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| **This is the statement of general policy and arrangements for:** | Wye Valley RC – Events at Howick Farm, Itton. |
| **Overall and final responsibility for health and safety is that of:** | WVRC Health and Safety Officer |
| **Day-to-day responsibility for ensuring this policy is put into practice is delegated to:** | Name of Organiser: Eleanor Corney |

| **Statement of General Policy** | **Responsibility of (Name / Title)** | **Action / Arrangements** | |
| --- | --- | --- | --- |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from event activities | *Organiser* | *Briefing before start of event.* | |
| To provide adequate training to ensure volunteers and officials are competent to do their work | *Organiser* | *Briefing before start of event.* | |
| To engage and consult with stakeholders on day-to-day health and safety conditions and provide advice and supervision on occupational health | *Organiser* |  | |
| To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below) | *Organiser* | Event held outdoors | |
| To maintain safe and healthy event conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances. Conduct sporting activity in accordance with rules and current best practice. | *Organiser* | Event runs under BRC Rules | |
| Health and safety / Event Plan / Emergency Plan available at event | *Organiser* | Drafted by organiser and available at event for reference. | |
| First-aid box and accident book are located:  Accidents and ill health reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below) | *Organiser* | Held by Training Coordinator (Janet Peters) who will be present at event. | |
| Signed: Club Official / Organiser |  | Date : | 8 May 2019 |
| Subject to review, monitoring and revision by: | Organiser | Every : | Prior to each event |

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

**Risk assessment for WVRC competitions held at Howick, 2019**

**Organisation name: Wye Valley RC**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *Example Access* | *Officials, volunteers, horses and those attending the event may be injured by the movement of vehicles onto the venue through collision with each other.* | *Provide adequate width and siting of entrance off main road supervised by stewards in hi-visibility clothing with warning signs placed 200m either side of the entrance.* | *Brief stewards to continue to assess traffic movement, congestion and any issues with mud on the roads.* | *Organiser & Stewards to monitor* |  |  |
| Access: *Vehicle collision* | Horses, competitors, officials and the general public may be injured by the collision. | Provide adequate width of entrance. Access from main road marked with WVRC signs. |  | *Organiser & Stewards to monitor* | 22 May |  |
| Egress: *Vehicle collision,*  *Congestion* | Horses, competitors, officials and the general public may be injured by the collision and/or congestion. | Provide adequate width of entrance |  | *Organiser & Stewards to monitor* | 22 May |  |
| Event layout: *Conflict between vehicles,*  *Vehicles vs pedestrians, Vehicles vs competitors* | Officials, competitors and the general public may become injured if conflict arises between vehicles, pedestrians and competitors. Vehicles could be moving too quickly or may not see the pedestrians. | No-go vehicle areas, no-go horse areas  Warm up areas away from vehicles |  | *Organiser & Stewards to monitor* | 22 May |  |
| Accident or injury to individual | Rider, supporter or spectator | First Aider on site. Call 999 for more serious injury. |  | *Organiser & Stewards to monitor* | 22 May |  |
| Accident or injury to horse | Horse | Horse to be taken home and assessed if possible. If horse is not able to be moved, call owner’s vet. |  | *Organiser & Stewards to monitor* | 22 May |  |
| Ground conditions: *Very hard ground* | Horses may become injured on the hard ground if jumping. | To be assessed on the day, event may need to be cancelled if ground is too hard. | When erecting arena, ground will also be checked as far as is practical for any holes. If found these will be marked and filled. | *Organiser & Stewards to monitor* | 22 May |  |
| Adverse weather: *Poor ground, Flooding* | Mainly horses and competitors as the horse may slip if the ground is wet. Officials and the general public may be injured if they come into contact with a spooky horse or they themselves can slip over. | To be assessed on the day – event may need to be cancelled. |  | *Organiser & Stewards to* | 22 May |  |
| Competition areas, fencing, stakes and roping: *Injury to operative* | Operatives, officials, competitors and horses can become injured by competition areas, fencing, stakes and roping by getting too close to them or tripping over them. The general public may become injured by roping if they don’t see It and trip over it. | Competent, experienced operatives only to be used, PPE to be worn as appropriate |  | *Organiser & Stewards to monitor* | 21 May |  |
| Public parking  Uncontrolled parking  Horseboxes: *Blocking emergency access, Impact with pedestrians, Fire* | Officials, competitors, horses and the general public may become injured if parking is uncontrolled, and horseboxes are parked too close together. Horses can collide with each other and this is also a fire hazard. | Designated parking areas  Designated parking areas  Min 3m clearance |  | *Organiser & Stewards to monitor* | 22 May |  |
| Catering  On site food preparation  Off site food preparation: *Food poisoning, Fire* | Caterers, officials, competitors and the general public may be harmed by food poisoning on an on-site food preparer due to un-hygienic facilities and that has been handled un-hygienically. There is also a risk of fire as caterers sometimes use electrical or gas components to heat or warm food. They can also be harmed by food poisoning of the food has been prepared off-site due to the same reasons. | Approved caterer, food hygiene certificates, hot hand wash facilities, food cold storage facility, electrical/gas safety certificate, fire extinguishers |  | *Organiser to monitor.* | 22 May |  |
| Safeguarding  *Inappropriate behaviour towards juniors or vulnerable adults* | Juniors or vulnerable adults may be treated inappropriately. | Officials to be advised to report any incident to the Club Safeguarding Officer, Pam Davidson | Include in briefing before start of event. | *Organiser and stewards to monitor.* | 22 May |  |

It is important you discuss your assessment and proposed actions with club officials / Official Steward / Volunteers / Contractors and anyone involved in your activities or their representatives.

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident or near miss, or if there are any significant changes to the hazards in your environment, such as new equipment or work activities.