



Planning for Safety at Events

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1. Pre-ambble

This document is intended to bring together the Health and Safety information used by British Carriagedriving. It is to be used by Clubs and Event organisers who are running events.

The principles of managing safety apply to all types of events however small.

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 that sensible and appropriate measures have been put in place to keep all those attending, be they competitors, helpers or general public as safe as is reasonably practical.

2. Introduction

The purpose of the following sections is to provide Event Organisers with information and with a framework to produce and operate their own safety policies and procedures. 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 Event Organisers must have adequate Health and Safety procedures in place.

Before running an event however small the Organiser must set out the Health and Safety principles that will be adopted by those running and by those competing at an event. (This may be the Club Health and Safety Policy or a Policy specific to the event)

Before running an event, the Organiser must think carefully about ALL of the elements of their competition or event and for each element identify potential hazards. Each identified hazard (or Risk) must be accompanied by a statement about how that risk will be reduced i.e. what measures should be put in place (Mitigation) Together these form the Risk Assessment document. An example of a Risk Assessment document will be found in Section 1.1.8 of this document.

The Organiser must also make sure that other officials at the event know how to respond if an 'Incident' happens.

At the event the Organiser must make sure that the mitigating measures set out in the Risk Assessment have been implemented.

After the event it is suggested that a brief 'wash up' / "de-brief" meeting takes place with the Organising Team to review the event and identify where things went well and not so well.

As a **minimum** every event must ensure that it has:-

- A Health and Safety policy – regularly reviewed and updated
- An organisation chart – showing who is responsible for what
- Risk Assessments for the various activities
- Assessment of and maintenance of records of drivers' competence.

British Carriagedriving has established with their Insurers a system which requires 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.



3. Example Club 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 Health & Safety Policy.

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



4. British Carriagedriving Safety Policy Statement

British Carriagedriving's 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 at Events

British Carriagedriving SAFETY POLICY STATEMENT

The Council of 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 separate individuals.

The Council recognises that there are risks in Horse Driving Trials and at other 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. 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 must have a Safety Policy for their Safety Officer to administer and 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.
- Stables / Lorry Park

Public areas.

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

All of these must be separately addressed.

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

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.

