

VHPRC H&S Policy Generic Events Risk Assessment 2023/24 – Version 9

Date: 21/01/23 (Following amendments requested by the Committee 18/1/23)

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Review date: January 2024

VHPRC Health & Safety Policy Statement

The VHRPC Committee will ensure that all Riding Club events have in place suitable and sufficient controls to ensure the Health, safety & welfare of all event attendees. In order that the controls are effective they must be communicated in advance to all VHRPC members, specifically event volunteers and organisers, to minimise levels of risk and to prevent accidents. All competitors and event attendees must obey the instructions of the organising committee, officials and stewards. Any accidents or incidents will be reported, recorded and investigated if appropriate. We shall also encourage our members and competitors to ensure they have personal liability and accident insurance. VHPRC will ensure that we comply with British Riding Club and UK Government Guidance in managing the risks associated with Covid19,

Scope

- This document is intended to cover all significant risks identified by the event organisers for all VHPRC events, including rallies, trips & visits, camp (specific risk assessment is completed) clinics and dressage series. These are held at a number of local venues which have been previously used by the club. Specific risk assessments shall be completed if required.
- All entrants or participants agree to abide by club/ event rules and must agree to report any accidents, incidents or falls. **They must also follow any safety instructions given by riding instructors.** Competitors and spectators have a personal responsibility for their own H&S and to ensure they do not put themselves or anyone else at risk.
- Any additional rules of the venue must be obeyed and communicated by the organiser eg: no dogs.
- We recommend that any persons attending events who are not club members should have their own valid insurance.
- All suppliers or service providers, for which they are paid (or operate for financial gain) must have public liability insurance. They may also be asked to provide other relevant information appropriate to their activities.

Person Responsible for Health & Safety Checklist: This role will be carried out by the VHPRC organiser on the day, checks will be carried out with the premises owner/ yard manager any hazards noted and additional controls put in place if required. See Appendix 1

Activity, location of Hazard & Potential Harm	Who could be harmed	Control Measures	(A)Likely severity of injury (1 to 3)	(B) Likelihood (1 to 3)	Risk Rating (AxB)	Actions / Comments
<p>Club meetings and talks are held monthly at the Griffin Public House meetings are held in a private ground floor function room.</p> <p>On average approx. 20 members attend</p>	<p>VHPRC members, other customers at the venue</p>	<p>The venue has a legal responsibility to comply with H&S & Food Safety legislation</p> <p>Any H&S issues are reported to the Manager who is control of the premises.</p> <p>A visual check is carried out on the function room (or area allocated) on arrival at the venue.</p>	<p>2</p>	<p>1</p>	<p>2 (Low)</p>	
<p>Trips & Visits These are held periodically visiting either local organizations, activities or national horse shows. Travel may be arranged by VHPRC, or members make their own way to the venue. Potential for minor or major injuries.</p>	<p>VHPRC members</p>	<p>Participants will be made aware of any potential hazards.</p> <p>Transport arrangements will be made with reputable companies.</p> <p>Trips & Visits agreed at committee meetings and any additional H&S requirements identified.</p>	<p>2</p>	<p>1</p>	<p>2 (Low)</p>	<p>The organizer will share their contact details and hold a list of attendees and contact details in the event of anyone getting lost.</p> <p>Recommend first aid kit taken to all trips & visits for self administering.</p>

<p>Ridden Rallies are held at Coldharbour Farm, The Meadows or other suitable venues as agreed by the committee. These are normally in groups of 4 riders.</p>	<p>VHPRC members</p>	<p>The H&S checklist is completed by the organizer for each rally and any changes to risk documented eg: adverse weather conditions are noted, and actions taken.</p> <p>Falls are unavoidable but risk will be minimized by working within the rider's ability and fitness levels and progressing gradually. Riders MUST follow the instructions given.</p>	<p>3</p>	<p>1</p>	<p>3 (Low)</p>	<p>Action: Confirm on checklist at start of group session all controls are in place.</p>
<p>Car and lorry parking. Access and Egress by horse riders, lorries, trailers, vehicles, pedestrians</p> <p>Potential for collision resulting in bodily injury or death</p>	<p>Event volunteers, visitors, competitors & horses</p>	<p>The yard owner or their representative shall take responsibility for this activity on their premises</p> <p>OR advise the following should be in place</p> <p>Marshall to direct and control traffic to parking area</p> <p>Advisable that Marshalls wear high viz vests.</p> <p>Monitor weather conditions.</p>	<p>3</p>	<p>1</p>	<p>3 (Low)</p>	<p>This activity is not always under the control of the riding club, however in situations where it is suitable controls need to be in place, particularly during poor weather conditions</p>
<p>Loose or out of</p>						

