



**Generic Show / Event Risk Assessment**

**Situation 1: Unauthorised access to show areas**

Step 1: List the significant Hazards from the situation.		Step 2: Show who may be exposed.		Step 3: Assess the Risk by evaluating each Hazard in turn.	Step 4: Rate the Risk from each Hazard as Likelihood x Severity	
1.	Contact with horses	Visitors/ Public	✓	<b>Likelihood of Harm:</b> 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely.  <b>Severity of Harm:</b> 1 = Minor injury 2 = Injury requiring first aid. 3 = Major injury 4 = Fatal injury.	1.	3 x 2 = 6
2.	Pedestrian foot injuries	Spectators	✓		2.	3 x 2 = 6
3.	Surface induced falls	Children	✓		3.	2 x 1 = 2
4.	Trail obstacle injuries	Show vendors	✓		4.	3 x 1 = 3
5.		Disabled Persons	✓		5.	
6.		Show management	✓		6.	
7.					7.	
8.					8.	
9.					9.	
10.					10.	
11.					11.	
12.					12.	

Risk Rating values above 6 are a priority

**Step 5: Control Measures** - Check all 'safety controls' below are in place & effective before starting the event

**Planning.** Liaise with venue management prior to the event in order to clarify areas of concern with regard to equine/ human conflict. The appropriate written Safety Documentation must be available and in order before commencing any event. Arrangements to be confirmed with the show manager.

**Information & Instruction.** All show management staff to be made fully aware of restrictions in place with regard to access into show areas. Display relevant signage restricting access

**Training & Supervision.** All show management staff to be current WES members, show manager or deputy to ensure that effective exclusion measures are maintained. Review throughout show program.

**Access & Egress.** Physical exclusion measures and clear visual direction information to be in place prior to the event start. Show manager to review the effectiveness of these measures prior to show start. Physical measures implemented should be secure enough to prevent unauthorised access to show areas but not be constructed in such a way that equine or rider damage could occur in the event of a problem. Removable sections should be considered to facilitate access for emergency services and late rider/ horse combinations.

**Checks on Equipment.** Visually inspect all exclusion measures for soundness before each event. Ensure that displayed signage is adequately secured and visible at all times, review throughout the event

**Environment.** Monitor show area for exclusion measure hazards or hazards introduced by outside influence as the show / event progresses.  
Verify that signage remains secured and does not cause distress to novice horses

**Emergency Action.** Confirm site First Aid, Fire, Evacuation and Accident Reporting Procedures are displayed Fire muster point to be known. Ensure implication of actions fully understood, not introducing new hazards. Operation of mobile communication (if applicable) equipment verified before leaving show management office.

**PPE.** Standard issue, plus show management identification.

**Special Procedures.** Show management team to be aware of the procedure to be adopted in the event of breaches of exclusion measures.

**Prepared by:** PJ Smith (Tech SP)      **Date:** 01 Nov 11      **Reviewed by:**      **Date:**

**Final Assessment:** Safe  Unsafe       **With safety controls in place - Remaining Risk:** High  Med  Low

Constantly monitor for new Hazards, report problems to show management



**Generic Show / Event Risk Assessment**

**Situation 2: Injury to show management team**

Step 1: List the significant Hazards from the situation.		Step 2: Show who may be exposed.		Step 3: Assess the Risk by evaluating each Hazard in turn.	Step 4: Rate the Risk from each Hazard as Likelihood x Severity	
1.	Contact with horses	Show management	✓	<b>Likelihood of Harm:</b> 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely.  <b>Severity of Harm:</b> 1 = Minor injury 2 = Injury requiring first aid. 3 = Major injury 4 = Fatal injury.	1.	3 x 3 = 9
2.	Contact with ring levelling equipment	Show management	✓		2.	2 x 3 = 6
3.	Surface induced falls	Show management	✓		3.	2 x 1 = 2
4.	Trail obstacle injuries	Show management	✓		4.	3 x 1 = 3
5.	Heat Stroke / dehydration	Show management	✓		5.	3 x 2 = 6
6.	Manual Handling injuries	Show management	✓		6.	2 x 1 = 2
7.	Contact with moving vehicles	Volunteers	✓		7.	3 x 3 = 9
8.					8.	
9.					9.	
10.					10.	
11.					11.	
12.					12.	

