

North Eastern Driving Trials Ltd

Health and Safety Manual

June 2018

***Preamble to Health and Safety Policy:***

*Provided the NEDTL does not employ anyone, then our activities are not subject to the Health and Safety at Work Act 1974 or the Management of Health and Safety at Work Regulations 1999.*

*Nonetheless, the Directors of NEDTL have decided that best practice should be observed and so they have developed this Health and Safety Manual for the benefit of NEDTL members and our associates.*

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**North Eastern Driving Trials Ltd.  
Health and Safety Policy Statement**

The North Eastern Driving Trials Ltd (hereafter called NEDTL) is a voluntary, non- discriminatory club to promote carriage driving trials and associated activities.

The NEDTL is affiliated to the British Carriagedriving (BC)

It is the intention of the NEDTL that all its activities will be carried out in accordance with the relevant Health and Safety statutory provisions and that all reasonably practicable measures will be taken to avoid risk to members and others who may be affected

Recognising that the NEDTL has no paid employees, it is incumbent that all members take responsibility for implementing this Policy and ensuring that Health and Safety considerations are always given priority in planning, designing, organising, running and participating in NEDTL activities.

All members, competitors, helpers, agency and contractors and their staff are required to co-operate with the NEDTL in implementing this Policy and must ensure that their own activities are carried out without risk to themselves or others

The Health and Safety requirements of NEDTL are managed and monitored by the Board of Directors, with a sub-committee implementing the Policy. At each event, responsibility for Health and Safety will be that of the NEDTL and administered by the Event Co-ordinator and a Safety Adviser will be appointed to assist.

This Statement of Company Policy will be displayed prominently at all events.

The NEDTL Safety Manual for implementing the Policy is also available from the Secretary and at the Event Control Point

Signed.....( B Hilditch)  
Chairman – North Eastern Driving Trials Ltd.

*Date*..... (2018)

## 2) ORGANISATION for Health and Safety

- 2.1 The NEDTL is a group of individuals who have a common interest in driving horses and ponies or in associated activities. These activities may be competitions, training events or social gatherings.
- 2.2 This group has no full-time or part-time employees. In general, all activities are done on a voluntary basis and volunteers may be given refreshments during the event. If, however, work is contracted out, then the NEDTL will take reasonable steps to ensure that the employer of that employee will make the appropriate H & S arrangements for that employee.
- Where non-members volunteer to help at an event, the Event Co-ordinator will ensure that they are briefed on their duties and of the relevant Risk Assessments.
- 2.3 The Directors of NEDTL will organise the H&S arrangements as detailed in Section 4.
- 2.4 The Event Co-ordinator will appoint a H&S Adviser for any out-door activity.
- 2.5 Where an activity is being organised in a facility where there is an existing H&S Policy then NEDTL will comply with this policy.
- 2.6 Because resources may be restricted the NEDTL may elect to combine functions which are identified in subsequent sections of the manual as separate appointments. eg. The Technical Director may also be the Safety Adviser and the Event Co-ordinator may be the Stable Manager.

## 3) RESPONSIBILITIES

### 3.1 Member

To comply with the NEDTL Health and Safety Policy Statement and its Manual.

To ensure that they are competent for the class that they are entered in.

### 3.2 Directors of NEDTL

Review the H&S Manual annually, or after a major incident, and implement the actions of the review. Conduct the Annual Review in November/December and any significant/unusual changes are to be included in the next season's yearbook. Review to include up-date of legislation and assessment of practical application.

To organise training. (Technical/Skill/H&S)

To ensure that the Event Organiser has the appropriate experience

To ensure that the Event Organiser has appointed a H&S Adviser

To make budgetary provision for appropriate H&S training and capital requirements .

### 3.3 Event Co-ordinator

Ensure, as far as is reasonably possible, (afairp), the H&S of those who may be affected by the event. Appoint an experienced H&S Adviser (see item 4.4)

Consider the proposed activities with the Generic Risk Assessments and identify and produce any other Risk Assessments that may be needed. Complete the specific RA summary form for the Event.

