



East Overhill Farm
Stewarton
Kilmarnock
KA3 5JT

Tel. 07494 876814

email@britishcarriagedriving.co.uk

www.britishcarriagedriving.co.uk

Introductory Safety/Competence Assessment for Clubs

Purpose of assessment: The objective of this assessment process is to ascertain whether a driver and his turnout are sufficiently competent and safe to take part in any Public Outing organised by the Club. The driver is expected to enter their first two events with the turnout on which this assessment was undertaken.

Assessment Procedure: Candidate is asked to produce his horse, harness and vehicle for inspection, harness up and to carry out a simple driving test. He can be questioned to get an insight into his basic knowledge but unlike a test, is not required to talk himself through all his procedures.

For drivers with disabilities the assessment must be conducted with the person who will be backstepping at the first two events in attendance. This person may carry out actions that the driver may be unable to perform due to the nature of their disability. The assessor should ensure both driver and groom are competent and safe to compete.

The Assessor should feel free to give helpful advice where necessary.

Part I: Inspection of the Horse, Harness, and Vehicle.

Assess	Particular points to look for and advise on
Horse secured at all times.	<i>Safe practice tying up and leading</i>
Condition	<i>Cleanliness particularly important under harness. Check for sores and rubs. Condition of feet and shoeing.</i>
Suitability of horse for required activity.	
Harness inspected for suitability, cleanliness, condition, wear and tear.	
Vehicle inspected for suitability for the work required and size /weight in relation to horse. Condition and wear. For Drivers with disabilities this should also include an assessment of appropriate fastenings on the carriage for any approved reasonable adjustments e.g. quick release harnesses or wheel chairs	<i>Loose nuts and bolts, slack wheels.</i>

Part II: Harnessing Up and Correct Fitting of Harness

Assess	Particular points to look for and advice on
Harness up in correct sequence.	<i>Collar/traces, saddle, reins, bridle. Aware of danger of tying up with bridle on.</i>
Checking correct fit of harness.	<i>Importance of correct fitting collar, breeching, bridle and bit. Adjust where necessary.</i>
For drivers with disabilities check that they are only using the compensating aids /reasonable adjustments that have been approved for them under the protocol	<i>The Backstepper must demonstrate the correct fitting and release of any harness/ lap belt that the driver is wearing such that both driver and backstepper would fall free from the carriage in the event of an incident</i>

British Carriage Driving is a Company limited by Guarantee. Registered in England and Wales No. 3273892 Registered Office: Beaver House, 23-38 Hythe bridge Street, Oxford, OX1 2EP.

Part III: Putting Horse to Vehicle

Assess	Particular points to look for and advice on
Horse under control throughout procedure.	<i>Horse with bridle on and reins attached. Position of groom at horse's head.</i>
Suitable place.	<i>Level. Awareness of surroundings.</i>
Correct sequence of putting to.	<i>Traces, breeching straps, belly band.</i>
Adjustment of vehicle and harness to fit horse.	<i>Length of traces, breeching, distance of horse from vehicle. Height and width of shafts.</i>
Mounting of vehicle by driver (either side).	<i>Taking up reins, mounting safely, position on seat, whip. Some drivers with disabilities will get on to the vehicle before the horse is put to. If this is the case the driver should be given the reins before attaching the shafts</i>
Balance of vehicle with driver and groom on board. Alterations for groom on backstep.	

Part IV: Safe Driving Techniques

Carry out a series of movements on both reins including walk, trot and halt with some up and down hill included if possible.

A few sets of cones or simple obstacle to be driven to show the ability to negotiate gateways and accurately manoeuvre the turnout.

Assess

The use and understanding of the aids, the control of the horse at the halt walk and trot using any style of driving.
The reaction of the horse and driver to other turnouts, potential hazards, variable terrain and motorised vehicles.
Demonstration of the appropriate hand signals according to the Highway Code.

