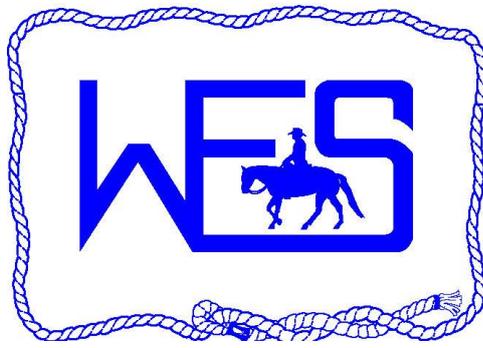




Organising a Western Event Health & Safety Policy

Revised March 2012



HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety Policy Statement recognises The Western Equestrian Society's obligations under the Health and Safety at Work etc. Act 1974. This policy statement and the Health and Safety documentation detailing the means of implementing the policy are in respect of The Western Equestrian Society and its operations.

The Western Equestrian Society. has a moral and legal obligation to safeguard, so far as is reasonably practicable, the Health, Safety and Welfare of their members and anyone who may be affected by the actions of the society, its members, or as a result of The Western Equestrian Society activities. The Western Equestrian Society fully accepts their obligations and responsibilities, which will be achieved by:

- Meeting its responsibilities to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe competition or training environments that are without risks to Health, Safety and Welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all members play an active part in the Health and Safety of the Society by consulting with them and providing them with adequate information, instruction, training and management for them to understand their role within the Society.
- Setting standards that comply with the relevant statutory requirements relating to Health, Safety and Welfare with regard to the effect on competitors, show management, visitors and the public.
- Safeguard members and others from foreseeable hazards connected with equine activities, so far as is reasonably practicable.
- Ensuring that hazardous areas are kept secure from access by members and the public, not required to enter them.
- Ensuring that when new activities, plant, machinery, equipment, procedures or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment utilised during equine activities is maintained in a safe condition .
- Ensuring that volunteers undertaking assistance for the society are informed of the relevant standards required and are monitored to ensure compliance.
- Ensuring that sufficient financial and physical resources are supplied to comply with this policy and legal requirements.

Members are required to cooperate with the society not only to ensure their personal safety, but also to ensure they do not place others who may be affected by their actions at risk.

The society will communicate this Health and Safety Policy to all members, and it will be displayed at all events for viewing by the general public. This Policy will be reviewed annually and updated as required to conform to current legislation.

This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the society.

The members of the Western Equestrian Society Council will enforce this Policy.

The Society Health and Safety Officer is personally responsible for the monitoring of Health and Safety performance of the society

Signed: *PJ Smith...*

Date: 1st December 2011

On behalf of the Western Equestrian Society

Patrick Smith WES member A3441 WES Health and Safety Officer

Guidelines for the Development of *Risk Management Policies and Plans* for the Western Equestrian Society

Note: This document and others related to it will be updated from time to time.

Risk Management Policy

A Risk Management **Policy** is the overall guideline for how an organisation will manage its risks. The management of risk is an integral part of the management process. A risk policy itself does not contain details of the risks identified. They should be recorded in a schedule together with the decisions on how to treat them.

A Risk Management Policy should record the organisation's commitments to the following:

To establish, implement and maintain a risk management system with the aim of reducing risk and providing a reasonably safe environment for members, other participants and the general public.

The risk management system should ensure that the organisation;

- Carries out a risk assessment of the organisation and of its activities at least once a year
- Prepares a schedule that details the identified risks and the organisation's response to them.
- Reviews risk schedules at least once a year between full risk assessments.
- Follows the appropriate rules and regulations in respect of competition and to comply with all safety and risk management requirements of the Western Equestrian Society
- Writes and implements an event risk management plan/manual for its events ensuring that Organisers meet certain requirements.

Note: The WES Risk Management Manual may serve as a basic guide to the design of a risk management system.

Risk Management Plan (or Manual)

The overall Risk Management Plan for the Western Equestrian Society will address more aspects than just equestrian events. It should look at the human, financial and other resources of the organisation and the risks that are related to these. For the purposes of this plan, however, I will restrict discussion to the organisation and running of events.

The plan can be written in the form of a manual that is used by event organisers.

Requirements will obviously vary in detail depending on the type and size of the event and the discipline(s) involved but all plans/manuals will have common features.

The manual needs to include provisions for:

- The appointment of a person responsible for safety and risk management at the event
(where no one in particular is appointed, the show manager assumes this responsibility).
- Contact details of emergency personnel and agencies such as first aid and ambulance services, police and fire brigade, nearby hospitals, treating vet, farrier, etc.
- Provision on-site of some of these services, possibly including an emergency management system that outlines what should happen.
- The identification of risks for the event, including the competition(s) and, of course, the venue. (See sample checklist; not all items may apply; on the other hand, the event may have additional aspects that need to be considered.
- The documentation of the measures proposed to deal with the identified risk.
- The physical inspection of facilities and equipment. (This may have been covered in the checklist.) Again, the scope of these will depend on the type and size of the event. There should be an initial safety inspection in any case, possibly followed by further inspections of some or all of the venue areas.
- The documentation of inspections, including any corrective action taken.
- This can be done on the checklist or a separate sheet.
- A system to ensure the waiver/release forms are signed by participants as appropriate.
- An incident reporting system that is communicated to all involved in the event.
- An incident/accident investigation system that helps prevent a recurrence of the incident.
- Suitable forms for all of the above.
-

The plan/manual must pay particular attention to horse-related matters, including stabling/ yarding/ tethering requirements; separation of the public from horses including in parking areas; control of traffic (horse, pedestrian, vehicle) and control of children and small animals; etc.