Risk Rating values above 6 are a priority

**Step 5: Control Measures** - Check all 'safety controls' below are in place & effective **before** starting the event

**Planning.** Liaise with venue management prior to the event in order to clarify areas of concern with regard to equine/ human conflict. The appropriate written Safety Documentation must be available and in order before commencing any event. Arrangements to be confirmed with the show manager. During periods of high temperature ensure that show management have access to shade and adequate supplies of fresh water. Display clear signage designating vehicle routes.

**Information & Instruction.** Show management team and any volunteers are to be fully informed of task hazards prior to proceeding with movement of equipment and obstacles. Instruction must be given by show/ venue management regarding methods of safe (kinetic) lifting techniques to be adopted. Where possible machine lifting should be implemented.. Ensure that show management team are aware of safe pedestrian routes

**Training & Supervision.** Adequate assistance must be provided during the movement of equipment or obstacles. Ring levelling equipment should only be operated by competent persons. Member of show/ event management should supervise operations within the show area Show management should inspect ring surface after levelling operations. Monitor pedestrian safe routes

**Access & Egress.** Access and egress to the show arena must be restricted to show management and dedicated volunteers during equipment moving or levelling operations. All horses must be removed from the area during these operations Ensure that pedestrian segregation is maintained for the duration of the event.

**Checks on Plant and Equipment.** Visually inspect all obstacles/equipment for soundness before each use. Consider lightweight alternatives with regard to the provision of trail obstacles. Ensure that levelling equipment is suitable and does not expose show management team to additional hazards. Monitor segregation measures for effectiveness throughout the event.

**Emergency Action.** Confirm site First Aid, Fire, Evacuation and Accident Reporting Procedures. Fire muster point to be known. Ensure implication of actions fully understood, not introducing new hazards. Operation of mobile communication equipment verified before leaving office.

**PPE.** Collecting ring stewards advised to wear suitable foot protection

**Special Procedures.** Show management team to be aware of hazards associated with lifting and moving show ring equipment, care to be taken during ring levelling operations. In the event of a vehicle related accident ensure that all details are entered on the WES accident documentation

**Prepared by:** PJ Smith (Tech SP)      **Date:** 01 Nov 11      **Reviewed by:**      **Date:**

**Final Assessment:** Safe  Unsafe       **With safety controls in place - Remaining Risk:** High  Med  Low

Constantly monitor for new Hazards, report problems to show management..



**Generic Show / Event Risk Assessment**

**Situation 3: Traffic Management**

Step 1: List the significant Hazards from the situation.		Step 2: Show who may be exposed.		Step 3: Assess the Risk by evaluating each Hazard in turn.	Step 4: Rate the Risk from each Hazard as Likelihood x Severity	
1.	Pedestrian contact with vehicles	Visitors/ Public	✓	<b>Likelihood of Harm:</b> 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely.  <b>Severity of Harm:</b> 1 = Minor injury 2 = Injury requiring first aid. 3 = Major injury 4 = Fatal injury.	1.	3 x 3 = 9
2.	Vehicle/ trailer contact	Spectators	✓		2.	3 x 1 = 3
3.	Horse / vehicle contact	Children	✓		3.	3 x 4 = 12
4.		Show vendors	✓		4.	
5.		Disabled Persons	✓		5.	
6.		Show management	✓		6.	
7.					7.	
8.					8.	
9.					9.	
10.					10.	
11.					11.	
12.					12.	

Risk Rating values above 6 are a priority

**Step 5: Control Measures** - Check all 'safety controls' below are in place & effective before starting the event

**Planning.** Liaise with venue management prior to the event in order to clarify areas of concern with regard to equine/ human conflict. The appropriate written Safety Documentation must be available and in order before commencing any event. Arrangements to be confirmed with the show manager. Arrange suitable parking areas for anticipated competitors and spectators.

**Information & Instruction.** Display clear signage directing all transport to dedicated parking areas, where possible allow sufficient space and good access for disabled visitors

**Training & Supervision.** Ensure that show/ event management team are fully aware of the traffic management procedures implemented for individual events. Continually monitor signage, segregation and vehicle compliance throughout the event.

**Access & Egress.** Confirm entry / exit arrangements with venue manager. Maintain unobstructed, safe access and egress for competitors, spectators and emergency vehicles when legitimate entry is required through the event area.