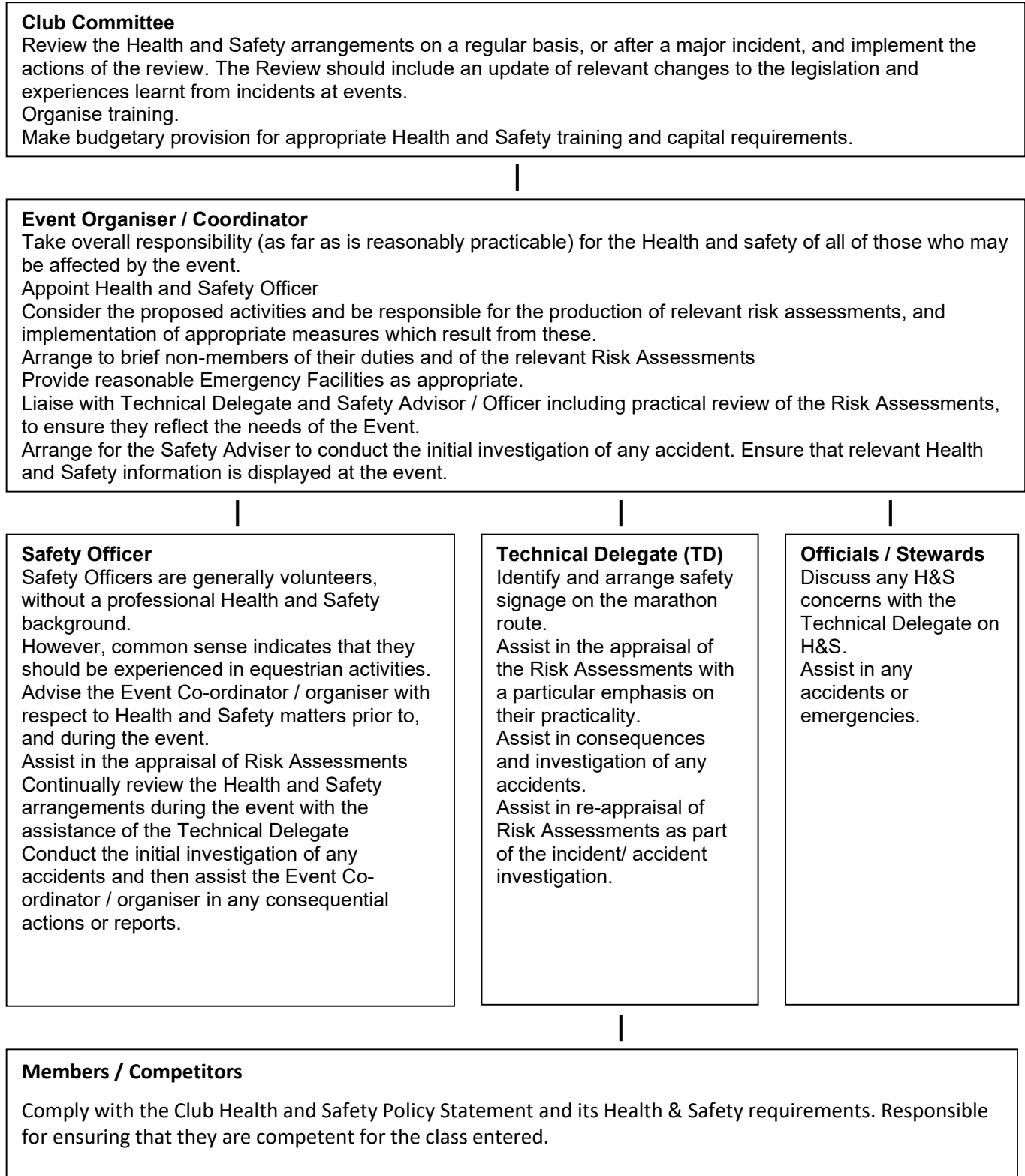
The Organisers of 2 or 3 Day National Competitions, or (for any other events) the Club Chairman or agreed representative, shall have overall responsibility for safety of the event on the day and his word shall be final.



5. Organisation Chart or description

All Clubs and events must have an organisation chart, of some form, which describes the roles and duties of key individuals from a Health and safety perspective. A typical example is shown below.

Example Club / event organisation chart





6. Risk Assessments

6.1. Introduction

Risk Assessments form the core of today's Health and Safety procedures. In the event of a serious incident occurring, insurers and/or the Local Authority will expect risk assessments to be in place. BEFORE the event commences. NB - Without a risk assessment being in place, British Carriagedriving's Insurance policy may be placed in jeopardy.

Risk assessments can take many forms, but in essence, they should be simple documents. Their purpose is to demonstrate that an 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 must 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.

Another key point is that they constitute an on-going process before during and after an 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 and communicated to those involved.

6.2 Five simple steps to completing a risk assessment

Identify hazards

Think about what may cause harm (these are called hazards) if possible look at the event venue. Think about:

- What people do and what equipment they may use
- what chemicals and substances are used (if any)
- what safe or unsafe work practices exist
- the general state of your event premises or location

Look back at previous event accident records as these can help you identify less obvious hazards.

For each hazard, think about how competitors, spectators, grooms and event officials might be harmed. Involve your employees as they will usually have good ideas.

Assess the risks

Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be. (example shown in 6.1.3)

This is assessing the level of risk.

Decide:

- who might be harmed and how
- what you're already doing to control the risks
- what further action you need to take to control the risks
- who needs to carry out the action
- when the action is needed by

Control the risks

Look at what you're already doing, and the controls you already have planned. Ask yourself:

- can I get rid of the hazard altogether?
- if not, how can I control the risks so that harm is unlikely?

If you need further controls, consider:

- redesigning the job
- replacing the materials, machinery or process
- organising your work to reduce exposure to the materials, machinery or process
- identifying and implementing practical measures needed to work safely
- providing personal protective equipment and making sure workers wear it



What reasonably practicable means

Put the controls you have identified in place. You're not expected to eliminate all risks but you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

Record your findings

You must record your significant findings, including.

