

## **South Lammermuir Riding Club**

**Health and Safety Arrangements**  
**Contacts: Alison Robertson (07816 214627),**  
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**or Claudia Nisbet (07702 359970)**



### **Statement**

The South Lammermuir Riding Club (SLRC) recognises its obligations and responsibilities under Health and Safety at Work Act 1974 legislation and that the Club has a moral and legal obligation to safeguard so far as is reasonably practicable the health, safety and welfare of everyone who may be affected by the actions of the Club or as a result of its organised activities.

This policy is supported by the rules, instructions and procedures that are applicable to all activities performed by the Club and everyone is required to co-operate with the Club to ensure only their personal safety but also that they do not place others at risk others who may be affected by their actions.

This policy will be available at all events and reviewed annually by the SLRC Committee and updated when necessary.

This policy has been drawn up using the Safety Guidelines from the British Riding Club.

SLRC keep a record of the risk assessments; have procedures in place for recording and monitoring of incidents and safety checklists in place for all the different events.

SLRC recognizes that equines are unpredictable and all equestrian activities involve some degree of risk. It is the implementation of this policy that will mitigate that risk so far as is reasonably practicable.

### **Policy**

#### **1. Responsibilities**

- a. The committee has the overall responsibility for Health and Safety.
- b. The event is organised in accordance with Health and Safety Legislation and all who have control of the premises or of the site at the event have a duty to cooperate and are responsible for ensuring that everything reasonably practicable is done to ensure the health, safety and welfare of those attending the event, access and egress from the site is safe and a duty to inform SLRC of any risks to the event.
- c. All persons at an event are responsible for conducting themselves so that they do not put themselves or anyone at risk and a duty to cooperate with the organisers in complying with Health and Safety.
- d. All persons have a duty to respect safe parking practice and not block any access / egress from the event.

- e. All persons at an event have a duty to report any unsafe practice to the SLRC Committee with immediate effect.

## **2. Communications**

- a. The committee member/Instructor will have a mobile phone, there will be adequate stewards at all events, pre determined and organized at SLRC meetings.
- b. All stewards/volunteers and judges will be instructed in their duties with regard to health and safety and emergency procedures before each event with a typed copy for reference. At cross-country events / hunter trials there will be people with radios located around the course so that every judge is within sight of such a person in order to call for assistance or in order to stop the class.

## **3. Medical cover**

- a. Emergency services will have access to all parts of the event site at all times.
- b. First aid will be present at all events and first aid sites will be clearly identified, with on site first aid equipment, trained first aiders. They will be in radio/phone contact as necessary.
- c. SLRC will hold records of all First Aiders to ensure person(s) are up to date and suitably qualified.

## **4. Accidents and Emergencies**

- a. All stewards will know where the first aid box is kept, in the case of an emergency members of the public are asked to contact the nearest official.
- b. A mobile phone will be on site at all events and all stewards will know the whereabouts of this.
- c. All accidents should be reported to the event secretary and will be recorded in the incident/accident book which is kept by the event secretary and also reported to Claudia for inclusion in the master accident book.

## **5. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.**

- a. Any serious injury or death must be reported without delay to RIDDOR, the report Can be made online at [www.riddor.gov.uk](http://www.riddor.gov.uk) – click on “report and incident” or by calling the incident contact centre on 0845 300 9923 Mon-Fri 8.30am-5pm.
- b. Definition of major injury is in the RIDDOR booklet in the Health and Safety Folder
- c. A permanent record of all accidents, reportable injuries, ill health and dangerous occurrences will be kept in the incident/accident book which is held by the secretary.

## **6. Veterinary Cover**

The safety checklist will hold a ‘useful number’ section in the event of an incident which requires a vet. The horse owner remains responsible for this request.

## **7. Competitors**

- a. Competitors have a duty for their own Health & Safety and that of others and should enter class(s) appropriate to their own competence.
- b. SLRC is a 17 years and over members club.

- c. Children in open competitions will remain under parental / guardian responsibility at all times
- d. All competitors are responsible to comply with the following British Riding Club Rules 2012 which state that at all competitions:
  - o "A hard hat with a three-point linkage harness properly adjusted and fastened at all times must be worn whilst mounted. The hat should be marked to the current British Standard.
  - o "Fixed peaks are not allowed on hats when competing cross country"
  - o "Medical armbands are advised when competing cross-country. Those issued by BE and BRC are acceptable."
  - o "Level 3 body protectors must be worn for cross-country. It is recommended that they be worn for show jumping."

## **8. Horses / Dogs**

- a. As far as reasonably possible horses are kept separate from pedestrians, by fencing off rings and warm up areas.
- b. Members of the public must keep clear of horse areas and avoid behavior that might alarm or frighten horses.
- c. Horses must not be left tethered and unattended by the horsebox/trailer and remain the responsibility of the owner at all times.
- d. Children should not be left solely in charge of horses/ponies or be allowed to handle any large or fractious animal.
- e. Owners of horses who are known to kick should inform others of the risk by securing red ribbon on the horse's tail. Young horses should be identified by a green ribbon on tail.
- f. Dogs to be kept on short visible leads at all times. (Not thin extended ones, as these cannot be seen).
- g. Dog owner must check with organizer if dogs allowed at event prior to attending event.

## **9. Layout**

- a. The event will be laid out to provide easy access to all facilities, and where possible horses and the public will be kept apart.
- b. The rings will be arranged so that the people do not have to walk through a ring to gain access to other parts of the event. The warm up area will be as far as possible kept separate from the public.
- c. When competitors are in the ring the entrance to the ring will be closed.
- d. The collecting rings/ warm up areas will be either roped or marked so that the public are aware of them.

## **10. Course builders**

- a. The SLRC will nominate a course builder to the appropriate events.
- b. At cross country events, procedures will be in place to ensure the fences are checked by designated member(s) of SLRC on the morning of the event and fences to be checked after any incident before the re-start of the next horse. Stewards will be notified on the day who will be checking the course.

## **11. All Terrain Vehicles**

Only event officials, who hold current driving licenses and are aged 18 or over should drive these vehicles. Passengers should not be carried unless the vehicle is designed for that purpose, except in an emergency. Drivers and passengers (if

appropriate) should wear **motorcycle** helmets of the current British Standard BS5361. The vehicle should be roadworthy.

**12. Catering**

- a. The outside caterer will be registered with the local authority and have been inspected by them and hold the appropriate certificates eg; Hygiene/LPG
- b. He /she will ensure the safe arrangements with regard to the storage of LPG cylinders and cooking appliances and their regular testing.

**13. Trade stands/Photography**

All trade stand personnel are responsible for ensuring that:

- a. Everything reasonably practicable is done to ensure the health, safety, and welfare of those attending the event.
- b. They conduct themselves so that they do not put themselves or anyone else at risk.
- c. They do not obstruct access to and from the site.
- d. Hold current public liability insurance.

**14. Generators**

These should be positioned well clear of straw and tents and other flammable structures.

**15. P.A. Equipment**

PA equipment will be operated so that it does not cause a noise nuisance, or cause a trip hazard.

**16. Welfare**

- a. Toilet and washing facilities, permanent facilities only.
- b. Drinking water to be piped mains  
Tank water animal use only

The members of South Lammermuir Riding Club and the Committee jointly enforce this Policy.

**Signed by the Chairman:**

**Date:**

**Review Date:**

November 2012