**Checks on Plant and Equipment.** Visually inspect all signage and directional equipment for soundness before use.

**Environment.** Monitor event area for contamination hazards or hazards introduced by traffic as event progresses. Any uncontrolled environmental impact from traffic to be reported immediately to show / event Manager. Remove waste materials generated, reporting any housekeeping problems around the immediate area.

**Emergency Action.** Confirm site First Aid, Fire, Evacuation and Accident Reporting Procedures. Fire and evacuation muster point to be known. Ensure implication of actions fully understood, not introducing new hazards. Operation of mobile communication equipment verified before leaving office.

**Special Procedures.** Show management team and any volunteers to be fully aware of traffic management constraints .prior to event commencing. Ensure that all signage is removed and stored at event completion

<b>Prepared by: PJ Smith (Tech SP)</b>			<b>Date: 01 Nov 11</b>			<b>Reviewed by:</b>			<b>Date:</b>			
<b>Final Assessment:</b>	Safe	X	Unsafe	<input type="checkbox"/>	<b>With safety controls in place - Remaining Risk:</b> High			<input type="checkbox"/>	Med	X	Low	<input type="checkbox"/>

Constantly monitor for new Hazards. Report problems to show management



**Generic Show / Event Risk Assessment**

**Situation 4: Fire**

Step 1: List the significant Hazards from the situation.		Step 2: Show who may be exposed.		Step 3: Assess the Risk by evaluating each Hazard in turn.	Step 4: Rate the Risk from each Hazard as Likelihood x Severity		
1.	Fire within stables	Members of public	✓	<b>Likelihood of Harm:</b> 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely.  <b>Severity of Harm:</b> 1 = Minor injury 2 = Injury requiring first aid. 3 = Major injury 4 = Fatal injury.	1.	3 x 4 = 12	Risk Rating values above 6 are a priority
2.	Fire within viewing area	Competitors	✓		2.	2 x 3 = 6	
3.	Fire at competitor parking area	Visitors	✓		3.	2 x 4 = 8	
4.	Fire at spectator car park	Competitors horses	✓		4.	2 x 4 = 8	
5.	Fire at commentary location	Venue resident horses	✓		5.	2 x 2 = 4	
6.	Fire at vendor location	Show management	✓		6.	3 x 3 = 9	
7.		Disabled persons	✓		7.		
8.					8.		
9.					9.		
10.					10.		
11.					11.		
12.					12.		

**Step 5: Control Measures** - Check all 'safety controls' below are in place & effective before starting the event

**Planning.** Liaise with venue management prior to the event in order to clarify areas where fire restrictions are in force. Ensure that all fire points are operational and unobstructed. Clarify local means of alerting persons of a fire.

**Information & Instruction.** Display clear instructions at stables, parking and viewing areas informing of fire procedures. Ensure that evacuation arrangements are current and displayed at similar locations. Implement smoking restrictions if the environment requires it. Where venue is shared identify local fire and evacuation procedures.

**Training & Supervision.** All show management team to be verbally briefed on the fire and emergency arrangements, briefing must include locations of fire alarms, extinguishers and muster points. Also clarify the role of the responsible person in the event of a fire. (Show /event manager)

**Access & Egress.** Ensure that suitable access and egress is maintained at all times for emergency vehicles. Parking arrangements must reflect adequate clearance for emergency access. Display signage and monitor to ensure compliance. Clarify safe landing area for helicopter landing if required. If disabled viewing arrangements are in place ensure that members of the show /event management team are tasked with assistance during evacuation.

**Checks on Plant and Equipment.** Ensure that vendors have suitable fire suppression measures available

**Environment.** Monitor the entire show /event area for signs of combustion or potential fire generation. Ensure that vendors remove waste on a regular basis.

**Emergency Action.** Confirm site First Aid, Fire, Evacuation and Accident Reporting Procedures. Fire muster point to be known. Ensure implication of actions fully understood, not introducing new hazards. Operation of mobile communication equipment verified before leaving office. Attempts to extinguish fires must not be made by the show / Event management team or competitors unless they are trained and competent to do so..

**Special Procedures.** In all instances of fire the responsible person with the assistance of the remaining members of the show management team must take organised control of the equine and human evacuation..