Arrange to brief non-members of their duties and of the relevant Risk Assessments.

Provide Emergency Facilities (First Aid, Ambulance, Radios, Fire Precautions).

Brief Technical Delegate and Safety Adviser including practical review of the Risk Assessment Summary, to ensure it reflects the needs of the Event.

Arrange for the Safety Adviser to conduct the initial investigation of any accident.

Take over from the Safety Adviser and subsequently administer the consequences of any accident.

Arrange to post on site notice board or circulate to those affected, the appropriate H&S information.

### **3.4 Safety Adviser**

It is recognised that the Safety Advisers may not have a professional H&S background but they should be well experienced in equestrian activities and should have a sound knowledge of good working practices.

Advise the Event Co-ordinator with respect to H&S.

Assist in the appraisal of Risk Assessments.

On-going H&S review during the event with the Technical Delegate.

Advise the Emergency Services of the event's requirements (eg Location of resources, communication, back-up, emergency routes, etc).

Conduct the initial investigation of any accidents and then assist the Event Co-ordinator in any consequential actions or reports.

### **3.5 Technical Delegate**

Identify and arrange signing of any hazards on the marathon route.

Assist in appraisal of Risk Assessments as to its practicality for the event.

Assist in consequences and investigation of any accidents.

Assist in re-appraisal of Risk Assessments as part of the incident/accident investigation.

### **3.6 Officials / Stewards**

Discuss any H&S concerns with the Technical Delegate on H&S.

Assist in any accidents or emergencies.

## **4) MANAGEMENT of Health and Safety Aspects of the NEDTL**

### **4.1 Introduction**

The pre-dominant activity of the NEDTL is the organisation of horse driving trials.

These are generally two-day events held on private estates and are organised to conform in general with the rules of British Carriagedriving.

In this Manual and its associated documents, the term horse will apply to horses or ponies, singles or multiples.

It is recognised that the club members are:

- Voluntary
- Hobby Orientated
- Therefore not fully aware of the H&S legislation
- May not be focussed on paperwork

This manual is therefore divided into Appendices which can be issued to those who need them, with the total Manual being available for further reference. The several appendices are printed on coloured paper to facilitate identification.

#### **4.2 Distribution of H&S Documentation**

- i) Electronically: The complete documentation will be available on the NEDTL web-site
- ii) Hard Copies: Full set to Directors, Each Event, NEDTL office file, BC.  
Appendix B (yellow) to Event Co-ordinator and Safety Advisers.  
Appendix C (blue) to all members by inclusion in Year Book.  
Appendix D (white) to Event Co-ordinator and Safety Advisers.

#### **4.3 Risk Assessments (R.A.)**

Risk Assessments are fundamental to good H&S management and are now a statutory requirement where employees and spectators are involved.

See Appendix A for details.

A set of Generic Risk Assessments has been produced. This set is for guidance. Using this set the Event Co-ordinator must then complete a Summary of Significant/Unusual Risks for the specific event. This list must then be posted on the event Notice Board.

#### **4.4 Guidance Notes for Safety Advisors**

As Safety Advisors may not have a professional back-ground in H&S, a list of items which must be addressed is included in Appendix B.

Appendix B must be issued to all Safety Advisors and Event Co-ordinators by the NEDTL Committee.

Guidance on COSHH and Equipment Regulations is included in Appendix B.

#### **4.5 Guidance Notes for Members and Competitors**

As competitors are the key to good H&S a set of Guidance Notes and a copy of the H&S policy will be issued each year with the Year Book. New members will also be given a copy when joining. These notes are in Appendix C.

#### **4.6 Competence and Training**

Members who are competing in a club event must be competent for the class entered. The NEDTL conducts Equestrian Driving Assessments in accordance with the BC format. Competitors must have been assessed by the NEDTL or by a club affiliated to the BC before competing at any NEDTL event

The NEDTL actively organises training of all grades of members. This is predominantly equestrian but improvements in driving have H&S benefits.