The sample Risk Management Plan provided is based on the general activities and requirements of the usual Western Equestrian Society events..

It may not cover what your event needs to consider, as requirements will vary from venue to venue.

In the event of serious shortcomings within the plan contact should be made with the Society Safety Officer.

WESTERN EQUESTRIAN SOCIETY EVENT RISK MANAGEMENT PLAN

The plan is intended to provide for a reasonably safe environment for people and horses. It must be recognised, however, that the handling and riding of horses is a dangerous activity and can result in serious injury and loss.

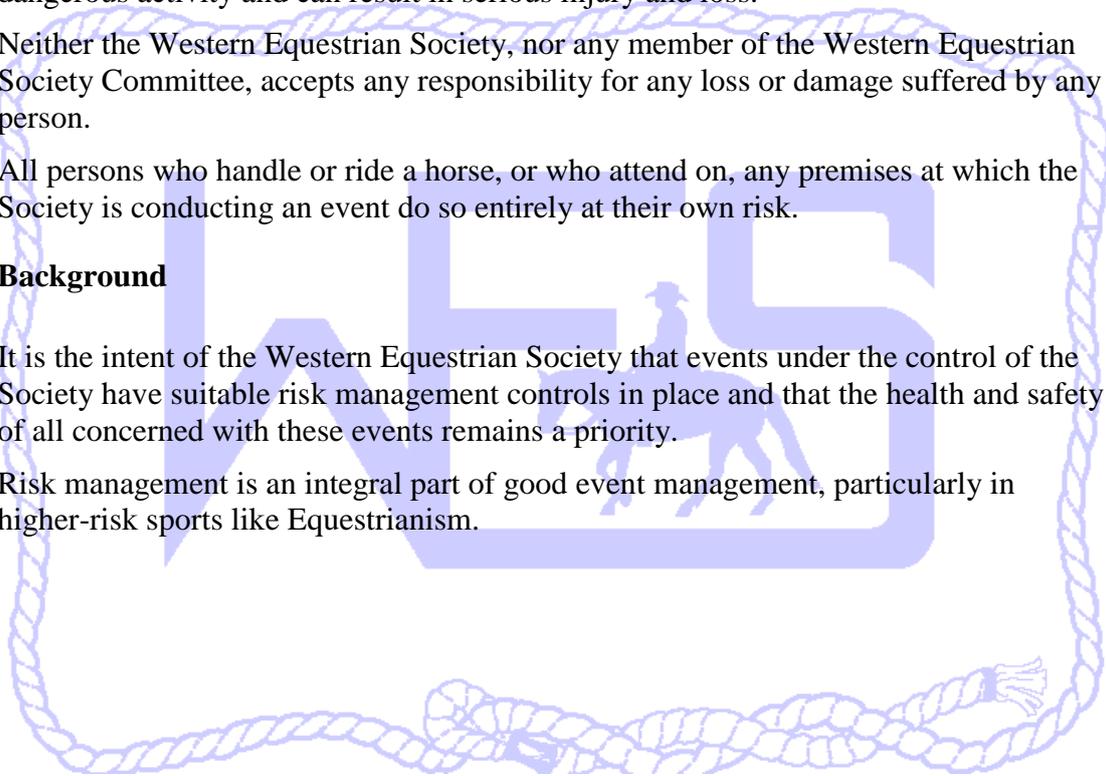
Neither the Western Equestrian Society, nor any member of the Western Equestrian Society Committee, accepts any responsibility for any loss or damage suffered by any person.

All persons who handle or ride a horse, or who attend on, any premises at which the Society is conducting an event do so entirely at their own risk.

Background

It is the intent of the Western Equestrian Society that events under the control of the Society have suitable risk management controls in place and that the health and safety of all concerned with these events remains a priority.

Risk management is an integral part of good event management, particularly in higher-risk sports like Equestrianism.