<b>Prepared by: PJ Smith (Tech SP)</b>			<b>Date: 01 Nov 11</b>		<b>Reviewed by:</b>			<b>Date:</b>				
<b>Final Assessment:</b>	Safe	X	Unsafe	<input type="checkbox"/>	<b>With safety controls in place - Remaining Risk:</b> High			<input type="checkbox"/>	Med	X	Low	<input type="checkbox"/>

Constantly monitor for new Hazards, report problems to show management



**Generic Show / Event Risk Assessment**

**Situation 5: Injury to riders/ competitors/ spectators**

Step 1: List the significant Hazards from the situation.		Step 2: Show who may be exposed.		Step 3: Assess the Risk by evaluating each Hazard in turn.		Step 4: Rate the Risk from each Hazard as Likelihood x Severity	
1.	Equine related injury to competitor	Members of public	✓	<b>Likelihood of Harm:</b> 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely.  <b>Severity of Harm:</b> 1 = Minor injury 2 = Injury requiring first aid. 3 = Major injury 4 = Fatal injury.	1.	3 x 4 = 12	Risk Rating values above 6 are a priority
2.	Equine related injury to riders	Competitors	✓		2.	3 x 3 = 9	
3.	Equine related injury to spectators	Visitors	✓		3.	2 x 4 = 8	
4.	Equine related injury to other equine	Competitors horses	✓		4.	3 x 2 = 6	
5.		Venue resident horses	✓		5.		
6.		Show management	✓		6.		
7.		Disabled persons	✓		7.		
8.					8.		
9.					9.		
10.					10.		
11.					11.		
12.					12.		

**Step 5: Control Measures - Check all 'safety controls' below are in place & effective before starting the event**

**Planning.** Liaise with venue management prior to the event in order to clarify the procedure to be adopted in the event of an injury occurring. This procedure must include how key members of the management team are alerted following an injury occurring. The immediate response procedure i.e. how first aid will be provided, who will clear the accident area, who will alert emergency services if required and follow up actions to prevent reoccurrence. Liaison with the local A&E or ambulance service prior to the event is recommended. Obtain post code of the venue and distribute to all management staff involved in emergency control.

**Information & Instruction.** Display clear instructions at stables, parking and viewing areas informing of emergency procedures. Ensure that emergency arrangements are current and displayed at similar locations..

**Training & Supervision.** All show management team to be verbally briefed on the fire and emergency arrangements, briefing must include who are the responsible persons, available first aid arrangements and basic accident procedure.

**Access & Egress.** Ensure that suitable access and egress is maintained at all times for emergency vehicles. In the event of an incident occurring the arena / collecting ring must be cleared

**Checks on Equipment.** Prior to the event ensure that all communication equipment is operational and will remain so for the duration of the event, The responsible person is to have immediate access to a mobile phone or landline to alert emergency services.

**Environment.** Where possible ensure that adequate space for all competition areas and collecting areas is achieved. Limit access to collecting areas to those attending the next class. Where possible ensure that warm up is segregated from collecting areas especially when novice riders/ horses are involved..

**Emergency Action.** Alert on site First Aid person then contact emergency services as required. Following accidents ensure that documentation is completed in as much detail as possible and returned to the show / event management without delay..

**PPE.** Show management to wear identification, first aid cover should be identified by tabard or other obvious means..

**Special Procedures.** In all cases efforts must be made by show / Event management to ensure that safety is not compromised in preference to timings or external pressures by competitors or judging staff..

<b>Prepared by: PJ Smith (Tech SP)</b>			<b>Date: 01 Nov 11</b>		<b>Reviewed by:</b>			<b>Date:</b>				
<b>Final Assessment:</b>	Safe	X	Unsafe	<input type="checkbox"/>	<b>With safety controls in place - Remaining Risk:</b> High			<input type="checkbox"/>	Med	X	Low	<input type="checkbox"/>

. Constantly monitor for new Hazards, report problems to show management



**Generic Show / Event Risk Assessment**

**Situation 6: Manual Handling injuries**

<b>Step 1:</b> List the significant Hazards from the situation.		<b>Step 2:</b> Show who may be exposed.		<b>Step 3:</b> Assess the Risk by evaluating each Hazard in turn.	<b>Step 4:</b> Rate the Risk from each Hazard as Likelihood x Severity	
1.	Heavy trail obstacles	Members of public	✓	<b>Likelihood of Harm:</b> 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely.  <b>Severity of Harm:</b> 1 = Minor injury 2 = Injury requiring first aid. 3 = Major injury 4 = Fatal injury.	1.	3 x 2 = 6
2.	Long trail obstacles	Competitors	✓		2.	2 x 3 = 6
3.	Movement of loads over soft surfaces	Visitors	✓		3.	3 x 2 = 6
4.	Untrained persons assisting	Show management	✓		4.	3 x 2 = 6
5.	Upper limb injuries	Disabled persons	✓		5.	3 x 2 = 6
6.					6.	
7.					7.	
8.					8.	
9.					9.	
10.					10.	
11.					11.	
12.					12.	