NEDTL encourages training in H&S including:

- First Aid
- Basic Life Support
- Risk Assessments

- Stewards and Course Building
- Accidents and Emergencies

#### **4.7 Accidents and Emergencies**

At each event, provisions are made for attendance of First Aiders and ambulance(s) as determined by the Risk Assessment.

Club members are encouraged to obtain First Aid Certification but because of the geographical spread of membership this must be done individually.

The NEDTL has a mobile telephone located at the event secretary's office and this number is included in the information in the stewards' marathon boxes.

See Appendix D for Reporting of Accidents.

#### **4.8 Compliance**

A breach of the NEDTL H&S Manual, identified by the Event Co-ordinator, the Technical Delegate, the Safety Adviser, or the Directors of the Company, may require the offender to withdraw from the event.

The Directors of the Company must review the Manual annually or after a major incident.

#### **4.9 Objectives**

The Directors will establish annually a set of SMART objectives (ie specific, measurable, agreed, realistic and with a set timetable)

#### **4.10 Indoor Events**

To avoid the need for a "Sports Safety Certificate" the NEDTL will ensure that there is a physical restriction of having 500 or more persons at the event. ie Provide only 480 seats.

#### **4.11 Young Drivers**

Young Drivers at three phase outdoor events must be 12 years of age and if under 18 years of age must be accompanied by a competent adult over 18 years of age. Young drivers aged 10 may compete at indoor/arena challenges for a period of 12 months and must compete at 50% of these before being allowed three phase outdoor events. Young drivers aged 10-12 must be accompanied on the carriage by a competent adult aged 21 or over.

**Grooms on vehicles driven by an adult must be 14 years of age for the marathon and 12 years of age for dressage and cones.**

#### **4.12 Headings**

The following topics are included in the appropriate Appendix. Where they are shown in the appendix in BOLD type they are mandatory and when in normal type they are advisory.

	Appendix
Access Routes	B
Accidents and Emergencies (Reporting)	D
All terrain Vehicles and Motorcycle	C
Air Ambulance and Landing	Form 3 Appendix A
Barriers	B
Carriages	C
Children	C

Competence	C
Competitors	C
Controlled Crossing Points	B
Control of Substances Hazardous to Health (COSHH)	B
Dogs	C
Dressage and Cones Arenas	B
Electricity	B
Emergency Routes	B
Equipment (Mechanical) and Tools	B
Fire Precautions	B&C
First Aid	B
Harness	C
Horse Box and Caravan Park (Stable Area)	B&C
Horses	C
Marathon Route	B
Medical Officer	B
Notice Boards and Site Information	B
Obstacles	B
Personal Protective Equipment	B
Radios / Mobile Telephones	B
Reporting Accidents	D
Risk Assessments	A
Spectators	B
Stabling Restraint of Animals	A
Trade	B
Training	C & E
Young Drivers	G.R.A. /3/2

Appendix A:

## RISK ASSESSMENTS for HORSE DRIVING TRIALS:

### 1) Introduction

By far the highest risk is the HORSE which is an accident waiting to happen.

Runaways by a horse or of a horse attached to a vehicle are very serious and all reasonable precautions must be taken to prevent this happening. This is stating the obvious and equally obvious is the preventative measure - we just leave them grazing happily in the fields !!!!

Accepting that we have chosen to compete or organise an event then we must comply with Health and Safety Regulations.

Good planning is the key to having a safe event and Risk Assessments are a useful aid to achieving this. They are basically asking:

- “What happens if?”
- “How many will it affect?”
- “Is it likely?”
- “What are the consequences?”
- “How can we avoid, minimise or control this happening?”

