

Welton and District Riding Club



Health and Safety Policy

POLICY DATE : April 2017
REVIEW DATE : April 2019

Welton and District Riding Club

Introduction

This document is the health and safety policy for Welton and District Riding Club (WDRC) and its purpose is to ensure that both our club members and members of the public are aware of health and safety. It is the clubs mission to make every reasonable step to keep all competitors, spectators and the general public safe.

The Health and Safety at work Act 1974 places responsibility for safety on every person involved which will include shows, events, instructional rides, lectures and demonstrations. Health and safety at an event is dependent upon the organisers of that event taking reasonable precautions and, just as important, upon those participating in, or attending an event, preventing accidents and abiding by instructions given by officials and helpers.

Under common law, voluntary organisations and individual volunteers have a duty of care to each other and to others who may be affected by their activities.

WDRC will identify the duties and responsibilities that the club members are to comply with to protect you and others from any hazards and risks in your riding activities.

Health and Safety Policy Statement:

WDRC is strongly committed to encouraging all members and non-members to take part in a range of equestrian activities in which the health, wellbeing and safety of each individual is always our paramount concern. We arrange varying levels of training and competition and encourage members to participate according to their ability.

Health and Safety Policy:

Health and Safety is everyone's responsibility. In order to create a safe environment for participants, helpers and spectators at our events we encourage you to familiarise yourself with this policy, follow sensible rules for safe practices, and exercise common sense. This policy has been drawn up using the safety guidelines from the British Riding Clubs website and the British Riding Clubs Handbook 2018, and you are encouraged to consult these if you would like further information.

As organisers we are responsible for ensuring that –

- Everything reasonably practicable is done to ensure health, safety and welfare of those attending the event
- We will conduct ourselves so that we do not put ourselves or anyone else at risk
- Access to and egress from the site is safe and unobstructed
- Members of the public and competitors are equally responsible for ensuring that they do not put other persons at risk and that they co-operate with the organisers in complying with Health and Safety legislation.

We will undertake risk assessments to anticipate potential hazards at all WDRC events, and reasonable measures have been put in place to address and reduce these risks as far as is reasonably possible.

A **Hazard** is: anything with the potential to cause harm.

A **Risk** is the chance that someone will be harmed by the hazard.

A **Risk assessment** is a formal recorded process to weigh up the suitability and safety of an activity identifying hazards and taking appropriate action to prevent harm or injury.

WDRC is committed to the following duties:

- Prepare a policy statement in respect of safety at all WDRC events and include this on all schedules / programmes.
- Appoint a competent and knowledgeable person as the Safety Advisor for any event regardless of size. The H&S advisor or a competent committee member must attend the event but can delegate tasks whilst retaining overall responsibility.
- Undertake regular, recorded risk assessment of the venues used by the club along with all activities undertaken by WDRC.
- Ensure an event safety file is compiled by the H&S advisor for all competitions and training events
- Create a safe environment by putting health and safety measures in place as identified by the risk assessment.
- Prepare a serious incident protocol where necessary which will clearly define roles and responsibilities, detail key actions to be taken and manage risks identified.
- Enable Members and non-members to access an appropriate level of training and competition.
- Ensure that all members and non-members are aware of, understand and follow WDRC health and safety policy.
- Provide appropriate training for volunteers as necessary to fulfil official roles
- Ensure all equipment used by WDRC is fit for purpose and checked as necessary.
- Ensure that normal operating procedures and emergency operating procedures are in place and communicated to all assisting members on the day of club activities.
- Provide access to adequate first aid and veterinary cover as detailed within the latest BRC Handbook (Page 149) and comply with the guidance relating to falls and suspensions
- Report any accidents or incidents (including near misses) that occur during any WDRC activity or whilst on the club venues – the Accident Book is kept with the organiser at the club event.
- Any serious injury or death must be reported within 24 hours to the following:

1. British Riding Clubs at Stoneleigh (02476-840590)

2. RIDDOR <http://www.hse.gov.uk/riddor/> – via online form or telephone 0845-3009923 Monday to Friday 08:30 to 17:00hrs or out of hours for incidents causing death or multiple casualties on 0151-9229235 The address is Incident Control Centre, Caerphilly, CF83 3GG

3. Health and Safety Executive.

The HSE also require other accidents and injuries reporting to them and full guidance can be found within the BRC handbook.

WDRC will ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness. Health and Safety will form a standing item on the WDRC committee agenda and all reports/incidents will be examined and follow up action scrutinised.

As a Member of WDRC you have a duty to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operate with WDRC on health and safety issues, and observe all instructions issued by club officials.
- Correctly use all equipment provided by WDRC.
- Ensure you do not interfere with or misuse anything provided for your health, safety and welfare.

WDRC would like to make it clear to all members and participants at events that:


- Horse riding is a risk sport. We recommend that all participants have adequate insurance cover, including third party (public liability) cover.
- Organisers, competitors, spectators and members participate entirely at their own risk.
- Club officials and stewards are there at events to help maintain your safety. Please obey their advice and requests and be polite at all times.
- We ask that members, competitors and spectators take reasonable precautions whilst attending events, clinics, or other WDRC activities to ensure their own safety and the safety of those around them.
- Potential and actual health and safety hazards, risks, accidents and incidents must be reported immediately to a WDRC Committee Member or official Steward.
- Access to first aid facilities, telephone, and emergency services must be available at all WDRC events and must be clearly identifiable. Speak to a steward or organiser if you require assistance. Emergency vehicular access must be maintained at all times.
- All accidents or incidents must be recorded without delay on the correct forms in the WDRC Accident Log.
- Members must provide an up-to-date Emergency Contact so that these details can be held by Committee Members and at the club event for use by event organisers in case of emergency.

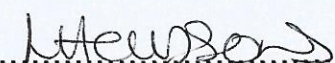
General safety rules

WDRC requires that:

- Hat standards and dress rules as laid out in the current British Riding Club Rule book must be adhered to by all competitors, hats must be worn fastened at all times when mounted. Correctly fitted (in accordance with manufacturers' recommendations). Current standards can be found in the 2018 BRC Handbook
- Body protectors are compulsory for all cross country events and are strongly recommended for show jumping. The current standard is a BETA Level 3 (Purple label) body protector displaying 2009 label.
- No vehicle is to be driven faster than walking pace (5mph) at any event.
- Tethered horses must not be left unsupervised or tied to fences and gates either at competitions or training events.
- Horses must not be lunged in competition or warm up areas.
- Horses must be ridden or led at walk outside of warm up/competition rings/training arena's and must not be allowed to enter and remain in designated spectator areas.
- Spectators are not allowed in warm up or competition rings unless assisting with jumping equipment and under the supervision of a steward, committee member or instructor.
- Riders must observe rules of etiquette and pass LEFT to LEFT in warm up arenas.
- When using show jumping practice fences, fences must be jumped with the red flag on the rider's right. Show jumping practice fences must be no higher than the current competition class.
- Stallions must be identified to the Show Organiser, led by a bridle and wear stallion discs as per British Riding Club Rules at all times.
- Riders and Handlers must ensure that gateways and paths are not obstructed.
- Children are much less aware of danger than adults, and all children less than 17 years of age must be supervised by an adult at all times.
- Foul language must not be used and will not be tolerated at WDRC events.
- Dogs must be kept on a lead at all times whilst outside of any vehicle at all events, including training sessions and please clean up after your dog.
- Any member, competitor or spectator not willing to accept direction from Club Committee Members regarding health and safety issues may be excluded from the Club.

This Health and Safety Policy for WDRC will be reviewed annually.

Chair  Date 24.10.18

Secretary  Date 24.10.18