British Carriagedriving

Safety Pack

For use at

‘Small’ and ‘Medium’ Club Events

East Overhill
Stewarton
Kilmarnock
Ayrshire
KA3 5JT
Tel: 0845 643 2116
Fax: 0845 643 9474
E-Mail: email@britishcarriagedriving.co.uk
Website: www.britishcarriagedriving.co.uk

1 May 2013
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1. **Pre-amble**

This pack is intended to provide sufficient information for Clubs running ‘small’ and ‘medium’ events. A definition of ‘small’ might be where there are relatively small numbers of competitors taking part (i.e. under 20), or where the event itself is ‘simple’ such as a Drive out, or a ‘fun type activity such as a dressage and cones or a small scale one day event. A definition of ‘medium’ might be slightly larger Club events with say under 40 competitors.
Clubs and Event organisers who are running ‘Large’ events, should refer to the ‘Safety Pack for National & Large Events’ which is available from British Carriagedriving office.

2. Introduction
The purpose of a system of Health and Safety is **NOT** to stop events happening, but rather to ensure that Health and Safety has been thought about and sensible, and appropriate, measures have been put in place to keep all those attending, be they competitors or helpers as safe as reasonably practical.

British Carriagedriving Council is **not** responsible for health and safety at Club Events. British Carriagedriving does not prescribe how Event Organisers or Clubs should arrange their affairs, other than to confirm that for the individual safety of their members (and to comply with the requirements of British Carriagedriving insurers) Clubs and/or Event Organisers must, as far as reasonably practical, have adequate Health and Safety procedures in place. The Safety Committee of British Carriagedriving is there to provide advice and support to Clubs and Event organisers. It endeavours to monitor both incidents over time and collate examples of good practice. Its role is not to produce definitive documentation.

The Safety Committee recognises that, given the wide range of Events and Clubs, that are affiliated to British Carriagedriving, what is reasonably practicable for one club, may be impractical for another. None the less, clubs and event organisers should, as a minimum, ensure that they implement the suggestions within this pack.

The pack consists of the following items:

1. **A copy of a Club safety policy.** The policy should be prominently displayed at the Event, either on a notice board or in a vehicle window.  
   
   **Appendix A**

2. **A Club risk assessment form.** The form consists of two pages (plus continuation pages, if required). This risk assessment form, or a ‘Drive out’ form **must** be completed for every Club event. A copy of the form must be sent to the Club safety officer **prior** to the event taking place.  
   
   **Appendix C**

3. **A Club ‘Small event / Drive out’ assessment.** This form is for use for simple events such as drive outs and cones events, for example. This form of a Club risk assessment form **must** be completed for every Club event.  
   
   **Appendix D**

4. **A Club Incident form** In the unfortunate event of an incident /accident(s) occurring, a Club Incident form **must** be completed for each incident. The completed Incident form(s) should be sent to the Club safety officer. In the event of a major accident occurring, a full Accident form should be completed. These are available from British Carriagedriving office (and form part of the Safety Pack for National & Large Events).  
   
   **Appendix E**

3. **What if a Club or Event does not have a safety policy and / or a risk assessment?**
It is important to be clear about the implications of not having a Health and Safety policy or Risk assessment in place:
**3.1.1 No Safety Policy**

A safety Policy is a general statement of the safety aims of the club. In the absence of a Health and Safety Policy, the Club Committee should clearly understand that they are putting both the Club and British Carriagedriving at risk, and that this may affect the terms under which a claim against their insurance may be paid.

**3.1.2 Risk Assessment**

This is fatal.

If a Risk Assessment is not available prior to the start of an event, the event must not run. Note that on such an occasion the organisers alone bear legal responsibility for clearing the site and sending everybody home. It is acceptable (although not desirable) for the Risk Assessment to be written at the last practicable moment, as long as any measures detailed in it to minimise risk, are implemented before the event commences. To be clear; if the event were allowed to start without a risk assessment in place and there was a serious incident (such as an accident or a fatality) the Environmental Health Department of the local authority would immediately call for the Risk Assessment documentation. They would not be impressed by suggestions that the event had been allowed to go ahead because the competitors would be disappointed if it did not.

