. The risk assessment lies at the heart of this process.



**8.1.8 Example Risk Assessment**

Name of Event	
Location of Event	
Date(s) of Event	
Name of Organiser	
Name of Safety Officer (if applicable)	
Name of Course Designer (if applicable)	
Name of Landowner(s) (if applicable)	
Estimated number of Competitors or other Participants (including grooms)	
Estimated number of stewards	
Will the Public be able to attend the Event?	(YES / NO) No *
Will the Public be in the vicinity of the Event? - e.g. on public Roads or on a common?	(YES / NO) Yes
Have the police, Ambulance and emergency services been informed	(YES / NO) Yes

\* Public will not be physically prevented from attending

Event Organiser .....

Safety Advisor / TD .....



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ID Number	<u>Potential activity / area of risk</u>  Consider each area of the event in turn 1) the site / parking area 2) the event itself and each stage (training areas, Driven Dressage, Cones, Marathon, if appropriate) 3) Set-up and dismantling of the event	<u>Consequences of accident</u> <b>High, Medium, Low</b>  (e.g. an accident probably resulting in death would be High, Injury requiring a visit to hospital might be Medium, Minor injury treated on site might be 'Low')	<u>How often might it happen?</u> <b>High Medium Low</b>  (e.g. if it will probably happen at least once an event - High, once every annual driving season - Medium - less than once a season Low)	<u>Action to be taken</u>  The action to be taken is based on two factors 1) The combination of the consequences and how often. So, if the consequences are 'High' i.e. someone could die, then something MUST be done, likewise if How often is 'High' something should be done. equally if both are 'Medium' probably something should be done. 2) the cost and practicality of doing something to reduce the risk
1	Access to site via gate to small but busy road with lorries	High	High	<ol style="list-style-type: none"> <li>1. Gate to be closed at all times</li> <li>2. All competitors informed that gate to be closed</li> <li>3. Notice to be placed on gate</li> <li>4. Stewards to be advised on Marathon day to keep eye on gate</li> </ol>
2	Loose horse on ground	Low	Med	<ol style="list-style-type: none"> <li>1. Overall risk low as plenty of space</li> <li>2. Look at possibility of a rope between arenas and Lorry park</li> </ol>
3	Fire in lorry park	Medium	Low	<ol style="list-style-type: none"> <li>1. Lorries to be parked as instructed by Stable Manager at least 3 metres apart</li> <li>2. Vehicles to carry a 1KG fire extinguisher - Checks to be made</li> <li>3. Water supplies nearby</li> </ol>
4	Accident involving loose dog	High	High	<ol style="list-style-type: none"> <li>1. Dogs to be kept on lead at all times</li> <li>2. Dogs not allowed in obstacles once obstacle is open</li> </ol>
5	Accident from / on motorised bike or Quad	Med	Med	<ol style="list-style-type: none"> <li>1. <b>It is strongly recommended</b> that suitable and properly secured hard hats should be worn by anyone on a motorised bike or Quad</li> <li>2. Bikes or quads NOT allowed in obstacles (unless driver is registered disabled)</li> </ol>



6	Marathon course contains excessive potholes, branches, roots etc. – tip-ups etc	Med	Med	<ol style="list-style-type: none"> <li>1. Course flagged and signed by experienced person (Course Designer)</li> <li>2. Course checked by safety officer</li> <li>3. Major hazards signed with tape, paint or similar</li> <li>4. Competitors briefed prior to marathon</li> <li>5. Radio positions at key points</li> <li>6. Para Medics to be briefed, motorised access possible to all points</li> </ol>
7	Marathon course on public road.	High	High	<ol style="list-style-type: none"> <li>1. Warning signs to motorists at either end</li> <li>2. Stewards at either end – competitors to wait for steward to signal them onto road</li> <li>3. Radios at either end if practicable</li> <li>4. Competitors to be briefed prior to event</li> </ol>
8	Accident in Obstacle	Med	Med	<ol style="list-style-type: none"> <li>1. Competitors not to be started at start of section, but held</li> <li>2. Obstacles designed and built by competent (experienced) person</li> <li>3. Obstacles checked prior to event by safety officer</li> <li>4. Competitors to be briefed</li> <li>5. Minimum of one experienced Steward (with current training) on each obstacle</li> <li>6. Obstacle Stewards issued with radios</li> <li>7. Stewards to be briefed on safety and radio procedures prior to marathon</li> <li>8. Para Medics to be briefed on location of obstacles prior to event (all accessible via motor vehicle)</li> </ol>
9	Accident around Obstacle	Med	Low	<ol style="list-style-type: none"> <li>1. Only stewards and Course Designers allowed in vicinity of obstacle during Marathon phase</li> <li>2. Roping off obstacles considered, but not practical</li> <li>3. Brief Competitors &amp; Stewards</li> <li>4. Para Medics to be briefed on location of obstacles prior to event (all accessible via motor vehicle)</li> </ol>



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10	Accident in an arena	Low	Low	<ol style="list-style-type: none"> <li>1. Arenas to be checked for any potholes etc prior to event</li> <li>2. Arenas are flat and generally smooth risk is low</li> </ol>
11	Lack of communication leading to uncoordinated response	Med	High	<ol style="list-style-type: none"> <li>1. Central control point (Radio and Para Medics to be adjacent to scoring / organiser position)</li> <li>2. Radios to be used for distant locations</li> <li>3. Club radios to be used for local communication Radio supplied to ..... for coordination</li> <li>4. Radios to 'track' competitors around course</li> <li>5. Mobile phone list for key services to be posted at scorers position</li> </ol>
12	Saturday Evening BBQ – Risk of fire	Med	Low	<ol style="list-style-type: none"> <li>1. BBQ to be set up away from vehicles, in open air</li> <li>2. Fire extinguisher to be available</li> <li>3. Supervised by competent person</li> <li>4. First aid kit to be available</li> </ol>
13	Steward / Public Parking Risk of cars mixing with horses & carriages	High	Low	<ol style="list-style-type: none"> <li>1. Non competitor car park to be designated by Stable Manager</li> <li>2. Course not to be routed along access Newnham 'Flats' access road</li> <li>3. No non competitor vehicles in Lorry Park</li> <li>4. Directional signs to show correct routes and locations.</li> </ol>
14	Special	med	Med	<ol style="list-style-type: none"> <li>1. Competitors to be briefed</li> <li>2. Stewards on Crossing with Radios</li> <li>3. Radios on Crossing (if practical)</li> </ol>



## 9. Check Lists

Check lists are often mistaken for Risk Assessments; however they generally have an entirely different purpose. They are there to act as an 'aide memoir' to help officials to remember and think of, the many points that need to be taken into consideration when running an activity or event. Check lists give the impression of being easy to fill in, but generally they do not identify the risk, nor do they detail any remedial actions that need to be taken. From a Health and Safety point of view, they are extremely useful **when used in conjunction with risk assessments**. But they are not a substitute for them.

Check lists have proved to be useful and are included at Appendix G. To give ideas for Clubs and Event organisers to use as they wish.

## 10. General Guidance for Event Organisers, Safety Advisors / Officers & TD's

### 10.1.1 Management Structures

This Guidance note has evolved from past guidance's, and draws upon the Health & Safety Executive (Agricultural Inspectorate) Guidelines for "Agricultural Shows & Similar Events" ("The Purple Guide"). It is by no means a comprehensive guide. BC issues these guidelines strictly as an aide-memoir for event Organisers. The responsibility for ensuring the safe administration of the event vests in the Organising Committee and not BC. It is not exhaustive. Only some sections will be relevant to a specific event.

- The Organisers should prepare a brief descriptive statement of the event together with a detailed map of the Showground and Course, identifying public roads, green lanes, public footpaths, Forestry Commission land etc.
- The Organisers should prepare a list of the duties of the members of the Committee against identified persons; e.g. President of the Jury, Safety Officer, Technical Delegate, Chairman, Course Builder.
- The Organisers should appoint a Safety Officer who is responsible to the Chairman of Organisers. Experience has shown persons with military or civilian emergency services training are a preferred option as the Organisers can draw upon their structured and disciplined approach.
- The Duties of the Designated Safety Officer are:-
  - To assist in the preparation of documented Risk Assessment, to be approved by the Organisers.
  - To liaise in writing with Police, Ambulance and Fire Brigade.