General

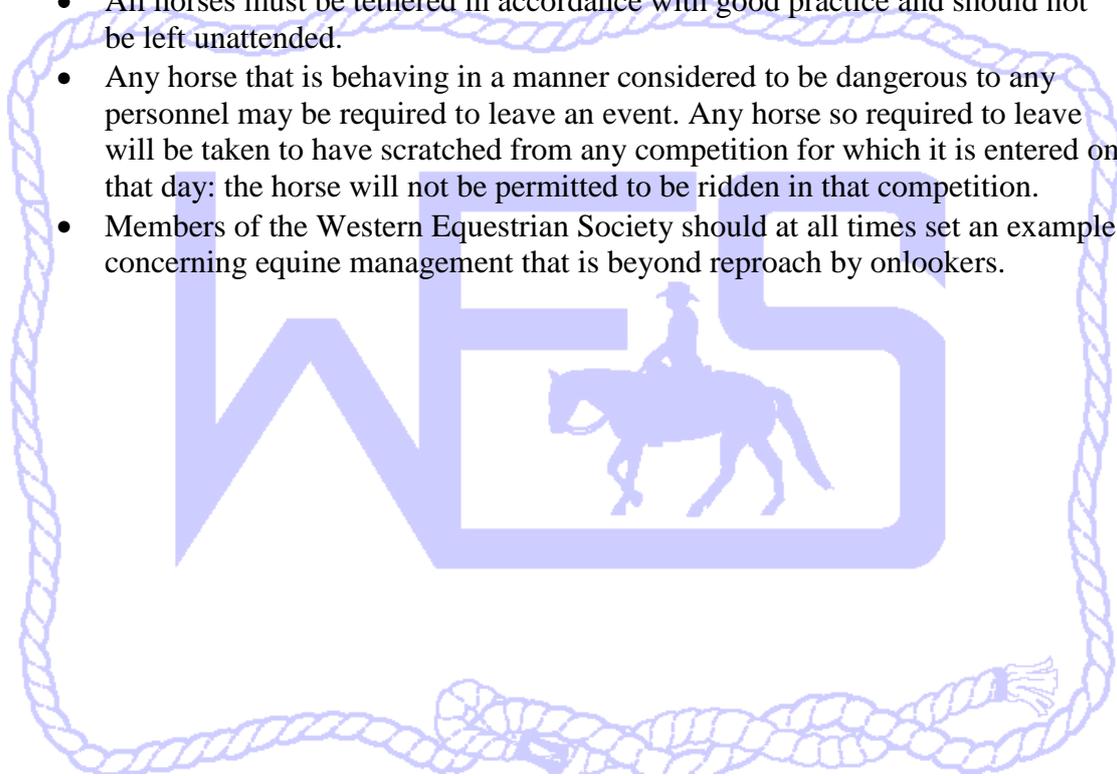
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- At Western Equestrian Society events and other activities, the Safety Officer or the delegated official of the day, or any committee member in attendance on the day, each have the authority of the council to make any decision necessary in relation to any matter concerning safety.
- The Safety Officer, the Venue Manager and at least one other member of the event organising committee should inspect all areas of the venue that are likely to be used. If necessary, they will discuss with the venue manager/property owner any potential hazards that require attention before the event is run.
- Inspections of higher-risk areas (e.g. lorry parking, spectator areas, catering and meal areas) should be repeated during the event as appropriate.
- All events must follow the rules of the Western Equestrian Society. This includes “Affiliated” / “Approved” shows and clinics where intent of the rules must still apply.
- Volunteers and other event personnel must have the required experience and knowledge or must be appropriately trained and supervised before commencing duties.
- All event personnel should know and understand safety procedures.
- Unusual occurrences must be recorded for future safety considerations, these observations must be passed in writing to the Safety Officer.
- The Organising Committee must have appropriate crisis management documentation.
- There must be a list of emergency services contact details.
- First Aid kits and basic veterinary tools should be on site and easily accessible.
- All participants should sign waiver/release forms.
- Dogs must be on a lead at all times. Dogs that are creating a nuisance (e.g. barking or lunging at people or animals) must be removed from the premises if so directed.

Venue

- The venue must meet all safety requirements of the event.
- Arena(s): Arenas must be defined clearly and use appropriate surrounds. The warm up area (if available) must be carefully controlled to ensure that overcrowding does not occur and that warm up activities do not affect the safety of others in this area.
- The arena, warm up area and collecting ring must remain completely free of spectators, trainers, assistants, friends and family at all times, only competitors are to enter these areas.
- .Collecting ring: This area must be of a suitable size to cater for the anticipated class sizes at the event. The use of the collecting ring must be restricted to those competitors that are immediately due to enter the main ring and will remain under the control of the collecting ring steward.
- Parking: Parking areas must be safe and of sufficient size to permit safe movement of vehicles at all times. Where possible segregated parking for competitors and spectators should be implemented.
- Spectators: Spectators attend at their own risk. However this risk must be managed by providing safe viewing areas. This must now comply with DDA legislation in that suitable access and viewing must be provided for those who have mobility/ sensory problems.
- Entry to and exit from the venue should be safe for trucks and trailers.
- Traffic: Vehicle, spectator and horse traffic should be kept separate and should be controlled or at least clearly marked where they intersect.
- .Welfare: Suitable and adequate toilet and washing arrangements must be available to cater for both competitors and spectators; again these facilities must comply with DDA legislation.
- Food vendor and trade stand locations must be carefully considered to ensure that pedestrian/equine segregation is maintained.
- Debris and waste generated from the food vendors and trade stands must be contained within bins with secured lids, ensure these bins are emptied at regular intervals.
- Restrictions on the use of large flags and banners within equine transit routes should be implemented.
- Camping: Where electricity/gas is available these must be stored appropriately and all cables/pipes properly covered and/or fenced.
- Similar precautions relating to electricity and gas apply elsewhere. Trailing power leads and speaker leads for commentary use must be protected to avoid damage and interfering with horse access routes.
- Horse accommodation: Horse accommodation (stables, yards) must be of a structure complying with current standards for horses.
- Electric fencing must be sign-posted
- Emergency personnel: Appropriate personnel (first aider, vet, etc.) should attend where required by the rules or the Safety Officer.