British Carriagedriving have established with their Insurers a system which does require Safety Policies and Risk Assessments to be put in place. In the event that this is not done British Carriagedriving runs the risk of any claim under their Insurance being voided by the Underwriters.
4. Example Club / Event Health & Safety Policy

The example below, is not intended to be definitive, but is intended to give a guide to what might be included with a simple club Health & Safety Policy. A clean sheet copy can be found at Appendix 1

**Club Safety Policy**

The ________________________________ is a voluntary club/Event, with no paid employees, that promotes carriage driving and carriage driving events in the UK. The club is affiliated to British Carriagedriving. The Club recognises that when organising and running events, the safety of its members, supporters, and the general public is of great importance.

To this end the Club:

- Expects all its members to; show consideration for matters of safety, relating to both themselves and others at all Club events; and to comply with all reasonable requests, relating to safety, from Event Organisers.
- Health and Safety considerations are always given priority in planning, designing, organising, running and participating in the activities of the Club.
- Encourages its members to consider safety through articles and correspondence in the Club newsletter.
- The Club committee includes a safety officer who is responsible for coordinating safety within the club, acting as a point of contact within the club for external organisations, on matters of safety, and for promoting safety amongst the club members.
- All Club Event Organisers are required to ensure that a safety risk assessment is completed prior to each Event and expects that any resultant action-points be implemented during the Event.
- All new Club members have to undertake a competence/safety assessment prior to being allowed to take part at their first Club event, unless they hold a recognised driving qualification.
- The Club committee regularly reviews matters relating to Health and Safety.
- This policy will be displayed at all Club events

Signed.............................................

Chairman

Date.....................................................
5. Responsibilities— in relation to Health and Safety

**Club / Event Committee Member**
- Review the Health and Safety arrangements on a regular basis.
- Organise training.

**Event Co-ordinator (Organiser)**
- Take overall responsibility (as far as is reasonably practicable) for the Health and Safety of all those who may be affected by the event.
- Appoint a Health and Safety Adviser/Officer
- Consider the proposed activities and be responsible for the production of relevant risk assessments, and implementation of appropriate measures which result from these.
- Arrange to brief non-members concerning their duties and of the relevant Risk Assessments
- Provide reasonable Emergency Facilities as appropriate
- Ensure that relevant Health and Safety information is displayed at the event. (even if it is on the side of a Horsebox!

**Safety Officer**
Safety Officers are generally volunteers, without a professional Health and Safety background. However, common sense indicates that they should be experienced in equestrian activities.
- Advise the Event Co-ordinator/organiser with respect to Health and Safety matters prior to, and during the event
- Assist in the creation and appraisal of Risk Assessments
- Continually review the Health and Safety arrangements during the event.
- Conduct the initial investigation of any incident and then assist the Event Co-ordinator / organiser in any consequential actions or reports

**Technical Delegate (if appropriate)**
- Identify and arrange safety signs on the marathon route
- Assist in the appraisal of the Risk Assessments with a particular emphasis on their practicality
- Assist in consequences and investigation of any accidents
- Assist in re-appraisal of Risk Assessments as part of the incident/accident investigation

**Officials / Stewards (if appropriate)**
- Discuss any Health & Safety concerns with the Technical Delegate.
- Assist in any incidents without endangering themselves

**Member**
- Complies with the club Health and Safety Policy Statement and its Health & Safety requirements.
- Be responsible for ensuring that they are competent for the class / activity entered.
6. Risk Assessments & Checklists

6.1.1 Introduction
Risk Assessments form the core of today’s Health and Safety procedures. In essence, they should be simple documents. Their purpose is to demonstrate that a Club, or Event organiser has thought about the risks that may be present, and has taken reasonably practicable measures to mitigate against them occurring, or to lessen their impact. The key point is that once measures to mitigate the risk have been identified, they must be implemented.

6.1.2 Risk
Risk is assessed by looking at the potential severity of an incident, and how often it might occur. Based on these combined judgments of severity and frequency, we make an assessment about what can be reasonably practically done to reduce the risk. It is common to define risk on either a number scale (1 low to 5 High) or on a descriptive scale (Low, Medium, High).

6.1.3 An example of assessing risk
Imagine a gate that leads from a busy road into a field being used for a driving event. What happens if the gate is left open throughout the event?

In terms of the possible severity of an incident; if a horse, or horse and carriage got out through the open gate onto the main road there would probably be a serious accident. It is quite possible that someone, or a horse, could be killed. Therefore, the severity of leaving the gate open is ‘High’ (5). As we all know it is not uncommon for there to be a loose horse at an event, equally there are instances at an event where a driver has lost control of a carriage. So, the frequency of what might happen is also high (5). It is easy to see that leaving the gate open leads to a ‘high’ risk (5).