- To liaise in writing with Environmental Health Department and the Local Authority.
- To liaise in writing with any other interested parties.
- To arrange appropriate First Aid and Veterinary cover on site.
- An emergency Telephone Number must be posted for the Event, and this should be available to both incoming and outgoing calls.
- All officials and personnel involved in running the event should be clearly visibly identifiable, i.e. Doctors, Vets, Stewards, Course Builders, and Organisers. Tabards or brassards should be used rather than badges, to ensure that these persons can be identified without delay

## 10.1.2 Access Routes

- It is of paramount importance that uncontrolled horses are prevented from reaching the public highway.
- All gates onto the public highway should be closed when not in use and manned when in use.
- Public highways as part of the course should only be used after very careful thought and prior consultation with the police.
- Suitably worded notices should be erected at all intersections of the course, at the show ground entrance, and any areas that may have part of the course nearby, giving warning of the presence of horse drawn vehicles.
- All routes are to be kept clear at all times and wherever practicable, Stewards should be available to man the crossings.
- Ensure that all “roads” in the Stable Area are kept clear for Emergency Vehicles.
- Any special access must be identified in the Risk Assessment e.g. Low bridges, overhead cables, etc.
- Score Collectors should be briefed on safe routes.
- Consideration should be given to activities which could alarm horses, and appropriate steps taken to minimise their impact and provide suitable routes.
- Show ground entry and exit points should be signposted to Police and local authority requirements, and should not in themselves cause a traffic hazard. They should be clear to both competitors and members of the public.
- Due consideration should be given and signs posted of any weight, width or height restriction on the showground.
- Public car parking should be controlled by Stewards, and vehicles should be parked in such a manner as to allow free access of emergency vehicles, and without causing disruption of pedestrians.



- The Organisers should satisfy themselves that mud does not become a problem, either to parked vehicles or through being deposited on the public roads.

### 10.1.3 Barriers

- Barriers have two purposes, demarcation and protection.
- The Arena to be separated from the public by some form of clearly visible barrier.
- Wooden stakes with ropes may be appropriate to designate pedestrian and parking areas but are generally not appropriate for protection. Iron stakes must **never** be used in any area that may be accessed by horses.
- Where there may be public viewing, at Obstacles or Driven Dressage / Obstacle Cones Driving Arenas, then post and rails or hired crowd barriers are recommended.
- Barriers must be identified in the Risk Assessment.

### 10.1.4 Controlled Crossing Points and Gates

- Consideration must be given to all Marathon Crossing Points. The Technical Delegate will ensure that these are properly signed. If the Police Authority is able to man these points then there may not be such a liability. If Civilian Stewards are asked to man these crossings on the public highway then there may be legal complications.
- The Event Organiser must identify in the Risk Assessment the status and control of crossing points.
- The status of gates and the “manning” of the gates must be identified to ensure livestock or a run-away horse cannot escape onto the highway.

### 10.1.5 Driven Dressage and Obstacle Cones Driving Arenas

- In general these are in the Show Arena or a self-contained field and should not present any great problems.
- Consideration must be given to the adequacy of the warm-up area and the Collecting Ring. Also any potential bottlenecks when Competitors are leaving the Arena at the end of Prize Giving.
- All collecting rings should be competently stewarded, and good communication established between Arena and collecting Ring Stewards, the Organisers and the Show Ground.
- Stewards need to be briefed and timetables adjusted to accommodate any issues.
- A public address system should be used where possible to aid communication.



## 10.1.6 Electricity

- The Event Organiser must identify and take appropriate precautions if there are overhead power lines or buried cables.
- Overhead lines may restrict access for large lorries with hay stored on the roof or for removing the hay in the Stable Area.
- Driven posts or signs may damage buried cables.

## 10.1.7 Emergency Routes

- These should be marked on a map of the event and copies displayed on the notice board and given to the appropriate emergency personnel. i.e. Medical Officer, Ambulance, Vet, etc.
- The Safety Adviser should ensure that all gates are passable and tracks are clear. Consideration must be given to the type of vehicles to be used for all weather conditions.
- Provision for access by Emergency vehicles (Ambulances and/or Paramedics and Veterinary) to all parts of the Marathon Course must be ensured.

## 10.1.8 Fire Precautions

- Those at greatest risk are the Caterers and those in the Stable Area. British Carriagedriving rules require that competitors have fire extinguishers in each horse box and caravan. The Event Organiser must ensure that the Stable Manager has appropriate additional fire extinguishers, warning equipment, and can summon the emergency services immediately.
- The Event Organiser should have advised the Police, the Fire Authority, and the Ambulance of the precise location of the Stable Area and any other facilities.
- The Event Organiser may have to make an assessment of fire risk due to extended periods of dry weather and may require areas to be designated as no-smoking areas.

## 10.1.9 First Aid

- The Event Organiser must make adequate arrangements to ensure that all emergencies requiring medical assistance can be satisfactorily and quickly dealt with.
- Provision must be made for on-site First Aid equipment, trained First Aiders, qualified medical personnel and similar facilities **appropriate** to the site and type of Event.
- Four Wheel Drive Ambulances/ vehicles may be required.
- First Aid posts must be clearly sign-posted and identified.
- Notices must be posted informing everyone of the arrangements. If appropriate, briefing sessions may be arranged by the Safety Adviser.



- The Safety Adviser must brief the First Aid teams and ensure that the Ambulance is located in the best location, and that they and the First Aid teams have radios/ telephones and map of the emergency routes.
- The Risk Assessment must detail the arrangements.

## 10.1.10 Air Ambulance

Consideration needs to be given to the possibility of the need for an Air Ambulance, and its impact on the event:

- Contact the Air Ambulance in writing, informing them of the event
- Discuss with the air ambulance where suitable landing sites might be located, adjacent to, or within the show field
- Consider the arrangements that need to be in place to facilitate a helicopter landing on site
- Consider the impact that such a landing might have on both the horses and competitors.

## 10.1.11 Horse Box and Caravan Park (Stable Area)

- Access, see item 1 above
- Electricity, see item 5 above
- Emergency Routes, see item 6 above
- Fire precautions; see item 7 above. To prevent the spread of fire between adjacent parked vehicles, gaps of 6m should be maintained.
- Ensure that the Stable Manager has large Fire Extinguishers and whistle.
- The Organisers should give due regard to the layout of the stabling area as its position may influence the overall safety of the event.
- The location of the stabling area should be shown on a large scale drawing/map which should include the Organiser's location, the Stable Manager's location, First Aid Post, (Ambulance Post), Fire Fighting equipment, drinking water supply, Sanitation, and Emergency Evacuation points. It should be displayed at:-
  - The Organiser's notice board.
  - The Stable Manager's location.
- All vehicles, horse boxes, trailers, caravans and tents should be separated by a safe distance of at least 6m to avoid the spread of fire and damage by horses. Roadways should be wide enough to allow safe access for pedestrians, horses and emergency vehicles.



# British Carriagedriving

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- All gas appliances must be correctly installed and maintained. All attendees must have adequate safety and fire fighting equipment.
- The Stable Manager is responsible for the competitor parking and for ensuring that all vehicles are carrying their own fire extinguishers in accordance with BC requirements.
- The Organisers should ensure an adequate means of communication between the Stable Manager, the stabling area, and the Showground.
- Dogs must be kept under strict control at all times.
- Horses should not be schooled in the horsebox park.
- Tents should be positioned in a secure area away from horseboxes, clear of natural walkway, fire and access lanes.
- Where sanitation (lavatories) is required, the Organisers should ensure that this is sufficient, and meets the minimum standard requirement under the Public Health Act.

## 10.1.12 The course - Marathon Route

- Proper safety procedures and appropriate Personal Protective Equipment (PPE), should be used during the construction of the course and showground whenever hazardous plant and machinery are being used.
- The Course should be adequately signed for the competitors to give them sufficient warning of changes of tracks, potential hazards including steep gradients, sharp corners, footpaths etc.
- Marshals should be positioned at key points during the marathon to reinforce the warnings and must be properly briefed as to their responsibilities.
- The Chief Steward is responsible for designating Course Marshals to patrol the Course frequently to ensure that all warning signs are still in situ.
- All Obstacles on Section 'E' must be checked for safety, with public viewing clearly separated from each obstacle
- All Obstacles to be manned by experienced personnel who should be suitably briefed.
- ATV's and motorcycles are:-
  - Only allowed on course at the discretion of the organisers.
  - Only to be driven through the obstacles by registered disabled competitors with a BC special permit who are unable to walk through them.
- **It is strongly recommended** that drivers and passengers of ATV's and motorcycles wear suitable properly secured hard hats.



- ATV's and motorbikes must only carry the number of people for which they are designed
- Crossing Points and Gates , see item 4 above
- The Event Organiser must ensure that there is adequate room for the Compulsory Rests and that there are no significant traffic problems.
- The Technical Delegate will inspect the Course for safe passage of Competitors, Stewards, Officials, and emergency vehicles. (Overhead branches, stumps, cattle grids, unprotected ditches or bridges, etc.).
- An effective system of communication between all parts of the course and showground should be provided.
- The Event Organiser will be required to determine from the land owner if there has been any evidence of rat infection at any water crossing as this could cause Leptospirosis (Weill's Disease). The Risk Assessment must address this and if appropriate then the First Aiders must be advised (Should a serious accident occur in the water the Medical Officer at the local Accident and Emergency Hospital should be advised).