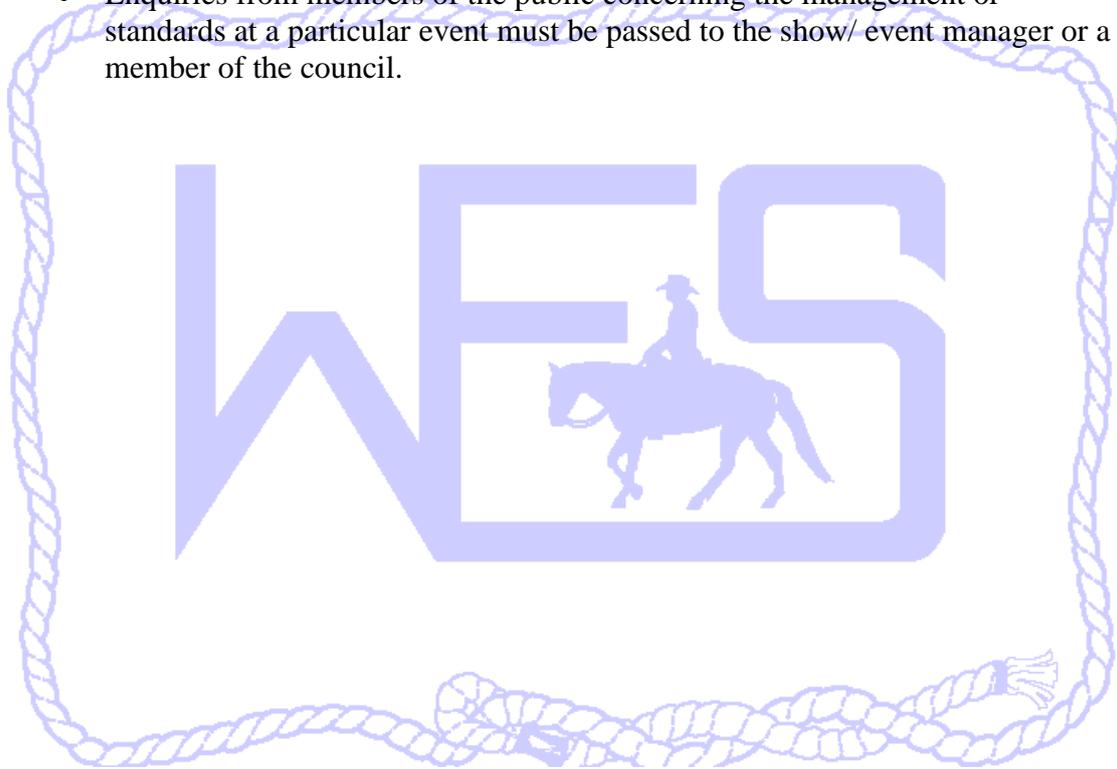
Truck/ Lorry/ Trailer Parking

- Vehicle drivers must ensure that horse transport is parked a sufficient distance from other vehicles to enable a horse to be tethered to vehicles and to move around without coming so close to another horse as to permit one horse to kick the other or to damage vehicles.
- Parking should be organized in a way that does not block the exit for others.
- If a tethered horse is known to have a propensity to kick or engage in any activity that might be a danger to a passer by, that horse must be attended by a suitably experienced person at all times whilst it is tethered.
- All horses must be tethered in accordance with good practice and should not be left unattended.
- Any horse that is behaving in a manner considered to be dangerous to any personnel may be required to leave an event. Any horse so required to leave will be taken to have scratched from any competition for which it is entered on that day: the horse will not be permitted to be ridden in that competition.
- Members of the Western Equestrian Society should at all times set an example concerning equine management that is beyond reproach by onlookers.



The Public

- There are no restrictions on members of the general public attending any Western Equestrian Society event. It should be assumed that members of the general public are not familiar with the behaviour of horses and do not know how to handle them or how to behave in their presence.
- Accordingly, persons riding or handling a horse must be especially alert for the presence of members of the general public (including in particular children).
- Members of the public should not, as a general rule, be permitted to enter an area that is occupied by competitors. This will include parking areas, areas where horses are tethered or being walked, stables, washing and warm up areas.
- Enquiries from members of the public concerning the management or standards at a particular event must be passed to the show/ event manager or a member of the council.



Emergency contacts

Venue Manager

Western Equestrian Society responsible Person

Ambulance 999

Fire 999

Police 999

Hospitals:

Address :

Tel :

Electrician

Plumber

Vet

Farrier



(Below are some examples of special considerations.)

Trail Classes

- The horse warm-up area(s) must be adequate for the number of horses.
- The number of horses in the warm-up area needs to be controlled to avoid potential accidents.
- Spectators must stay within assigned areas.
- Arena surrounds are safe.
- All obstacles utilised within the trail class are deemed acceptable under the Western Equestrian Society rules
- Obstacles utilised within the trail class must be in good condition and not likely to cause injury to both horse and rider. (Cones used must be of a collapsible material, Logs should not have defects, and gates must be well weighted to prevent collapse during operation.)
- Arena doors should be secured prior to individual riders competing.

Reining Classes and Western Riding Classes

- Surfaces utilised for this discipline must be suitable and without soft spots, event management and the judge should inspect the surface prior to commencement of this type of class.
- Careful monitoring of the surface condition must continue as the class progress.
- If at any time the Judge, Event Manager or a member of Council has reservations concerning the surface then it will be inspected and levelled accordingly.
- All obstacles utilised in previous classes must be removed from the arena prior to this style of class.
- Arena doors should be secured prior to individual riders competing.
- In the event of combined displays then doors should be secured following entrance of the display rider/ horse combinations

Prepared By; Patrick Smith (Tech SP)

Reviewed December 2012

Western Equestrian Society Risk Management Guide

What is Risk Management?

