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|  | BHS Event Health & Safety Policy v1 2019*(All areas in brackets to be completed)* |  |
| **This is the statement of general policy and arrangements for:** | Basic Road Safety Training |
| **For a one off event - Date of event:** | (Click here to add Date of Event) |
| **Or for a series of the same activity:** | Every (Click here to enter Occurrence of Event i.e. week, month) from (Click here to add Date of First Event) until (Click here to add Date of Last Event) |
| **The venue for this event is:** | (Click here to enter Venue of Event) |
| **Overall responsibility of health and safety is that of:**  | (Click here to Select Committee) |
| **Day-to-day responsibility for ensuring this policy is put into practice is delegated to:** | (Click here to enter Name of Organiser) |
|  |
| **Statement of general policy:** | **Action/Arrangements:** | **Responsibility of:** |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from event activities. | Complete | (Click here to Select Committee) |
| To provide adequate training to ensure volunteers and officials are competent to do their work | Complete |
| To engage and consult with stakeholders on day-to-day health and safety conditions and provide advice and supervision on occupational health | Complete |
| To implement emergency procedures - evacuation in case of fire or other significant incident.  | Complete |
| 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. | Complete |
| **Health and safety / Event Plan / Emergency Plan available at event:** | (Click here to enter Name of Organiser) |
| **First-aid box and accident book are located:**Accidents and ill health reported to BHS HQ for further reporting under RIDDOR if required. | (Click here to enter Location of First Aid Kits)Incident Reporting to BHS HQ by (Click here to enter Name of Organiser) |
|  |
| **Signed:** (Click here to enter Name of Author) | **Date:** (Click here to enter Date Completed) |
| **Subject to review, monitoring and revision by:** (Click here to enter Name of Organiser) | **Every:**(Click here to add time when next reviewed, usually 12 months or sooner if same activity is run sooner) |
|  | BHS Event Risk Assessment v1 2019*(All areas in brackets and all columns to be completed for each identified hazard)* |  |
| **This is the risk assessment for:** | Basic Road Safety Training |
| **This risk assessment has been carried out by:** | (Click here to enter Name of Organiser) |
| **This risk assessment has been carried out on:** | (Click here to enter Date) |
| You should review your risk assessment if you think it might no longer be valid (e.g. a change in weather or ground conditions or following an accident at the event) |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Date done** |

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| Riding horses | Rider | Falls | Ensure levels of instruction match the needs and competency of the rider | Monitor progress and levels through the session. All falls to be recorded on Accident Report Form. | Coach |  |  |
| Slips and trips | Attendees | Slips and trips | Any hazards, other than necessary equipment, need to be removed from the training area that could potentially cause slip and trips | A pre-event inspection and ongoing checks throughout the training session. | Coach |  |  |
| Arena party | Attendees | By impact from the horse | Unmounted helpers, delegates separated from ridden horses and kept to a minimum.  | Ensure good communication with the coach to the lesson plan  | Coach |  |  |
| Manual handling of equipment (poles) | Attendees | Strains and sprains | Ensure manual handling practices followed. | Ongoing assessment and appropriate instruction on the day | Coach |  |  |
| Fire | Attendees | Burns | All fire extinguishers are identified at the location and easily accessible.  | Fire exists are always kept unobstructed and evacuation plan is shared with the attendees. | Coach |  |  |
| Toilets / welfare refreshments | Attendees | Access to toilet and drinking water facility is required. | Ascertain on arrival where facilities are. |  | Coach |  |  |
| Safeguarding | Attendees | Physical or mental anguish | Coach is BHS APC so will be trained in Safeguarding. | Any juniors attending, should be accompanied by an adult. | Organiser, Coach |  |  |
| Lone Working | Attendees | Physical or mental anguish | BHS coach/assessor/ volunteer/staff, if involved in lone working, needs to complete lone working training and maintain adequate communication with line manager or appropriate channel. | Ensure no need for lone working other than Coach travelling to and from the venue. | Organiser |  |  |
| Parking | Attendees | Trips, falls, crush | All attendees other than the Coach will be familiar with the venue and parking arrangements. | Horses not to be left tied to lorries/trailers unattended | Coach |  |  |
| First Aid | Attendees | Any illness or injuries | Coach is BHS APC so will be trained in First Aid. | First Aid kit to be identified at venue or provided with Coach | Organiser |  |  |
| Weather Conditions | Attendees | Illness or injury due to extreme temperatures | Weather conditions to be taken into consideration and necessary precautions taken to avoid sun/heat/cold illness and/or injury | Appropriate clothing allowed. Shade/shelter sought. | Coach |  |  |