

North Eastern Driving Trials Ltd

Health and Safety Manual

February 2026



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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.

Provided 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.

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.

NEDTL is affiliated to the British Carriagedriving (BC)

It is the intention of 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.

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, stewards and contractors and their staff are required to co- operate with 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 NEDTL and administered by the Event Organiser (EO hereafter) and a Health & Safety Officer (Safety Officer hereafter) will be appointed to assist.

This Statement of Company Policy will be reviewed by the Technical Delegate (TD hereafter) and Event Organiser, and will be displayed prominently at all events for all participants at the event to read.

NEDTL Safety Manual for implementing the Policy is also available from the Events Secretary or the website.

Signed.....(A. Harrison)
Chairman – North Eastern Driving Trials Ltd.

Date..... (2026)

2) ORGANISATION for Health and Safety

2.1 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 If work is contracted out, then NEDTL will take reasonable steps to ensure that the employer of that employee will make the appropriate H & S arrangements for that employee.

2.3 Where non-members volunteer to help at an event, the EO, TD and/or SO will ensure that they are briefed on their duties and on the relevant Risk Assessments.

2.4 The Directors of NEDTL will organise the H&S arrangements for any event.

2.5 The EO may recommend to the Directors the appointment of the SO.

2.6 Where an activity is being organised in a facility where there is an existing H&S Policy then NEDTL will comply with this policy along with any other relevant NEDTL policies.

2.7 Because resources may be restricted NEDTL may elect to combine functions which are identified in subsequent sections of the manual as separate appointments. e.g. the Stable Manager (with appropriate training) may also be the SO and the EO may be the Stable Manager.

2.8 RESPONSIBILITIES

2.9 Members

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

2.10 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 January and any significant/unusual changes are to be included in the next season's yearbook and highlighted on the website. Review to include up-date of legislation, BC rule changes (if deemed required by NEDTL Directors) and assessment of practical application.

- To prepare and administer the NEDTL H& S Policy and finance any appropriate training.
- To appoint competent Event Organisers, Technical Delegates and Safety Officers.
- To ensure that there are sufficient funds, resources, and equipment for the event's requirements.

2.11 Event Organiser

Ensure, as far as is reasonably practicable, the H&S of those who may be affected by the event and that an experienced H&S Officer is appointed.

Consider the proposed activities against the Risk Assessment checklist to identify and produce any Risk Assessments that may be needed. Complete the specific RA summary form for the Event.

- Arrange to brief non-members on their duties and on the relevant Risk Assessments.
- Provide Emergency Facilities appropriate to risk (First Aid, Paramedics, Radios, Fire Precautions).
- Liaises with the Technical Delegate and Safety Officer including practical review of the Risk Assessment Summary, to ensure it reflects the H&S of the event.
- Arrange to post on the site noticeboard or circulate to those affected the appropriate H&S information.
- Liaise with the Safety Officer to conduct the initial investigation of any accident.
- Take over from the Safety Officer and subsequently administer the consequences of any accident.

2.12 Safety Officer

It is recognised that the Safety Officers may not have a professional H&S background, but they should be experienced in equestrian activities, should have a sound knowledge of good working practices, and ideally have completed the BC Safety Training for Club events.

- Advise the Event Organiser with respect to H&S.
- Completes the initial Risk Assessment, which is signed off by the EO, TD and ratified by another member of the committee.
- On-going H&S review during the event with the TD.
- Advise the Paramedic/Emergency Services of the event's requirements (e.g. Location of resources, communication, back-up, emergency routes, etc.).
- Conduct the initial investigation of any accidents and then assist the EO in any consequential actions or reports.
 - If a major incident, then witness statements are required.

2.13 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.
- To authorise the start, stop, re-start of any section of the event if H&S determines such action.

2.14 Officials / Stewards

- Discuss any H&S concerns with the TD on H&S.
- Assist in any accidents or emergencies if/when asked.

3) MANAGEMENT of Health and Safety Aspects of NEDTL

3.1 Introduction

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

These are generally one or two-day events held on private estates, in outdoor/indoor arenas or training events (could be outdoor or in arenas) and are organised to conform with the NEDTL H&S policy and 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 and not fully aware of H&S legislation and may not be focused on paperwork.

This manual is therefore divided into Appendices and forms which can be issued to those who need them, with the total Manual being available for further reference.