### 10.1.13 Obstacles

- In the obstacles, care must be taken to avoid natural hazards such as tree roots, deep ruts, rocks etc., which could cause competitors to overturn or lose control.
- The Technical Delegate is responsible for advising on the safety of the Obstacles eg. Painting tree stumps, infilling open parapets on a bridge, etc. The Event Organiser is always responsible for the safety of the Obstacles, both during construction and during Competition.
- The Safety Adviser can assist with advice on the location of officials, type of barriers, identifying risks of Leptospirosis, location of emergency services, preparation of Risk Assessments for any unusual / significant features of the obstacle. e.g. Pinned live animals are excluded from Obstacles.

### 10.1.14 Medical Officer

- British Carriagedriving National Event Rules require an Official Medical Officer to be appointed and who must be available throughout the whole event.

### 10.1.15 Notice Boards and Site Information

- A fundamental element of a good H&S culture is good communication. The Safety Adviser is responsible for posting H&S information on all notice boards.
- The following must be displayed:
  - Emergency Arrangements with details of contact names and telephone numbers.



- The Club / Event Policy Statement

## 10.1.16 Radios / Mobile Telephones

- Reception may determine whether radios or telephones should be used.
- The Event Organiser may supply charged radios if appropriate.
- The Safety Adviser will allocate and collect radios to and from Officials, Stewards and emergency services, and briefing the recipients on their usage.
- If radios are not supplied, and mobile telephones are utilised, the Safety Advisor must establish the contact telephone numbers and distribute them to all concerned.

## 10.1.17 Reporting Injuries and Dangerous Occurrences

– see also section 11

- Incidents and accidents must both be reported on the relevant forms and returned, with the risk assessment and competitor entry forms where appropriate, to British Carriagedriving Office. (see Appendix E & F)
- The Safety Adviser will co-ordinate the investigation and compilation of the documentation on the day but the responsibility for future actions will rest with the Event Organiser.

## 10.1.18 Spectators

- The Safety Adviser should inspect the provisions for spectators and identify any aspects which should be added to the Risk Assessment
- Where sanitation (lavatories) is required, the Organisers should ensure that this is sufficient, and meets the minimum standard requirement under the Public Health Act.

## 10.1.19 Trade and Catering Stands

- A specific Risk Assessment and associated arrangements may be appropriate.
- Trade Stands should be located in such a way as to minimise the risk to the public and the traders of uncontrolled animals or turnouts entering the area.
- Licensed premises are required to meet their License conditions at all times.
- All gas appliances must be correctly installed and maintained. Exhibitors, caterers etc. must have adequate safety and fire fighting equipment.
- At no time should horses or turnouts be permitted to enter the trade stand area, secretaries and administration or catering areas.
- Dogs should be kept on leads at all times in all parts of the Showground.



- At no time should pedal cycles be permitted to enter the trade stand area, secretaries and administration or catering areas.
- Trade Stands may require notification of the Local Authority Environmental Health Department, and all displays should be set out in such a way as to allow the free passage of emergency vehicles.

## **10.1.20 Briefing**

- Good communication is a fundamental key to good safety culture. The Safety Adviser should liaise with the Technical Delegate to hold briefing sessions with Competitors and Stewards as appropriate.

## **10.1.21 Risk Assessments**

- The Event Organiser is responsible for the management of Health and Safety at the Event and so must complete the Risk Assessments. (The Technical Delegate and the Safety Adviser may give assistance.)
- Generic Risk Assessments (GRAs) must be reviewed with respect to the specific event. Control actions identified in the GRA must be implemented.

## **10.1.22 Miscellaneous H&S Regulations**

### **10.1.22.1 Control of Substances Hazardous to Health (COSHH)**

- Should the Event Organiser identify hazardous materials being used, then a COSHH Assessment is required. Ideally the Event Organiser should use "household" equivalents as a substitute where possible.

### **10.1.22.2 Equipment**

- Whilst building obstacles, mechanical equipment, which is owned by Members, may be used by Members. i.e. strimmers, power saws, post borers etc. Hand tools such as hammers, spikes, hand saws, ladders, etc. may also be used. All this type of equipment when used in the workplace is subject to Risk Assessment. However, provided the user of the equipment owns the equipment, then the Event Organiser does not need to produce a Risk Assessment but should ensure that the Member is competent to use it.

### **10.1.22.3 Personal Protective Equipment (PPE)**

- Event Co-ordinators must ensure that any contractors working on obstacle construction, supply maintain and use the correct PPE. This should be identified in the Risk Assessment



## **11. Health & Safety – Incident & Accident Reporting**

### **11.1.1 Incidents**

An Incident Report Form **must** be completed and sent to British Carriagedriving Office in the case of **all** incidents (e.g. turnovers, runaways, grooms falling off the back etc.), other than those reported on the Accident Report Form, however trivial they may appear at the time. This is a precaution in the event of a claim being made at a later date (complainants have up to 3 years to file a personal injury claim – longer if they are under 18 – by which time everyone probably has forgotten all the details). This will enable British Carriagedriving to identify recurring problems and take appropriate action.

The form is at Appendix E

### **11.1.2 Accidents**

An accident, involving injury, or a potential third party liability must be reported on an Accident Report Form. The form must be completed as fully as possible and sent immediately to British Carriagedriving Office, enclosing a copy of the Risk Assessment and competitors' entry forms if applicable.

This form is at Appendix F

### **11.1.3 Serious Accidents**

In addition to the Accident Report Form, the Government requires completion of a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

As a rough guide, this must be completed:

- if an overnight stay in hospital is required
- if the injured person is likely to be off work / school for more than 3 days
- in the case of fractures (other than fingers and toes)

Details of the numerous ways to complete a RIDDOR are given at the following web address:

[www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Alternatively, call the Incident Contact Centre with no need to fill in a report form. Just call 0845 300 99 23 (Monday to Friday 8:30am to 5:00pm) and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records.

### **11.1.4 Serious Incident Procedure**

In the event that a serious accident occurs which involves **very** serious injury or death, the serious injury procedure should be followed. This takes into account other factors such as isolating the incident site, informing the Police and dealing with initial press enquiries. This procedure is applicable to both National and Club events. It is recognised that Club events may not be able to field the number of officials

stated in the procedure. None the less British Carriagedriving recommends Clubs to take note of the contents of the procedure and to plan for a Serious Incident based on its contents.



## 11.1.5 Serious Incident Protocol

### 11.1.5.1 *Serious incident management protocol for National and Regional Competitions and 'Large' events*

The purpose of this protocol is to ensure all personnel involved in maintaining control of a serious incident are aware of the duties that need to be fulfilled and are able to provide any investigation with all the salient facts. A serious incident would be a fatality, either within the competition area or away from (trade stands, Lorry park etc.), or a situation whereby the doctor advises that it is likely that death is very likely.

It is the role of the Event Organiser to fulfil the role of Serious Incident Manager and to manage all such incidents.

It must be remembered that when an incident occurs which may involve an outside enforcement authority taking control, for legal reasons their requirements are of higher priority than that of running the event. It is recognised however that the incident in itself may not necessitate the closure of the event or any part of that event. One additional aspect also has to be considered, that of the medical resource available on such occasions at most National Events. Any incidents away from the competition areas will require a temporary halt to the competition until the Medical Officer and Steward are satisfied they have dealt correctly with the incident and the paramedic and doctors can be released.

### 11.1.5.2 *Serious Injury Management Packs*

A Serious Injury Management Pack should be available at all events regardless of their scale and scope

At National and Regional Driving Trials, Serious Incident Management Packs are held by the Event Organisers, Technical Delegates, Safety Officers and Presidents of the Jury. At other competitions or events organised by British Carriagedriving or by Clubs affiliated to British Carriagedriving, including but not limited to training and coaching events, courses, assessments and professional development days, events, a pack should be held by the event organiser. The pack contains:

- Serious Incident Management Objectives
- Event Contacts Sheets
- Witness List Forms (See appendix G)
- Witness Statement Forms
- Sample Press Releases

### 11.1.5.3 *Aims & Objectives:*

The aim of the protocol is to control and preserve the scene and evidence of the incident, and to ensure that accurate information is made available to the Emergency Services and Incident Control. The task flow charts are designed to help Serious Incident Management, headed by the Event Organiser, to achieve the aims listed below. The flowchart deals with three possible scenarios:-



Level 1 - Accident resulting in life threatening injuries

Level 2 - Fatality outside a competition area (this will include pleasure drives and non competitive events)

Level 3 - Fatality inside a competition area.

#### **11.1.5.4 Prior to the event:**

The Organiser should establish and distribute a Serious Incident Contacts Sheet. This sheet should show details of local hospitals, emergency services, veterinary support and relevant transport suppliers. It should also include the correct Ordnance Survey six digit location references **and** the GPS Coordinates for the event location. Both are to be included.

Before the start of the event, the Event Organiser (or TD at National & Regional Events) will discuss with all other officials how to proceed should a serious incident occur. In particular the plan must be discussed with the Chief Medical Officer, Chief Vet and the Event Safety Officer (as appropriate for the type of event). The discussion should include the management of incidents both within and outside the competition areas how the management team shall respond to these. Consideration must be given to how to manage the information flow and those required to assist with the incident without causing undue general alarm.

