

This is the statement of general policy and arrangements for:

Name of Club / Area / British Riding Clubs / BHS TREC

Overall and final responsibility for health and safety is that of:

Name of Organiser

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Statement of General Policy	Responsibility of (Name / Title)	Action / Arrangements <i>(Customise to meet your own situation)</i>	
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from event activities			
To provide adequate training to ensure volunteers and officials are competent to do their work			
To engage and consult with stakeholders on day-to-day health and safety conditions and provide advice and supervision on occupational health			
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)			
To maintain safe and healthy event conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances. Conduct sporting activity in accordance with rules and current best practice.			
Health and safety / Event Plan / Emergency Plan available at event			
First-aid box and accident book are located: Accidents and ill health reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)			
Signed: Club Official / Organiser		Date :	
Subject to review, monitoring and revision by:		Every :	months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

All Organisers / Clubs / Officials must conduct a risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected. Continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies/). Simply choose the example closest to your event. Please refer to the current Organisers & Official Stewards Handbook. You may also find the “Purple Guide” published www.thepurpleguide.co.uk a useful source of information.

Organisation name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Example Access</i>	<i>Officials, volunteers, horses and those attending the event may be injured by the movement of vehicles onto the venue through collision with each other.</i>	<i>Provide adequate width and siting of entrance off main road supervised by stewards in hi-visibility clothing with warning signs placed 200m either side of the entrance.</i>	<i>Brief stewards to continue to assess traffic movement, congestion and any issues with mud on the roads.</i>	<i>Organiser & Stewards to monitor</i>	<i>30/10/2013</i>	<i>30/10/2013</i>
<i>Access: Vehicle collision</i>	Horses, competitors, officials and the general public may be injured by the collision.	Provide adequate width of entrance Place warning signs 200m before entrance				
<i>Egress: Vehicle collision, Congestion</i>	Horses, competitors, officials and the general public may be injured by the collision and/or congestion.	Place warning signs 200m before entrance				
<i>Event layout: Conflict between vehicles, Vehicles vs pedestrians, Vehicles vs competitors</i>	Officials, competitors and the general public may become injured if conflict arises between vehicles, pedestrians and competitors. Vehicles could be moving too quickly or may not see the pedestrians.	Dedicated walkways for pedestrians Dedicated horse walks – Horses Crossing Signs No-go vehicle areas, no-go horse areas Warm up areas away from vehicles				
<i>Toilets: Pollution, Trip hazard, Infection</i>	Officials, competitors, cleaners and the general public may be harmed by the pollution and gain infection and may be injured by a trip hazard.	Regular service, cleaning, disinfection, washing facilities, specific toilets for food handlers, adequate numbers suitably located				
<i>Drinking water: Infection, Pollution, Slippery ground</i>	Horses, officials, competitors and the general public may be harmed by the pollution and gain infection and may be injured by slipping over on slippery ground.	All drinking water to be mains pressure supplied, all bowser water to be labelled “For Animal Use Only”				
<i>Ground conditions: Very hard ground</i>	Horses may become injured on the hard ground if jumping.	To be assessed on the day, pre-watering, rolling spiking etc				
<i>Adverse weather: Poor</i>	Mainly horses and competitors as the horse may slip if the ground is	To be assessed on the day – tractors, drainage channels etc				

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<i>ground, Flooding</i>	wet. Officials and the general public may be injured if they come into contact with a spooky horse or they themselves can slip over.					
Competition areas, fencing, stakes and roping: <i>Injury to operative</i>	Operatives, officials, competitors and horses can become injured by competition areas, fencing, stakes and roping by getting too close to them or tripping over them. The general public may become injured by roping if they don't see it and trip over it.	Competent, experienced operatives only to be used, PPE to be worn as appropriate				
Use of chainsaw: <i>Injury to operatives/others</i>	Operatives, officials and the general public may be injured if they come into contact with the chainsaw whilst working.	Certified operative, full PE Min 1.5m clearance				
Temporary buildings: <i>Collapse, Fall of person</i>	Operatives, officials, competitors and the general public may be injured if a temporary building collapses. Horses may also be injured depending on where the temporary buildings are set up.	Competent, experienced contractors, designed for purpose, approved method statement, full restraint system (where necessary)				
Use of lifting equipment: <i>Fall of object</i>	Operatives, officials and the general public may be injured if an object was to fall from lifting equipment.	Competent operator				
Use of machinery: <i>Injury to operative, Injury to others</i>	Operatives, officials, competitors and the general public may be injured if something went wrong with the machinery. Horses may also be injured depending on where the machinery was being operated.	Competent operative, clear working area Clear working area				
Erection of PA system Routing of cables: <i>Risk assessment required, Tripping people</i>	Officials, competitors, horses and the general public may be injured due to a tripping hazard of trailing wires from the PA cables.	Method statement required All cables to be high level or buried				
Erection of trade stands Guy ropes/pegs: <i>Risk</i>	Officials, competitors and the general public may be injured due to guy ropes or pegs left lying around loose causing people to	Method statement required, stands to be erected prior to the event No ropes to front of stands				