In our everyday lives, we face risks and we make judgements about whether we will accept these risks. For example, every time we sit behind the wheel of a vehicle, we accept that there is a chance of being injured in an accident, but we make a conscious decision that the benefits outweigh the risks.

However, organisations that invite people to participate in their activities have a responsibility to ensure that these activities are free from risk of injury and are as safe as reasonably possible. This responsibility is expressed in legislation such as the “Health and Safety at Work Act etc. 1974” as having a “**Duty of Care**”.

It is very important that this duty of care is taken seriously and that you do all that is reasonably possible to make sure that you comply with this duty.

Risk Management is all about identifying those risks associated with your activities that may result in injury to another person or damage to their property.

It is then the process you put in place to either remove the risk or minimise the risk to an acceptable level.

In this manual, we will provide you with some essential tools to assist in developing your own risk strategy that is particular to your activities. You are in the best position to assess your risks, as only you know the extent of your activities and those risks that may be peculiar to your circumstances.

Benefits of an effective Risk Management program.

There are a number of benefits and all are equally important.

Firstly, when an insurance company assesses both the premium and the acceptance of a cover, the factors that control their decision are the class of risk and the claims experience of the client.

It is not only the size of the claims but the frequency and number of claims which will be taken into consideration.

Obviously, if there is in place an effective risk management strategy, which reduces the frequency of claims and the number of incidents that could result in claims, then an insurer is more likely to give the insurance greater consideration.

Secondly, serious injuries not only affect the injured person but can impact on their family and friends as well. We have seen examples in the media of the trauma that these people experience and the effect on their quality of life. The financial impact is only one part of the problem but the social impact on the community is far reaching.

One effect of serious injuries is often overlooked and that is the emotional effect on those people involved in the activity which resulted in the injury, namely your show management and volunteers etc. This effect cannot often be measured but nevertheless it has a very real consequence.

Lastly, in these days of media scrutiny, injuries can have a significant effect on the reputation of your sport. As you are aware, there is much competition, particularly in the junior ranks, between sporting bodies trying to attract the future champions to their sport. If a sport is seen to be unsafe, it is unlikely to attract future participants.

Rules and Regulations

Before addressing the principles and strategies of Risk Management, we need to first deal with the issue of the rules and regulations that govern your sport.

The Western Equestrian Society has detailed rules and regulations that govern the way in which the sport will be controlled in the UK. It is imperative that all show/clinic providers, council members, trainers, officials, volunteers, members and others that participate in the sport, are fully aware of these rules and regulations and ensure that they are adhered to in the sport's administration and participation.

These, by their very nature, have inherent risk management elements as they put in place measures and requirements that control the way the sport is conducted. The rules provide a consistent approach to the conduct of participants and the show/ clinic providers and reduce the exposure that would result from a lack of control.

It is a vital part of any risk management procedure that any rules and regulations are strictly adhered to and it is imperative that all concerned are fully aware of the requirements.



Key components of Risk Management

There are 3 basic components of Risk Management and they are as follows:

- 1. Risk Identification**
- 2. Risk Measurement**
- 3. Management of the risk**

Having completed a review of each of the components, there are generally 2 outcomes:

- 1. A Loss Control Prevention Program**
- 2. Risk Financing**

In conjunction with these components, there are also strategies that you can use in the risk assessment process, which will have a significant effect on the type of risk management plan you decide to put in place.

Risk Management Strategies

There are 5 strategies when you are considering the risks associated with the sport and they are:

- 1. Risk Avoidance**
- 2. Risk Reduction**
- 3. Risk Acceptance**
- 4. Risk Transfer**
- 5. Insurance**

Risk Avoidance

This simply means can the risk be totally avoided. Can the activity be changed in such a way to completely remove any risk of injury or property damage?

Risk Reduction

Having identified a risk and having made the decision that it cannot be avoided; can the risk be reduced so that the impact is contained? This can be done in a number of ways, which will be discussed later.

Risk Acceptance

There are times when the risks associated with an activity are inherent and part of the activity that make it attractive. These cannot generally be removed or reduced but have to be accepted and acknowledged.