- the hazards (things that may cause harm)
- who might be harmed and how
- what you are doing to control the risks

Review the controls

You must review the controls you have put in place to make sure they are working this should be done before the event starts and monitored during the event. You should also review them if:

- they may no longer be effective
- there are changes in the event that could lead to new risks such as changes to: location, officials or nature of the event

Also consider a review if your officials have spotted any problems or there have been any accidents or near misses.

Update your risk assessment record with any changes you make.

6.3 A simple 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 loose horse or loose horse and carriage went through the open gate onto the busy main road there could be a serious accident or even fatality. In this example the potential severity or consequence of the runaway horse incident would be much worse by the open gate. The severity of the gate being left open is considered to be 'High' (or Level 5).

In terms of likelihood/frequency of this incident:

A loose horse is not uncommon at an event and there are unfortunately instances where equines take fright and bolt with the driver losing control of the carriage. Using these examples the likelihood/frequency that a loose horse might happen is "Likely".

It is easy to see that leaving the event gate open onto a busy road is 'High' Risk.

Although subjective, 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 or mitigating the risk. This is the purpose of a Risk Assessment, and this will ensure that it's not just a paper exercise. What is done should be both reasonably practical to do and practical in terms of the available resources. For instance, based on the gate 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 on to the road, but would greatly reduce the likelihood, giving a low or low to medium risk depending on the choice made.

6.4 Risk rating criteria

Some people find risk ratings helpful when evaluating the level of risk associated with an event. While these ratings can provide valuable insight, it's essential to focus on eliminating the hazard or implementing effective controls to reduce the risk. By doing so, the risk rating will naturally decrease as a result of the improved safety measures.

		LIKELIHOOD				
		Certain	Very Likely	Likely	Unlikely	Very Unlikely
SEVERITY	Fatality	High	High	High	Medium	Low
	Major Injury / Disability	High	High	Medium	Medium	Low
	Lost Time Injury (Over 3 Days Absence)	High	Medium	Medium	Low	Low
	Minor Injury Requiring First Aid	Medium	Medium	Low	Low	Low
	No Injury/Very Minor Injury	Low	Low	Low	Low	Low

Risk assessors should consider “**significant hazards**”, “**who may be harmed**”, “**possible outcomes**”, “**existing controls**” and any “**additional controls**” where necessary to reduce risk to the lowest level so far as is reasonably practicable.

Calculate an overall risk rating by multiplying the severity by the likelihood. Do this for **existing** controls and where any **additional** controls have been identified, input a final risk rating taking into account all controls considered for the hazard in question.

Low Risk: Manage for continuous Improvement.

Medium Risk: Implement control measures to reduce risk rating to as low as is reasonably practicable.

High Risk: Consider alternative options. Implement control measures to reduce risk rating to as low as is reasonably practicable immediately.

6.5 Communication of Risk Assessments

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 must be integral to the activity or event. 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. Event organisers must request copies of the Third party provider’s risk assessments.

The key point is that everyone involved with an event, be they competitors, helpers or officials must have an understanding of what arrangements are in place to ensure everybody’s safety. The risk assessment lies at the heart of this process.



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6.6 Example Risk Assessment

Name of Event	Dummy Tester	
Location of Event	Sandy Country Park	
Date(s) of Event	29/01/2025	
Name of Organiser	Mr J Smith	
Name of Safety Officer (if applicable)	Mrs H Smith	
Name of Course Designer (if applicable)	Mr I Beckett	
Name of Landowner(s) (if applicable)	National Trust	
Estimated number of Competitors or other Participants (including grooms)	20	
Estimated number of stewards	45	
Will the Public be able to attend the Event?	(YES / NO) No *	* Public will not be physically prevented from attending
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	
Event Organiser	Safety Officer / TD	