Part V : Take out and unharness

Assess	Particular points to look for and advise on
Horse under control throughout procedure.	<i>Position of groom at horse's head.</i>
Driver dismounting.	<i>Put down whip, reins in one hand, dismount, put up reins. Some drivers with disabilities will get off the vehicle after the horse is taken out. If this is the case the driver should keep the reins until the horse is free from the vehicle.</i>
Disconnecting of harness in correct order, and horse taken out.	<i>Belly band, breeching straps, traces.</i>
Horse led away and harness removed.	
Care of horse after work.	



East Overhill Farm
Stewarton
Kilmarnock
KA3 5JT
Tel. 07494 876814

email@britishcarriagedriving.co.uk

www.britishcarriagedriving.co.uk

**Introductory Safety / Competence Assessment of Club Members Notes
for Assessors**

The Purpose of the assessment

The objective of this assessment process is to ascertain whether a driver and his turnout are sufficiently competent and safe to take part in any Public Outing organised by the Club. The driver is expected to enter their first two events with the turnout on which this assessment was undertaken.

The Assessment procedure

The member will be asked to produce his horse, harness and vehicle for inspection, harness up and carry out a simple driving test. He may be asked to answer questions to get an insight into his basic knowledge but unlike a test, he will not be required to talk himself through all his procedures.

In the case of drivers with disabilities the groom/backstepper who will accompany the driver for at least the first two events should be part of the assessment process and have signed the acceptance of risk statement required by the Protocol for Drivers with Disabilities.

The Aim is to EDUCATE and ENCOURAGE.

The Emphasis of this Assessment should be on SAFETY.

The Assessment will be divided into 5 parts under the following headings:
Part I Inspection of the Horse, Harness and Vehicle

Part II	Harness Up and the Correct Fitting of Harness
Part III	Putting Horse to Vehicle
Part IV	Safe Driving Techniques
Part V	Take Out and Unharness

Try not to make the candidate feel that they are being examined, be neither superior nor patronising. Make the experience enjoyable for both of you.

It is useful to try and gauge the candidates prior experience first, before putting your foot in it !

If after assessment, you feel the candidate is not yet ready, go through the assessment with them and explain where they lack knowledge/skill, and be constructive by suggesting where they can get help or lessons.

If the assessment is done at the home or stables of the applicant rather than at a training day, it is suggested that they are then checked at a training day to ensure their horse/pony is not a problem in company.

It is also worth discussing the following points:

1. Establish if they have insurance cover (Associate membership of British Carriagedriving gives cover at a very reasonable cost and will keep them in touch with the driving world).
2. Examine vaccination certificate(s). Advise they must have animal fully vaccinated before attending any event (depending on individual Club rules).
3. Give advice on Club safety rules such as:
 - Hard Hats
 - Fire extinguishers in horse boxes and caravans
 - No trotting in box parks
 - Dogs must be kept under control at all times
4. If possible, assign an open driver as a mentor to help them on their first appearance.

Guidelines for criteria to qualify as an Assessor:

National Judges

UKCC Level 2, Level 3 or Level 4

LHHI Instructors

BDS Level III, IV

British Carriagedriving National Open class competitor of three years

RDA Assessors



East Overhill Farm
 Stewarton
 Kilmarnock
 KA3 5JT
 Tel. 07494 876814
 email@britishcarriagedriving.co.uk

www.britishcarriagedriving.co.uk

Feedback on Introductory Safety/Competence Assessment

Purpose of assessment: The objective of this assessment process is to ascertain whether a driver and his turnout are sufficiently competent and safe to take part in any Public Outing organised by the Club. The driver is expected to enter their first two events with the turnout on which this assessment was undertaken.

Assessment Procedure: Candidate is asked to produce his horse, harness and vehicle for inspection, harness up and to carry out a simple driving test. He can be questioned to get an insight into his basic knowledge but unlike a test, is not required to talk himself through all his procedures. The Assessor should feel free to give helpful advice where necessary.

Part I: Inspection of the Horse, Harness, and Vehicle.

Assess	Particular points to look for and advise on	Depth of knowledge, strengths or weaknesses
Horse secured at all times.	<i>Safe practice tying up and leading</i>	
Condition	<i>Cleanliness particularly important under harness. Check for sores and rubs. Condition of feet and shoeing.</i>	
Suitability of horse for required activity.		