Risk Transfer

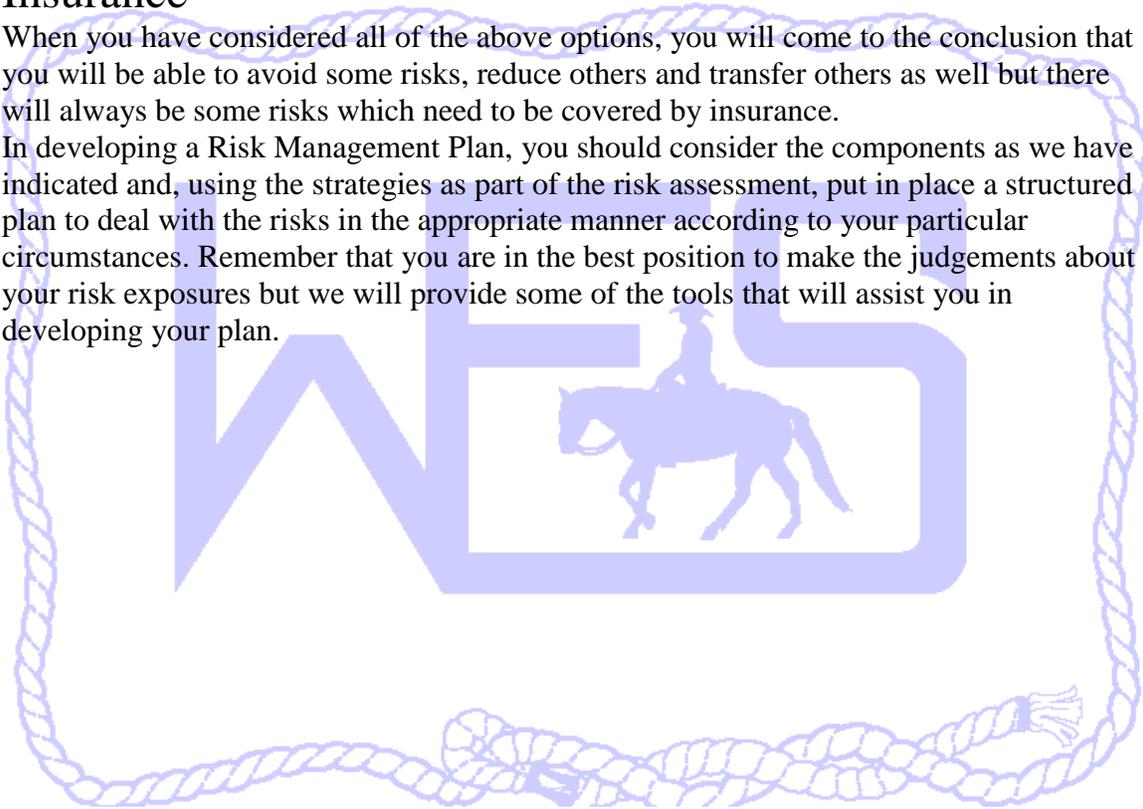
This strategy is all about making another party or organisation responsible for the identified risk exposure. An example of this would be the use of service providers at show events. You may ask the local food outlet to provide food for sale at the event. Although this will be seen as part of your risk exposure, you do not have any control over the quality or preparation of the food.

In this case, you would seek to transfer the risk to the provider by insisting they have the appropriate insurance coverage, noting your interests to cover the aspects of their involvement in your event. This can apply to any supplier or provider of goods and services where the control over the safety aspects is under their control.

Insurance

When you have considered all of the above options, you will come to the conclusion that you will be able to avoid some risks, reduce others and transfer others as well but there will always be some risks which need to be covered by insurance.

In developing a Risk Management Plan, you should consider the components as we have indicated and, using the strategies as part of the risk assessment, put in place a structured plan to deal with the risks in the appropriate manner according to your particular circumstances. Remember that you are in the best position to make the judgements about your risk exposures but we will provide some of the tools that will assist you in developing your plan.



Risk Identification

The first step to managing risk is identifying the exposures that are present in your activities. These can take a number of forms and they are as follows:

1. **Physical Hazards** and
2. **Management systems/training**

Physical Hazards

These are the most obvious causes of risk to participants, spectators and officials/volunteers. In many cases, they can be controlled by having an effective system where **inspections** are carried out prior to the events/activities and on a regular basis during events.

Why are inspections necessary?

1. To identify and eliminate transient hazards
2. They check hazard control measures
3. Because conditions change
4. Because changes have effects
5. They measure safety performance
6. They detect management deficiencies
7. They demonstrate your commitment

The control of physical hazards that have the potential to cause injury is essential in reducing your exposure to claims. By having an inspection program, you have the opportunity to identify the areas of risk and take the appropriate steps to manage these risks, before they become the cause of a claim.

Each activity will have its own risks but some examples of physical hazards are as follows:

Competition arena

1. Is the ground surface in good condition and free of hazards such as holes, rocks, soft spots, trail equipment and other obstructions including other animals?
2. Is the fencing appropriate for the activity for the protection of both participant and spectators?
3. Is the size of the arena appropriate for the number of participants?
4. If there is trail or other equipment of any kind, are they in good repair and safe condition?
5. Is the collecting/warm up area for competitors free from ground obstructions and appropriate for the number of competitors?

Spectator area

1. Is the designated area ground surface free from obstructions as above?
2. Are all spectator traffic areas clear, safe and well sign posted?
3. Are any viewing structures in good condition and well maintained?
4. Are there barriers between spectators and horses?
5. Is there appropriate signage clearly showing spectator areas and restrictions?
6. Are there any barriers or officials preventing access to non removable physical hazards

Vehicle areas

1. Is there a designated area for vehicles and is this free from obstructions?
 2. Is this area removed from the horse traffic area?
 3. Is there clear emergency access to both the show and viewing areas?
- The above examples are only a guide and when you carry out the inspections, you should develop your own checklist to ensure that all of those potential risks that are peculiar to your activities are noted and dealt with.

Management systems & training

While it is very common to view risk management as dealing with the physical hazards, there are risks associated with the manner in which you manage your activities, your procedures and systems and your training programs.

The following are some examples of this that will impact on your risks:

1. In addition to the Western equestrian Society rules and regulations, do you have a “Code of Conduct”? How do you ensure that all competitors are aware of these rules and codes and how do you enforce their compliance?
2. How do you police the wearing of appropriate clothing and protection for competitors?
3. Do you have a standard of apparel and protection for official, volunteers etc and how do you police compliance?
4. What training do you provide to officials, volunteers, etc. to ensure they carry out their duties in the appropriate way?
5. Do you have a disclaimer printed on the entry forms, schedule or tickets?
6. Do you have appropriate signage at entry points to the event and restricted areas?
7. Do you review the site layout to ensure that conflicting risk areas are kept separate or are controlled, i.e. horses away from spectators, horses away from vehicles, animals such as dogs away from horses?