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What are the Hazards?	Who might be at harm and how?	What are you already doing to control the risk?	What further actions do you need to take to control the risk?	Who needs to carry this action out?	When does this action need to be done by?	Done
Uneven terrain	<p>Competitors, spectators and officials.</p> <p>Carriage could be overturned or damaged. People could trip slip or fall causing injury.</p>	<p>Competitor areas are assessed for suitability by appropriate event officials.</p> <p>Risk assessment publicly available to ensure hazards are identified to all.</p> <p>Significant areas of poor suitability will be cordoned off and not used.</p>	Area should be checked on the day of the event and marshals will monitor during the event.	Event Officials and Marshals	Prior to the event and during	
Loose horse(s)	<p>Competitors, spectators and officials.</p> <p>Impact from loose horse could cause injury or fatality and damage to property.</p>	<p>Owners are responsible for their own horses during the event.</p> <p>Gates to public highways are shut or marshalled.</p>		<p>Event Officials and Marshals</p> <p>Horse owners/competitors</p>	During the event.	



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		<p>Lorry park is fenced and gated.</p> <p>Event officials and marshals undertake safety briefing.</p>				
Obstacles	<p>Driver error causing turnout to overturn could result in injury to both competitors/grooms and damage to both obstacle and carriage.</p>	<p>Competitors walk the course.</p> <p>Course is designed by a suitably experience person.</p> <p>Physical obstacles are by nature fit for purpose and suitable.</p> <p>Drivers undertake competence assessment</p> <p>Each obstacle is marshalled.</p>	<p>Continual monitor by event officials and marshals during the event</p>	<p>Event Officials and Marshals</p>	<p>Prior and during the event.</p>	

The mitigating actions described above have been carried out..... Technical Delegate Date.....



7 INCIDENT MANAGEMENT AND REPORTING

'All incidents that occur at a British Carriagedriving or Affiliated Club event must be reported via the BC website no matter how minor the incident.. This includes all turnovers, runaways, grooms falling off carriages as well as more serious incidents involving broken bones and concussion. Any serious accident must be advised to Howden UK Group as soon as possible (within 24 hours, or if the accident occurs at a weekend, by the next working day)' *Howdens Insurance*

7.1 A reportable incident can happen anywhere at an event. In the box park, while exercising or training and on the marathon (about one third of total reportable incidents) The following relates to a marathon incident but the same principles apply to any incident anywhere..

In an obstacle the carriage hits a post and turns over tipping the driver and groom onto the ground. What happens next is a few seconds of silence and immobility while the obstacle observers grasp what has just happened. And what happens after that depends on the extent of injury to driver, groom or equine.

First of all, the Lead Observer should contact Control and say what has happened. For example 'Turnover in Obstacle X assistance required' This will result in the speedy arrival of the Repair Team followed by the Technical Delegate. Now everyone will want to pile in and sort things out – THIS NOT A GOOD PLAN. The Obstacle Observers should not get involved unless they are able, experienced and asked to do so. The exception to this is the Hold Up Observer who must continue to keep an eye on the approach to the obstacle and be ready to hold up the next turnout if necessary.

Scenario 1 – Turnover but No Harm Done

Driver, groom and equine unhurt, no damage to carriage. This is classed as a Minor Incident but still must be reported. The competitor is not allowed to continue even if able to do so. The Safety Officer will compile the information needed to complete the online report.

Scenario 2 – Turnover resulting in Injury to Driver Groom or Equine

It is quite likely that the paramedic will already be in attendance but if not the Technical Delegate will radio for them. If a person or equine is on the ground and unable to move it is very important that the Repair Team set up screens to protect both the modesty of the patient and the sensitivities of those who may be watching.

The paramedic will assess the injuries and advise on the next steps.

If the injuries are minor and do not need further medical intervention the incident is classed as minor for reporting purposes. If the injuries are such that a trip to hospital is needed the incident is classed as serious. If the equine is injured and needs veterinary intervention the incident is also classed as serious.

If an external ambulance is required it will need to be guided from the access to the event to the place of the incident. The guide could be a member of the Repair Team or someone else who has transport and is on standby. The guide would also guide the air ambulance team if needed. It is recommended that the guide (or another) attends hospital with the casualty and reports back on proceedings to the Organiser.

The Technical Delegate will oversee operations and decide what needs to be done to control the running of the competition. The Safety Officer will gather details of witnesses.



