

VHPRC H&S Policy Generic Events Risk Assessment 2025 – Version 13

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VHPRC Health & Safety Policy Statement

The VHPRC 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 VHPRC 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.

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 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 or a nominated person, 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
Club meetings and talks are held monthly at Bitton Football Club meetings are held in the function room On average approx. 30 members attend	VHPRC members & guests	The venue has a legal responsibility to comply with H&S legislation Any H&S issues are reported to the Manager or their representative who is control of the premises. A visual check is carried out on the function room (or area allocated) on arrival at the venue.	2	1	2 (Low)	
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.	VHPRC members & guests	Participants will be made aware of any potential hazards. Transport arrangements will be made with reputable companies. Trips & Visits agreed at committee meetings and any additional H&S requirements identified.	2	1	2 (Low)	The organizer will share their contact details and hold a list of attendees and contact details in the event of anyone getting lost. Recommend first aid kit taken to all trips & visits for self administering.

Ridden Rallies are held at local suitable venues as agreed by the committee. These are normally in groups of 4 riders.	VHPRC members	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. 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. Riders and their horses must be fit enough to take part in the activity Riders must make the instructor aware of any medical conditions that may affect their ability to participate.	3	1	3 (Low)	Action: Confirm on checklist at start of group session all controls are in place.
Car and lorry parking. Access and Egress by horse riders, lorries, trailers, vehicles, pedestrians Potential for collision resulting	Event volunteers, visitors, competitors & horses	The yard owner or their representative shall take responsibility for this activity on their premises OR advise the following should be in place	3	1	3 (Low)	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

in bodily injury or death		Marshall to direct and control traffic to parking area Advisable that Marshalls wear high viz vests. Monitor weather conditions.				
Loose or out of control horses Potential for collision resulting in bodily injury or death Children, elderly or disabled visitors are especially vulnerable	Event volunteers, visitors, competitors & horses	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. Horses must be kept under control by a responsible adult person at all times No horses or ponies must be tied to the side of lorries or trailers and left unattended at any time (unless specific permission has been given) Parents must supervise and keep children & dogs under control if they are permitted on site	3	1	3 (Low)	

		Warm up areas will be monitored				
Fire & Emergency Arrangements at all venues Fire or other major emergency could cause serious injury or death. Failure to provide information to attendees (Sleeping accommodation is a particular hazard and should be separately assessed with the provider.) Sirens from emergency service vehicles could cause horses to panic resulting in injury	Event volunteers, visitors, competitors & horses	In the event of Fire dial 999 advise them if horses are present The organizer must check these details at the venue & location of assembly point on arrival and be clear what to do in the event of an emergency, communicating these to attendees Information must be communicated by the organizers to any volunteers, staff or “contractors” eg: stall holders, riding instructors Organizers will comply with any instructions issued by the venue 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	3	1	3 (Low)	Check location of Emergency assembly point Need to consider what action to take if fire in car park Alternative routes for Emergency Services need to be considered and main access routes kept clear at all times

Accidents & First Aid Minor or Major incidents involving riders falling or visitors becoming ill Minor or major incidents involving horses	Event volunteers, visitors, competitors & horses	The organizer must check arrangements and details at the venue before the event Entrants or participants must agree to report any accidents, incidents or falls immediately VHPRC have some trained EFAW first aiders, (VHPRC activities 30 people or under) First Aid coordinator will have a first aid box. 999 will be called if required. At rallies this will be provided by the riding instructor. Hair to be tied back during riding activities and jewelry to be kept to a minimum to prevent entanglement Appropriate approved riding hat, clothing and suitable footwear must be worn The VHPRC “Accident protocol” is in place and is communicated to all club members and instructors.	3	1	3 (Low)	Collect all details of the incident and any witnesses as soon as possible and complete the accident form with the person involved if possible “Accident protocol” 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 Scope: The “Accident protocol” is communicated to all club members and riding instructors. It should apply to all accidents and specifically to accidents where an injury is likely to be severe. • Club members and participants must report all accidents, incidents or falls immediately • In the event of an accident either the instructor or other first aid trained person will take the lead. • We ask our members to follow the first aider’s advice. They may be told to remain still, stay on the ground or may be provided with other advice.
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						• If club members decide to ignore first aid advice, other club members should not help to move the injured person, if they are unable to move without assistance. • If the member does not follow the advice given by first aider this will be recorded on the incident report form • If the injured person cannot get off the floor without assistance the accident lead (the instructor or other first aid trained person) will call 999. • We shall act on 999 advice while awaiting assistance or if 999 is called but ambulance is not deployed or a long wait time • Club members should not help to remove safety equipment from the injured person eg: riding hat, body protector. • In the event of a minor injury eg: sprained ankle, we can help the injured person if they are able to move without assistance. • All incidents and accidents are recorded and reviewed to ensure correct procedures are followed.
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						• Club members must cooperate with accident investigations, providing statements if requested to the investigator. • Risk assessment documents are reviewed and lessons learnt if appropriate. • Serious accidents are investigated, reported to the British Riding Club and if applicable to the Health & Safety Executive in accordance with "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013".
Catering & Provision of Food Food supplied by Catering companies Food occasionally	Event volunteers, visitors, competitors	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	3	1	3 (Low)	Check Local Authority Registration Certificate Food Handling training checked HACCP checked Food Hygiene rating checked