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<i>assessments required, Tripping people</i>	trip over them.					
Temporary lighting, power and generators: <i>Electrocution, fire hazard, burn injuries</i>	Officials, competitors and the general public may be injured from electrocution or by tripping over wires. If something went wrong with a power outlet people could become burnt and it can become a fire hazard.	Generators must have safety certificates and be earthed, to be placed in free atmosphere with barriers cabling to be buried/covered				
Bottled gas: <i>Fire, explosion, burn injuries</i>	Officials, competitors and the general public can become injured if a can of bottled gas explodes due to heat or compression. They can obtain severe burn injuries from this.	All users to demonstrate safe working practices, fire extinguishers to be located at strategic points				
Public parking Uncontrolled parking Horseboxes: <i>Blocking emergency access, Impact with pedestrians, Fire</i>	Officials, competitors, horses and the general public may become injured if parking is uncontrolled, and horseboxes are parked too close together. Horses can collide with each other and this is also a fire hazard.	Designated parking areas Designated parking areas Min 3m clearance				
Trade vehicles Vehicles in trade area: <i>Impact with pedestrians</i>	Officials, competitors and the general public may become injured if a vehicle in the trade area suddenly becomes mobile from being stationary. These vehicles could also cause collisions and congestion.	No service access to trade area between 0830 – 1800, rear service access only				
Official vehicles Vehicles in pedestrian areas: <i>Impact with pedestrians and competitors</i>	Officials, competitors and the general public may become harmed if official vehicles are travelling too quickly, they may collide with pedestrians and injure them.	Limit number of official vehicles, designated routes, designated pedestrian and horse crossings				
Emergency vehicles, high speed movements: <i>Impact with pedestrians, competitors and</i>	Officials, competitors, horses and the general public may become injured by emergency vehicles making high speed movement. The vehicles may not always see you. Obstacles may also be harmed if they happen to be in the	All emergency vehicles to be controlled by Cross-country Control, designated emergency routes, PA warning for spectators etc				

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<i>obstacles</i>	way.					
Machinery: <i>Impact with pedestrians, competitors and vehicles</i>	Officials, competitors, horses and the general public may become injured due to machinery going too fast and colliding with them or not seeing them properly.	Max speed 15mph, flashing beacons whilst moving, movements controlled by Cross-country Control				
Catering On site food preparation Off site food preparation: <i>Food poisoning, Fire</i>	Caterers, officials, competitors and the general public may be harmed by food poisoning on an on-site food preparer due to un-hygienic facilities and that has been handled un-hygenically. There is also a risk of fire as caterers sometimes use electrical or gas components to heat or warm food. They can also be harmed by food poisoning of the food has been prepared off-site due to the same reasons.	Approved caterer, food hygiene certificates, ht hand wash facilities, food cold storage facility, electrical/gas safety certificate, fire extinguishers				
Food vendors: <i>Food poisoning, Fire</i>	Officials, competitors and the general public may be harmed by food poisoning by eating food that has been handled un-hygenically. There is also a risk of fire as food vendors use electric or gas components to produce the food.	Approved caterer, food hygiene certificates, ht hand wash facilities, food cold storage facility, electrical/gas safety certificate, fire extinguishers				
Food waste clearance: <i>Rats, flies</i>	Officials, competitors and the general public may be harmed from food waste being left lying around as it attracts rats and flies which can carry disease. Horses can also be affected by food waste because of the flies.	Remove waste regularly to sealed containers				
Liquid waste clearance: <i>Pollution</i>	Officials, competitors, horses and the general public may be harmed from pollution caused by liquid waste if the waste isn't disposed of properly and any of the above come into contact with it.	Vendors to demonstrate waste storage or approved disposal methods				

It is important you discuss your assessment and proposed actions with club officials / Official Steward / Volunteers / Contractors and anyone involved in your activities or their representatives.

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident or near miss, or if there are any significant changes to the hazards in your environment, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>
Combined risk assessment and policy template published BY the Health and Safety Executive 11/11