

GWHC EVENT ORGANISERS SAFETY PACK

The purpose of this pack is to provide GWHC event organisers with all the information and forms they will need to safely run a GWHC event. The pack consists of the following items:

- 1. A copy of the current GWHC safety policy.** The policy should be prominently displayed at the event, either on a notice board or in a vehicle window.
- 2. Notes on completing a GWHC ‘risk assessment’.** Please make sure that you read these notes carefully.
- 3. The GWHC risk assessment form.** The form consists of two pages (plus continuation pages, if required). A risk assessment form **must** be completed for every GWHC event. A copy of the form must be sent to the GWHC safety officer two weeks *prior* to the event taking place. The contact details for the GWHC safety officer are shown at the bottom of this page.
- 4. An optional GWHC risk assessment check list**
- 5. A GWHC accident form** In the unfortunate event that an accident(s) does occur, a GWHC accident form **must** be completed for each accident. The completed accident form(s) should be sent to the GWHC safety officer.
- 6. A GWHC incident form** In the event of a ‘near miss’, this includes turnovers, runaways, grooms falling off carriages, incidents in the stable area and generally on the showground, where there are no injury’s or treatment given, this form should be completed and sent to the GWHC safety officer.

If you have any questions about this pack or about Safety matters in general, please contact the GWHC safety officer.

GWHC safety officer:

**Elizabeth McQueen
101 Broad Park Road
Bere Alston
Devon**

Tel: 01822 840703

<mailto:gwharnessclub@hotmail.co.uk>

GWHC Safety Policy

The Great Western Harness Club (GWHC) is an inclusive, voluntary club that promotes carriage driving and carriage driving events in the south west of England. The GWHC is affiliated to the British Horse Driving Trials Association. The GWHC recognises that when organising and running events, the safety of its members, supporters, and the general public is of great importance. To this end the club:

- Expects all its members to show consideration for matters of safety, relating to both themselves and others, at all GWHC events and to comply with all reasonable requests, relating to safety, from event organisers.
- Encourages its members to consider safety through articles and correspondence in the Club newsletter.
- The club committee includes a safety officer who is responsible for coordinating safety within the club, acting as a point of contact within the club for external organisations on matters of safety and for promoting safety amongst the club members.
- All club event organisers are required to ensure that a safety risk assessment is completed prior to each event and expects that any resultant action points be implemented during the event.
- All new club members have to undertake a safety assessment prior to being allowed to take part at their first GWHC event, unless they hold a recognised driving qualification.
- The club committee regularly reviews matters relating to safety.

31 May2007

GWHC Events – Risk Assessment Notes (1) – Background to Risk Assessments

Purpose

The purpose of a risk assessment is to identify harmful activities, and how often they might happen, at a GWHC event. The assessment includes reasonable steps that will be taken to minimise or eliminate the risks that have been identified. The term ‘event’, in this context, applies to any driving activity sponsored, or organised, by the GWHC.

Why do it?

There is much confusion about health & safety at driving events in general, and GWHC events in particular.

1. Most importantly of all, the GWHC wants to run enjoyable events for its members that are as safe as reasonably practicable for all those involved. Using risk assessments is a recognised method of helping to achieve this aim
2. The GWHC is an affiliated club to the British Horse Diving Trial Association (BHDTA) who provide the club with insurance as part of the affiliation fee. The BHDTA insurers require us to operate events in a ‘safe manner’ and expect us to adopt procedures, which broadly comply with those implied by the Health and Safety at Work Act.
3. In the event of an incident, resulting in a claim for compensation, the courts tend to look for procedures and processes that are in line with modern Health and Safety practice.
4. GWHC events often attract interest from members of the public who, most likely, do not understand the inherent dangers and unpredictability of carriage horses and ponies.
5. **We are not** doing this because the law says so. The GWHC is a driving Club. It is not covered by the Health and Safety at Work Act; consequently none of its members or officials can be prosecuted under the terms of the act.

What is an identifiable ‘Risk’

An identifiable risk is an activity that can lead to harm. In a risk assessment we list the activities that might lead to harm (or an accident). Then we look at how severe the harm might be and how frequently it might occur. This combination of severity and frequency, defines the risk associated with each activity. Based on these judgments of severity and frequency (risk), we make a judgement about what should be done to reduce them.

An ‘example’

This is an example of how to think about a common ‘Risk’. Imagine a gate that leads from a busy road into a field being used for a driving event. What happens if the gate is left open throughout the event?

If we firstly think of the severity of what might happen; if a horse, or horse and carriage got out through the open gate onto the main road there would probably be a serious accident. It is quite possible that someone, or a horse, could be killed. Therefore, the severity of leaving the gate open is ‘High’. As we all know it is likely that there will be a loose horse at an event, equally we can all think of instances where a driver has lost control of a carriage at an event. So, the frequency of what might happen is also high. It is easy to see that leaving the gate open leads to a ‘high’ risk.