There are various methods of quantifying risks and the NEDTL will use the following:

The Severity of harm can be

- High - Fatality, major injury or illness causing long-term disability
- Medium - Injury or illness causing short-term disability
- Low - Other injury or illness

The likelihood of harm occurring can be:

- High - certain or near certain to occur
- Medium - reasonably likely to occur
- Low - very seldom or never occurs

Having assessed the risk we must then consider what is reasonably practical, can we:

- AVOID
- MINIMISE or
- CONTROL the risk

In a formal Risk Assessment the following topics will be addressed:

- Description of Activity
- Description of Hazard
- Number and Categories of Persons exposed to Hazard
- Consequences of Exposure to Hazard
- Initial Risk Assessment
- Control Actions
- Revised Risk Assessment

Risk Assessments must focus on Significant or Unusual Risks eg if the marathon route leads from a highway into the event field where there is an obstacle then this gate must be closed and opened by a steward. A turn-over and consequential run-a-way of a horse and carriage onto a public highway is a significant risk and must be avoided by controlling the gate.

## 2) General

There are two elements:

- Office Administration
- Organisation and Management of an event

## 3) Office Administration

This is done by volunteers at home and so no R.A.s are required.

## 4) Organisation and Management of an event

The NEDTL personnel, employees or volunteers preparing for the event will be covered by the R.A.s for that event.

Storage and handling of equipment away from the event may require a R.A.

The transport of this equipment from one location to another is subject to traffic regulations.

## 5) The Event

A Driving Trial can be divided into the following Generic Risk Assessments:

- General Driving Trial
- Location
- General Public
- Accidents and Emergency Services
- Stable Area
- Dressage
- Cones
- Marathon Route
- Construction of Obstacles
- Obstacles

For an indoor event several of the above can be combined.

The Event Co-ordinator will appraise the above for the specific event and then complete any additional R.A.s

The Event Co-ordinator will then complete the form summarising the significant/unusual Risks. This will then be posted on the Event Notice Board.

Twelve "Generic" Risk Assessments have been produced to give guidance on the thought process. They are not inclusive or Event specific but include many features which are relevant.

Under BC Rules the technical aspects of the Event start one hour before Dressage and until one hour after final results have been posted.

However, several months before the event planning of the lay-out and the general marathon route will be established and this is the time that the H&S consequences must be recognised. Several weeks before the event, obstacles will be constructed which will be risk assessed

Competitors may arrive several days before the event and leave several days after the event. NEDTL may have made arrangements to permit them onto the site and to stay on afterwards, but the NEDTL responsibilities for the competitors H&S will apply, for a two-day event, from 12.00 hours on the Friday to 18.00 hours on the Sunday. Competitors arriving on the site before or leaving outside these hours do so at their own risk.

Risk Assessment (Generic) for <b>HORSE DRIVING TRIAL</b> <span style="float: right;"><b>GRA/1</b></span>
<p><b>A) Description of Activity/ Process/ Operation (including Location)</b></p> <p><i>Driving Horses or Ponies in Presentation or Marathon Vehicles as Singles, Pairs, Tandems or Teams. The Trial consists of three elements, Dressage, Marathon and Cones. The marathon course consists of Public Highways and Private Estates and the terrain varies. The duration of the Trial may be several days and so a “residential” stabling area has to be provided.</i></p>
<p><b>Description of Hazard</b></p> <p><i>Animals, principally the horse but dogs, insects, farm animals and birds (and humans!!!) Terrain can vary considerably with fields, woods, rivers, rutted paths, tree stumps, overhead branches, etc to be considered. Road traffic Eight obstacles, either natural or man-made have to be driven against the clock. Hazards can be associated with the following and so individual Generic Risk Assessments are attached:</i></p> <ul style="list-style-type: none"> <li>• Location,</li> <li>• General Public</li> <li>• Accidents and Emergencies</li> <li>• Stabling</li> <li>• Dressage</li> <li>• Cones</li> <li>• Marathon Route</li> <li>• Construction of Obstacles</li> <li>• Obstacles</li> </ul> <p><i>There may have to be several R.A.s for the Obstacles</i></p>
<p><b>B) Number and Categories of Persons Exposed to Hazard</b></p> <p><i>Driver, groom(s), on the vehicle. Fellow competitors and their helpers and associates. Judges, Officials, stewards, helpers. Spectators, casual or paying. General Public and Road Users.</i></p>
<p><b>C) Consequences of Exposure to Hazard</b></p> <p><i>A bolting horse(s) attached to or free from its vehicle can cause significant damage to persons or property. If a person is thrown from a vehicle or is caught under an overturned vehicle serious injuries may be sustained. Helpers trying to assist at an accident may be kicked or injured in the rescue.</i></p>
<p><b>E) Initial Risk Assessment</b></p> <p>Likelihood = <i>High (certain or near certain to occur)</i></p>