All activities at an event can be assessed in this way.

Once the risk has been identified and assessed, consideration needs to be given to ‘doing something about it’. This is vital part of a Risk Assessment. What is done should be reasonably practical. For instance, based on the example above:

a) A notice could be put on the gate to keep it closed at all times – this is both practical and low cost.

b) Everyone on the site could be briefed to keep an eye on the gate and keep it shut – this is both practical and low cost.

c) There could be a steward on the gate at all times – is this reasonably practical? Yes if there are sufficient helpers, No if there are insufficient helpers do not.

d) There should be a steward on the gate at the start and finish of the event and whilst competition is taking place – This may be practical if there are sufficient helpers.

e) The main road could be closed – This would be very safe, but is neither practical or financially viable.

So the risk assessment might propose measures a, b and possibly d. This would not reduce the severity, were an animal to escape, but would greatly reduce the likelihood, giving a low or low to medium (2) risk.
An example risk assessment is shown at para. 7.15, it is not designed to be comprehensive, but to give an idea of how a risk assessment might be structured. A Pro Forma copy is available at Appendix C

6.1.4 Communication of Risk Assessments
There is no point in creating a risk assessment purely for it to linger at the bottom of a box. Risk Assessments should be posted on the event notice board (or trailer side!). Relevant event officials should be given their own copy of the assessment.

6.1.5 Check Lists
Check lists are often mistaken for Risk Assessments; however they generally have an entirely different purpose. They are there to act as an ‘aide memoir’ to help officials to remember and think of, the many points that need to be taken into consideration when running an activity or event. Check lists give the impression of being easy to fill in, but generally they do not identify the risk, nor do they detail any remedial actions that need to be taken. From a Health and Safety point of view, they are extremely useful when used in conjunction with risk assessments. But they are not a substitute for them.

The small event, drive out assessment is a combined checklist and simple risk assessment form. It can be found at Appendix D
### 6.1.6 Example Risk Assessment

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Little Club 1 day Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Event</td>
<td>Little Club field OS Ref: 616397</td>
</tr>
<tr>
<td>Date(s) of Event</td>
<td>25.12.12 at 0900</td>
</tr>
<tr>
<td>Name of Organiser</td>
<td>John Smith</td>
</tr>
<tr>
<td>Name of Safety Officer</td>
<td>Frank Green</td>
</tr>
<tr>
<td>Name of Course Designer (if applicable)</td>
<td>Thomas Dick</td>
</tr>
<tr>
<td>Name of Landowner(s) (if applicable)</td>
<td>Harry Thornton</td>
</tr>
<tr>
<td>Estimated number of Competitors (including grooms)</td>
<td>10</td>
</tr>
<tr>
<td>Estimated number of stewards</td>
<td>20</td>
</tr>
<tr>
<td>Will the Public be able to attend the Event?</td>
<td>(YES / NO) No *</td>
</tr>
<tr>
<td>Will the Public be in the vicinity of the Event? - e.g. on public Roads or on a common?</td>
<td>(YES / NO) Yes</td>
</tr>
<tr>
<td>Have the police, Ambulance and emergency services been informed</td>
<td>(YES / NO) Yes</td>
</tr>
</tbody>
</table>

