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| --- | --- |
|  **This is the statement of general policy and arrangements for: Shillingstone and District Riding Club 2019/2020**  | Name of Club / Area / British Riding Clubs / BHS TRECSDRC – Area 17  |
| **Overall and final responsibility for health and safety is that of: Rachel Wood – Chair**  | Name of Organiser; Rachel Wood – Chair SDRC  |
| **Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Rachel Wood**  | Rachel Wood  |

| **Statement of General Policy** | **Responsibility of (Name / Title)** | **Action / Arrangements*****(Customise to meet your own situation)*** |
| --- | --- | --- |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from event activities | *Rachel Wood Chair*  |  |
| To provide adequate training to ensure volunteers and officials are competent to do their work | *Rachel Wood Chair* | Rachel Wood – Emergency First Aid at Work Certificate May 209 due May 2020 Coralie Anstey- Protection of Vulnerable Adults  |
| To engage and consult with stakeholders on day-to-day health and safety conditions and provide advice and supervision on occupational health | *Rachel Wood Chair* | Club H&S discussed at least bi monthly by full committee  |
| 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) | *Rachel Wood Chair* | See risk assessment for each club event  |
| 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. | *Rachel Wood Chair* | Not applicable  |
| Health and safety / Event Plan / Emergency Plan available at event | *Rachel Wood Chair* | See risk assessment for each club 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) | *Rachel Wood Chair* | Extensive first aid kit including CAT Bleed box Accident Book  |
| Signed: Club Official / Organiser | Rachel Wood  | Date :  | 2 July 2020  |
| Subject to review, monitoring and revision by: | Rachel Wood  | Every : |  12 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/](http://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](http://www.thepurpleguide.co.uk) a useful source of information.

**Organisation name: SDRC**

**Guided Rides**

| **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** |
| --- | --- | --- | --- | --- | --- | --- |
| Inclement weather  | Riders, horses, helpers, members of the public  | Cancel the ride if the weather is going to present an unacceptable risk. Torrential rainFog visibility less than 10 meters Ice on the roads Snow lying on the ground Temperature in excess of 25 C  | Review the weather 24 hours before the event and make a decision at least 12 hours before to cancel or postpone.  | Nominated committee member | *24 hours prior to date of ride* | *Day of ride*  |
|  Access | Riders, horses and helper attending the event may be injured by the movement of vehicles onto the venue through collision with each other. | Informing members that parking will be limited and so to find a safe and suitable place to park in accordance with the highway code. Advise members to wear high vis before getting out of the cars and unloading horses Ride limited to 6 riders in total  | *Send accurate joining details and a map of the location of the meeting point/car parking.* | *Nominated committee member*  | *24 hours prior to date of ride* | *Day of ride*  |
| Riding on roads  | Riders, horses, other road usersRisk of collision with vehicle/ road user Risk of fall from horseRisk of serious injury   | Rides will only take place during full daylight hours **Rider to be briefed to:** *Wear hi-viz clothing and put hi-viz equipment on your horse – even on bright days.**Show courtesy to drivers – a smile and a nod are enough if your hands are full**Be aware of your surroundings and give clear and decisive signals**Adhere to the Highway Code* Extensive first aid kit available, with a helper on call to deliver to the incident within 10 mins of notificationAll committee members to carry a mobile phone with the ability to access on call helper or emergency services  | Send road safety advice in advance to riders (BHS road safety) Check first aid kit is complete and portable Check phone batteries are fully charged Nominate a volunteer to be available in the event of an emergency  | *Nominated committee member*  | *Day of ride*  | *Day of ride*  |
| Riding cross country  | Riders, horses, other bridle path users Risk of collision with other path users Risk of fall from horseRisk of serious injury  | All riders to wear high vis clothing Extensive first aid kit available, with a helper on call to deliver to the incident within 10 mins of notificationAll committee members to carry a mobile phone with the ability to access on call helper or emergency services The ride will follow official bridle paths so members of the public are aware of the likelihood of horses   | Check first aid kit is complete and portable Check phone batteries are fully charged  | *Nominated committee member*  | *Day of ride*  | *Day of ride*  |
| Refreshments  | Riders and helpers Risk of infection  | All food and drink will be in date and prepared and administered in accordance with usual household hygiene standardsRugs are available for horses to maintain temperature control  | Disinfect serving area Check dates of food Use of mains water only Horse Check availability of water Check availability of rugs | *Nominated committee member*  | *Day of ride*  | *Day of ride*  |
| Exhaustion, dehydration, or harm to horses  | Horses  | The ride is planned to allow a cooling off period before finishing the ride Water is available along the route from troughs and at the refreshment stop  |   | *Nominated committee member*  | *Day of ride*  | *Day of ride*  |