The Event Organiser (or TD at National & Regional Events) will ensure they have in their event kit, sufficient copies of all the documentation for issue should a serious incident occur.

#### **11.1.5.5 Level 1 protocol**

When a serious incident occurs that is diagnosed as Life Threatening but not Fatal: Where practicable, the Safety Officer should manage the incident leaving the TD and other officials to oversee the event. At Club events this may be another designated official

#### **11.1.5.6 Level 2 Protocol**

If a person who is not taking part in any of the competition phases is pronounced dead at the event, you must then comply with the Level 2 Protocol - Fatality outside the competition area. This also applies to drives and non-competitive events

#### **11.1.5.7 Level 3 Protocol**

If a person is pronounced dead on any part of a competition area, (including all parts of the marathon), you must comply with the Level 3 Protocol - Fatality inside a competition area.

#### **11.1.5.8 General procedures**

If death has not been pronounced at the event but in the opinion of the medical officer in attendance it is very likely to do so, the Steward or official present at the incident should immediately inform:-

- The Organiser.
- The TD
- The President of the Jury

The Police should only be contacted if death has been pronounced at the event. They should **not** be contacted if death has not been pronounced at the event



### **11.1.5.9 Communications.**

Event organisers should plan to use appropriate communications such as:

- Mobile phones.
- Separate Control Radios
- Outside agencies such as Raynet

### **11.1.6 Level 1 Incidents**

#### **11.1.6.1 Investigations**

Any Serious Incident should be fully investigated and therefore arrangements must be made to keep the obstacle observers, judges or other officials on site until their accounts of how the incident occurred have been taken by the Safety Officer (or designated official). Care must also be taken as they may well be in shock and require support and advice.

Arrangements must be made to photograph the location and any relevant areas linked to the incident from as many different angles as practicable. Any incident involving an obstacle must include photographs showing the Red and White Flags, groundlines, decorations and the layout of safety barriers prior to the incident. If the layout of the barriers is changed following the incident take photographs of the changed layout and then, reconstruct the initial layout for photographic purposes. Similar consideration should also be given to Dressage or Cones Arenas.

The Organiser will need to have the relevant documentation photocopied in sufficient numbers of sets to ensure it is available to all the parties who may become involved in any follow-up.

The Safety Officer (or relevant official) should offer to appoint an appropriate person to accompany the casualty or partners / friends to the hospital if they wish this to happen. This is not a requirement of the procedure. Neither is it obligatory for the casualty or partners / friends to keep the event updated with the developments at the hospital. It is however permitted that the person who accompanies the casualty or partners / friends, to keep the event up to date with the any developments at the hospital. This must be done with sensitivity and with discretion. The person appointed to accompany the casualty or partners / friends **MUST NOT** be connected with the management of the incident or be a witness to the incident.

Serious incidents are reportable to the HSE under the category of Serious Injury; therefore the Safety Officer will agree the wording of the report with the Organisers.

The Safety Officer (or designated official) must report the incident **IMMEDIATELY** in line with the reporting requirements. They should telephone the report through to the Central Reporting Centre on 0845 300 9923 as soon as possible after the facts have become clear and agreed. To report the incident they will require the following information:

- a) Date and time of the incident
- b) Location of the incident



- c) Event location including postcode
- d) Name of injured person.
- e) Age of injured person [if they disclosed it]
- f) Whether male or female
- g) What the injury is and whether confirmed or suspected
- h) Which part of the body was injured and whether left or right side
- i) Whether they became unconscious at any time during or after the incident.
- j) What exactly happened.

Most of the above information can be found on the event entry form. A copy of this form should be obtained and kept as part of the injury record.

The reporting centre only works between 10:00 and 17:00 Mon to Fri and the alternative reporting method is on line by logging onto [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). The screen will prompt you to click on the computer and then it will take you through to your next stage.

Keep a photocopy of the investigation follow-up and other documentation sent to you by the HSE Central Contact Centre. You will need to keep copies of these reports for at least 10 years.

Send a copy of all records of follow-up investigations to British Carriagedriving Office who will then advise the insurers and act as liaison between the event and the insurers.

In the event the injuries later becoming fatal and death is pronounced by the hospital, the Police will usually be informed by the hospital administration. The police will then attend the event to carry out an investigation. At that point the Safety Officer (or designated official) will have to give a full account of what actions have been taken following the incident and who they have spoken with. You should also hand over copies of the relevant documentation. The Police may request the originals and this is within their powers to do so.

In the event that you discover through other contacts that death has occurred, you are required to contact the Police and confirm that information has been received BUT THAT YOU HAVE NOT CONFIRMED that a death has occurred. The Police will then confirm the injury status with the hospital and will then act accordingly. Again, you are required to give them copies of all the information you have, including any accounts of the incident you have taken from any witnesses.

In either case it is the duty of the Event to contact the Central Reporting Centre to upgrade the report. Do not rely on the Police to do so as there may be a delay in their systems and that WILL leave you vulnerable to enforcement action for failing to report the injury under the RIDDOR regulations.

### **11.1.7 Level 2 - Fatality outside a competition area:**

(This should be read in conjunction with the general procedures and procedures for level 1 incidents)

As soon as a fatality has occurred, the Police must be contacted.



The area surrounding where the death has occurred must be closed off. Access to the area must be strictly limited to only those required to deal with the immediate fatality, make the location safe by turning off power and those involved in the removal of animals or similar such actions. If a trade stand is involved, then it must cease trading until the police have given clearance for it to reopen.

If a structure has become unstable, do not allow anybody to enter.

Arrangements must be made to photograph the location and any relevant areas linked to the incident from as many different angles as possible.

The incident will be reportable to the HSE under the category of Fatal; therefore the Safety Officer (or designated official) must agree the wording of the report with the event Organiser.

If the cause of death is suspected to have been through an illness and not an injury, then the person who is making the report will have to include that fact when reporting. It is possible to change the category on the database when all the facts have been confirmed.

The Safety Officer (or designated official) must report the incident IMMEDIATELY in line with the reporting requirements. They should telephone the report through to the Central Reporting Centre on 0845 300 9923 as soon as possible after the facts have become clear and agreed. To report the incident they will require the following information:

- a) Date and time of the incident
- b) Location of the incident
- c) Event location including postcode
- d) Name of injured person.
- e) Age of injured person [if they disclosed it]
- f) Whether male or female
- g) What the injury is and whether confirmed or suspected
- h) Which part of the body was injured and whether left or right side
- i) Whether they became unconscious at any time during or after the incident.
- j) What exactly happened.

Most of the above information can be found on the event entry form. A copy of this form should be obtained and kept as part of the injury record.

The reporting centre only works between 10:00 and 17:00 Mon to Fri and the alternative reporting method is on line by logging onto [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). The screen will prompt you to click on the computer and then it will take you through to your next stage.

Keep a photocopy of the investigation follow-up and other documentation sent to you by the HSE Central Contact Centre. You will need to keep copies of these reports for at least 10 years.



Send a copy of all records of follow-up investigations to the British Carriagedriving Office who will then advise the insurers and act as liaison between the event and the insurers.

### 11.1.8 Level 3 - Fatality inside a competition area:

This should be read in conjunction with the general procedures and procedures for level 1&2 incidents)

- a) The Police must be contacted at this stage.
- b) The area around and in the vicinity of an incident must not be driven, altered or repaired until it has been inspected by the police. In the case of the incident involving an obstacle, this includes the approach to the obstacle. Likewise for other competition areas in the event such as dressage, cones arena or practice arena. If the incident takes place on a marathon the area around the incident must also be preserved, as far as practicable.
- c) It is important to ensure that all barriers are left in place at the time of the incident. If they were moved to allow access to the incident, They **should not** be put back up until the police inspection has been completed. However the police should be informed of any changes that have been made to allow access to the incident.
- d) If a driver/groom is pronounced dead at the scene of the accident, the body should remain 'in situ' until permission for removal is obtained from the police. Appropriate shielding is essential.
- e) In the case of a fatality, the Police will notify H.M. Coroner.
- f) Should all parties have agreed that the competition is to resume, competitors should warm up in another area and the competition should not re-commence until all safety measures are back in place. This includes barriers.
- g) It remains the duty of the Organiser to notify the Health and Safety Executive at their Central Reporting Office in Caerphilly on 0845 300 9923. The Safety Officer (or designated official) will do so IMMEDIATELY when all the relevant facts are known and the wording agreed.
- h) The reporting centre only works between 10:00 and 17:00 Mon to Fri and the alternative reporting method is on line by logging onto [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). The screen will prompt you to click on the computer and then it will take you through to your next stage.
- i) Ensure that the harness of the horse is inspected, in the condition it was after the accident, by an appropriate person, who should take responsibility for preserving it for the police [only in the event of death]. It is helpful that during this inspection for photographs to be taken at the same time of the inspection. The appropriate person carrying out the inspection should then complete a witness statement form as a record, keeping a copy of any notes they make at the time for their record.
- j) An appropriate person (this might be the attending doctor) shall be asked to inspect the driver's (or groom's) protective clothing and ensure it is preserved for the police [only in the event of death]. It is helpful that during this inspection for photographs at the same time of the inspection. The person (or Doctor) carrying out the inspection should then complete a



witness statement form as a record, keeping a copy of any notes they make at the time for their record.