3.2 Distribution of H&S Documentation

Electronically	The complete documentation will be available on NEDTL website
Hard Copies	Full set to Directors, Each Event, NEDTL office file, BC.
Appendix A	Risk Assessments
Appendix B	Checklist for Event Organiser, Safety Officers and TD's. Checklist for RA for Specific Event Form 2: RA for Specific Event – form for handwritten RA if PC not available Form 3 Procedure if Air ambulance is required. Briefing Notes for Ambulance Site Information for H&S Checklist for H&S Officers
Appendix C	Guidance Notes for Members and Competitors
Appendix D	Reporting Forms to Event Organiser and Safety Officers.
Appendix E	H&S Training

3.3 Risk Assessments (R.A.)

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

See Appendix A for details.

For outdoor and training events the risk assessment is bespoke to that event and must be completed as such.

For indoor events and arena challenges a generic risk assessment has been created and will be reviewed and issued annually to cover all events that season unless there are significant changes.

The risk assessment must then be posted on the event Notice Board at 2-day Outdoor events. They need to be accessible for 1 Day events, indoor events, arena challenges and training events.

3.4 Guidance Notes for Safety Officers

As Safety Officers may not have a professional background in H&S, a list of items which must be addressed is included in Appendix B Checklist.

Appendix B must be issued to all SO and EO by the NEDTL Committee.

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

3.5 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 published on the website and included with the Yearbook, (if published.) New members will be directed to the Club documents on the website when joining.

An example of the notes for 2024 are in Appendix C – but may change each year.

3.6 Competence and Training

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

NEDTL actively organises training for members. This is predominantly equestrian but improvements in driving have H&S benefits.

NEDTL encourages training in H&S including:

- First Aid
- Risk Assessments
- BC Training for Safety at Events
- Steward and Course building

- Accident and emergencies
- Accidents and Emergencies

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

Club members are encouraged to obtain the Emergency First Aid at Work Certification but because of the geographical spread of membership this may be completed individually.

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.

3.7 Defibrillator

The Club has a defibrillator that is at all competitions. The location will be notified on the Notice Board. At 2-day Outdoor Events it will be with the Event Secretary. At 1 Day events and Indoor Events the person who has the defibrillator will be identified.

3.8 Compliance

A breach of NEDTL H&S Manual, identified by the EO, the TD, the SO, or the Directors of the Company, may require the offender to withdraw from the event.

3.9 Young Drivers and Young Grooms

Class – Outdoor Minimum age at National Events	Athlete	Body protector	Groom	Body protector
Horse Fours / Horse Pairs / Horse Tandems	18 years		14 years	Yes - all phases
Horse pairs	16-17 years	Yes - all phases	18 years	
Horse single and all Pony class	18 years		14 years	Yes - all phases
Horse single and all Pony class	14-17 years	Yes - all phases	18 years	
Single pony	12-14 years	Yes - all phases	18 years	
Gateway & VSE – all classes	10 – 12 years	Yes - all phases	21 years	Yes - all phases
Gateway & VSE – all classes - multiples	12-13 years	Yes - all phases	18 years	Yes - all phases
INDOOR Carriage driving				
Single pony	8-12 years	Yes - all phase	21 years	
Single pony	12-17 years	Yes - all phases	18 years	

With NEDTL age is determined by their birthday.

Young drivers and grooms under 18 years of age must wear a body protector for all phases of a competition, whether indoor or outdoor.

Young drivers need to be fully assessed before driving at an event alongside the competent experienced adult (see above table), who will be accompanying the driver, and driving the pony that they will be competing with for the first 3 indoor and 3 outdoor events (6 in total). So, for H&S reasons the whole turnout is assessed. If the pony is changed then permission to compete must be requested for NEDTL to determine if re-assessment is needed.

Young Drivers from 8 years of age can compete at indoor and arena challenge events.

Young drivers from 8-12 must be accompanied by a competent experienced driver as groom, aged over 21 years of age. Young drivers 8-10 years must be accompanied using double reins until they are assessed by the Assessment Officer as being competent to drive on their own.

Outdoor 3 Phase events

Young drivers from 10 years of age can compete at outdoor 3 phase events in single pony classes and must be accompanied by an adult over 21 years of age. But they must have completed at least 3 indoor events without elimination with the pony they are competing their out door events with.

Grooms on vehicles driven by an adult must be 14 years of age for the marathon and 10 years of age for dressage and cones.