Risk Rating values above 6 are a priority

**Step 5: Control Measures** - Check all 'safety controls' below are in place & effective **before** starting the event

**Planning.** Liaise with venue management prior to the event in order to clarify available trail equipment and locate adjacent to arena area. Monitor condition of equipment to ensure that damaged poles etc. are not utilised. Where possible utilise mechanical means for equipment movement. Check prior to the event that excessively heavy (over 25kg) items are clarified as multi person lifts.

**Information & Instruction.** Ensure that all show management staff and selected volunteers are fully briefed on kinetic lifting techniques. All those involved with manual handling of event equipment must be physically capable of carrying out kinetic lifting techniques.

**Training & Supervision.** Monitor equipment movements to ensure that mechanical assistance is utilised where possible or kinetic lifting techniques are adhered to. Ensure that those assisting with the movement of equipment are trained to do so.

**Access & Egress.** Ensure that suitable access and egress is maintained at all times during equipment movement. Constantly inspect arena surface for potential fall areas..

**Checks on Plant and Equipment.** Visually inspect all mechanical assistance for soundness before each use. Check condition of all trail equipment for soundness. Monitor gate for ballast weights

**Environment.** Ensure that the equipment storage area is kept clear of equine transit routes, all equipment is to be stored in a manner that will not permit accidental falls onto pedestrians, competitors or horses..

**Emergency Action.** In the event of equipment failure the event must be halted and the damaged equipment removed to a place of safety..

**PPE.** Gloves must be worn during the movement of both timber and metal show equipment..

**Special Procedures.** Trail bridge is to be considered a multi person lift as a last resort and mechanical handling must be investigated in the first instance.

**Prepared by:** PJ Smith (Tech SP)      **Date:** 01 Nov 11      **Reviewed by:**      **Date:**

**Final Assessment:** Safe  Unsafe       **With safety controls in place - Remaining Risk:** High  Med  Low

Constantly monitor for new Hazards, report problems to show management



**Generic Show / Event Risk Assessment**

**Situation 7: Loose Horses**

Step 1: List the significant Hazards from the situation.		Step 2: Show who may be exposed.		Step 3: Assess the Risk by evaluating each Hazard in turn.	Step 4: Rate the Risk from each Hazard as Likelihood x Severity	
1.	Contact with other competitors	Members of public	✓	<b>Likelihood of Harm:</b> 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely.  <b>Severity of Harm:</b> 1 = Minor injury 2 = Injury requiring first aid. 3 = Major injury 4 = Fatal injury.	1.	3 x 3 = 9
2.	Contact with spectators	Competitors	✓		2.	2 x 3 = 6
3.	Contact with other horses	Visitors	✓		3.	3 x 1 = 3
4.	Contact with vehicles	Competitors horses	✓		4.	3 x 2 = 6
5.	Damage to property	Venue resident horses	✓		5.	3 x 2 = 6
6.		Show management	✓		6.	
7.		Disabled persons	✓		7.	
8.		Venue structures	✓		8.	
9.		Vehicles	✓		9.	
10.					10.	
11.					11.	
12.					12.	

Risk Rating values above 6 are a priority

**Step 5: Control Measures** - Check all 'safety controls' below are in place & effective before starting the event

**Planning.** Liaise with venue management prior to the event in order to clarify areas where competitors and horses are permitted. Ensure that spectator exclusion measures are in place. Display clear signage to segregate competitor parking from spectators. Provide horse free access route for spectators

**Information & Instruction.** Display clear instructions at stables, parking and viewing areas informing of segregation measures. Monitor compliance throughout the event...

**Training & Supervision.** All show management team to be verbally briefed on the exclusion and segregation measures in force prior to the event. Ensure that competitors adhere to the exclusion measures with particular regard to attendance at event vendors.