* Public will not be physically prevented from attending.
<table>
<thead>
<tr>
<th>ID Number</th>
<th>Potential activity / area of risk</th>
<th>Consequences of accident High, Medium, Low</th>
<th>How often might it happen? High Medium Low</th>
<th>Action to be taken</th>
</tr>
</thead>
</table>
| 1         | Access to site via gate to small but busy road with lorries | High | High | 1. Gate to be closed at all times  
2. All competitors informed that gate to be closed  
3. Notice to be placed on gate  
4. Stewards to be advised on Marathon day to keep eye on gate |
| 2         | Loose horse on ground | Med | Med | 1. Overall risk Med as plenty of space  
2. Look at possibility of a rope between arenas and Lorry park |
| 3         | Fire in lorry park | Med | Low | 1. Lorries to be parked as instructed by Stable Manager at least 3 metres apart  
2. Vehicles to carry a 1KG fire extinguisher - Checks to be made  
3. Water supplies nearby |
| 4         | Accident involving loose dog | Med | High | 1. Dogs to be kept on lead at all times  
2. Dogs not allowed in obstacles once obstacle is open |
| 5         | Accident from / on motorised bike or Quad | Med | Med | 1. **It is strongly recommended** that suitable and properly secured hard hats should be worn by anyone on a motorised bike or Quad  
2. Bikes or quads NOT allowed in obstacles (unless driver is registered disabled) |
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Level</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Marathon course contains excessive potholes, branches, roots etc. – tip-ups etc</td>
<td>Med</td>
<td>Med</td>
</tr>
<tr>
<td></td>
<td>1. Course flagged and signed by experienced person (Course Designer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Course checked by safety officer</td>
<td></td>
<td></td>
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<td></td>
<td>3. Major hazards signed with tape, paint or similar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Competitors briefed prior to marathon</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Radio positions at key points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Para Medics to be briefed, motorised access possible to all points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Marathon course on public road.</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>1. Warning signs to motorists at either end</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Stewards at either end – competitors to wait for steward to signal them onto road</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Radios at either end if practicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Competitors to be briefed prior to event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Accident in Obstacle</td>
<td>Med</td>
<td>Med</td>
</tr>
<tr>
<td></td>
<td>1. Competitors not to be started at start of section, but held</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Obstacles designed and built by competent (experienced) person</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Obstacles checked prior to event by safety officer</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>4. Competitors to be briefed</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>5. Minimum of one experienced Steward (with current training) on each obstacle</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>6. Obstacle Stewards issued with radios</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Stewards to be briefed on safety and radio procedures prior to marathon</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Para Medics to be briefed on location of obstacles prior to event (all accessible via motor vehicle)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Accident around Obstacle</td>
<td>Med</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>1. Only stewards and Course Designers allowed in vicinity of obstacle during Marathon phase</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Roping off obstacles considered, but not practical</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Brief Competitors &amp; Stewards</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Para Medics to be briefed on location of obstacles prior to event (all accessible via motor vehicle)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Accident in an arena</td>
<td>Low</td>
<td>Low</td>
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<tr>
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<tr>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Arenas to be checked for any potholes etc prior to event</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arenas are flat and generally smooth risk is low</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11</th>
<th>Lack of communication leading to uncoordinated response</th>
<th>Med</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Central control point (Radio and Para Medics to be adjacent to scoring / organiser position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Radios to be used for distant locations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Club radios to be used for local communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Radios to ‘track’ competitors around course</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Mobile phone list for key services to be posted at scorers position</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12</th>
<th>Saturday Evening BBQ – Risk of fire</th>
<th>Med</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. BBQ to be set up away from vehicles, in open air</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Fire extinguisher to be available</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Supervised by competent person</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. First aid kit to be available</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13</th>
<th>Steward / Public Parking Risk of cars mixing with horses &amp; carriages</th>
<th>High</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Non competitor car park to be designated by Stable Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Course not to be routed along access Newnham ‘Flats’ access road</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. No non competitor vehicles in Lorry Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Directional signs to show correct routes and locations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14</th>
<th>Special</th>
<th>med</th>
<th>Med</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Competitors to be briefed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Stewards on Crossing with Radios</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Radios on Crossing (if practical)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. Health & Safety – Incident & Accident Reporting

7.1.1 Incidents
An Incident Report Form must be completed and sent to British Carriagedriving Office in the case of all incidents (e.g. turnovers, runaways, grooms falling off the back etc.). This is a precaution in the event of a claim being made at a later date. The form is at Appendix E

7.1.2 Accidents
An accident, involving actual injury, or a potential third party liability should be reported on an Accident Report form (available from British Carriagedriving Office) should be completed as soon as possible and returned to British Carriagedriving Office. The form is at Appendix F

7.1.3 Serious Accidents
This is covered in the ‘Safety Pack for National & Large Events’, and is available from British Carriagedriving Office
8. Appendix A - Club/Event Safety Policy - example

The ________________________________ is a voluntary club with no paid employees, that promotes carriage driving and carriage driving events in the UK. The Club is affiliated to British Carriagedriving. The Club recognises that when organising and running events, the safety of its members, supporters, and the general public is of great importance.