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Note that the online form for a Serious Incident requires much more information than is needed for a Minor Incident. The Safety Officer assisted by the Organiser will assemble the data and complete the on-line form.

Scenario 3 – Very Serious Injury or Death

There have only been two fatal accidents in 50 years of competitive carriage driving. If one happens the site of the incident must be secured the police, the Health and Safety Executive and the BC Office must be informed.

The Organising Committee in consultation with the Technical Delegate will decide whether the competition should continue.

INCIDENT REPORTING – INFORMATION REQUIRED

7.2 Incident reports are to be submitted on line following the ACCIDENT/INCIDENT REPORTING >> button on the front page of the BC website.

IF Any injured party attended hospital or if there was any broken bone or concussion or if a RIDDOR report was needed or if there was damage to property owned by a third party or if veterinary attention was needed for any animal or if there was a person threatening to make a claim against BC, an affiliated club or member

THEN the Incident is SERIOUS and must be reported as such. A guide to the information that may be required is to be found overleaf.

IF the incident is not serious the Information required for a MINOR Incident Report follows:-

The name, telephone number, address and email address of the person submitting the report

The type of event, National or Club – Name of club if applicable and the date of the incident

The name, telephone number, address and email address of the person involved in the incident

The name, telephone number, address and email address of the injured party (if not the person above)

The name of the equine involved (if applicable) and the name, telephone number, address and email address of the owner (if applicable)

The name, telephone number, address and email address of witnesses
Details of the incident.

See Next page for a reporting form for a SERIOUS incident



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Serious Incident Report

Page 1

Section

1	Name of person submitting this report	Address	Telephone	Issue Date	Issue Time
			Email		

2	Location of Incident	Date of Incident	Time of incident	Yes/No	How Many

3	Description of Incident			
		Injury to equine		
		Description of injury		

1	Name injured party	Address injured party	Telephone No. Injured Party	Email address injured party
			Age	

2	Name injured party	Address injured party	Telephone No. Injured Party	Email address injured party
			Age	

3	Name injured party	Address injured party	Telephone No. Injured Party	Email address injured party
			Age	

Medical Officer	Name	Address	Telephone	Email	



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Serious Incident Report

Page 2

1 Function of injured party	2 Function of injured party	3 Function of injured party	i.e. Driver - Groom - Official - Other
			Other
1 Injury sustained	2 Injury sustained	3 Injury sustained	4 Injury sustained

Hard hat worn ✓ Hard hat properly fixed ✓ Hat damaged? ✓ If damaged type of hat /body protector

Body protector worn ✓ Body protector properly fixed ✓ Body protector damaged? ✓

Was a trained first aider available Qualification..... Ambulance attended? Yes ✓ No ✓

4 Casualty Treatment Ambulance type Yes ✓ No ✓

Casualty Had casualty been moved Yes ✓ No ✓ Ambulance reached casualty Yes ✓ No ✓

Casualty Had hard hat been removed Yes ✓ No ✓ Time ambulance arrived

Casualty Treatment received on site Taken to hospital Yes ✓ No ✓

Casualty Allowed to continue Yes ✓ No ✓

1		
2		
3		
4		



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Serious Incident Report

Page 3

5

Were radios available Yes ✓ No ✓

--	--

Was any third party damaged Yes ✓ No ✓

--	--

Activity Marathon Scurry BDS Dressage Cones Coaching Showing

		Carriage type	Two wheel		Nature of damage	If any damage describe
			Four wheel			
			Coach			
			Dressage			
			Marathon			
		No. equines				
		Breed equines				

Equine Injury

1		Height					
		Sex					
		Age					
2		Name					
3		Prior incident(s) if any	Yes ✓	No ✓			
4		Any prior complaints	Yes ✓	N ✓			

If damage

Name

Address

Telephone

Email

Owner

Name

Address

Telephone

Email

6

Vet attended Yes ✓ No ✓

--	--

HSE Report Yes ✓ No ✓

--	--

RIDDOR form completed Yes ✓ No ✓

--	--

Yes ✓ No ✓

Reported to police

Station

Address

Officer

Officer no.