<b>Risk Assessment (Generic)</b>	<b>GENERAL PUBLIC</b>	<b>GRA/3</b>
<b>A) Description of Activity / Process / Operation</b>		
<p><i>As Item A in GRA/1</i>  <i>Driving Horses or Ponies in Presentation or Marathon Vehicles as Singles, Pairs, Tandems or Teams. The Trial consists of three elements, Dressage, Marathon and Cones. The marathon course consists of Public Highways and Private Estates and the terrain varies. The duration of the Trial may be several days and so a "residential" stabling area has to be provided.</i></p>		
<b>1. Description of Hazard</b>		
<p><i>The NEDTL Directors will decide whether the event is run as club-only or as part of a larger event with paying spectators</i>  <i>If a paying event then higher density of traffic and additional parking</i>  <i>More people who do not recognise the potential risks of horses running away (plus more dogs, children, bicycles, umbrellas, noise, balloons, etc)</i>  <i>Need for more welfare facilities</i>  <i>If a "paying event" then trade stands may be present with an increase in fire risk</i>  <i>There may be "main ring" activities of parachutists, Hot-air balloons, Guns etc.</i></p>		
<b>C) Number and Categories of Persons exposed to Hazard</b>		
<p><i>As item C in GRA/1</i>  <i>Driver, groom(s), on the vehicle</i>  <i>Fellow competitors and their helpers and associates</i>  <i>Judges, Officials, stewards, helpers</i>  <i>Spectators, casual or paying</i>  <i>General Public and Road Users</i></p>		
<b>D) Consequences of Exposure to Hazard</b>		
<p><i>As item D in GRA/1</i>  <i>A bolting horse(s) attached to or free, from its vehicle can cause significant damage to persons or property</i>  <i>If a person is thrown from a vehicle or is caught under an overturned vehicle serious injuries may be sustained</i>  <i>Helpers trying to assist at an accident may be kicked or injured in the rescue</i></p>		
<b>E) Initial Risk Assessment</b>		
Likelihood = <i>High (certain or near certain to occur)</i>		
Severity = <i>High ( fatality, major injury or illness causing Long-term illness)</i>		
Risk Assessment = <i>High / High</i> (Paying Event) <b>NOT ACCEPTABLE</b>		
Risk Assessment = <i>Medium/ High</i> (Club-only)		



## NEDTL FORM 2

## RISK ASSESSMENT FOR SPECIFIC EVENT

Event	Date
<b>Prepared by</b>  The Generic Risk Assessments GRA/01 to GRA/10 as detailed in the NEDTL Manual have been appraised and the following items are special to this event.	<b>Date</b>
<b>RA/1 Trial</b>	Assessment= High/ Medium/Low
<b>RA/2 Location</b>	Assessment= High/ Medium/Low
<b>RA/3 General Public</b>	Assessment= High/ Medium/Low
<b>RA/4 Emergency Services</b>	Assessment= High/ Medium/Low
<b>RA/5 Stabling and Animal Restraint</b>	Assessment= High/ Medium/Low
<b>RA/6 Dressage</b>	Assessment= High/ Medium/Low
<b>RA/7 Cones</b>	Assessment= High/ Medium/Low
<b>RA/8 Marathon Route</b>	Assessment= High/ Medium/Low

<b>RA 9 Construction of Obstacles</b>
Assessment= High/ Medium/Low
-----
<b>RA/10 Obstacles</b>
Assessment= High/ Medium/Low
<b>Comments</b>
<b>Signature</b>

**NEDTL FORM 3**

**BRIEFING NOTES FOR AMBULANCE DRIVERS**

Your contacts are.....Event Co-ordinator

.....Technical Delegate

.....Safety Adviser

Your “supplied radio” call on site is AMBULANCE

Please ensure that you have received from the Safety Adviser a map of the event which shows:

- the Marathon Route
- the Obstacles
- the Emergency Routes
- the site Grid Reference

The highest risks are at the Obstacles shown on the map. Competitors will be coming through the obstacles from..... till.....