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

Actions to be taken

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

- 1) A notice could be put on the gate to keep it closed at all times – this is both practical and low cost.
- 2) Everyone on the site should be briefed to keep an eye on the gate and keep it shut – this is both practical and low cost.
- 3) There should be a steward on the gate at all times – is this reasonably practical?
- 4) There should be a steward on the gate at the start and finish of the event and whilst competition is taking place – This may be practical
- 5) The main road could be closed – This would be very safe, but is neither practical or financially viable

GWHC Events – Risk Assessment Notes (2) – The risk assessment

Creating a Risk Assessment

A risk assessment is meant to be simple, and easy to produce. It is not meant to ‘catch organisers and safety representatives out’, but rather to help them to think about what could happen, and how to set about preventing it happening in a logical and documented way. It also acts as a list of things to be done whilst running the event.

The GWHC risk assessment consists of only two pages. It is the responsibility of the event organiser to ensure that it is completed and a copy sent to the GWHC Safety Officer a minimum of two weeks before the start of the event.

Page 1 contains basic details of the event and of those involved in running it. It might also be used as a useful contact list. For some events, (such as an afternoon drive) a single person may be responsible for all the parts of the event organisation. It also includes three simple questions:

- 1) Will the public be able to attend? If the answer is ‘YES’ then specific reference to what hazards they may present and what hazards they may incur must be included on Page 2. Furthermore the GWHC safety officer must be immediately informed.
- 2) Will the Public be in the vicinity? If the answer is ‘YES’ then specific reference to what hazards they may present and what hazards they may incur must be included on Page 2.
- 3) Have the Emergency services been informed? If the answer is ‘NO’ the organiser should give very careful consideration to informing the local emergency services that an event is taking place. If this is not considered necessary, given the scale of the event a note to this effect should be included against the relevant box.

Page 2 consists of a simple table of four columns (continuation pages are available for large events):

- 1) Fill in column 1 and list the various activities that might result in an accident. Be sensible about this. For instance, Club Members and their animals, and most GWHC stewards and helpers are used to events in fields. A rough field with some uneven ground including a few hollows might be considered, by a member of the public, to constitute a ‘trip’ hazard. However, in the context of a Club Event, is this realistic? Whereas, if there were sufficiently large holes in the field to cause a horse, or a person, to fall and perhaps break a bone, or cause severe bruising, then it should be included. The golden rule here is, is it *reasonable* to include the activity / area of risk? *A checklist of activities that might need to be considered is included with the risk assessment documentation. Please note that it is only meant to act as a prompt, and you do not have to use it if you do not wish to.*
- 2) Run through the activities you have listed in column 1. Assess their ‘severity’ as ‘High, Medium, or Low’ in column 2. There is a simple suggested guide at the top of the column
- 3) Run through the activities you have listed in column 1. Assess how often they might occur in column 3. There is a simple suggested guide at the top of the column
- 4) Finally, run through each activity you have listed in column 1 and together with its rating of severity and frequency note down what actions should be taken to minimise either the severity, or the frequency or ideally both. If you decide to do nothing about an activity, place a note to that effect in the column. As a generalisation, action must be taken for activities that have ‘high’ severity and frequency ratings.

All that remains is for the organiser to ensure that the actions identified in the risk assessment are implemented at the event.

GWHC Risk Assessment Form – Page 1

Name of Event			
Location of Event			
Date(s) of Event			
Name of Organiser		Telephone No.	
Name of Safety Officer (if applicable)		Telephone No.	
Name of Course Builder (if applicable)		Telephone No.	
Name of Landowner(s) (if applicable)		Telephone No.	

Will the Public be able to attend the Event?	(YES / NO)
Will the Public be in the vicinity of the Event? - e.g. on public Roads or on a common?	(YES / NO)
Have the police, Ambulance and emergency services been informed	(YES / NO)

GWHC Event Risk Assessment Form - PAGE 2

I D Number	Potential activity/ area of risk Consider each area of the event in turn 1) the site / parking area 2) the event itself and each stage (Dressage, Cones, Marathon, if appropriate) 3) Set-up and dismantling of the event	Consequences of accident High, Medium, Low (e.g. an accident probably resulting in death would be High, Injury requiring a visit to hospital might be Medium, Minor injury treated on site might be Low)	How often might it happen? High Medium Low (e.g. if it will probably happen at least once an event - High, once every annual driving season - Medium - less than once a season Low	Action to be taken The action to be taken is based on two factors 1) The combination of the consequences and how often. So, if the consequences are High i.e. someone could die, then something MUST be done, likewise if How often is High something should be done. equally if both are Medium probably something should be done. 2) the cost and practicality of doing something to reduce the risk
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GWHC 02				
GWHC 03				
GWHC 04				
GWHC 05				
GWHC 06				
GWHC 07				
GWHC 08				
GWHC 09				
GWHC 10				

GWHC Event Risk Assessment Form – Continuation Sheet –(insert sheet Number)