Report No



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Serious Incident Report

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Witnesses

Name	<input type="text"/>	Statement	<div style="border: 1px solid black; height: 150px;"></div>
Address	<input type="text"/>		
Home Telephone	<input type="text"/>		
Daytime telephone	<input type="text"/>		
Email	<input type="text"/>		
Name	<input type="text"/>	Statement	<div style="border: 1px solid black; height: 150px;"></div>
Address	<input type="text"/>		
Home Telephone	<input type="text"/>		
Daytime telephone	<input type="text"/>		
Email	<input type="text"/>		
Name	<input type="text"/>	Statement	<div style="border: 1px solid black; height: 150px;"></div>
Address	<input type="text"/>		
Home Telephone	<input type="text"/>		
Daytime telephone	<input type="text"/>		
Email	<input type="text"/>		

Complete report on BC website

Send copy form to ben.evens@rkharrison.com plus email@britishcarriagedriving.co.uk If more details needed complete additional sheet



8. Things to think about when planning an event

Some of the many things that need to be thought about when organising an event and preparing a risk assessment for a large event but please note that **many of these also apply to ANY event.**

8.1 Management Structures

- The Event Organiser/s must 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 Event Organiser/s must 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 must appoint a Safety Officer who is responsible to the Chairman of Organisers.
- The Duties of the Designated Safety Officer are:-
 - To assist in the preparation of documented Risk Assessment, to be approved by the Event Organiser/s.
 - To check that Police, Ambulance and Fire Brigade have been notified (if this is appropriate).
 - To check that the Environmental Health Department and the Local Authority have been contacted (if this is appropriate).
 - To check that appropriate First Aid and Veterinary cover will be provided.
- An emergency Telephone Number must be posted for the Event, and this must be available to both incoming and outgoing calls.
- All officials and personnel involved in running the event should be clearly visibly identifiable, i.e. First Aid personnel, 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.

8.2 Access Routes

- It is of paramount importance that uncontrolled horses are prevented from reaching the public highway.
- All gates onto the public highway must be closed when not in use and manned when in use.
- Public highways as part of the course must only be used after very careful thought and prior consultation with the police.
- Suitably worded notices must 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 must 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 must be briefed on safe routes to use.
- Consideration must 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 must be signposted to Police and local authority requirements, and must not in themselves cause a traffic hazard. They should be clear to both competitors and members of the public.



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- Due consideration must be given and signs posted of any weight, width or height restriction on the showground.
- Public car parking must 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 must satisfy themselves that mud does not become a problem, either to parked vehicles or through being deposited on the public roads.

8.3 Barriers

- Barriers have two purposes, demarcation and protection.
- The Arena to be separated from the public by some form of clearly visible barrier.
- 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.

8.4 Controlled Crossing Points and Gates

- The Event Organiser/s must identify in the Risk Assessment the status and control of all marathon 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.

8.5 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 must 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.

8.6 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.

8.7 Emergency Routes

- These must be marked on a map of the event and copies displayed on the notice board and given to the appropriate emergency personnel.
- The Safety Officer must 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.



8.8 Fire Precautions

- Those at greatest risk are the Caterers and those in the Stable Area. British Carriagedriving rules require that competitors have 3kg fire extinguishers in each horse box and caravan. The Event Organiser must ensure that the Stable Manager has appropriate additional fire extinguishers, warning equipment (e.g. whistle), and can summon the emergency services immediately.
- The Event Organiser/s for large events must 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/s 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.

8.9 First Aid

- The Event Organiser/s 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 cover must be available at all times. Competitors and others must be made aware of the contact procedure
- 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 Officer.
- The Safety Officer 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 first aid arrangements.

8.10 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.

8.11 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 must be maintained.
- Ensure that the Stable Manager has large Fire Extinguishers and whistle.