Please locate at.....and check out the “supplied radio” reception

The object is to get a quick response to an incident. If you see a runaway horse and carriage then a major incident has occurred and you should mobilise immediately. Stewards at the area will radio you to direct you to the exact location.

If an incident occurs out on the marathon, the Technical Delegate will direct you.

If you are required to leave the confines of the event please advise the Technical Delegate who will suspend the event until you return.

If you have any problems please contact the Safety Adviser.....

Thank you for your assistance,

We hope you have an un-eventful day !!!!!!!!!!!!!

### **NEDTL FORM 3**

#### **PROCEDURE IF AIR AMBULANCE IS REQUIRED**

Notes to Paramedics: **Helicopters and horses do not mix !!!!!**

To Event Organiser: This Form must be displayed on Site Notice Board.

The R.A for this is Medium/ High

If an accident occurs and the Paramedics decide that an Air Ambulance is required, then this **MUST** be accepted and we must do as much as is reasonably practical to prevent the incident escalating by frightening horses which may be in the area.

It is probable that the helicopter will not arrive until at least 15 – 30 minutes after the incident. This should give some time to warn handlers of the approaching aircraft.

#### **Helicopter summoned during Dressage/Cones Day:**

The TD must instruct all class judging to stop immediately and to clear the areas as either ring /cones area may be a suitable landing area.

The Safety Adviser must arrange to warn those in the stable area of the approaching aircraft by means of whistle, or hand bell, or horn, or by PA System if available.

Handlers walking the obstacles may be a significant distance away from their lorries. Communication to advise these handlers to return to their lorries may be difficult.

Handlers in the stable area should be asked to assist with unattended horses tied to lorries or in electric "compounds"

Any animals involved in the incident should be removed from the area as soon as practical.

#### **Helicopter summoned during Marathon Day:**

The above precautions should be followed but on marathon day there are more variables. Competitors will be scattered over a very large area and the location of the incident may be remote.

The TD must issue to all section start/finish stewards and to all obstacle judges the instruction to stop the event immediately and to move, if practical, competitors to a "safer" holding area. Drivers may wish to uncouple the horse(s) from their carriage and they should be allowed adequate time to re-couple after the helicopter has departed.

#### **Landing Area**

This will be determined by the pilot as ground conditions, power lines, etc may exclude landing near the incident. (Because it is an equestrian event the landing will generally be at least one field away from the incident). Because the pilot may not be able to identify the exact location of the incident it is recommended that a helper waves a yellow waistcoat (or similar) to attract his attention. The Paramedics should be given the Grid Reference of the event so that this information can be relayed to the pilot. The Paramedics should also advise the pilot that this is an equestrian event and it is recommended that the 'copter should approach from a significant height to minimise swooshing in low !!!!!

**NEDTL FORM 4****SITE INFORMATION ON HEALTH AND SAFETY**

Duty Holder	Name	Location	Telephone Number
Event Co-ordinator			
Stable Manager			
Technical Delegate			
Safety Adviser/ Medical Officer			
First Aider Saturday			
Emergency Services (Sunday)			
Nearest Hospital with A&E unit			
Local Doctor			
Local Vet			
Local Environmental Health Department			
Accident Reporting			0845 300 9923
Grid Reference			

**CHECK LIST FOR SAFETY ADVISERS:****Documentation:**

Display copy of NEDTL H&S Policy.

Display any Safety Instructions.

Assist with completion and then display Risk Assessments (having reviewed Generic Risk Assessments).

Check availability of Accident BOOK.