3.10 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 Checklist
Accidents and Emergencies (Reporting)	D Reporting Forms
All-terrain Vehicles and Motorcycle	C Guidance Notes for Members and Competitors
Air Ambulance and Landing	Form 3 Appendix A Risk Assessments
Barriers	B Checklist
Carriages	C Guidance Notes for Members and Competitors
Children	C Guidance Notes for Members and Competitors
Competence	C Guidance Notes for Members and Competitors
Competitors	C Guidance Notes for Members and Competitors
Controlled Crossing Points	B Checklist
Control of Substances Hazardous to Health (COSHH)	B Checklist
Dogs	C Guidance Notes for Members and Competitors
Dressage and Cones Arenas	B Checklist
Electricity	B Checklist
Emergency Routes	B Checklist
Equipment (Mechanical) and Tools	B Checklist
Fire Precautions	B Checklist & C
First Aid	B Checklist
Harness	C Guidance Notes for Members and Competitors
Horse Box and Caravan Park (Stable Area)	B&C
Horses	C Guidance Notes for Members and Competitors
Marathon Route	B Checklist
Medical Officer	B Checklist
Notice Boards and Site Information	B Checklist
Obstacles	B Checklist
Personal Protective Equipment	B Checklist
Radios / Mobile Telephones	B Checklist
Reporting Accidents	D Checklist
Risk Assessments	A Risk Assessments
Public (spectators)	B Checklist
Stabling Restraint of Animals	A Risk Assessments
Trade	B Checklist
Training	C Guidance Notes for Members and Competitors & E
Young Drivers	C Guidance Notes for Members and Competitors

Appendix A: RISK ASSESSMENTS for HORSE DRIVING TRIALS

Introduction

Risk assessments need to be communicated to all competitors, stewards, and volunteers at events by being displayed on the notice board.

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.

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?”

Risk Assessments must focus on Significant or Unusual Risks e.g. 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 turnover 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.

There are various methods of quantifying risks and NEDTL will assess the risk by looking at both the potential severity of an incident or activity, and the likelihood/how frequently it might occur.

It is the combination of both severity and likelihood/ frequency, that defines the level of risk associated with each activity. Based on these judgments of severity and likelihood/frequency, we make an assessment about what can be reasonably and practicably be done to reduce the risk. NEDTL will define the risk on a descriptive scale (Low, Medium, High).

The Severity or Consequences of accident 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 or how often might it happen? can be:

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

Risk is assessed:

- 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 Risk Assessments and Health and Safety procedures may take many forms. One of the key points is that they constitute an on-going process before, during and after an event. A regular drive-out may require a minimal risk assessment whilst a full two-day event may require a comprehensive series of Risk Assessments and remedial measures, which need to be monitored throughout the event. There are several ways to approach creating risk assessments for an activity or event.

1) Organisation and Management of an event

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 an R.A.

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

2) The Event

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

- Type of driving Trial
- Location
- General Public
- Stable Area
- Dressage and Cones areas
- Marathon Route
- Construction of Obstacles
- Obstacles

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

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

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

Ideally a risk assessment is created for each activity or event, at a specific location. This tends to create a lot of work at the outset, but when events are repeated, it is a case of checking that the previous risk assessment is up to date and that nothing has significantly changed. The risks detailed are then 'site' specific' and can take into account particular issues of topography and access that the Generic Assessment can never pick up.

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 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 should ask permission of the Event Organiser.

H&S Information relevant for R.A.s (example of a R.A.)

Name of Event	
Location of Event	
Date(s) of Event	
Name of Organiser	
Name of Safety Officer (if applicable)	
Name of Course Designer (if applicable)	
Name of Landowner(s) (if applicable)	
Estimated number of Competitors or other Participants (including grooms)	
Estimated number of stewards	
Will the Public be able to attend the Event?	(YES / NO) No *
Will the Public be in the vicinity of the Event? - e.g. on public Roads or on a common?	(YES / NO) Yes
Have the police, Ambulance and emergency services been informed	(YES / NO) Yes

The two tables below are examples of more event specific topics to be considered in producing the R.A. s

