

British Carriagedriving



Safety Pack

For use at

'Small' and 'Medium' Club Events

East Overhill

Stewarton

Kilmarnock

Ayrshire

KA3 5JT

Tel: 0845 643 2116

Fax: 0845 643 9474

E-Mail: email@britishcarriagedriving.co.uk

Website: www.britishcarriagedriving.co.uk

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1. Pre-amble

This pack is intended to provide sufficient information for Clubs running ‘small’ and ‘medium’ events. A definition of ‘small’ might be where there are relatively small numbers of competitors taking part(i.e.under 20), or where the event itself is ‘simple’ such as a Drive out, or a ‘fun type activity such as a dressage and cones or a small scale one day event. A definition of ‘medium might be slightly larger Club events with say under 40 competitors.



Clubs and Event organisers who are running 'Large' events, should refer to the 'Safety Pack for National & Large Events' which is available from British Carriagedriving office

2. Introduction

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 or helpers as safe as reasonably practical.

British Carriagedriving Council is **not** responsible for health and safety at Club Events. 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 Clubs and Event organisers. It endeavours to monitor both incidents over time and collate examples of good practice. Its 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, 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 the suggestions within this pack

The pack consists of the following items:

1. **A copy of a Club safety policy.** The policy should be prominently displayed at the Event, either on a notice board or in a vehicle window. **Appendix A**
2. **A Club risk assessment form.** The form consists of two pages (plus continuation pages, if required). This risk assessment form, or a 'Drive out' form **must** be completed for every Club event. A copy of the form must be sent to the Club safety officer **prior** to the event taking place. **Appendix C**
3. **A Club 'Small event / Drive out' assessment.** This form is for use for simple events such as drive outs and cones events, for example. This form of a Club risk assessment form **must** be completed for every Club event. **Appendix D**
4. **A Club Incident form** In the unfortunate event of an incident /accident(s) occurring, a Club Incident form **must** be completed for each incident. The completed Incident form(s) should be sent to the Club safety officer. In the event of a major accident occurring, a full Accident form should be completed. These are available from British Carriagedriving office (and form part of the Safety Pack for National & Large Events. **Appendix E**

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. In the absence of an Health and Safety Policy , the Club Committee should clearly understand that they are putting both the Club and British Carriagedriving at risk, and that this may affect the terms under which a claim against their insurance may be paid.

3.1.2 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. 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 events, 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 competence/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.....



5. Responsibilities– in relation to Health and Safety

Club / Event Committee Member

- Review the Health and Safety arrangements on a regular basis.
- Organise training.

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 concerning their duties and of the relevant Risk Assessments
- Provide reasonable Emergency Facilities as appropriate
- Ensure that relevant Health and Safety information is displayed at the event. (even if it is on the side of a Horsebox!

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 creation and appraisal of Risk Assessments
- Continually review the Health and Safety arrangements during the event.
- Conduct the initial investigation of any incident and then assist the Event Co-ordinator / organiser in any consequential actions or reports

Technical Delegate (if appropriate)

- Identify and arrange safety signs 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 (if appropriate)

- Discuss any Health & Safety concerns with the Technical Delegate.
- Assist in any incidents without endangering themselves

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 / activity entered.



- Not put other competitors , helpers or officials at unreasonable risk

6. Risk Assessments & Checklists

6.1.1 Introduction

Risk Assessments form the core of today's Health and Safety procedures. 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. The key point is that once measures to mitigate the risk have been identified, they **must** be implemented

6.1.2 Risk

Risk is assessed by looking at the potential severity of an incident, and how often it might occur. Based on these combined judgments of severity and frequency, 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)

6.1.3 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 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 reasonably practical. 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 there are sufficient helpers, No if there are insufficient helpers 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 if there are sufficient helpers
- 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 possibly 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.



An example risk assessment is shown at para. **7.15**, it is not designed to be comprehensive, but to give an **idea** of how a risk assessment might be structured. A Pro Forma copy is available at **Appendix C**

6.1.4 Communication of Risk Assessments

There is no point in creating a risk assessment purely for it to linger at the bottom of a box. Risk Assessments should be posted on the event notice board (or trailer side!). Relevant event officials should be given their own copy of the assessment.

6.1.5 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.

The small event, drive out assessment is a combined checklist and simple risk assessment form. It can be found at **Appendix D**



6.1.6 Example Risk Assessment

Name of Event	Little Club 1 day Event
Location of Event	Little Club field OS Ref: 616397
Date(s) of Event	25.12.12 at 0900
Name of Organiser	John Smith
Name of Safety Officer	Frank Green
Name of Course Designer (if applicable)	Thomas Dick
Name of Landowner(s) (if applicable)	Harry Thornton
Estimated number of Competitors (including grooms)	10
Estimated number of stewards	20
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>	<u>Consequences of accident</u> High, Medium, Low	<u>How often might it happen?</u> High Medium Low	<u>Action to be taken</u>
	Consider each area of the event in turn 1) the site / parking area 2) the event itself and each stage (Driven Dressage, Cones, Marathon, if appropriate) 3) Set-up and dismantling of the event	(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)	(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	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"> 1. Gate to be closed at all times 2. All competitors informed that gate to be closed 3. Notice to be placed on gate 4. Stewards to be advised on Marathon day to keep eye on gate
2	Loose horse on ground	Med	Med	<ol style="list-style-type: none"> 1. Overall risk Med as plenty of space 2. Look at possibility of a rope between arenas and Lorry park
3	Fire in lorry park	Med	Low	<ol style="list-style-type: none"> 1. Lorries to be parked as instructed by Stable Manager at least 3 metres apart 2. Vehicles to carry a 1KG fire extinguisher - Checks to be made 3. Water supplies nearby
4	Accident involving loose dog	Med	High	<ol style="list-style-type: none"> 1. Dogs to be kept on lead at all times 2. Dogs not allowed in obstacles once obstacle is open
5	Accident from / on motorised bike or Quad	Med	Med	<ol style="list-style-type: none"> 1. Hard hats to be worn by anyone on a motorised bike or Quad 2. Bikes or quads NOT allowed in obstacles (unless driver is registered disabled)
6	Marathon course contains excessive potholes, branches, roots etc. – tip-ups etc	Med	Med	<ol style="list-style-type: none"> 1. Course flagged and signed by experienced person (Course Designer) 2. Course checked by safety officer 3. Major hazards signed with tape, paint or similar 4. Competitors briefed prior to marathon