<p>control horses Potential for collision resulting in bodily injury or death</p> <p>Children, elderly or disabled visitors are especially vulnerable</p>	<p>Event volunteers, visitors, competitors & horses</p>	<p>Spectators must not enter the riding arena unless this has been specifically agreed by the organizer or instructor. In such cases they should have a genuine and valid reason for doing so eg: to assist if they are the owner of the horse.</p> <p>Horses must be kept under control by a responsible adult person at all times</p> <p>No horses or ponies must be tied to the side of lorries or trailers and left unattended at any time</p> <p>Parents must supervise and keep children & dogs under control if they are permitted on site</p> <p>Warm up areas will be monitored</p>	<p>3</p>	<p>1</p>	<p>3 (Low)</p>	
<p>Fire & Emergency Arrangements at all venues</p> <p>Fire or other major emergency could cause</p>	<p>Event volunteers, visitors, competitors & horses</p>	<p>In the event of Fire dial 999 advise them if horses are present</p> <p>The organizer must check these details at the venue & location of assembly</p>	<p>3</p>	<p>1</p>	<p>3 (Low)</p>	<p>Check location of Emergency assembly point</p> <p>Need to consider what action to take if fire in car park</p>

<p>serious injury or death.</p> <p>Failure to provide information to attendees</p> <p>(Sleeping accommodation is a particular hazard and should be separately assessed with the provider.)</p> <p>Sirens from emergency service vehicles could cause horses to panic resulting in injury</p>		<p>point on arrival and be clear what to do in the event of an emergency, communicating these to attendees</p> <p>Information must be communicated by the organizers to any volunteers, staff or “contractors” eg: stall holders, riding instructors</p> <p>Organizers will comply with any instructions issued by the venue</p> <p>Where sleeping accommodation is used all attendees must receive a fire safety induction, a roll call of attendees must be taken at the Assembly Point</p>				<p>Alternative routes for Emergency Services need to be considered and main access routes kept clear at all times</p>
<p>Accidents & First Aid</p> <p>Minor or Major incidents involving riders falling or visitors becoming ill</p> <p>Minor or major incidents</p>	<p>Event volunteers, visitors, competitors & horses</p>	<p>The organizer must check arrangements and details at the venue before the event</p> <p>Entrants or participants must agree to report any accidents, incidents or falls immediately</p> <p>VHPRC do not have trained EFAW first aiders, however</p>	<p>3</p>	<p>1</p>	<p>3 (Low)</p>	<p>Collect all details of the incident and any witnesses as soon as possible and complete the accident form with the person involved if possible</p> <p><i>If a person is taken to hospital (where it not just a precaution) this may be a HSE reportable injury. Seek advice from the H&S Officer and notify asap.</i></p>

involving horses		<p>some committee members have previously undertaken training, these persons are the nominated (VHPRC activities 30 people or under) First Aid coordinator and have a first aid box. 999 will be called if required.</p> <p>At rallies this will be provided by the riding instructor.</p> <p>Hair to be tied back during riding activities and jewelry to be kept to a minimum to prevent entanglement</p> <p>Appropriate approved riding hat, clothing and suitable footwear must be worn</p>				
<p>Catering Arrangements</p> <p>Food related illness or allergic reaction from unlabelled, poorly prepared food or handling</p> <p>Risk of explosion from gas canisters causing</p>	Event volunteers, visitors, competitors	<p>Any mobile food vendors engaged by VHPRC must comply with current Food & H&S legislation to trade. They must be registered with the local authority. The only exception would be where the premises owner makes this provision available on their premises and takes full legal responsibility</p>	3	1	3 (Low)	<p>Check Local Authority Registration Certificate</p> <p>Food Handling training checked</p> <p>HACCP checked</p> <p>Food Hygiene rating checked</p>

<p>burns and fire.</p> <p>Risk of fire or electric shock from misused or faulty electrical equipment</p> <p>Panic reaction to noise from horses potentially causing other serious injuries</p>		<p>for the provision of food and activities the food vendor</p> <p>Ideally evidence of compliance & competence checked before arriving on site</p> <p>Public Liability insurance must be in place</p> <p>LPG appliances should have been tested by a competent person, be carefully sited and firmly secured</p> <p>Electrical equipment must be pat tested, extension cables not daisy chained</p>				
<p>Stallholders and other Service providers including riding instructors</p> <p>Suitably qualified riding instructors will only be used by VHPRC. Demonstrated by their training,</p>	<p>Event volunteers, visitors, competitors</p>	<p>All suppliers provided with relevant VHPRC Health & Safety information and emergency arrangements.</p> <p>OR (in the case of smaller events)</p> <p>Provided with this information by the organizer verbally</p>	<p>2</p>	<p>1</p>	<p>2 (Low)</p>	<p>All stall holders and suppliers must have public liability insurance and a copy of the certificate must be provided</p>