provided for social events Food related illness or allergic reaction from unlabelled, poorly prepared food or handling Risk of explosion from gas canisters causing burns and fire. Risk of fire or electric shock from misused or faulty electrical equipment Panic reaction to noise from horses potentially causing other serious injuries		provision available on their premises and takes full legal responsibility for the provision of food and activities the food vendor Ideally evidence of compliance & competence checked before arriving on site Public Liability insurance must be in place LPG appliances should have been tested by a competent person, be carefully sited and firmly secured Electrical equipment must be pat tested, extension cables not daisy chained Where food is provided for social events by VHPRC the preference is to provide pre-packed food and display the allergen information next to the product. We follow these guidelines https://www.food.gov.uk/s				
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		afety-hygiene/providing-food-at-community-and-charity-events#revision-log				
Stallholders and other Service providers including riding instructors Suitably qualified riding instructors will only be used by VHPRC. Demonstrated by their training, knowledge and experience. Suppliers will be on site, selling a variety of goods or services. In most cases this will be small scale local traders Risk of fire or electric shock from misused or faulty electrical equipment	Event volunteers, visitors, competitors	All suppliers provided with relevant VHPRC Health & Safety information and emergency arrangements. OR (in the case of smaller events) Provided with this information by the organizer verbally 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. Stalls and activities will be checked and monitored by the VHPRC representative during the event	2	1	2 (Low)	All stall holders and suppliers must have public liability insurance and a copy of the certificate must be provided

Potential injuries are most likely to be minor - slips, trips and falls.						
Manual Handling Lifting, pulling or pushing jumps or heavy items, Potential for upper limb or serious back injury	Club volunteers	Volunteers should be capable and fit enough to carry out the task. Basic Manual Handling Guidance is provided on the VHPRC website. This should be brought to the attention of volunteers. Ideally people should work in pairs or as a team for awkward or heavier tasks Provided with relevant Health & Safety information and emergency arrangements. Regular breaks of task and pace to suit the individuals	2	2	4 (Med)	Ask people when they volunteer if there is anything they are unable to do – it is hard to say “no” on the day !
Adverse Weather Poor ground conditions, excessive heat, ice, heavy rain/	Club volunteers, visitors, competitors & horses	Monitoring conditions prior to event and on the day Comply with any requests made by the premises owner.	3	1	3 (Low)	Assess if conditions are likely to lead to injury or harm & take action

flooding causing slips, trips & fall and potentially more serious incidents		Decisions to cancel will be made by the organizer, committee or premises owner				
Toilets & Welfare facilities Personal hygiene hazards Suitable and sufficient handwashing and toilet facilities must be provided, inadequate facilities present hygiene issues Access and egress to facilities Resulting in slips, trips & falls	Club volunteers, visitors, competitors Children, elderly or disabled visitors are especially vulnerable	Access/ egress routes will need to be kept clear, particular attention will need to be made to floor conditions Ensure arrangements are suitable , regularly checked and suitable Suitable arrangements should be made for disabled visitors	2	1	2 (Low)	Has signage been erected if access is likely to be wet or slippery ?
Slips, trips & falls (not from horses) resulting in cuts & grazes or more serious bodily injury	Club volunteers, visitors, competitors	Access/ egress routes will need to be kept clear, particular attention will need to be made to ground and floor conditions	2	1	2 (Low)	Has signage or barriers been erected if access is likely to be wet or slippery ?

Visitors could enter unauthorized areas where they could come to harm		All equipment and tools not in use should be put away and not cause an obstruction Ensure arrangements are suitable , regularly checked and suitable. Consider disabled visitors to allow free level access routes. 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				
Riding/ Event arena Possible collision hazard of horses and spectators Children, elderly or disabled visitors are especially vulnerable	Club volunteers, visitors, competitors	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. During a lesson participants must follow any safety instructions issued by the Riding instructor	3	1	3 (Low)	Check what local rules apply

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 V4

Date:

Event:

Supplier:

Venue:

Person Responsible Name & contact number:

1. Are risk assessment controls in place ?

YES

NO

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

2. Check the local arrangements

(I) Has anything changed? Weather, ground conditions etc

YES

NO

(II) If Yes, what has changed ?

(III) Do you need to put any other controls put in place?

YES

NO

If Yes What?

ACTIONS:

Check everyone knows the Location of Emergency Assembly Point

Check everyone knows the How to get First Aid

Make Sure everyone follows the instructors' directions, anyone not complying or causing a safety concern can be asked to leave

Person completing checklist –

Signed:.....Date.....