This is not, by any means, an exhaustive list but is a start point and you will need to review your procedures and systems for any other exposures

Risk Measurement

Now having identified the risks, the next step is to measure the possible outcome, ie is the risk likely to cause serious injury, minor injury, damage to property etc. This is an essential element of the process, as it will dictate the action and the timing of the action that you will need to take.

It is important that you consider the worst-case scenario particularly in the case of potential injury as it can be a fine line between a minor injury and a major injury. For example, falling off a horse may, in some cases, cause a minor injury but, depending on the circumstances, this injury can be more serious. As such, you need to not only consider the fall but take into consideration the environment as well.

Risk Management – Management/Loss Control Prevention Program

The next step is how you deal with the information that you have gathered as part of the assessment process. To assist with the process, there is included a "**Risk Priority Chart**" that will give you a guide to matching the likelihood to the consequences and a "**Simple Risk Assessment**" form to assist in the assessment process.

RISK PRIORITY CHART

LIKELIHOOD: CONSEQUENCES: How severely could it hurt someone?
How likely is it that it will occur?

RISK PRIORITY CHART

LIKELIHOOD: How likely is it that it will occur?	CONSEQUENCES: How severely could it hurt someone?			
	EXTREME (Death, permanent disablement)	MAJOR (Serious bodily injury)	MODERATE (Casualty treatment)	MINOR (First aid only)
VERY LIKELY (Could happen frequently)	1	2	3	4
LIKELY (Could happen occasionally)	2	3	4	5
UNLIKELY (Could happen, but rare)	3	4	5	6
VERY UNLIKELY (Could happen, probably never will)	4	5	6	7

This stage of the risk assessment is a way of ranking risks in terms of their priorities. The risk scores obtained have no absolute value. This chart **ONLY** ranks the risks.

The scores (1-7) in the risk priority chart indicate how important it is to do something about each risk, as follows:

Score Action

1, 2 or 3 Do something about these risks immediately

4 or 5 Do something about these risks as soon as possible

6 or 7 These risks may not need immediate attention

Simple Risk Assessment

Identify Risk Issue(s)?

“What would happen if ...?”

“Is it possible that ...?”

“Could somebody ...?”

Identify Cause(s)? Think what could cause the issue to occur.

Impact?

What could be the consequences?

What is the likelihood of it occurring?

Rank of the Risk? Refer to Risk Priority Chart

Controls – Are they adequate

Are there any existing controls?

Are they adequate?

Think what could prevent or reduce this impact – does it work?

Recommended Actions

Practical steps to prevent the cause (remove the risk) or lesson the impact.

Action Priority / timing?

Use the Risk Priority Chart to prioritise the timing for the actions to treat the risk

Risk Management Action Plan

It is now imperative that, having collected all of the information in relation to your risks, you put in place an action plan to ensure that the hazards are remedied or are scheduled for remedy. The action plan can be in the form of a Risk Management and Control Schedule (sample available).

Your Risk Management Action Plan should then be a document that is under constant review. Your risks will change from time to time and, with the inspection program, these actions will need to be updated to maintain the control over the risk exposures.

The importance of a continuing education program for your members, officials, volunteers and council members in the importance of maintaining a diligent approach to risk management is of a vital importance.

These people are the key to the success of your Action Plan.

There are always likely to be situations that may result in an incident that inevitably results in injury. The last component of Risk Management is “**Risk Financing**”.

The most commonly used method is to take out insurance to cover those inevitable claims that will occur from time to time.

An effective Risk Management Plan will help protect that insurance from being exposed to claims that could have been prevented. It is in your best interest to protect your cover in order to provide the greatest chance of its continuance.

The final component of your program is to assess the success of your actions. Should an incident occur (whether it results in an injury/property damage or not), it is important to review the details and circumstances surrounding the incident, to evaluate whether your processes and/or your Action Plan have failed or other processes need to be put in place to prevent the incident recurring.

Summary

I am sure when this document is first read, the task will seem like an onerous undertaking, but once the principles and processes are adopted, it will become second nature and in time will be a natural part of way you conduct your activities.

Remember that the benefits are substantial and are not just financial. The emotional cost of accidents to the community and to each person is impossible to measure. By reducing the potential for these accidents to occur, we can minimise this effect on the community and benefit all.

Paddy Smith (Tech SP)

December 2011

WESTERN EQUESTRIAN SOCIETY EVENT RISK MANAGEMENT PLAN / MANUAL

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Venue

- The venue must meet all safety requirements of the event.
- Arena(s): Arenas must be defined clearly and use appropriate surrounds. The warm up area (if available) must be carefully controlled to ensure that overcrowding does not occur and that warm up activities do not affect the safety of others in this area.

The arena, warm up area and collecting ring must remain completely free of spectators, trainers, assistants, friends and family at all times, only competitors are to enter these areas.

. Collecting ring: This area must be of a suitable size to cater for the anticipated class sizes at the event. The use of the collecting ring must be restricted to those competitors that are immediately due to enter the main ring and will remain under the control of the collecting ring steward.

