

Health and Safety Policy for the Carousel Riding Club

The committee have decided to have a policy so that we are aware of health and safety issues and to ensure that we have put in place all necessary arrangements to ensure everyone's safety at our events.

This policy has been drawn up using the Safety Guidelines from the British Riding Club.

We have carried out a risk assessment of every thing that we do and written it down. Then we have put in place checklists for all the different areas e.g. show jumping, dressage etc. These are completed before any event starts.

We have a large section on accidents and emergencies that contains useful addresses and phone numbers (such as vets, farriers) and the directions to the event sites. So if there is an accident we can quickly contact a vet / ambulance and give them directions to the site.

Below is a summary of our arrangements that you may like to read.

We have hopefully covered all areas, but please contact us if there is something you think we should address.

There is a complete copy of the full policy kept in the secretary's caravan at all events if you would like to see it.

Health and Safety Arrangements

1. Responsibilities.

- a. The committee have the overall responsibility for Health and Safety.
- b. The event is organised in accordance with Health and Safety Legislation and all who have control of the premises or of the site at the event are responsible for ensuring that everything reasonably practicable is done to ensure the health, safety and welfare of those attending the event, and that access to and egress from the site is safe.
- c. All persons at an event are responsible for conducting themselves so that they do not put themselves or anyone at risk and to cooperate with the organisers in complying with Health and Safety matters.

2. Communications.

The secretary will have a mobile phone.

There will be adequate stewards at all events.

All stewards and judges will be instructed in their duties with regard to health and safety and emergency procedures before each event.

At cross-country events / hunter trials there will be people with radios located around the course so that every judge is within sight of such a person.

All jump judges at cross country events / hunter trials will have flags and whistles to alert a person with a radio, who can call for medical or veterinary assistance or in order to stop the class.

3. Medical cover.

Emergency services will have access to all parts of the event site at all times.
First aid sites will be clearly identified.

The provision on site of first aid equipment, trained first aiders, qualified medical personnel will be appropriate to the site, type of event and foreseeable risk.

- a. First aid or paramedics will be present at all shows and:
- b. An ambulance and Doctor present at Cross-Country / Hunter Trial Area Qualifier events.

They will be in radio contact as necessary.

4. Accidents and Emergencies

The secretary will know where the first aid box is kept in the caravan.

In the case of an emergency, members of the public are instructed to contact the nearest official.

All competitors will be made aware of emergency arrangements

A mobile phone will be located in the secretary's caravan. Her number is 07880 726462

All accidents should be reported to the secretary and will be recorded on an accident report form, which is kept in the secretary's caravan.

If an accident is likely to become the subject of an insurance claim then an insurance claim form will be filled in.

If there is a major injury then the Incident Contact Centre will be notified without delay.(see below)

A RIDDOR form must be filled in. (See next item below).

5. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Any serious injury or death must be reported without delay to RIDDOR, the head of British Riding clubs at Stoneleigh, and subsequently to the Safety Executive Officer.

The report can be made on line at www.riddor.gov.uk - click on "report an incident" Or by calling the Incident Contact Centre on 0845 300 9923 Mon –Fri 8.30am –5pm)".

Definition of major injury is in the RIDDOR booklet in the Health and Safety Folder.

A permanent record of all accidents, reportable injuries, ill health and dangerous occurrences will be kept in the show folder that is kept on site at all events.

6. Veterinary Cover.

The organisers will be able to contact a vet at all events. (Listed under "Useful numbers").
There will be a vet on site at all qualifier Cross Country/ Hunter Trial events.

They will have a radio.

7. Competitors.

British Riding Club Rules 2007 states that at all competitions:

“ A hard hat with a three-point linkage harness properly adjusted and fastened at all times must be worn whilst mounted. The hat should be marked EN1384, PAS105, ASTM F1163, SNELL E2001, SNZ 3838 1998 or prefixed ASTM or SEI. It should also carry the Kite mark or SEI.

Where a hat is of the skull cap type, this must be worn with a silk, which may be coloured for cross country competitions.”

“ Fixed peaks are not allowed on hats when competing cross country”

“ Medical armbands are compulsory when competing cross-country. Those issued by BE and BRC are acceptable.”

“ Level 3 body protectors must be worn for cross-country. It is recommended that they be worn for show jumping.”

8. Horses.

As far as possible horses are kept separate from pedestrians, by fencing off rings and warm up areas.

Members of the public must keep clear of horse areas and avoid behaviour that might alarm or frighten horses.

No bike riding is allowed at events by responsible persons with express permission.

Loud music is not allowed

Dogs to be kept on short visible leads at all times. (Not thin extended ones, as these cannot be seen).

Horses are not allowed in the fenced off area used by trade stands and officials.

Children should not be left solely in charge of horses/ponies or be allowed to handle any large or fractious animal.

9. Layout.

The show ground will be laid out to provide easy access to all facilities, and where possible horses and the public will be kept apart.

The catering facilities, secretary's caravan and trade stands will be sectioned off so that no horses can gain access to these areas.

The rings will be arranged so that the people do not have to walk through a ring to gain access to other parts of the show ground.

The warm up area will be as far as possible kept separate from the public.

The rings will be roped with heavy - duty plastic poles and rope.

When competitors are in the ring the entrance to the ring will be closed.

The collecting rings/ warm up areas will be either roped or marked with cones so that the public are aware of them.

10. Fence builders.

All fence builders for show jumping qualifier events will be a member of the British Show Jumping Association's Course Builders Panel.

The organiser will check their official qualifications.

At club shows as far as possible the fence builder will be a member of the British Show Jumping Association's Course Builders Panel.

11. All Terrain Vehicles.

Only event officials, who have received proper training, hold current driving licences, have no serious convictions, have a reasonable accident record and are aged 17 or over should drive these vehicles.

Passengers should not be carried unless the vehicle is designed for that purpose, except in an emergency.

Drivers and passengers should wear motorcycle helmets of the current British Standard BS5361.

The vehicle should be roadworthy.

12. Catering.
The outside caterer will be registered with the local authority and have been inspected by them.
He /she will ensure the safe arrangements with regard to the storage of LPG cylinders and cooking appliances and their regular testing.
13. Trade stands.
All trade stand personnel are responsible for ensuring that:
 - a. Everything reasonably practicable is done to ensure the health, safety, and welfare of those attending the event.
 - b. They conduct themselves so that they do not put themselves or anyone else at risk.
 - c. They do not obstruct access to and from the site.
14. Generators.
These should be positioned well clear of straw and tents and other flammable structures.
15. P.A. Equipment.
PA equipment will be operated so that it does not cause a noise nuisance, or cause a trip hazard.
16. Toilet and washing facilities.
Adequate toilet facilities will be provided at every event.
17. General Matters.
This policy has been drawn up using the Safety Guidelines from the British Riding Club.

20/9/07