- k) The event vet should take a blood sample from the horse and conduct a brief examination. This may need to be called upon in any subsequent enquiry. On an occasion when a vet is not on site, a vet should be called out to conduct the examination.
- l) Ensure key witnesses remain on site and are available to make statements to the police.
- m) Obtain names and addresses of any other person who might throw light on what happened including the last competitor to pass through the obstacle. Witnesses should make immediate notes of what they saw.
- n) Seek to obtain any video or photographic film that might be relevant to the accident.
- o) Task an appropriate person to take photos of the incident site.
- p) The Police are responsible for ensuring that the next of kin are informed [only in the event of death]. If the next of kin are on site appoint an appropriate person to take care of them.
- q) Liaise closely with the doctor and ensure he remains available to make a statement.
- r) Appoint a spokesman for the event. NO statement or comment should be made without approval of the Event Organiser in liaison with the Safety Officer (or other designated official). ONLY a Holding Statement should be issued before the next of kin have been informed. Full details should be announced once the next of kin have been informed.
- s) Contact British Carriagedriving Office. They will help co-ordinate liaison with the press and will inform the insurers.
- t) Compile all information and paperwork detailed in the "Serious Incident File Contents" Checklist.

### 11.1.9 Horse Fatality

Carriage Driving has always prided itself not only on its safety record, but also on its image as a 'good clean, healthy and responsible sport'. Thus, any ill-informed publicity is of very deep concern. Whilst the equestrian press continually provide their excellent support and defence of the sport, there may be other members of the press taking a new (and possibly detrimental) interest in the sport.

At most events it should still be possible to deal with a horse which is killed or which has to be destroyed, without undue fuss and in accordance with the veterinary rule destruction of severely injured horses, in which it says "The method of destruction shall be at the absolute discretion of the Veterinary Surgeon." However with the increasing welfare lobby created by those opposed to the sport the contents of this guideline will be useful.

In the event of a horse being killed or destroyed, the Event Organiser is in charge and should be prepared to delegate as he thinks fit.

The Steward or official present at the incident should immediately inform:-



- The Organiser.
- The TD
- The President of the Jury

It should be borne in mind that both transmitting and receiving radios can easily be overheard - therefore to avoid sensitive messages being compromised, volume controls should be sensibly set and crowded conditions avoided.

A vet must be called and be in attendance

Ensure that key witnesses make immediate brief written statements. In conjunction with the vet, he should conduct an immediate and thorough enquiry, establishing the cause of the accident and death (if possible).

Ensure that the owner is informed as soon as possible at the event. If the owner is not at the event, other arrangements must be made - probably through the driver.

Liaise closely with the vet and ensure that he remains available to make statements to the press, if necessary.

He should speak to the press himself or appoint a spokesman to speak on his behalf. If the vet is available, they are particularly good at this.

The contact number of the spokesman must be distributed via the event organiser (or designated official) to all event officials

With modern communications it is possible that press reporters will come to the site even if they are not already there. In general all event officials should be briefed NOT to make statements, however much they may be pressed to do so. They should refer all callers to one telephone number which the appointed spokesman should answer.

Arrangements should be made prior to the event to handle the subsequent removal of and final disposal of a carcass. Contact details should be available to the event officials for a dedicated 'knacker wagon' trailed or self-propelled, and equipped with a winch. The vehicle should be driven by a dedicated driver familiar with the operation of the winch and in radio contact with Control. If the knacker wagon is a trailer, the driver must have a dedicated vehicle and be properly briefed and it should be ascertained that the vehicle is capable of towing the trailer, e.g. that it has compatible towing gear.

Under no circumstances should a carcass be left near the scene of the fatality, even covered by a tarpaulin, nor should it be removed in a tractor bucket. Following removal from the scene the carcass should preferably be moved to an interim store and the vehicle released in case it is required again. The owner of a dead horse may express a particular wish regarding the final disposal and this should be respected. However prior arrangements should be in place to dispose of the carcass e.g. hunt kennels, local abattoir.

The Organiser or Safety Officer should ask the vet to supply a death certificate in case the owner requests one for insurance purposes. In some cases the owner/vet may wish a post mortem to be



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carried out to ascertain the exact cause of death. In order not to further distress the owner, they should not be asked to pay any charges incurred in the removal/disposal of the carcass. On production of a quote obtained by the organiser prior to the event, a receipted invoice will be reimbursed to the event by British Carriagedriving Office.

The Safety Officer (or designated official) should contact British Carriagedriving Office, who will contact British Carriagedriving Chairman.

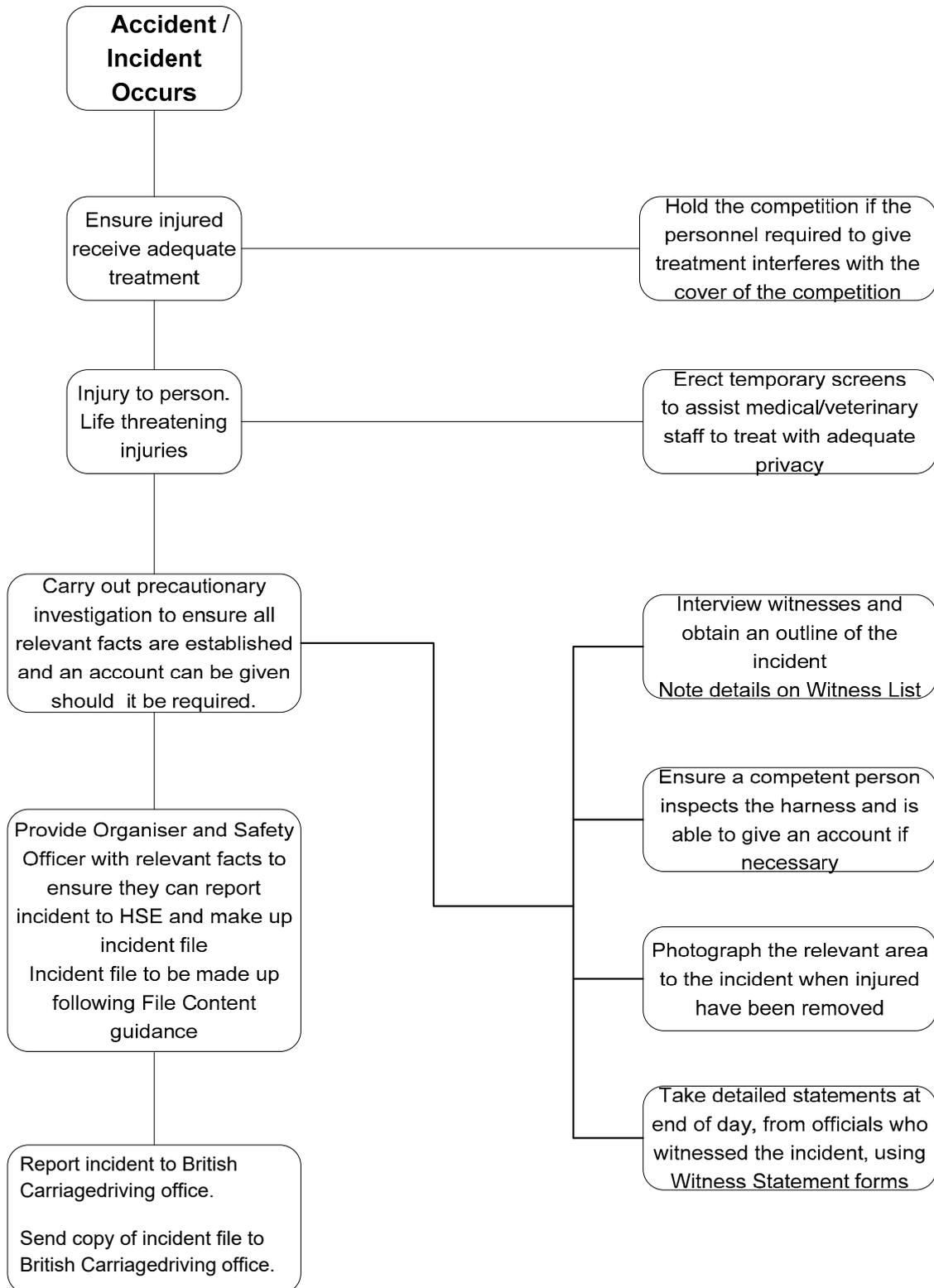
The Safety Officer should communicate all relevant facts to British Carriagedriving Office as soon as he is able. It is perfectly possible that either they will be able to handle some of the national media, thereby relieving those at the event of part of this burden.