Check availability of R.I.D.DOR.

Check availability of NEDTL Safety Manual.

**Information**

Check TD is aware of Event Risk Assessment.

Check Event Secretary and Officials are aware of precautions required to advise, as far as is reasonably practical, all who may be effected by an approaching helicopter.

Check that Marathon Harness Checker is aware that Young Drivers/Grooms must wear body protectors.

## APPENDIX C

### GUIDANCE NOTES ON HEALTH AND SAFETY FOR MEMBERS AND COMPETITORS

#### Introduction:

The North Eastern Driving Trials Ltd (NEDTL) has developed a Health and Safety Policy and associated Manual of which this is a part. The full documents are available from the Secretary or can be seen at the Event office.

The Policy and Manual are your documents and this section is only a summary of the more relevant items. If you have any questions or suggestions on the documentation these will be most welcome and they should be addressed to the NEDTL Secretary in the first case. If you have any Health and Safety concerns of an immediate nature these should be discussed with the Event H&S Adviser.

#### Important Statements:

“The North Eastern Driving Trials Ltd have taken reasonable precautions to ensure the health and safety of everyone present. For these measures to be effective everyone must take all reasonable precautions to avoid and prevent accidents occurring and must obey all reasonable instructions of the organiser, officials and stewards.”

“The North Eastern Driving Trials Ltd’s statement on Health and Safety states that NEDTL is committed to fulfilling its obligations under the Health and Safety legislation!”

A list of officials and local emergency services is posted on each Event Notice Board.

The following items are for your general guidance (for details see the Manual). Where items are shown in BOLD type they are mandatory and when in normal type they are advisory.

#### Competence and Training:

**Members who are competing in a club event must be competent for the class entered.** New drivers (including Young Drivers) must be assessed in accordance to BC Annex 15 2.8 Young drivers must drive at least two events, without elimination, with the horse/pony with which they were assessed. Any change of animal must be notified to the Assessment Officer.

No competitor will be allowed to compete at any NEDTL event unless they have been assessed by the NEDTL or by a club affiliated to the BC.

#### Risk Assessments:

The Event Co-ordinator will have completed Risk Assessments using the Generic R.A.s shown in the Manual and will have summarised these identifying significant/unusual aspects of the trial. This summary is posted on the Event Notice Board and **you should read this and take the appropriate actions.**

#### All Terrain Vehicles and Motorcycles:

Such vehicles are reported as needing expert handling as they are allegedly inherently unstable.

**They must be driven in accordance with licence and insurance restraints.**

**All drivers must be 17 years of age or over for ATVs and 16 years of age for motor cycles. Passengers must not be carried unless the vehicle is designed or adapted for that purpose except in an emergency.**

It is recommended that drivers/riders/passengers should wear appropriate safety helmets.

**Children:**

Please ensure that they are under appropriate supervision

**Children (except for junior competitors aged 10 and over) are not allowed on carriages at any time during the event.**

**All drivers and grooms under the age of 18 must wear Safety hats, back/body protectors whenever they are on a carriage ie when exercising, during dressage, cones and on the marathon and also whilst competing indoors and at Arena Challenges.**

The NEDTL follows the guidance of the BC with respect to Safeguarding Children and Vulnerable Persons.

**Competitors:**

**Drivers must ensure that grooms are fit to render assistance in case of emergency.**

**Drivers must ensure that their turnout and harness is in such condition that it is suitable and safe for each phase of the event.**

**Drivers must inspect the obstacles for unmarked elements such as roots, tree stumps, ruts, boulders, etc and then determine their safest route compatible with their anticipated speed.**

**Securely fastened protective headgear must be worn on the marathon.**

**Securely fastened protective headgear must be worn when riding.**

Securely fastened protective headgear may be worn for Dressage or Cones without penalty in presentation.