**Access & Egress.** Ensure that suitable access and egress is maintained at all times for safe pedestrian passage. If physical barriers are required ensure that they are suitable for the intended task and will not increase the risk of injury

**Checks on Equipment** Prior to the event commencing ensure that barriers or fencing provided is suitable for the intended purpose, monitor throughout the event. All show / event management team to be aware of the reporting procedure in the event of segregation measure failure. .

**Environment.** Monitor the show /event areas to ensure that objects or actions that could present a threat to equines are removed. Always allow for novice horses and riders..

**Emergency Action.** In the event of a loose horse or horses becoming a threat to spectators, competitors or show management care must be taken to allow the horse or horses to leave the area causing concern of their own accord. Under no circumstances must the show management team attempt to restrain loose horses.

**PPE All competitors are advised to wear suitable head protection when handling, training or warming up horses.**

**Special Procedures.** In the event that a horse or horses become loose the class or training clinic in progress must be halted to allow the horse or horses to exit to a place of safety or become captive under controlled conditions..

<b>Prepared by:</b> PJ Smith (Tech SP)		<b>Date:</b> 01 Nov 11	<b>Reviewed by:</b>	<b>Date:</b>
<b>Final Assessment:</b>	Safe <input checked="" type="checkbox"/>	Unsafe <input type="checkbox"/>	<b>With safety controls in place - Remaining Risk:</b> High <input type="checkbox"/> Med <input checked="" type="checkbox"/> Low <input type="checkbox"/>	

Constantly monitor for new Hazards, report problems to show management



**Generic Show / Event Risk Assessment**

**Situation 8: Injury to members of the public/ spectators**

Step 1: List the significant Hazards from the situation.		Step 2: Show who may be exposed.		Step 3: Assess the Risk by evaluating each Hazard in turn.	Step 4: Rate the Risk from each Hazard as Likelihood x Severity		
1.	Equine Contact	Members of public	✓	<b>Likelihood of Harm:</b> 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely.  <b>Severity of Harm:</b> 1 = Minor injury 2 = Injury requiring first aid. 3 = Major injury 4 = Fatal injury.	1.	3 x 4 = 12	Risk Rating values above 6 are a priority
2.	Slip, trip and fall (Viewing area)	Competitors	✓		2.	2 x 3 = 6	
3.	Slip trip and fall (Parking area)	Visitors	✓		3.	2 x 2 = 4	
4.	Slip, trip and fall (Transit route)	Show management	✓		4.	2 x 2 = 4	
5.	Contact with show operated plant	Disabled persons	✓		5.	2 x 3 = 6	
6.	Manual Handling injuries.				6.	3 x 3 = 9	
7.					7.		
8.					8.		
9.					9.		
10.					10.		
11.					11.		
12.					12.		

**Step 5: Control Measures** - Check all 'safety controls' below are in place & effective before starting the event

**Planning.** Liaise with venue management prior to the event in order to clarify areas where viewing is permitted. Ensure that adequate parking and safe transit routes are clearly defined. Ensure that equine transit routes are where possible segregated from viewing or pedestrian transit routes. Provide suitable location for vendors that maintain segregation from spectators...

**Information & Instruction.** Display clear directions for viewing areas, spectator parking, spectator transit routes and limitations on equine access where required...Only authorised persons to enter competition and warm up areas or utilise plant for levelling or placing trail obstacles.

**Training & Supervision.** All show management team to be verbally briefed on the agreed segregation measures and access limitations for both spectators and competitors.

**Access & Egress.** Ensure that suitable access and egress is maintained for vehicles to parking areas, pedestrians on transit routes and competitors entering arenas..

**Checks on Equipment.** Visually inspect all access routes for suitability before each event. .Ensure that mobile plant remains segregated from viewing areas at all times. Provide safe storage areas for trail equipment

**Environment.** Continually monitor access routes and spectator/ viewing areas for items and surface degradation that has the potential to cause slips, trips and falls. Repair or restrict access as required if damage or obstruction is located

**Emergency Action.** Confirm site First Aid, Fire, Evacuation and Accident Reporting Procedures. Fire muster point to be known. Ensure implication of actions fully understood, not introducing new hazards. Operation of mobile communication equipment verified before leaving office. Ensure that exact location of venue is clearly understood by all members of show /event management.