If the local RSPCA inspector happens to be at the event and is willing to express his support of the way in which you conduct your event, this will be seen both by those who support horse sports and by those who are opposed to the sport, as being an unbiased opinion. For this reason the RSPCA's support is invaluable.



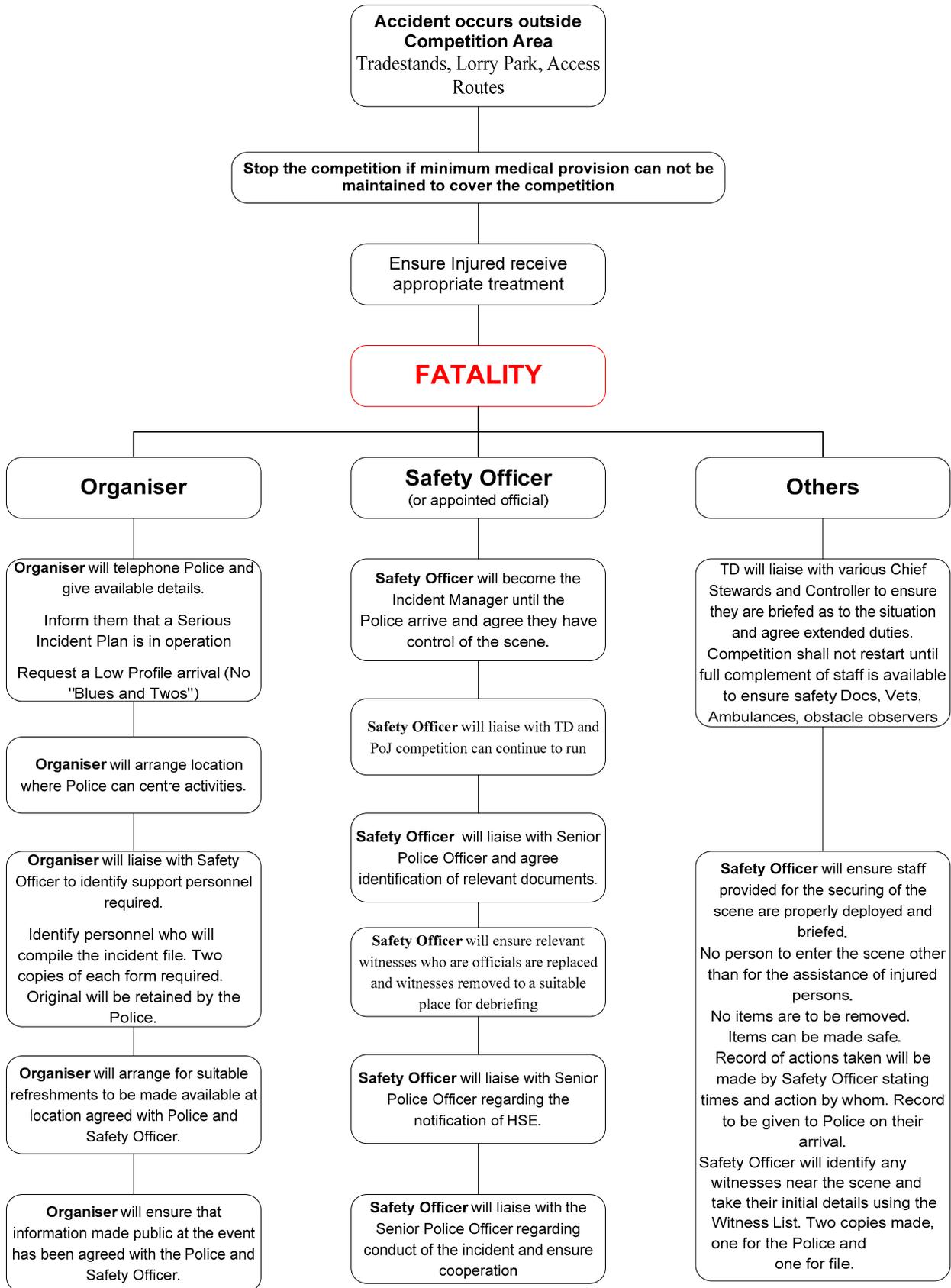
## 11.1.10

### Chart - Accident Resulting in Life Threatening Injuries



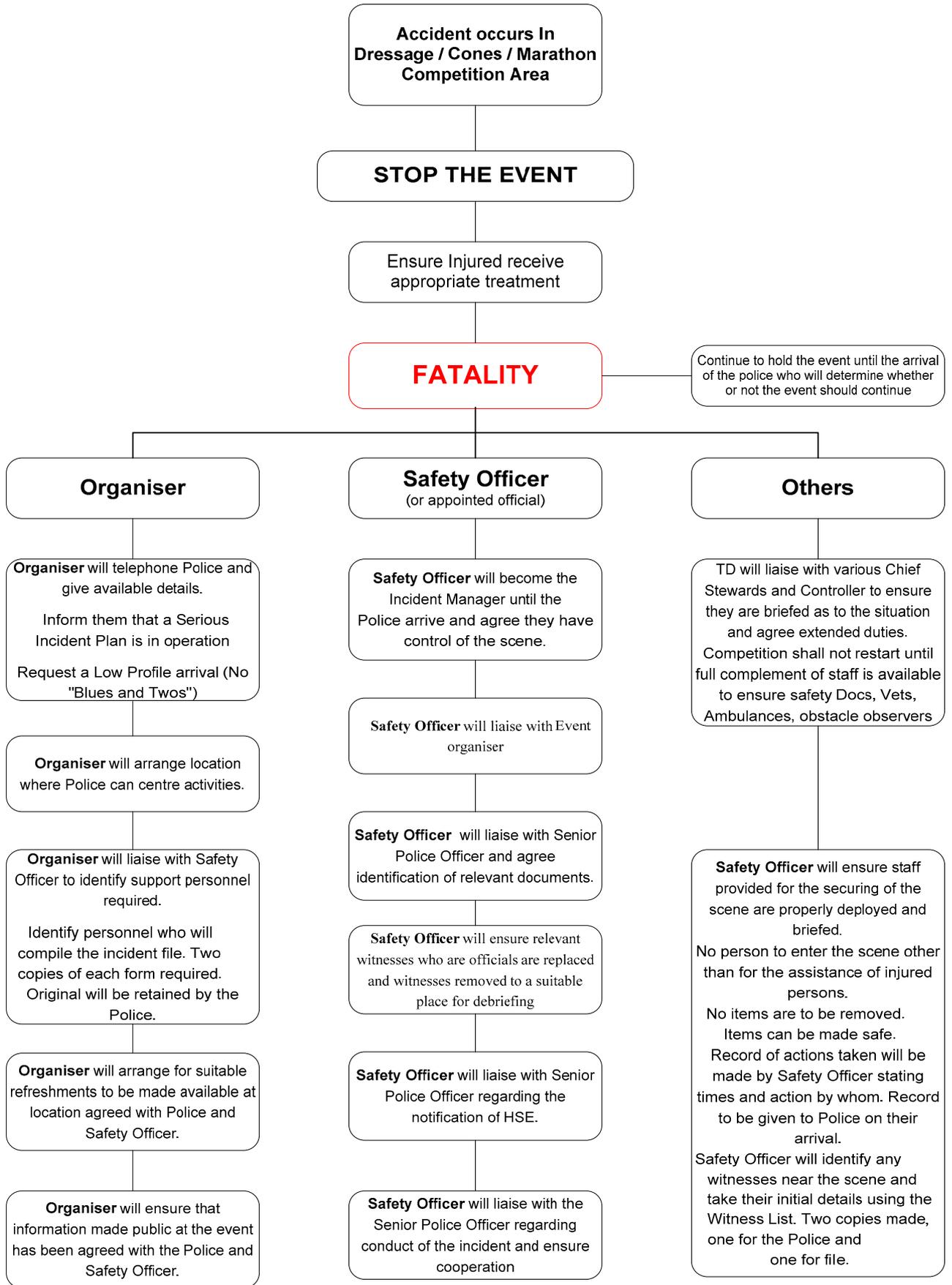


**Chart – Fatality outside the Competition Area**





**11.1.11 Chart - Fatality in the competition Area**





## 12. Appendix A - Club/ Event Safety Policy - example

The \_\_\_\_\_ is a voluntary club with no paid employees, that promotes carriage driving and carriage driving events in England. The Club is affiliated to British Carriagedriving. The Club recognises that when organising and running competitions and any other events including but not limited to training and coaching events, courses, assessments and professional development days, the safety of its members, supporters, and the general public is of great importance.