				<ol style="list-style-type: none"> 5. Radio positions at key points 6. Para Medics to be briefed, motorised access possible to all points
7	Marathon course on public road.	High	High	<ol style="list-style-type: none"> 1. Warning signs to motorists at either end 2. Stewards at either end – competitors to wait for steward to signal them onto road 3. Radios at either end if practicable 4. Competitors to be briefed prior to event
8	Accident in Obstacle	Med	Med	<ol style="list-style-type: none"> 1. Competitors not to be started at start of section, but held 2. Obstacles designed and built by competent (experienced) person 3. Obstacles checked prior to event by safety officer 4. Competitors to be briefed 5. Minimum of one experienced Steward (with current training) on each obstacle 6. Obstacle Stewards issued with radios 7. Stewards to be briefed on safety and radio procedures prior to marathon 8. Para Medics to be briefed on location of obstacles prior to event (all accessible via motor vehicle)
9	Accident around Obstacle	Med	Low	<ol style="list-style-type: none"> 1. Only stewards and Course Designers allowed in vicinity of obstacle during Marathon phase 2. Roping off obstacles considered, but not practical 3. Brief Competitors & Stewards 4. Para Medics to be briefed on location of obstacles prior to event (all accessible via motor vehicle)
10	Accident in an arena	Low	Low	<ol style="list-style-type: none"> 1. Arenas to be checked for any potholes etc prior to event 2. Arenas are flat and generally smooth risk is low
11	Lack of communication leading to uncoordinated response	Med	High	<ol style="list-style-type: none"> 1. Central control point (Radio and Para Medics to be adjacent to scoring / organiser position) 2. Radios to be used for distant locations



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				<ol style="list-style-type: none"> 3. Club radios to be used for local communication Radio supplied to for coordination 4. Radios to 'track' competitors around course 5. Mobile phone list for key services to be posted at scorers position
12	Saturday Evening BBQ – Risk of fire	Med	Low	<ol style="list-style-type: none"> 1. BBQ to be set up away from vehicles, in open air 2. Fire extinguisher to be available 3. Supervised by competent person 4. First aid kit to be available
13	Steward / Public Parking Risk of cars mixing with horses & carriages	High	Low	<ol style="list-style-type: none"> 1. Non competitor car park to be designated by Stable Manager 2. Course not to be routed along access Newnham 'Flats' access road 3. No non competitor vehicles in Lorry Park 4. Directional signs to show correct routes and locations.
14	Special	med	Med	<ol style="list-style-type: none"> 1. Competitors to be briefed 2. Stewards on Crossing with Radios 3. Radios on Crossing (if practical)



7. Health & Safety – Incident & Accident Reporting

7.1.1 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.). This is a precaution in the event of a claim being made at a later date. The form is at **Appendix E**

7.1.2 Accidents

An accident, involving actual injury, or a potential third party liability should reported on an Accident Report form (available from British Carriagedriving Office) should be completed as soon as possible and returned to British Carriagedriving office. The form is at **Appendix F**

7.1.3 Serious Accidents

This is covered in the 'Safety Pack for National & Large Events', and is available from British Carriagedriving Office



8. 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 the UK. The Club is affiliated to British Carriagedriving. The Club recognises that when organising and running events, 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 competence/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..... ..



9. 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 (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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ID Number	Potential activity / area of risk	Consequences of accident High, Medium, Low	How often might it happen? High Medium Low	Action to be taken
	Consider each area of the event in turn 1) the site / parking area 2) the event itself and each stage (Driven Dressage, Cones, Marathon, if appropriate) 3) Set-up and dismantling of the event	(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)	(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	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



10. 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 Risks below (or on separate sheet), plus any action taken to minimise the likelihood of incidents.



11. Appendix E - Incident Report Form

To be completed in the event of any minor incident - however insignificant it may seem which does not involve actual injury or third party liability - 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

.....

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.....

.....

TEL. NO.

TEL. NO.



BRIEF DETAILS OF WHAT HAPPENED

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Please return this form to:

**BHDTA,
East Overhill,
Stewarton,
Kilmarnock,
Ayrshire,
KA3 5JT.**

A copy should be retained by the Club/Event.



12. Appendix F – Accident Report Form

To be complete in the event of an incident / accident involving actual injury or third party liability.

**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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British Carriagedriving

East Overhill, Stewarton, Kilmarnock, KA3 5JT.

Tel. 0845 643 2116

Email: email@britishcarriagedriving.co.uk

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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.....