ID No.	<u>Potential activity / area of risk</u>	<u>Consequences of accident</u>	<u>How often might it happen?</u>	<u>Action to be taken</u>
	Consider each area of the event in turn 1) the site / parking area 2) the event itself and each stage (training areas, Driven Dressage, Cones, Marathon, if appropriate) 3) Set-up and dismantling of the event	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)	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)	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
1	Obstacle and course construction	Low	Low	1. PPE to be used as required. 2. Course builders (CB) to be aware of lifting & handling techniques. 3. CB's to be aware of dangers of slips, trips & falls. 4. CB's to be made aware of any hidden electric cables. 5. Power and hand tools are to be fit for intended purpose, to be maintained to remain in a safe condition and CB's trained and authorised to use.
2	Access to site via gate to small but busy road with lorries	High	High	6. Gate to be closed at all times. 7. All competitors informed that gate to be closed. 8. Notice to be placed on gate. 9. Stewards to be advised on Marathon day to keep eye on gate if it has to be open for the competition.
3	Loose horse on ground	Low	Med	1. Overall risk low as plenty of space. 2. Look at possibility of a rope between arenas and lorry park. 3. Alert stewards that gate is to be closed.
4	Fire in lorry park	Medium	Low	1. Lorries to be parked as instructed by Stable Manager at least 6 metres apart. 2. Vehicles to carry an easily accessible 3KG fire extinguisher – checks to be made. 3. Water supplies nearby.

Examples of more event specific topics to be considered when producing the R.A.s

5	Accident involving loose dog	High	High	1. Dogs to be kept on lead at all times, no exceptions. 2. Dogs not allowed in obstacles once obstacle is open
6	Accident from / on motorised bike or Quad	Med	Med	1. It is strongly recommended that suitable and properly secured hard hats should be worn by anyone on a motorised bike or Quad. 2. Quads or motorbikes must only carry the number of people for which they are designed and must not be ridden by children. 3. Bikes or quads NOT allowed in obstacles (unless driver is registered disabled).
7	Marathon course contains excessive potholes, branches, roots etc. – tip-ups etc	Med	Med	1. Course flagged and signed by experienced person (Course Designer). 2. Course checked by safety officer. 3. Major hazards signed with tape, paint or similar. 4. Competitors briefed prior to marathon. 5. Radio positions at key points. 6. Para Medics to be briefed, motorised access possible to all points.
8	Marathon course on public road.	High	High	1. Warning signs to motorists at either end. 2. Stewards at either end – competitors to wait for steward to signal them onto road. 3. Radios at either end if practicable. 4. Competitors to be briefed prior to event. 5. Hi Vis advised for competitors.
9	Accident in Obstacle	Med	Med	1. Competitors not to be started at start of section, but held. 2. Obstacles designed and built by competent (experienced) person. 3. Obstacles checked prior to event by safety officer. 4. Competitors to be briefed. 5. Minimum of one experienced Steward (with current training) on each obstacle. 6. Obstacle Stewards issued with radios. 7. Stewards to be briefed on safety and radio procedures prior to marathon.

APPENDIX B: NEDTL RISK ASSESSMENT FOR SPECIFIC EVENT – Event Checklist

The purpose of this checklist is to help event organisers and safety officers during the preparation of a risk assessment.

This checklist does not constitute a risk assessment. 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 Ambulance/ Red Cross/ Paramedics
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 Driven 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. Where is the collecting area to be? • If a horse bolts, where might it go?
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?
Communication	• Who will brief the stewards? • Who will liaise with on-site first aiders? • Who will check the Marathon or drive route on the day? • Are radios required? • Who will brief use of radios?

NEDTL FORM 2: RISK ASSESSMENT FOR SPECIFIC EVENT

To be displayed on the Notice Board.

Event	Date
Prepared by Date 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.	
RA/1 Trial	Assessment= High/ Medium/Low
RA/2 Location	Assessment= High/ Medium/Low
RA/3 General Public	Assessment= High/ Medium/Low
RA/4 Emergency Services	Assessment= High/ Medium/Low
RA/5 Stabling and Animal Restraint	Assessment= High/ Medium/Low
RA/6 Dressage	Assessment= High/ Medium/Low
RA/7 Cones	Assessment= High/ Medium/Low
RA/8 Marathon Route	Assessment= High/ Medium/Low

RA 9 Construction of Obstacles

Assessment= High/ Medium/Low

RA/10 Obstacles

Assessment= High/ Medium/Low

Comments**Signature(s)**



BRIEFING NOTES FOR AMBULANCE



Your contacts are –

	NAME	TELEPHONE NUMBER
Event Organiser(s)		
Technical Delegate		
Safety Officer(s)		

Your “supplied radio” call on site is PARAMEDIC

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

- The marathon route
- The obstacles
- The emergency route
- The site grid reference is -

- What3words references –

Entrance gate	
Helicopter landing -Saturday	
Helicopter landing -Sunday	

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

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

The object is to get a quick response to an accident. If you see a runaway horse and carriage then a major incident has occurred and you should mobilise immediately. Stewards at the incident 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 Officer

Thank you for your assistance

NEDTL FORM 3 - PROCEDURE IF AIR AMBULANCE IS REQUIRED

Notes to Paramedics:

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 ambulance has arrived. This should give some time to warn handlers of the approaching aircraft.