To this end the Club:

- Expects all its members to show consideration for matters of safety, relating to both themselves and others, at all Club events and to comply with all reasonable requests, relating to safety, from Event Organisers.
- Health and Safety considerations are always given priority in planning, designing, organising, running and participating in the activities of the Club.
- Encourages its members to consider safety through articles and correspondence in the Club newsletter.
- The Club committee includes a safety officer who is responsible for coordinating safety within the club, acting as a point of contact within the club for external organisations on matters of safety and for promoting safety amongst the club members.
- All Club Event Organisers are required to ensure that a safety risk assessment is completed prior to each Event and expects that any resultant action points be implemented during the Event.
- All new Club members have to undertake a safety assessment prior to being allowed to take part at their first Club event, unless they hold a recognised driving qualification.
- The Club committee regularly reviews matters relating to Health and Safety.
- This policy will be displayed at all Club events

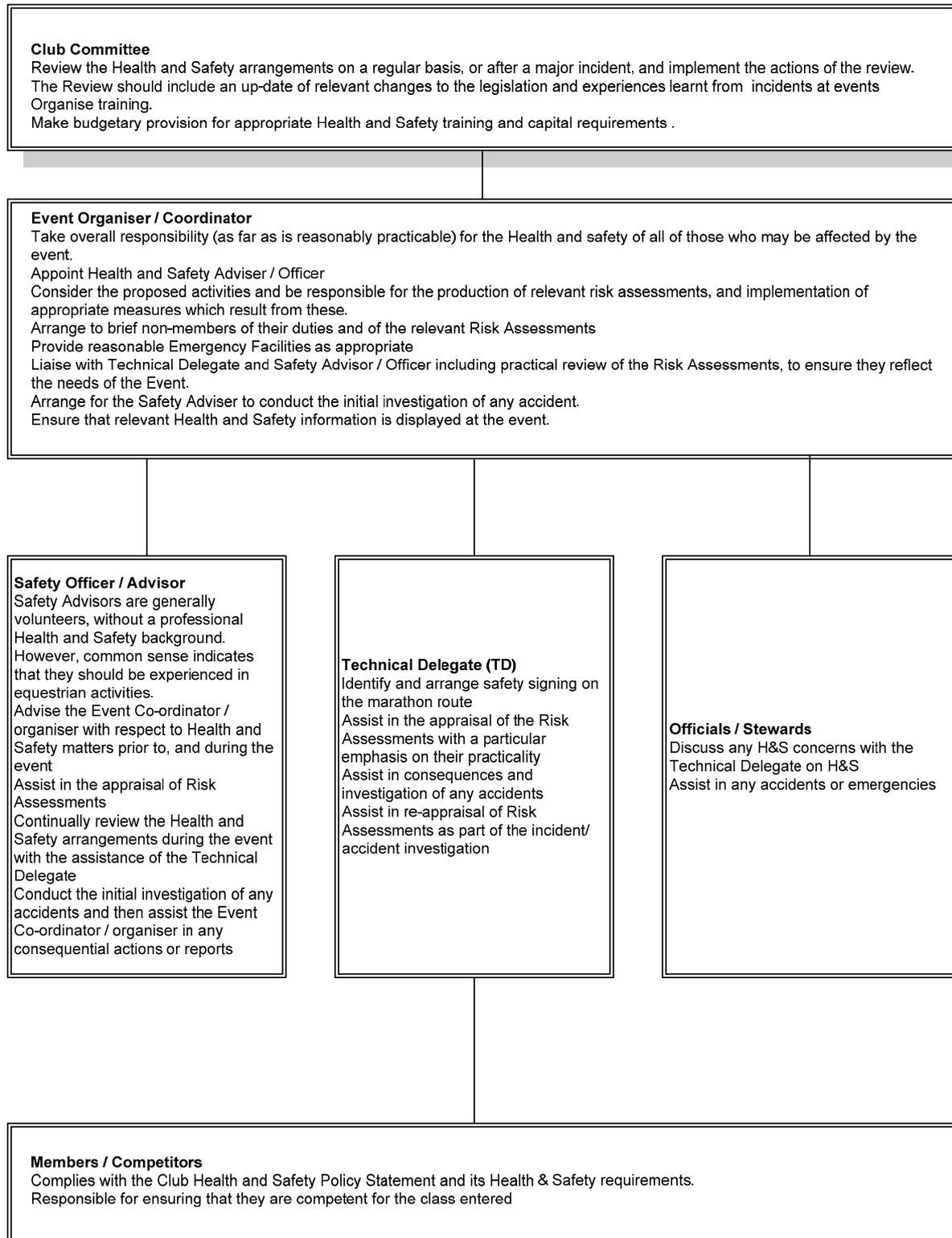
Signed..... ..

Chairman

Date..... ..



### 13. Appendix B - Club / Event organisation chart - Example





**14. Appendix C - Risk Assessment – Pro Forma**

Name of Event	
Location of Event	
Date(s) of Event	
Name of Organiser	
Name of Safety Officer (if applicable)	
Name of Course Designer (if applicable)	
Name of Landowner(s) (if applicable)	
Estimated number of Competitors or Participants (including grooms)	
Estimated number of stewards	
Will the Public be able to attend the Event?	(YES / NO)
Will the Public be in the vicinity of the Event? - e.g. on public Roads or on a common?	(YES / NO)
Have the police, Ambulance and emergency services been informed	(YES / NO)

Event Organiser ..... Technical Delegate .....





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### 15. Appendix D - Small Event / Drive out Assessment

Venue \_\_\_\_\_ Date \_\_\_\_\_

Start time \_\_\_\_\_ Distance \_\_\_\_\_

- |     |   |         |     |    |     |
|-----|---|---------|-----|----|-----|
| 1.  | Are names and addresses of all participants recorded?               |         | YES | NO | N/A |
| 2.  | Have membership cards been checked?                                 |         | YES | NO | N/A |
| 3.  | Have non members' insurance details been checked?                   |         | YES | NO | N/A |
| 4.  | Is an emergency telephone number available and manned?              |         | YES | NO | N/A |
| 5.  | Have Emergency Services been informed?                              | Police  | YES | NO | N/A |
|     |   | Vet     | YES | NO | N/A |
|     |   | Farrier | YES | NO | N/A |
| 6.  | Have landowners, over whose property you will drive, been informed? |         | YES | NO | N/A |
| 7.  | Has drive route been checked, and any hazards noted? (See 13 below) |         | YES | NO | N/A |
| 8.  | Has the route been marked?  |         | YES | NO | N/A |
| 9.  | Have stewards been appointed?                                       |         | YES | NO | N/A |
| 10. | Do stewards wear fluorescent tabards or similar?                    |         | YES | NO | N/A |
| 11. | Are lead and following vehicles being used?                         |         | YES | NO | N/A |
| 12. | Is horsebox parking adequate and secure?                            |         | YES | NO | N/A |
| 13. | Note any hazards below, plus any action taken to prevent incidents. |         |     |    |     |



**16. Appendix E - Incident Report Form**

**To be completed in the event of any minor incident - however insignificant it may seem - This form is to be returned to British Carriagedriving Office**

*Don't forget -*

- *This includes all turnovers / runaways / grooms falling off carriages etc.*
- *It should also cover other incidents on the showground not directly related to the competition*

CONTACT NAME FOR FURTHER CORRESPONDENCE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

**NAME OF CLUB** .....

**NAME OF EVENT** .....

DATE OF INCIDENT .....

NAME OF PERSON INVOLVED .....

ADDRESS .....

.....

TEL. NO. ....

NAME OF HORSE/PONY INVOLVED if appropriate .....

**DETAILS OF WITNESSES:**

NAME .....

NAME .....

ADDRESS .....

ADDRESS .....

.....

.....

.....

.....

TEL. NO. ....

TEL. NO. ....





## **17. Appendix F – Accident Report Form**

**THE ISSUE OF THIS FORM DOES NOT CONSTITUTE AN ADMISSION OF LIABILITY. THIS FORM SHOULD BE COMPLETED AND RETURNED TO BRITISH CARRIAGEDRIVING OFFICE IMMEDIATELY**

To be completed after any accident no matter how small - unless an incident form can be used.

### **PLEASE NOTE THE FOLLOWING:-**

- 1. You must not, except at your own cost, make any admission, offer, promise or payment in connection with any accident or claim without special instructions in writing from British Carriagedriving, nor give any information or assistance to any person claiming against you. British Carriagedriving shall, for as long as they desire, take absolute conduct and control of all proceedings (including arbitrations) in respect of any claim and may use your name to take any proceedings.**
- 2. All written communications or court documents made by or on behalf of a complainant or claimant and received by you, shall be forwarded to British Carriagedriving as soon as possible and not be acknowledged or answered in any way.**
- 3. If this form is not completed and returned to British Carriagedriving, any claim cannot be investigated on your behalf.**
- 4. Enclose copies of the event Risk Assessment form and entry forms for any competitors involved in the incident with this form.**

**FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN A REFUSAL TO PROVIDE COVER FOR THE INCIDENT.**

**Contact name for further correspondence**

**Address** \_\_\_\_\_

**Phone number** \_\_\_\_\_

**E-mail** \_\_\_\_\_



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## SECTION 1

Full name and location of the event \_\_\_\_\_

Type of event e.g. National, club event, training day \_\_\_\_\_

Duration of event \_\_\_\_\_

### Comments by Technical Delegate and/or President of Jury:

(Use additional sheet if necessary)

NAME(Block Capitals)..... DATE.....