To this end the Club:

- Expects all its members to; show consideration for matters of safety, relating to both themselves and others at all Club events; and to comply with all reasonable requests, relating to safety, from Event Organisers.
- Health and Safety considerations are always given priority in planning, designing, organising, running and participating in the activities of the Club.
- Encourages its members to consider safety through articles and correspondence in the Club newsletter.
- The Club committee includes a safety officer who is responsible for coordinating safety within the club, acting as a point of contact within the club for external organisations on matters of safety and for promoting safety amongst the club members.
- All Club Event Organisers are required to ensure that a safety risk assessment is completed prior to each Event and expects that any resultant action-points be implemented during the Event.
- All new Club members have to undertake a competence/safety assessment prior to being allowed to take part at their first Club event, unless they hold a recognised driving qualification.
- The Club committee regularly reviews matters relating to Health and Safety.
- This policy will be displayed at all Club events

Signed:..............................................

Chairman

Date....................................................
## Appendix C - Risk Assessment – Pro Forma

<table>
<thead>
<tr>
<th>Name of Event</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Event</td>
<td></td>
</tr>
<tr>
<td>Date(s) of Event</td>
<td></td>
</tr>
<tr>
<td>Name of Organiser</td>
<td></td>
</tr>
<tr>
<td>Name of Safety Officer (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Name of Course Designer (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Name of Landowner(s) (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Estimated number of Competitors (including grooms)</td>
<td></td>
</tr>
<tr>
<td>Estimated number of stewards</td>
<td></td>
</tr>
<tr>
<td>Will the Public be able to attend the Event?</td>
<td>(YES / NO)</td>
</tr>
<tr>
<td>Will the Public be in the vicinity of the Event? - e.g. on public Roads or on a common?</td>
<td>(YES / NO)</td>
</tr>
<tr>
<td>Have the police, Ambulance and emergency services been informed</td>
<td>(YES / NO)</td>
</tr>
</tbody>
</table>

Event Organiser .................................................................  Technical Delegate .................................................................
<table>
<thead>
<tr>
<th>ID Number</th>
<th>Potential activity / area of risk</th>
<th>Consequences of accident</th>
<th>How often might it happen? High Medium Low</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Consider each area of the event in turn 1) the site / parking area 2) the event itself and each stage (Driven Dressage, Cones, Marathon, if appropriate) 3) Set-up and dismantling of the event</td>
<td>High, Medium, Low (e.g. an accident probably resulting in death would be High, Injury requiring a visit to hospital might be Medium, Minor injury treated on site might be 'Low)</td>
<td>High Medium Low (e.g. if it will probably happen at least once an event - High, once every annual driving season - Medium - less than once a season Low)</td>
<td>The action to be taken is based on two factors 1) The combination of the consequences and how often. So, if the consequences are 'High' i.e. someone could die, then something MUST be done, likewise if How often is 'High' something should be done. equally if both are 'Medium' probably something should be done. 2) the cost and practicality of doing something to reduce the risk</td>
</tr>
</tbody>
</table>
10. Appendix D - Small Event / Drive out Assessment

<table>
<thead>
<tr>
<th>Venue</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start time</th>
<th>Distance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Are names and addresses of all participants recorded? | YES | NO | N/A |
2. Have membership cards been checked? | YES | NO | N/A |
3. Have non members’ insurance details been checked? | YES | NO | N/A |
4. Is an emergency telephone number available and manned? | YES | NO | N/A |
5. Have Emergency Services been informed? | Police | YES | NO | N/A |
| | Vet | YES | NO | N/A |
| | Farrier | YES | NO | N/A |
6. Have landowners, over whose property you will drive, been informed? | YES | NO | N/A |
7. Has drive route been checked, and any hazards noted? (See 13 below) | YES | NO | N/A |
8. Has the route been marked? | YES | NO | N/A |
9. Have stewards been appointed? | YES | NO | N/A |
10. Do stewards wear fluorescent tabards or similar? | YES | NO | N/A |
11. Are lead and following vehicles being used? | YES | NO | N/A |
12. Is horsebox parking adequate and secure? | YES | NO | N/A |
13. Note any Risks below (or on separate sheet), plus any action taken to minimise the likelihood of incidents.
11. Appendix E - Incident Report Form

To be completed in the event of any minor incident - however insignificant it may seem which does not involve actual injury or third party liability - This form is to be returned to British Carriagedriving Office

Don’t forget -

- This includes all turnovers / runaways / grooms falling off carriages etc.
- It should also cover other incidents on the showground not directly related to the competition

CONTACT NAME FOR FURTHER CORRESPONDENCE

ADDRESS

PHONE NUMBER

E-MAIL

NAME OF CLUB

NAME OF EVENT

DATE OF INCIDENT

NAME OF PERSON INVOLVED

ADDRESS

TEL. NO.