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 What3words reference of the event so that this information can be relayed to the pilot. The Event Organiser will liaise with the Paramedics when it's alright to land.

When Helicopter is summoned:

The TD must instruct all class judging or the marathon to stop immediately and to clear the areas that may be a suitable landing area.

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.

The Safety Officer must arrange to warn those in the stable area of the approaching aircraft by means of a 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.



SITE INFORMATION ON HEALTH & SAFETY



EVENT			
DATE OF EVENT			
ADDRESS			
DUTY HOLDER	NAME	LOCATION	TELEPHONE NUMBER
Event Organiser(s)			
Stable Manager			
Technical Delegate			
Safety Officer(s)			
First Aider			
Emergency services (Sunday)			
Nearest Hospital with A&E Unit			
Local Vet			
Local Environmental Health Department			
Accident reporting			0845 300 9923
Grid reference			
What3Words	Entrance gate		
	Helicopter landing		

CHECKLIST FOR SAFETY OFFICERS

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 NEDTL Safety Manual.

Copy of BC Planning for Safety at Events – use the forms to report to BC

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 affected 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

1) 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 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 Officer.

2) 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).

3) Competence and Training:

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

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

4) Young drivers and Young Grooms:

Young Drivers must drive at least 3 Indoor events, without elimination, with the horse/pony with which they were assessed. Any change of animal must be notified to the Assessment Officer.

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.

Class – Outdoor Minimum age at National Events	Athlete	Body protector	Groom	Body protector
Horse Fours / Horse Pairs / Horse Tandems	18 years		14 years	Yes - all phases
Horse pairs	16-17 years	Yes - all phases	18 years	
Horse single and all Pony class	18 years		14 years	Yes - all phases
Horse single and all Pony class	14-17 years	Yes - all phases	18 years	
Single pony	12-14 years	Yes - all phases	18 years	
Gateway & VSE – all classes	10 – 12 years	Yes - all phases	21 years	
Gateway & VSE – all classes - multiples	12-13 years	Yes - all phases	18 years	

INDOOR Carriage driving				
Single pony	8-12 years	Yes - all phase	21 years	
Single pony	12-17 years	Yes - all phases	18 years	

Age is determined from child's birthday which is different to BC rule.

4.1 Assessment of Young Drivers

Young drivers need to be fully assessed before driving at an event alongside the competent experienced adult (see above table), who will be accompanying the driver and driving the pony that they will be competing with for their first 3 indoor and 3 outdoor events (6 in total). So, for H&S reasons the whole turnout is assessed. If the pony is changed then permission to compete must be requested to determine if reassessment is needed.

4.2 Body Protectors

Young Drivers and Young Grooms under the age of 18 years of age must wear body protectors at all times whilst on the carriage.

4.3 Young Drivers at Indoor Events or Manor Grange Events

Young Drivers from 8 years of age can compete at indoor and Manor Grange events.

Young drivers from 8-12 must be accompanied by a competent experienced driver as groom, aged over 21 years of age.

4.4 Young Drivers at Outdoor 3 Phase events

Young drivers from 10 years of age can compete at outdoor 3 phase events in single pony classes and must be accompanied by an adult over 21 years of age. But they must have completed at least 3 indoor events without elimination with the pony they are competing their out door events with or they have to be re-assessed.

5) Risk Assessments:

The Event Organiser will have completed Risk Assessments and will have summarised these identifying significant/unusual aspects of the event. This summary is posted on the Event Notice Board, and **you should read this and take the appropriate actions.**

If you have any concerns about the marathon then they can be discussed at the TD briefing on the Saturday evening or speak to the TD or EO during Saturday.

6) All Terrain Vehicles and Motorcycles:

ATVs and motorbikes must only carry the number of people for which they are designed and must not be ridden by children. NEDTL Safety Policy Statement must be followed, and it is strongly recommended that suitable and properly secured hard hats should be worn. Any ATV or motorbike driven on a public highway at an event must be road legal and any person driving an ATV or motorbike on a public highway must have the benefit of adequate and valid third-party liability insurance

They must be driven in accordance with license and insurance restraints.

All drivers must be 17 years of age or over for ATVs and 16 years of age for motorcycles.