<p>knowledge and experience.</p> <p>Suppliers will be on site, selling a variety of goods or services.</p> <p>In most cases this will be small scale local traders</p> <p>Risk of fire or electric shock from misused or faulty electrical equipment</p> <p>Potential injuries are most likely to be minor - slips, trips and falls.</p>		<p>Suppliers will accept liability and full responsibility for their activities. Including the set up and dismantling and for ensuring that they do not present a hazard to themselves or others.</p> <p>Stalls and activities will be checked and monitored by the VHPRC representative during the event</p>				
<p>Manual Handling</p> <p>Lifting, pulling or pushing jumps or heavy items, Potential for upper limb or serious back injury</p>	<p>Club volunteers</p>	<p>Volunteers should be capable and fit enough to carry out the task.</p> <p>Basic Manual Handling Guidance is provided on the VHPRC website. This should be brought to the attention of volunteers.</p> <p>Ideally people should work</p>	<p>2</p>	<p>2</p>	<p>4 (Med)</p>	<p>Ask people when they volunteer if there is anything they are unable to do – it is hard to say “no” on the day !</p>

		<p>in pairs or as a team for awkward or heavier tasks</p> <p>Provided with relevant Health & Safety information and emergency arrangements.</p> <p>Regular breaks of task and pace to suit the individuals</p>				
<p>Adverse Weather</p> <p>Poor ground conditions, excessive heat, ice, heavy rain/ flooding causing slips, trips & fall and potentially more serious incidents</p>	<p>Club volunteers, visitors, competitors & horses</p>	<p>Monitoring conditions prior to event and on the day</p> <p>Comply with any requests made by the premises owner.</p> <p>Decisions to cancel will be made by the organizer, committee or premises owner</p>	3	1	3 (Low)	<p>Assess if conditions are likely to lead to injury or harm & take action</p>
<p>Toilets & Welfare facilities</p> <p>Personal hygiene hazards</p> <p>Suitable and sufficient handwashing and toilet facilities must be provided,</p>	<p>Club volunteers, visitors, competitors</p> <p>Children, elderly or disabled visitors are</p>	<p>Access/ egress routes will need to be kept clear, particular attention will need to be made to floor conditions</p> <p>Ensure arrangements are suitable, regularly checked and suitable</p> <p>Suitable arrangements should be made for</p>	2	1	2 (Low)	<p>Has signage been erected if access is likely to be wet or slippery ?</p>

<p>inadequate facilities present hygiene issues</p> <p>Access and egress to facilities Resulting in slips, trips & falls</p>	<p>especially vulnerable</p>	<p>disabled visitors</p>				
<p>Slips, trips & falls (not from horses) resulting in cuts & grazes or more serious bodily injury</p> <p>Visitors could enter unauthorized areas where they could come to harm</p>	<p>Club volunteers, visitors, competitors</p>	<p>Access/ egress routes will need to be kept clear, particular attention will need to be made to ground and floor conditions</p> <p>All equipment and tools not in use should be put away and not cause an obstruction</p> <p>Ensure arrangements are suitable , regularly checked and suitable. Consider disabled visitors to allow free level access routes.</p> <p>Premises Owners are responsible for ensuring any areas that should not be accessed are barriered off or signed as such and making us aware of any potential hazards</p>	<p>2</p>	<p>1</p>	<p>2 (Low)</p>	<p>Has signage or barriers been erected if access is likely to be wet or slippery ?</p>

<p>Riding/ Event arena</p> <p>Possible collision hazard of horses and spectators</p> <p>Children, elderly or disabled visitors are especially vulnerable</p>	<p>Club volunteers, visitors, competitors</p>	<p>Spectators must not enter the riding arena unless this has been specifically agreed by the organizer or instructor. In such cases they should have a genuine and valid reason for doing so eg: to assist if they are the owner of the horse.</p> <p>During a lesson participants must follow any safety instructions issued by the Riding instructor</p>	<p>3</p>	<p>1</p>	<p>3 (Low)</p>	<p>Check what local rules apply</p>
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Score	3	2	1
Column A: Severity of Injury:	Major Injury or death	Injury requiring medical treatment	Minor or no injury (first aid)
Column B: Likelihood:	Many people are exposed to hazard.	Few people are exposed to hazard	Exposure to hazard is not likely

Risk = Hazard Severity (A) x Likelihood of Occurrence (B)

Remedial Action Plan:

Ref	Action	By Who & When	Completed
1	Complete event checklist on site making any changes required for local conditions, check what local rules apply	Event organiser	
2	Brief all volunteers/ helpers. Signpost people to the Manual Handling Guidance on the website Ask people when they volunteer if there is anything they are unable to do – it is hard to say “no” on the day !	Event organiser	
3	Check are all the hazards covered – is a specific risk assessment required ? If not seek advice	Event organiser	

APPENDIX 1: VHPRC Health & Safety Checklist V3

Date: Activity / Event:.....Venue.....

Person Responsible Name & contact number

1. Are risk assessment controls in place ?

Refer to Generic Events Risk Ass and keep a hard copy to hand

Has anything changed ? Weather, ground conditions etc

Do you need to put any other controls put in place ? What ?

2. Check the local arrangements below: Has anything changed ?

Check all volunteers, instructors and suppliers know: **Location of Emergency Assembly Point: How to get First Aid:**

Person completing checklist - Signed:.....Date.....