

BHS Event Safety Briefing Notes for Organisers

v1 April 2024

Most events will benefit from a Safety Briefing with key officials, volunteers, and contractors, before the activity begins. The content of the Safety Briefing will vary depending on the type and size of the activity, but it may include:

1	<p>Who to Brief and When</p> <ul style="list-style-type: none"> • Ideally gather the key officials, volunteers and contractors together at specified time before the event begins – an hour before is usually a good aim. • You may have the following present: Event Organiser/s, Safeguarding Contact, Venue Owner / Landowner, Key Volunteer Roles, Chief Stewards, Medics / First Aider, Vet, Horse Ambulance, XC Control.
2	<p>Introduction</p> <ul style="list-style-type: none"> • Hello and Welcome. A HUGE ‘thank you’ for being here today to support with this event • We have a volunteer policy – its located here if you wish to refer to it • Please familiarise yourself with the safety file (if applicable) • Please familiarise yourself with the event site – refer to site plan if applicable • Sign-out any copies of the Safety File (these must be collected back in at the end of the event due to GDPR)
3	<p>H&S Policy & Insurance Cover</p> <ul style="list-style-type: none"> • Please have a read of the health & safety policy for this event. • Our wider BHS H&S Policy can be found on the Volunteer Resources page and covers lone working arrangements where applicable. • The BHS holds a Public Liability Insurance Policy and an Employers Liability Policy which covers this activity and your role in helping us today.
4	<p>Risk Assessments</p> <ul style="list-style-type: none"> • Please have a read of the risk assessment for this event if applicable • Organisers - remember to communicate any specific areas of the risk assessment to others as required <i>i.e. do not park under the trees today as there is a risk of branches falling</i>
5	<p>Safeguarding Plan</p> <ul style="list-style-type: none"> • Please have a read of the safeguarding plan for this event (if applicable) • Who is the Safeguarding Lead for the event? Where / how can they be found? • What to do in the event of a lost child / vulnerable adult
6	<p>Timetable of Events</p> <ul style="list-style-type: none"> • It is important to be familiar with the timings of the event and the areas of the event site used
7	<p>Human Welfare</p> <ul style="list-style-type: none"> • Detail the arrangements for refreshments, toilets, breaks etc

	<ul style="list-style-type: none"> • The BHS operates a zero tolerance policy with regards to bullying and harassment. If you are concerned about anyone's behaviour today, please contact the Event Organiser. • We really hope you enjoy your day with us today. However, in the unlikely event that you wish to make a complaint, this can be registered on the BHS website under 'Raise a Concern'.
8	<p>Location</p> <ul style="list-style-type: none"> • Highlight the location address, postcode, What3Words and/or grid reference. These are key in the event of an incident where you might need to call an official or the emergency services
	<p>Roles</p> <ul style="list-style-type: none"> • Brief each official / volunteer on their specific roles, or relevant important information • Explain the BHS behaviours and values that are expected of all Volunteers and Officials today
9	<p>Contacts & Communications</p> <ul style="list-style-type: none"> • Check all contact numbers with key officials and volunteers • Check key officials and volunteers are added to any Serious Incident Whatsapp group etc • Radios – admin channel and emergency channel – call word i.e. 'Go to Aston' • Social Media – Whilst its great to share positive updates about your time helping at the event, please note that no individual's details or serious incident details, should be posted on any social media / public channels • Liaising with media – Please do not make any comments but pass any queries to the Event Organiser
10	<p>Medical & Vet Cover</p> <ul style="list-style-type: none"> • Explain the medical and vet cover arrangements for the event • Do we have screens? If so, where are they located? • Where can casualties be treated? Quiet room or ambulance? • Where should a deceased horse be taken to? A store or barn? • Medical and Vets – please familiarise yourselves with the lorry park, stables, competition / activity areas
11	<p>Serious Incidents</p> <ul style="list-style-type: none"> • Serious Incident Team will be lead by XXXX and XXXX will take over the running of the event • If you need to contact an official / medic / vet, the procedure is (who to call and how – radio channel, phone etc) • Familiarise yourself with the written plan if applicable
12	<p>Debrief / Wash -Up</p> <ul style="list-style-type: none"> • Inform everyone when / where to meet at the end of the event of after any incident • Sign-in any copies of the Safety File • Welcome any feedback people might have • Issue expense claim forms if applicable