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

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**Organisation name: SDRC**

**Clinics – Flat work, poles and Show jumping and cross country.**

| **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** |
| --- | --- | --- | --- | --- | --- | --- |
|  Access | Riders, horses and helper attending the event may be injured by the movement of vehicles onto the venue through collision with each other. | Informing members that parking will be limited and so to find a safe and suitable place to park in accordance with the highway code. Advise members to wear high vis if on a public road before getting out of the cars and unloading horses Ride limited to 6 riders in total  | *Send accurate joining details and a map of the location of the meeting point/car parking.* | Nominated committee member | *24 hours prior to date of clinic* | *Day of clinic*  |
| Ground conditions: *Very hard ground* | Horses may become injured on the hard ground if jumping. | To be assessed on the day, pre-watering, rolling spiking etc | All clinics are held in accordance with Venue risk assessment  | Nominated committee member | *24 hours prior to date of clinic* | *Day of clinic*  |
| Adverse weather: *Poor ground, Flooding* | Mainly horses and riders as the horse may slip if the ground is wet. Officials and the general public may be injured if they come into contact with a spooky horse or they themselves can slip over. | To be assessed on the day – tractors, drainage channels etc | All clinics are held in accordance with Venue risk assessment | Nominated committee member | *24 hours prior to date of clinic* | *Day of clinic*  |
| Inclement weather  | Riders, horses, helpers, members of the public  | Cancel the clinic if the weather is going to present an unacceptable risk. Torrential rainFog visibility less than 10 meters Ice on the roads Snow lying on the ground Temperature in excess of 25 C  | Review the weather 24 hours before the event and make a decision at least 12 hours before to cancel or postpone.  | Nominated committee member | *24 hours prior to date of clinic* | *Day of clinic*  |
| Riding (riders)  | Risk to rider- riding is a dangerous sport and so injury is possible  | Riders are grouped together in accordance with confidence, competence and experience of both rider and horse Riding activity is run by experienced and BHS accredited riding instructors. Riders must follow the guidance and recommendation of instructors leading the clinicAll instructors are qualified first aiders A full first aid kit is available on site All incidents are recorded and reviewed by the SDRC on a regular basis  | Nominated committee lead for the clinic will confirm compliance of members, location of first aid kit and record any near misses/incidents The full committee will review any near misses/incidents and on each occasion the risk assessment will be reviewed to see if any further mitigation can be implemented  | Instructors,Nominated committee member  | *Day of clinic*  | *Day of clinic*  |
| Riding (horses)  | Risk to horse- Horses may be at increased risk of injury due to the development nature of clinics  | Riders and horses are grouped together in accordance with confidence, competence and experience of both rider and horse Riding activity is run by experienced and BHS accredited riding instructors. Riders must follow the guidance and recommendation of instructors leading the clinicAll instructors are qualified and competent to assess and advice around the ability and potential of the horse All incidents are recorded and reviewed by the SDRC on a regular basis  | Nominated committee lead for the clinic will confirm compliance of members and record any near misses/incidents The full committee will review any near misses/incidents and on each occasion the risk assessment will be reviewed to see if any further mitigation can be implemented  | RidersInstructors,Nominated committee member  | *Day of clinic*  | *Day of clinic*  |
| Riding (others)  | Risk to others: InstructorCommittee memberVolunteers Observers Horses can be unpredictable and can potentially bolt placing others at risk of injury.  | All instructors are qualified and competent to assess and advice others to keep a safe distance from riding activities and horse Most clinics are held in a designated riding arena with secure fencing around the perimeter and so observers can stand behind this barrierAll incidents are recorded and reviewed by the SDRC on a regular basis  | Nominated committee lead for the clinic will confirm compliance of members and record any near misses/incidents The full committee will review any near misses/incidents and on each occasion the risk assessment will be reviewed to see if any further mitigation can be implemented  | Riders, Instructors, others Nominated committee member  | *Day of clinic*  | *Day of clinic*  |

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