NAME OF HORSE/ PONY INVOLVED if appropriate

DETAILS OF WITNESSES:

NAME

ADDRESS

TEL. NO.

NAME

ADDRESS

TEL. NO.
BRIEF DETAILS OF WHAT HAPPENED ………………………………………………………

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

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Please return this form to:

BHDTA,
East Overhill,
Stewarton,
Kilmarnock,
Ayrshire,
KA3 5JT.

A copy should be retained by the Club/Event.
12. Appendix F – Accident Report Form
To be complete in the event of an incident / accident involving actual injury or third party liability.

THE ISSUE OF THIS FORM DOES NOT CONSTITUTE AN ADMISSION OF LIABILITY. THIS FORM SHOULD BE COMPLETED AND RETURNED TO BRITISH CARRIAGEDRIVING OFFICE IMMEDIATELY

To be completed after any accident no matter how small - unless an incident form can be used.

PLEASE NOTE THE FOLLOWING:-

1. You must not, except at your own cost, make any admission, offer, promise or payment in connection with any accident or claim without special instructions in writing from British Carriagedriving, nor give any information or assistance to any person claiming against you. British Carriagedriving shall, for as long as they desire, take absolute conduct and control of all proceedings (including arbitrations) in respect of any claim and may use your name to take any proceedings.

2. All written communications or court documents made by or on behalf of a complainant or claimant and received by you, shall be forwarded to British Carriagedriving as soon as possible and not be acknowledged or answered in any way.

3. If this form is not completed and returned to British Carriagedriving, any claim cannot be investigated on your behalf.

4. Enclose copies of the event Risk Assessment form and entry forms for any competitors involved in the incident with this form. FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN A REFUSAL TO PROVIDE COVER FOR THE INCIDENT.

Contact name for further correspondence

Address

Phone number

E-mail
SECTION 1

Full name and location of the event

Type of event e.g. National, club event, training day

Duration of event

Comments by Technical Delegate and/or President of Jury:

(Use additional sheet if necessary)

NAME (Block Capitals) ........................................ DATE ........................................

Signature ........................................................ TEL NO ......................................

Address .............................................................................................................

NAME (Block Capitals) ........................................ DATE ........................................

Signature ........................................................ TEL NO ......................................

Address .............................................................................................................

Comments by the Safety Officer:

(Use additional sheet if necessary)

NAME (Block Capitals) ........................................ DATE ........................................

Signature ........................................................ TEL NO ......................................

Address .............................................................................................................

SAFETY OFFICER TO ENSURE THIS FORM IS COMPLETED AND FORWARDED WITHIN 24 HOURS TO BRITISH CARRIAGEDRIVING OFFICE.
SECTION 2

1. Full Name of Injured Party:

First Name……………………Surname…………………………….Age………………(If Known)

Telephone Numbers…………………………………………………………

Postal Address……………………………………………………………………………………………

………………………………………………………………………………………………………………Post Code………..

2. Was the injured Party:

- Whip/Driver  ☐
- Groom  ☐
- Passenger  ☐
- Official  ☐
- Member of the general public  ☐
- Others  ☐

3. Date of Incident…………………………………………

Approximate Time……………………………

4. Details of any injury (however slight)

- Fatal  ☐
- Head Injury/Concussion  ☐
- Face/Jaw  ☐
- Spinal  ☐
- Thoracic  ☐
- Lumber  ☐
- Pelvic  ☐
- Hip  ☐
- Chest  ☐
- Abdomen  ☐
- Bruising  ☐

Fracture  ☐

- Right Arm  ☐
- Right Hand/Wrist  ☐
- Right Leg  ☐
- Right Ankle/Foot  ☐

- Left Arm  ☐
- Left Hand/Wrist  ☐
- Left Leg  ☐
- Left Ankle/Foot  ☐

Additional Information( If Any )

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

5. Details of any other Damage (However Slight )

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

6. a) Was a properly secured hard hat being worn ?  YES/NO

b) Was it damaged ?  YES/NO

If YES provide full details………………………………………………………………………………

………………………………………………………………………………………………………………
c) What type of Hard Hat was being worn?