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- The Stable manager is responsible for checking the suitability and stability of stabling/penning arrangements. Any concerns must be raised with and rectified by the responsible person
- The Organisers must 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 must be shown on a large scale drawing/map which must 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 must be displayed at:-
 - The Organiser's notice board.
 - The Stable Manager's location.
- All vehicles, horse boxes, trailers, caravans and tents must be separated by a safe distance of at least 6m to avoid the spread of fire and damage by horses. Roadways must be wide enough to allow safe access for pedestrians, horses and emergency vehicles.
- Persons with lorries and caravans parked on site are responsible for ensuring that their gas appliances are correctly installed and maintained. All attendees must have adequate safety and fire fighting equipment in their vehicle.
- The Stable Manager is responsible for the competitor parking and for ensuring that all vehicles are carrying their own 3kg fire extinguishers in accordance with BC requirements.
- The Organisers must ensure an adequate means of communication between the Stable Manager, the stabling area, and the Showground.
- Dogs must be kept on a lead at all times.
- Horses must not be schooled in the horsebox park.
- Horses must not trot or canter in the horsebox park
- Tents must be positioned in a secure area away from horseboxes, clear of natural walkway, fire and access lanes.
- Plans must be in place for the recovery/removal of vehicles in the event of poor ground conditions.

8.12 The course - Marathon Route

- Proper safety procedures and appropriate Personal Protective Equipment (PPE), must be used during the construction of the course and showground whenever hazardous plant and machinery are being used.
- The Course must 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 must 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 'B' must be checked for safety, with public viewing clearly separated from each obstacle.
- All Obstacles to be manned by experienced personnel/stewards who must be suitably briefed.
- ATVs 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 ATVs and motorcycles wear suitable properly secured hard hats.
- ATVs and motorbikes must only carry the number of people for which they are designed.



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- The burden of responsibility for insurance falls onto the owner or driver of the motor vehicle.
- 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 must 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 must be advised).

8.13 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 Officer 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.

8.14 Notice Boards and Site Information

- A fundamental element of a good H&S culture is good communication. The Safety Officer 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.
 - The site address and the entrance access points for emergency vehicles
 - First Aid contact number

8.15 Radios / Mobile Telephones

- Reception may determine whether radios or telephones should be used.
- The Event Organiser may supply charged radios if appropriate.
- The Safety Officer 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 Officer must establish the contact telephone numbers and distribute them to all concerned.



8.16 Reporting Injuries and Dangerous Occurrences

- Incidents and accidents must both be reported on the relevant forms and submitted on line via the BC website.
- The Safety Officer 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.

8.17 Spectators

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

8.18 Trade and Catering Stands

- A specific Risk Assessment and associated arrangements may be appropriate.
- Trade Stands must 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 are horses or turnouts be permitted to enter the trade stand area, secretaries and administration or catering areas.
- Dogs must be kept on leads at all times in all parts of the competition venue.
- 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 must be set out in such a way as to allow the free passage of emergency vehicles.
- Caterers and traders to be insured.
- Caterers should comply with hygiene standards/have Food Safety Certification on display.

8.19 Briefing

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

8.20 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 Officer 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.

8.21 Miscellaneous H&S Regulations

8.21.1 Control of Substances Hazardous to Health (COSHH)



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

8.21.1 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 must ensure that the Member is competent to use it.

8.21.2 Personal Protective Equipment (PPE)

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



Appendix A Event Checklist

The purpose of this checklist is to help event organisers and safety officers during the preparation of a 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
- Paramedics and First Aiders

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?
- Fire precautions

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
- Preparations for adverse weather

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?
- Are there any obstructions? – Tree roots, over-hanging branches, posts, barbed wire, loose plastic etc.
- Is there any rough, rutted ground?



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Obstacles (applicable to driving competitions)	<ul style="list-style-type: none">• Are there any steep drops or turns?• Can emergency services get to all parts of the course?• 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?
Cones (applicable to driving competitions)	<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?
<u>Communication</u>	<ul style="list-style-type: none">• Who will brief the stewards?• Who will liaise with on site first aiders?• Who will check the Marathon or drive route <i>on the day</i>?• Are radios required?• Who will brief use of radios?
<u>Overnight Considerations</u>	<ul style="list-style-type: none">• Is a first aider in place overnight?• Are the first aider details easily available to all people on site?• Are horse pens adequately secured?• Are safeguarding procedures in place?