I D Number	Potential activity/ area of risk Consider each area of the event in turn 1) the site / parking area 2) the event itself and each stage (Dressage, Cones, Marathon, if appropriate) 3) Set-up and dismantling of the event	Consequences of accident High, Medium, Low (e.g. an accident probably resulting in death would be High, Injury requiring a visit to hospital might be Medium, Minor injury treated on site might be Low)	How often might it happen? High Medium Low (e.g. if it will probably happen at least once an event - High, once every annual driving season - Medium - less than once a season Low	Action to be taken The action to be taken is based on two factors 1) The combination of the consequences and how often. So, if the consequences are High i.e. someone could die, then something MUST be done, likewise if How often is High something should be done. equally if both are Medium probably something should be done. 2) the cost and practicality of doing something to reduce the risk
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GWHC check list, for optional use, in conjunction with Safety Risk Assessments (2 pages)

Purpose

The purpose of this checklist is to help GWHC event organisers and safety officers during the preparation of a GWHC risk assessment. This checklist **does not** constitute a risk assessment. It should be optionally used, after having read the GWHC Risk Assessment Notes. It is not meant to be an exhaustive list of every eventuality or activity.

Contacts

(Any or all of these may need to be contacted)

- The landowner(s)
- Ambulance Service
- Air Ambulance
- Local Fire Station
- Local Police
- Local Hospital
- St John's Ambulance

Access to site or parking area

- Is the road access big enough?
- Can the emergency services get in?
- What is the visibility like from the main (or feeder) road into and out of the access road?
- Is there a gate to the site / parking
- Are there any obstructions? – Over-hanging trees, posts etc.
- Do the public need access via this route?

The Parking area itself

- Is it big enough for the expected numbers?
- Can vehicles be reasonably spaced apart?
- Can single cars be parked in a separate section?
- Can the area be roped off/ separated to stop loose horses?
- Is a site manager needed?
- Is a vehicle layout needed?
- Is there water nearby?

General Event site / event area

- Do the public have free access to the site event area?
- Do any public roads run through the site event area?
- Is there sufficient room to run the event?
- Is the site rough? i.e large holes, sharp drops etc
- Do areas need roping off/ or barriers?
- Is first Aid going to be required

Dressage (applicable to driving competitions)

- Is the arena reasonably smooth without too many bumps?
- Is it necessary to rope off the arena?
- Is there room to get judges cars in?
- Where is the warm-up to be done?
- Where is the collecting area to be?
- If a horse bolts where might it go?

Marathon / Pleasure drive

- Does the drive take place over public roads?
 - Does the drive cross public roads?
 - What needs to be done to warn vehicle drivers?
 - Are radios needed and check points?
-

- Will the course be adequately marked
- How many check points / stewards are needed?
- Are there any obstructions? – Tree roots, over-hanging branches, posts, barbed wire, loose plastic etc.
- Is there any rough, rutted ground?
- Are there any steep drops or turns?
- Can emergency services get to all parts of the course?

Obstacles (*applicable to driving competitions*)

- Will the public have access to the obstacles?
- Have the obstacles been designed by a ‘competent’ person?
- Are there any obstructions? – Tree roots, over-hanging branches, posts, barbed wire, loose plastic etc.
- Is there any rough, rutted ground?
- Are there any steep drops or turns?
- Are the obstacles clearly marked?
- Do the obstacles (or certain parts) need roping off, or barriers?
- What happens if a horse bolts?
- Can emergency services get to all the obstacles?
- Will there be marked areas for club spectators

Cones (*applicable to driving competitions*)

- Has the cones course been designed by a ‘competent’ person?
- Is the arena reasonably smooth without too many bumps?
- Is it necessary to rope off the arena?
- Where is the warm-up to be done?
- Where is the collecting area to be?
- If a horse bolts where might it go?

Communication

- Who will brief the stewards?
- Who will liase with on site first aid – St John’s Ambulance?
- Who will check the Marathon or drive route *on the day*?
- Are radios required?
- Who will brief use of radios?

GWHC – Accident Report Form

GWHC Event Name:	
Date of Accident:	Time of accident (aprox):
Name(s) of accident victim(s):	Name of person filling out this form:
Description of what happened:	
Descriptions of injuries:	
Was treatment administered at the time? YES/NO	By whom? Name:
Was the victim(s) seen by a Doctor? YES/NO	Name of Doctor:
Was the victim(s) taken to Hospital? YES/NO	Name of Hospital:
Were any members of the public (Non-GWHC members) involved in the accident? – Please give details:	

THE GWHC

INCIDENT REPORT FORM

To be completed in the event of any minor incident - however insignificant it may seem - for which a GWHC Accident Report form has not been completed

Don't forget

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

NAME OF EVENT/CLUB

DATE OF INCIDENT

NAME OF PERSON INVOLVED.....

ADDRESS if not a BHDTA Member

TEL. NO

NAME OF HORSE/PONY INVOLVED if appropriate

DETAILS OF WITNESSES:

NAME
ADDRESS

NAME
ADDRESS

TEL.NO

TEL.NO

BRIEF DETAILS OF WHAT HAPPENED (Continue on other side)

Please return this form to: **The GWHC safety officer.**

A copy should be sent to: BHDTA, Deer Park Business Centre, Stoneleigh Deer Park Stareton, Kenilworth, Warwicks, CV8 2LY.