PAS 015  EN1384  ASTM F 1163  OTHER


d) Was a Body/Back Protector being worn?

YES/NO

e) Was it damaged?

YES/NO

If YES provide full details.................................................................
........................................................................................................

SECTION 3

1. If Driven was Horse/Pony involved:

Single  Pair  Tandem  Four in Hand

N.B.: If more than one Horse/Pony involved please provide details on a separate sheet.

2. Give full details of the animal involved in this accident:

Name.............................Breed..........................Height..........................

Sex.............................Age..............................

3. Who owns the Animal? Please give names and addresses

........................................................................................................
........................................................................................................

4. Was the Horse/Pony involved doing:

Dressage  Being Led  Tied-up

Marathon  Driven by Whip  Loose

Cones  Exercise

Driven by someone other than the Whip  Other activity

5. Was the Accident:

In the Collecting ring  In an Obstacle  On a Track

On a Public Road  On a Private Road  In a Horsebox Park

Elsewhere

6. To your knowledge, has the animal been involved in any similar incident of this nature? YES/NO

If YES please give details................................................................
........................................................................................................
7. Have you ever received any complaints about this Horse's behaviour before?  
   YES/NO
   If YES please give details. ............................................................................................................................
   ..............................................................................................................................................................
8. Was the Horse/Pony injured?  
   YES/NO
   If YES please give details ............................................................................................................................
   ..............................................................................................................................................................
9. Was Veterinary treatment required?  
   YES/NO
   If YES Please give details of attending Veterinary
   Name and Address ........................................................................................................................................
   .............................................................................................................................................................. Post Code........
   Daytime Telephone Numbers ............................................................................................................................

SECTION 4
1. Was a trained first aider available?  
   YES/NO
   Paramedic ambulance  ☐  Red Cross or similar  ☐  Other  ☐  (If other specify below)
   ..............................................................................................................................................................
   ..............................................................................................................................................................
2. Type of Ambulance
   2WD  ☐  4WD  ☐  LR Emergency Ambulance
   Air Ambulance  ☐  Other  ☐  (If other specify below)
   ..............................................................................................................................................................
   ..............................................................................................................................................................
3. Was the Ambulance able to reach the casualty?  
   YES/NO
4. a) How long did it take to reach the casualty?  
   ........................................ minutes
   b) Had the casualty been moved?  
   YES/NO
   c) Had casualty’s hard hat been loosened/removed?  
   YES/NO
   If YES please give reason
   ..............................................................................................................................................................
5. Did the casualty receive any treatment on site? YES/NO
   If YES please give details
   …………………………………………………………………………………………………………
   …………………………………………………………………………………………………………
6. Was the casualty allowed to continue? YES/NO
7. Was the casualty taken to hospital? YES/NO
   If YES please give name and address of Hospital
   …………………………………………………………………………………………………………
   …………………………………………………………………………………………………………
8. Was there radio communication? YES/NO
9. Name of the Medical Officer…………………………………………………………………………
   Address…………………………………………………………………………………………
   …………………………………………………………………………………………………………
   …………………………………………………………………………………………………………
   …………………………………………………………………………………………………………
   …………………………………………………………………………………………………………
   …………………………………………………………………………………………………………
   Daytime Telephone Number……………………………………………………………………

SECTION 5

1. Was the Accident reported to the Police? YES/NO
   Address of Police Station……………………………………………………………………
   ………………………………………………………………………………………………………
   ………………………………………………………………………………………………………
   ………………………………………………………………………………………………………
   Name of Attending Officer……………………………………………………………………
   Report Number………………………………

2. a) Was the Accident reported to the Health & Safety Executive? YES/NO

   b) Has an H & SE RIDDOR F2508 Form been completed? Please attach Copy YES/NO

3. Names, Addresses and Daytime Telephone Numbers of Witnesses to the Accident:
   …………………………………………………………………………………………………………
   …………………………………………………………………………………………………………
   …………………………………………………………………………………………………………
FULL DESCRIPTION OF ACCIDENT BY WITNESS, STEWARD OR OTHER OFFICIAL

(If there is more than one witness, please continue on plain paper and attach to this document).

NAME (Block Capitals)..................................................

SIGNATURE.......................................................... DATE..............................

ADDRESS..........................................................................................................

............................................................................................................................POST CODE................................