**Young Drivers and Young Grooms must wear back/body protectors at all times whilst on the carriage.**

**Young Drivers must be 12 years of age on the day of the event and if under 18 years of age they must be accompanied by a competent adult over 18 years of age.**

**Grooms on vehicles, driven by an adult, must be 14 years of age for the marathon and 12 years of age for dressage or cones.**

**Dogs:**

**All dogs must be kept on leads at all times**

**Harness:**

Harness must be safe and may be subject to inspection at the start of the marathon.

**Horses:**

Never leave a horse harnessed to a vehicle without a driver in control of the reins or a groom holding the bridle.

Never tie up a horse whilst it is harnessed to a vehicle.

Never remove the reins or the bridle of any horse whilst it is harnessed to a vehicle.

**Stable Area:**

For Two-Day Events, the Stable Area will be open from 12.00 hours on the Friday till 18.00 hours on the Sunday. Competitors arriving before or leaving after these hours do so at their own risk.

Speed limit of 10mph for motorised vehicles must be observed.

As a fire precaution, to prevent the spread of fire between parked vehicles, appropriate gaps must be maintained. **Gaps of 6 metres between encampments** and a minimum of 3metres between units in that encampment are recommended.

**All caravans and horse boxes with living accommodation must each carry a 1 kilo. fire extinguisher.**

Keep all roadways clear to allow passage of emergency vehicles.

Always proceed at the walk in the stable area and in crowded areas.

### **Electric fencing**

In 2007 the Committee decided that this would be allowed. However, this has been abused by taking up excessive ground.

### **Restrictions which you must comply with:**

- **Maximum area to be length of truck/trailer and depth (from side of truck/trailer to be 4 metres. (This is for one animal, 8 metres for two animals)**
- **Fencing to have proper signage to advise that it is live.**
- **Please ensure that it does not constitute a trip hazard in the dark**

**Tethering/Hobbling are not allowed.**

**Open-railed corralled fencing is not allowed.**

### **Horses tied to lorry by halter:**

**Should a horse be identified as having a history of breaking its halter rope, it will not be accepted for future events unless an alternative method of “stabling” is provided.**

### **Air Ambulance:**

Should an Air Ambulance be required a warning system will be activated.

The TD will instruct the competition to cease immediately and only the TD will determine when it can be resumed.

All walking handlers must return to their animals in the stable area immediately and those in carriages are strongly recommended to uncouple immediately and lead their animals to a “safer” location.

See Form 3 Appendix A for details.

Please remember that **YOUR ACTIONS** are the key to a **SAFE EVENT – PLEASE BE CAREFUL.**

## **APPENDIX D**

### **ACCIDENTS AND REPORTING THEM:**

Serious accidents must be reported

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires the report to be made to the local District Authority (Environmental Health Department) within a prescribed time and on a standard form F 2508.

This can be phoned initially to 0845 300 9923 who will advise on where to send the form

The British Carriagedriving also requires reports.

For the NEDTL copies of these reports must be made for the Event Secretary and the Company Secretary.

The reports will be prepared initially by the Safety Adviser with assistance from the Technical Delegate. All follow-up correspondence will be addressed to the Event Co-ordinator. Close liaison must be maintained with the Landowner/Occupier as they also have responsibilities to report the incident.

#### **Documents:**

The following documents will be included in a pack available from the Event Co-ordinator

NEDTL Accident Book (for ALL incidents)

#### **For Minor Incidents:**

BC Incident Report Form as in BC Affiliated Club Pack Section 9

#### **For Major Incidents:**

HSE 31 Everyone's Guide to RIDDOR

Form F2508

BC Accident Report Form as in BC Affiliated Club Pack Section 9

**APPENDIX E****H&S TRAINING:**

Course Title	Contents	Attendees	Status	Duration	
Risk Assessments	What if? Theory Practical	Directors Safety Advisers Event Co-ordinators	Mandatory	3 hours	
Basic Life Support	Course by Ambulance Service	All members and helpers	Voluntary	3 hours	
First Aid	Course by St Johns and Others	Any member	Voluntary	4 Days or 12 nights	To suit local arrangements
Accidents and Emergencies	Actual incidents and Preventative actions	Any member	Voluntary	3 hours	