Signature..... TEL NO.....

Address.....

NAME(Block Capitals)..... DATE.....

Signature..... TEL NO.....

Address.....

### Comments by the Safety Officer:

(Use additional sheet if necessary)

NAME(Block Capitals)..... DATE.....

Signature..... TEL NO.....

Address.....

**SAFETY OFFICER TO ENSURE THIS FORM IS COMPLETED AND FORWARDED WITHIN 24 HOURS TO BRITISH CARRIAGEDRIVING OFFICE.**



**SECTION 2**

**1. Full Name of Injured Party:**

First Name.....Surname.....Age.....(If Known)

Telephone Numbers.....

Postal Address.....

.....Post Code.....

**2. Was the injured Party:**

Whip/Driver  Groom  Passenger

Official  Member of the general public  Others

**3. Date of Incident.....Approximate Time.....**

**4. Details of any injury (however slight)**

Fatal  Head Injury/Concussion  Face/Jaw  Spinal  Thoracic

Lumber  Pelvic  Hip  Chest  Abdomen  Bruising

Fracture Right Arm  Right Hand/Wrist  Right Leg  Right Ankle/Foot

Left Arm  Left Hand/Wrist  Left Leg  Left Ankle/Foot

Additional Information (If Any)

.....  
.....

**5. Details of any other Damage (However Slight )**

.....  
.....

**6. a) Was a properly secured hard hat being worn ? YES/NO**  
**b) Was it damaged ? YES/NO**

**If YES provide full details.....**

.....



**c) What type of Hard Hat was being worn?**

PAS 015      EN1384      ASTM F 1163      OTHER

**d) Was a Body/Back Protector being worn ?**

YES/NO

**e) Was it damaged ?**

YES/NO

If YES provide full details.....

.....

**SECTION 3**

**1. If Driven was Horse/Pony involved:**

Single       Pair       Tandem       Four in Hand

N.B.: If more than one Horse/Pony involved please provide details on a separate sheet.

**2. Give full details of the animal involved in this accident:**

Name.....Breed.....Height.....

Sex.....Age.....

**3. Who owns the Animal ? Please give names and addresses**

.....

.....

**4. Was the Horse/ Pony involved doing:**

Dressage       Being Led       Tied-up

Marathon       Driven by Whip       Loose

Cones       Exercise

Driven by someone other than the Whip       Other activity

**5. Was the Accident:**

In the Collecting ring       In an Obstacle       On a Track

On a Public Road       On a Private Road       In a Horsebox Park

Elsewhere

**6. To your knowledge, has the animal been involved in any similar incident of this nature? YES/NO**

If YES please give details.....

.....



7. **Have you ever received any complaints about this Horses behaviour before?** YES/NO

If YES please give details.....

.....

8. **Was the Horse/Pony injured?** If YES please give details YES/NO

.....

.....

9. **Was Veterinary treatment required?** YES/NO

If YES Please give details of attending Veterinary

Name and Address.....

.....Post Code.....

Daytime Telephone Numbers.....

**SECTION 4**

1. **Was a trained first aider available?** YES/NO

Paramedic ambulance  Red Cross or similar  Other  (If other specify below )

.....

.....

2. **Type of Ambulance**

2WD  4WD  LR Emergency Ambulance

Air Ambulance  Other  (If other specify below)

.....

.....

3. **Was the Ambulance able to reach the casualty?** YES/NO

4. a) **How long did it take to reach the casualty?** .....minutes

b) **Had the casualty been moved?** YES/NO

c) **Had casualty's hard hat been loosened/removed?** YES/NO

If YES please give reason

.....



.....  
**5. Did the casualty receive any treatment on site ?** YES/NO

If YES please give details

.....  
.....

**6. Was the casualty allowed to continue?** YES/NO

**7. Was the casualty taken to hospital?** YES/NO

If YES please give name and address of Hospital

.....  
.....

**8. Was there radio communication ?** YES/NO

**9. Name of the Medical Officer**.....

Address.....

.....

.....Post Code.....

Daytime Telephone Number.....

**SECTION 5**

**1. Was the Accident reported to the Police?** YES/NO

Address of Police Station.....

.....

.....Post Code.....

Name of Attending Officer.....Report Number.....

**2. a) Was the Accident reported to the Health & Safety Executive ?** YES/NO

**b) Has an H & SE RIDDOR F2508 Form been completed?** Please attach Copy YES/NO

**3. Names, Addresses and Daytime Telephone Numbers of Witnesses to the Accident :**

.....



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.....  
.....  
.....  
.....  
.....

## FULL DESCRIPTION OF ACCIDENT BY WITNESS, STEWARD OR OTHER OFFICIAL

(If there is more than one witness, please continue on plain paper and attach to this document).

NAME (Block Capitals).....

SIGNATURE..... DATE.....

ADDRESS.....

.....POST CODE.....



**18. Appendix G - Serious Incident Witness Form**

EVENT

Date

Name of Witness

Incident Reference

*Age (if under 18)*  
*(if over 78 insert "over 78")*

Address

Postcode

Telephone

E-mail

Location of the witness – in relation to the incident

Synopsis of what they saw or heard



## 19. Appendix I - General Club / Event Checklist

The purpose of this checklist is to help Club event organisers and safety officers during the preparation of a Club risk assessment. This checklist does not constitute a risk assessment. It is not meant to be an exhaustive list of every eventuality or activity.

Contacts (Any or all of these may need to be contacted)

- The landowner(s)
- Ambulance Service
- Air Ambulance
- Local Fire Station
- Local Police
- Local Hospital
- St John Ambulance/ Red Cross/ Para Medics

---

Access to site or parking area

- Is the road access big enough?
- Can the emergency services get in?
- What is the visibility like from the main (or feeder) road into and out of the access road?
- Is there a gate to the site / parking
- Are there any obstructions? – Over-hanging trees, posts etc.
- Do the public need access via this route?

---

The Parking area itself

- Is it big enough for the expected numbers?
- Can vehicles be reasonably spaced apart?
- Can single cars be parked in a separate section?
- Can the area be roped off / separated to stop loose horses?
- Is a site manager needed?
- Is a vehicle layout needed?
- Is there water nearby?

---

General Event site / event area

- Do the public have free access to the site event area?
- Do any public roads run through the site event area?
- Is there sufficient room to run the event?
- Is the site rough? i.e. large holes, sharp drops etc
- Do areas need roping off / or barriers?
- Is first aid going to be required

---

Driven Dressage (applicable to Driving Competitions)

- Is the arena reasonably smooth without too many bumps?
- Is it necessary to rope off the arena?
- Is there room to get judges cars in?
- Where is the warm-up to be done?
- Where is the collecting area to be?
- If a horse bolts where might it go?

---

Marathon / Pleasure drive

- Does the drive take place over public roads?
  - Does the drive cross public roads?
  - What needs to be done to warn vehicle drivers?
  - Are radios needed and check points?
  - Will the course be adequately marked
  - How many check points / stewards are needed?
-



	<ul style="list-style-type: none"><li>• Are there any obstructions? – Tree roots, over-hanging branches, posts, barbed wire, loose plastic etc.</li><li>• Is there any rough, rutted ground?</li><li>• Are there any steep drops or turns?</li><li>• Can emergency services get to all parts of the course?</li></ul>
<hr/> <p>Obstacles (applicable to driving competitions)</p>	<ul style="list-style-type: none"><li>• Will the public have access to the obstacles?</li><li>• Have the obstacles been designed by a 'competent' person?</li><li>• Are there any obstructions? – Tree roots, over-hanging branches, posts, barbed wire, loose plastic etc.</li><li>• Is there any rough, rutted ground?</li><li>• Are there any steep drops or turns?</li><li>• Are the obstacles clearly marked?</li><li>• Do the obstacles (or certain parts) need roping off, or barriers?</li><li>• What happens if a horse bolts?</li><li>• Can emergency services get to all the obstacles?</li><li>• Will there be marked areas for club spectators?</li></ul>
<hr/> <p>Cones (applicable to driving competitions)</p>	<ul style="list-style-type: none"><li>• Has the cones course been designed by a 'competent' person?</li><li>• Is the arena reasonably smooth without too many bumps?</li><li>• Is it necessary to rope off the arena?</li><li>• Where is the warm-up to be done?</li><li>• Where is the collecting area to be?</li><li>• If a horse bolts where might it go?</li></ul>
<hr/> <p><u>Communication</u></p>	<ul style="list-style-type: none"><li>• Who will brief the stewards?</li><li>• Who will liaise with on site first aid ?</li><li>• Who will check the Marathon or drive route <i>on the day</i>?</li><li>• Are radios required?</li><li>• Who will brief use of radios?</li></ul>