**PPE Suitable footwear to be worn by show management team, those without suitable footwear must be prevented fro entering equine areas..**

**Special Procedures.** Continual monitoring of the show/ event environment must be carried out for the duration of the event. Injuries to spectators must be recorded on the WES accident documentation..

Prepared by: PJ Smith (Tech SP)

Date: 01 Nov 11

Reviewed by:

Date:

Final Assessment: Safe  Unsafe  With safety controls in place - Remaining Risk: High  Med  Low

Constantly monitor for new Hazards, report problems to show management



**Situation 9: Organised Trail Rides**

Step 1: List the significant Hazards from the situation.		Step 2: Show who may be exposed.		Step 3: Assess the Risk by evaluating each Hazard in turn.	Step 4: Rate the Risk from each Hazard as Likelihood x Severity	
1.	Vehicle Contact	Members of public	✓	<b>Likelihood of Harm:</b> 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely.  <b>Severity of Harm:</b> 1 = Minor injury 2 = Injury requiring first aid. 3 = Major injury 4 = Fatal injury.	1.	3 x 3 = 9
2.	Loose Horse	Riders	✓		2.	2 x 2 = 4
3.	Tack Failure	Pedestrians	✓		3.	2 x 1 = 2
4.	Injuries/ Sickness (Riders)	Horses	✓		4.	2 x 2 = 4
5.	Injuries/ Sickness (Horses)				5.	2 x 2 = 4
6.	Lost Participants				6.	1 x 1 = 1
7.					7.	
8.					8.	
9.					9.	
10.					10.	
11.					11.	
12.					12.	

Risk Rating values above 6 are a priority

**Step 5: Control Measures** - Check all 'safety controls' below are in place & effective **before** starting the ride

**Planning.** Liaise with venue management prior to the event in order to clarify areas where riding is permitted. Ensure that adequate parking, safe transit routes and assembly points are clearly defined. Ensure that equine transit routes are clearly understood by all participants. Ensure that all participants are made aware of the actions to be taken in the event of an emergency.

**Information & Instruction.** Display clear directions for, spectator parking, spectator transit routes and limitations on equine access where required. Ensure that the trail route is either clearly understood by all or provide simple route maps. Riders to be instructed to stay within the capabilities of the most junior rider/ inexperienced horse at all times and remain as a group. Ensure participants and nominated departure point person are aware of the approximate time the ride will take. Ensure that spectators (If applicable) are aware of the need to remain calm and not distress the horses at viewing points.

**Training & Supervision.** Trail ride to be led and followed up by persons capable of taking charge in the event of an emergency. Nominated person to remain at the departure point with mobile phone and vehicle in order to provide assistance if required.

**Access & Egress.** Ensure that suitable access and egress is maintained for vehicles to parking areas, pedestrians on transit routes and riders assembling for the trail ride

**Checks on Equipment.** Visually inspect the trail routes for suitability before each ride. Ensure that all tack is in good condition. Ensure that mobile phone numbers have been exchanged with those providing safety or emergency cover. Basic first aid should be carried by the ride leader.

**Environment.** Continually monitor trail routes and spectator/ viewing areas for items and surface degradation that has the potential to cause slips, trips, falls or injuries to horse or rider. Repair or restrict access as required if damage or obstruction is located.

**Emergency Action.** Person in control of the trail ride and one other to carry mobile phones that are capable of use for the complete trail route. Person in charge to carry spare head collar, lead rope and hoof pick. In the event of a problem on the trail ride **ALL** participants are to return, the ride should not be split without adequate controls in place.

**PPE** If trail route is to take place either partially or fully on vehicle access routes then high visibility clothing must be worn by all riders or horses. Helmets should be worn by all participants however children **must** wear suitable helmets.

**Special Procedures.** Trail ride organiser to ensure that all horses are of a suitable fitness standard required for the duration and complexity of the ride. Ensure that all riders with medical needs have sufficient medication to cover the duration of the ride.

Prepared by: PJ Smith (Tech SP)      Date: 01 Nov 11      Reviewed by:      Date:

Final Assessment:    Safe     Unsafe       With safety controls in place - Remaining Risk: High     Med     Low

Constantly monitor for new Hazards, report problems to ride management / WES Safety Manager



**Generic Show / Event Risk Assessment**

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