7) 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, body protectors whenever they are on a carriage i.e. when exercising, during dressage, cones and on the marathon and

also whilst competing indoors and at Arena Challenges.

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

8) Competitors:

- Hard hats to be worn at all times at competitions including exercising. Your head is precious and accidents can happen so easily.
 - The hard hat must conform to the same hat standards of other British Equestrian Standards Member bodies.
 - No recording device is to be fitted to the hat.
 - Make sure your hat fits correctly. The hat should not move on your head especially if you tilt your head forward.
 - Hats should be replaced after a severe impact as subsequent protection may be compromised. Damage after an impact is not obvious and the shell could be cracked.
 - Hats deteriorate with age and should be replaced every 3 to 5 years dependent on use.
 - The TD or Event Organiser may disqualify a competitor if they are driving on the competition field, even if just exercising, if they are not wearing a hat or their hat is not securely fastened, or their hat does not comply with the standards.
- All drivers and grooms must wear body protectors (recommend level 3) in the marathon phase at outdoor events and the obstacle phase for indoor or 1-day events. See point above for children.
- 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.
 - Any issues e.g. holes report to the event organiser.
- Securely fastened protective headgear must be worn when riding.
- Young Drivers and Young Grooms must wear body protectors at all times whilst on the carriage.
- 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, and wear a body protector and hard hat for all phases.

9) Dogs:

All dogs must be kept on leads at all times.

10) Harness:

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

11) 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.

12) 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 3 metres between units in that encampment are recommended.

All caravans and horse boxes must each carry a 3 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.

Tethering/Hobbling are not allowed.

Open-railed corralled fencing is not allowed.

13) Electric fencing

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

14) 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.

15) Air Ambulance:

Should an Air Ambulance be required 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 (Procedure if Air ambulance is required).

16) Defibrillator

The Club has a defibrillator that is at all competitions. The location will be notified on the Notice Board. At 2-day Outdoor Events it will be with the Event Secretary. At 1 Day events and Indoor Events the person who has the defibrillator will be identified.

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

APPENDIX D - ACCIDENTS AND REPORTING THEM:

Minor Incidents

A Minor Incident Report Form must be completed and submitted on-line to The Insurers via the British Carriagedriving website in the case of all incidents (e.g. turnovers, runaways, grooms falling off the back etc.), other than those reported using the Serious or Major Incident procedure however trivial they may appear at the time.

This form is in the BC Planning for Safety at Events Appendix A

Major Incidents:

If an Incident involves any of the following, then it is classed as a serious incident.

- Any injured party attending hospital.
- Any broken bone or concussion.

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.

- Damage to property owned by a third party i.e. not owned by British Carriagedriving or a British Carriagedriving Affiliated Club
- Veterinary attention to any horse, pony, or other animal
- A person threatening to make a claim against British Carriagedriving, an Affiliated Club or a member.
- A Serious Incident Report Form must be completed and submitted to The Insurers on-line via the British Carriagedriving website. This form is in the Planning for Safety at Events Appendix B
- For 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 Officer with assistance from the Technical Delegate. All follow-up correspondence will be addressed to the Event Organiser. 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 Organiser

NEDTL Accident Book (for ALL incidents)

For Minor Incidents:

BC Incident Report Form as in BC Planning for Safety at Events Appendix A

For Major Incidents:

HSE 31 Everyone's Guide to RIDDOR

BC Accident Report Form as in BC Planning for Safety at Events Section 11 Appendix B

Major Incident Procedure

In the event that a serious accident occurs which involves very serious life-threatening injury or death, the Major Incident Procedure must be followed.

This takes into account other factors such as isolating the incident site, informing the Police and dealing with initial press enquiries. This procedure is applicable to both National and Club events.

It is recognised that Club events may not be able to field the number of officials stated in the procedure. None the less British Carriagedriving recommends Clubs to take note of the contents of the procedure and to plan for a Major Incident based on its contents.

The Major Incident Procedure is set out in BC Planning for Safety at Events Appendix C

APPENDIX E - H&S Training

Course Title	Contents	Attendees	Status	Duration	
Risk Assessments	What if? Theory Practical	Safety Officers Event Organisers	Mandatory	3 hours	
First Aid	Course by St Johns and Others	Any member	Voluntary	1 day emergency first aid at work	To suit local arrangements
Accidents and Emergencies and BC Safety course	Actual incidents and Preventative actions	Any member	Voluntary	3 hours	