

1.1.1 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

Safety Advisor / TD

Event Organiser

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 (training areas, 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	Low	Med	<ol style="list-style-type: none"> 1. Overall risk low as plenty of space 2. Look at possibility of a rope between arenas and Lorry park
3	Fire in lorry park	Medium	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	High	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. It is strongly recommended that suitable and properly secured hard hats should 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 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 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)

2. 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



3. 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.



4. 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?
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	<ul style="list-style-type: none">• Are there any obstructions? – Tree roots, over-hanging branches, posts, barbed wire, loose plastic etc.• Is there any rough, rutted ground?• Are there any steep drops or turns?• Can emergency services get to all parts of the course?
<hr/> <p>Obstacles (applicable to driving competitions)</p>	<ul style="list-style-type: none">• Will the public have access to the obstacles?• Have the obstacles been designed by a 'competent' person?• Are there any obstructions? – Tree roots, over-hanging branches, posts, barbed wire, loose plastic etc.• Is there any rough, rutted ground?• Are there any steep drops or turns?• Are the obstacles clearly marked?• Do the obstacles (or certain parts) need roping off, or barriers?• What happens if a horse bolts?• Can emergency services get to all the obstacles?• Will there be marked areas for club spectators?
<hr/> <p>Cones (applicable to driving competitions)</p>	<ul style="list-style-type: none">• Has the cones course been designed by a 'competent' person?• Is the arena reasonably smooth without too many bumps?• Is it necessary to rope off the arena?• Where is the warm-up to be done?• Where is the collecting area to be?• If a horse bolts where might it go?
<hr/> <p><u>Communication</u></p>	<ul style="list-style-type: none">• Who will brief the stewards?• Who will liaise with on site first aid ?• Who will check the Marathon or drive route <i>on the day</i>?• Are radios required?• Who will brief use of radios?