Harness inspected for suitability, cleanliness, condition, wear and tear.		
Vehicle inspected for suitability for the work required and size /weight in relation to horse. Condition and wear.	<i>Loose nuts and bolts, slack wheels.</i> <i>Appropriate fixings/ quick releases for drivers with disabilities</i>	

Part II: Harnessing Up and Correct Fitting of Harness

Assess	Particular points to look for and advise on	Depth of knowledge, strengths or weaknesses
Harness up in correct sequence.	<i>Collar/traces, saddle, reins, bridle.</i> <i>Aware of danger of tying up with bridle on.</i>	
Checking correct fit of harness.	<i>Importance of correct fitting collar, breeching, bridle and bit. Adjust where necessary.</i>	

Part III: Putting Horse to Vehicle

Assess	Particular points to look for and advise on	Depth of knowledge, strengths or weaknesses

Horse under control throughout procedure.	<i>Horse with bridle on and reins attached.</i> <i>Position of groom at horse's head.</i> <i>If driver with disability gets on the carriage before horse is put to, ensure they have the reins at all times</i>	
Suitable place.	<i>Level. Awareness of surroundings.</i>	
Correct sequence of putting to.	<i>Traces, breeching straps, belly band.</i>	
Adjustment of vehicle and harness to fit horse.	<i>Length of traces, breeching, distance of horse from vehicle.</i> <i>Height and width of shafts.</i>	
Mounting of vehicle by driver (either side).	<i>Taking up reins, mounting safely, position on seat, whip.</i>	
Balance of vehicle with driver and groom on board. Alterations for groom on backstep.		

Part IV: Safe Driving Techniques

Carry out a series of movements on both reins including walk, trot and halt with some up and down hill included if possible.

A few sets of cones or simple obstacle to be driven to show the ability to negotiate gateways and accurately manoeuvre the turnout.

Assess	Depth of knowledge, strengths or weaknesses
The use and understanding of the aids, the control of the horse at the halt walk and trot using any style of driving.	
The reaction of the horse and driver to other turnouts, potential hazards, variable terrain and motorised vehicles.	
Demonstration of the appropriate hand signals according to the Highway Code.	

Part V : Take out and unharness

Assess	Particular points to look for and advise on	Depth of knowledge, strengths or weaknesses
Horse under control throughout procedure.	<i>Position of groom at horse's head.</i>	
Driver dismounting.	<i>Put down whip, reins in one hand, dismount, put up reins.</i>	
Disconnecting of harness in correct order, and horse taken out.	<i>Belly band, breeching straps, traces.</i> <i>If driver with disability stays on the carriage until after the horse is taken out, ensure they have the reins at all times until the horse is totally free from the carriage.</i>	

Horse led away and harness removed.		
Care of horse after work.		

Name of Assessor _____

Signature _____

Date _____



East Overhill Farm
Stewarton
Kilmarnock
KA3 5JT
Tel. 07494 876814
email@britishcarriagedriving.co.uk
www.britishcarriagedriving.co.uk

Affiliated Club Introductory Safety / Competence Assessment

Name of Club _____

Venue of Assessment _____ Date _____

Name _____

Address _____

Name of Horse/Pony _____

For Drivers with Disabilities:

Name and date of birth of backstepper

Confirmation backstepper has signed acceptance of risk statement Yes / No

The above Driver was assessed for safety and competence during the following 5 parts of the Introductory Safety/Competence Assessment for Club Members

- | | |
|----------|--|
| Part I | Inspection of the Horse, Harness and Vehicle |
| Part II | Harness Up and Correct Fitting of Harness |
| Part III | Putting Horse to Vehicle |
| Part IV | Safe Driving Techniques |
| Part V | Taking out and Unharness |

The objective of the Assessment is to ascertain whether a driver and his turnout are sufficiently competent and safe to take part in any Public Outing organised by the Club. The driver is expected to enter their first two events with the turnout on which this assessment was undertaken.

On this occasion the above driver and groom complied safely and competently with the requirements of the assessment.

The named driver should retain this form for future reference.

Name of Assessor _____
(Block Capitals)

Signature _____

Date _____