- Parking: Parking areas must be safe and of sufficient size to permit safe movement of vehicles at all times. Where possible segregated parking for competitors and spectators should be implemented.
 - Spectators: Spectators attend at their own risk. However this risk must be managed by providing safe viewing areas. This must now comply with DDA legislation in that suitable access and viewing must be provided for those who have mobility/ sensory problems.
 - Entry to and exit from the venue should be safe for trucks and trailers.
 - Traffic: Vehicle, spectator and horse traffic should be kept separate and should be controlled or at least clearly marked where they intersect.
 - . Welfare: Suitable and adequate toilet and washing arrangements must be available to cater for both competitors and spectators; again these facilities must comply with DDA legislation.
-
- Camping: Where electricity/gas is available these must be stored appropriately and all cables/pipes properly covered and/or fenced.
 - Similar precautions relating to electricity and gas apply elsewhere. Trailing power leads and speaker leads for commentary use must be protected to avoid damage and interfering with horse access routes
 - Horse accommodation: Horse accommodation (stables, yards) must be of a structure complying with current standards for horses.
 - Electric fencing must be sign-posted
 - Emergency personnel: Appropriate personnel (first aider, vet, etc.) should attend where required by the rules or the Safety Officer.

Truck/ lorry/ trailer Parking

- Vehicle drivers must ensure that horse transport is parked a sufficient distance from other vehicles to enable a horse to be tethered to vehicles and to move around without coming so close to another horse as to permit one horse to kick the other or to damage vehicles.
- Parking should be organized in a way that does not block the exit for others.
- If a tethered horse is known to have a propensity to kick or engage in any activity that might be a danger to a passer by, that horse must be attended by a suitably experienced person at all times whilst it is tethered.
- All horses must be tethered in accordance with good practice and should not be left unattended.
- Any horse that is behaving in a manner considered to be dangerous to any personnel may be required to leave an event. Any horse so required to leave will be taken to have scratched from any competition for which it is entered on that day: the horse will not be permitted to be ridden in that competition.
- Members of the Western Equestrian Society should at all times set an example concerning equine management that is beyond reproach by onlookers.

The Public

- There are no restrictions on members of the general public attending any Western Equestrian Society event. It should be assumed that members of the general public are not familiar with the behaviour of horses and do not know how to handle them or how to behave in their presence.
- Accordingly, persons riding or handling a horse must be especially alert for the presence of members of the general public (including in particular children).
- Members of the public should not, as a general rule, be permitted to enter an area that is occupied by competitors. This will include parking areas, areas where horses are tethered or being walked, stables, washing and warm up areas.
- Enquiries from members of the public concerning the management or standards at a particular event must be passed to the show/ event manager or a member of the council.

Emergency contacts

Ambulance 999

Fire 999

Police 999

Hospitals: Address :

Tel :

Address :

Tel :

Electrician

Plumber

(Below are some examples of special considerations.)

Trail Classes

- The horse warm-up area(s) must be adequate for the number of horses.
- The number of horses in the warm-up area needs to be controlled to avoid potential accidents.
- Gates to warm up and main arena areas must be secured when in use
- Spectators must stay within assigned areas.
- Arena surrounds are safe.
- All obstacles utilised within the trail class are deemed acceptable under the Western Equestrian Society rules
- Obstacles utilised within the trail class must be in good condition and not likely to cause injury to both horse and rider. (Cones used must be of a collapsible material, Logs should not have defects, and gates must be well weighted to prevent collapse during operation.)

Reining classes

- Surfaces utilised for this discipline must be suitable and without soft spots, event management and the judge should inspect the surface prior to commencement of this type of class.
- Careful monitoring of the surface condition must continue as the classes' progress.
- If at any time the judge, event manager or a member of council has reservations concerning the surface then it will be inspected and levelled accordingly.
- All obstacles utilised in previous classes must be removed from the arena prior to this style of class.



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	✓	Likelihood of Harm: 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely. Severity of Harm: 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	✓	Likelihood of Harm: 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely. Severity of Harm: 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	✓	Likelihood of Harm: 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely. Severity of Harm: 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

Prepared by: PJ Smith (Tech SP)			Date: 01 Nov 11		Reviewed by:			Date:				
Final Assessment:	Safe	X	Unsafe	<input type="checkbox"/>	With safety controls in place - Remaining Risk: 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	✓	Likelihood of Harm: 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely. Severity of Harm: 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..

Prepared by: PJ Smith (Tech SP)			Date: 01 Nov 11		Reviewed by:			Date:				
Final Assessment:	Safe	X	Unsafe	<input type="checkbox"/>	With safety controls in place - Remaining Risk: 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	✓	Likelihood of Harm: 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely. Severity of Harm: 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..

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

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.	Heavy trail obstacles	Members of public	✓	Likelihood of Harm: 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely. Severity of Harm: 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	✓	Likelihood of Harm: 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely. Severity of Harm: 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..

Prepared by: PJ Smith (Tech SP)		Date: 01 Nov 11	Reviewed by:	Date:
Final Assessment:	Safe <input checked="" type="checkbox"/>	Unsafe <input type="checkbox"/>	With safety controls in place - Remaining Risk: 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	✓	Likelihood of Harm: 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely. Severity of Harm: 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	✓	Likelihood of Harm: 1 = Extremely unlikely to occur 2 = Unlikely. 3 = Likely. 4 = Very likely. 5 = Highly likely. Severity of Harm: 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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