

VHPRC Generic Events Risk Assessment 2020/21 – Version 7.1 (Incorporating Covid19)

Date: 19/9/20 **Assessed By:** Renee Sawyer Fry (on behalf of VHPRC Committee)
Review date: **When VHPRC club activities resume or in the event of further changes OR July 2021**

VHPRC Health & Safety Policy

The VHRPC Committee will ensure that all Riding Club events have in place suitable and sufficient controls to ensure the Health, safety & welfare of all event attendees. In order that the controls are effective they must be communicated in advance to all VHRPC members, specifically event volunteers and organisers, to minimise levels of risk and to prevent accidents. All competitors and event attendees must obey the instructions of the organising committee, officials and stewards. Any accidents or incidents will be reported, recorded and investigated if appropriate. We shall also encourage our members and competitors to ensure they have personal liability and accident insurance.

COVID19 – VHPRC will ensure that we comply with British Riding Club and UK Government Guidance in managing the risks associated with Covid19, we recognise that Government advice and legislative changes may occur nationally and locally. We will take any actions as appropriate and update our Health & safety documentation. Activities will only take place where we are able to demonstrate compliance. The riding and social activities of VHPRC are currently very limited but we can assure our members that their Health, Safety and Welfare is our priority.

Scope:

- **COVID19 information is identified in red. The only current activities are rallies. No Club monthly meetings are held. Whilst all activities are retained in this document these activities will not be taking place, resumption of activities will require a document review**
- This document is intended to cover all significant risks identified by the event organisers for all VHPC events, including rallies, camp, clinics and dressage series. These are held at a number of local venues which have been previously used by the club. Specific risk assessments shall be completed if required.
- All entrants or participants agree to abide by club/ event rules and must agree to report any accidents, incidents or falls. **They must also follow any safety instructions given by riding instructors.** Competitors and spectators have a personal responsibility for their own H&S and to ensure they do not put themselves or anyone else at risk.

- Any additional rules of the venue must be obeyed and communicated by the organiser eg: no dogs
- Any persons attending events who are not club members must have their own valid insurance.
- All suppliers or service providers, for which they are paid (or operate for financial gain) must have public liability insurance. They will also be asked to provide other relevant information appropriate to their activities. **In addition they must have a Covid19 risk assessment in place.**

Person Responsible for Health & Safety Checklist:

This role will be carried out by the VHPRC organiser on the day, checks will be carried out with the premises owner/ yard manager any hazards noted and additional controls put in place if required. See Appendix 1

Activity, location of Hazard & Potential Harm	Who could be harmed	Control Measures	(A)Likely severity of injury (1 to 3)	(B) Likelihood (1 to 3)	Risk Rating (AxB)	Actions / Comments
Resumption of Rallies at Smith Yard Badminton, instruction provided by Anthony Perkins Covid19 passing on virus to others	VHPRC members	Attendees must advise immediately & must not attend if they show any Covid19 symptoms Track & trace information will be held and retained for 6months (BRC guidelines) Anthony Perkins has confirmed (see bottom of document) that a Covid19 Risk Assessment is in place. First Aid - Falls are unavoidable but risk will	3	1	3	Action: Ensure Track & Trace information is accurately completed, details are available from membership records. Action: Communicate the control measures to all attendees on the VHPRC website Action : Attendees all advised to bring their own hand santiser for their use Action: Confirm on checklist at start of group session all controls are in place. Record any breaches, advise offender and advise if repeated will be asked to leave

		<p>be minimised by working within the clients ability and fitness levels and progressing gradually. PPE (gloves & mask) to be worn for any situations where close contact is unavoidable, eg: after a fall, providing First Aid. No mouth to mouth will be provided.</p> <p>Max 5 VHPRC members per session & 1 instructor</p> <p>Attendees must socially distance 1.5 - 2m where possible</p> <p>Attendees may only bring one other person to assist them and they must leave as soon as the rally finishes</p> <p>Sufficient gap in group timings to ensure no overlap</p> <p>Large Outside space, car park large allowing for social distancing</p> <p>No refreshment, toilet or</p>				
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		handwashing facilities				
<p>Car and lorry parking. Access and Egress by horse riders, lorries, trailers, vehicles, pedestrians</p> <p>Potential for collision resulting in bodily injury or death</p>	<p>Event volunteers, visitors, competitors & horses</p>	<p>The yard owner or their representative shall take responsibility for this activity on their premises</p> <p>OR the following shall be in place</p> <p>Marshall to direct and control traffic to parking area</p> <p>Marshalls should wear high viz vests</p> <p>Monitor weather conditions</p>	3	1	3 (Low)	<p>This activity is not always under the control of the riding club, however in situations where it is suitable controls need to be in place, particularly during poor weather conditions</p>
<p>Loose or out of control horses</p> <p>Potential for collision resulting in bodily injury or death</p> <p>Children, elderly or disabled</p>	<p>Event volunteers, visitors, competitors & horses</p>	<p>Spectators must not enter the riding arena unless this has been specifically agreed by the organizer or instructor. In such cases they should have a genuine and valid reason for doing so eg: to assist if they are the owner of the horse.</p>	3	1	3 (Low)	

<p>visitors are especially vulnerable</p>		<p>Horses must be kept under control by a responsible adult person at all times</p> <p>No horses or ponies must be tied to the side of lorries or trailers and left unattended at any time</p> <p>Parents must supervise and keep children & dogs under control if they are permitted on site</p> <p>Warm up areas will be monitored</p>				
<p>Fire & Emergency Arrangements at all venues</p> <p>Fire or other major emergency could cause serious injury or death.</p> <p>Failure to provide information to attendees</p> <p>(Sleeping accommodation</p>	<p>Event volunteers, visitors, competitors & horses</p>	<p>In the event of Fire dial 999 advise them horses are present</p> <p>The organizer must check these details at the venue & location of assembly point on arrival and be clear what to do in the event of an emergency, communicating these to attendees</p> <p>Information must be communicated by the organizers to any</p>	<p>3</p>	<p>1</p>	<p>3 (Low)</p>	<p>Check location of Emergency assembly point</p> <p>Need to consider what action to take if fire in car park</p> <p>Alternative routes for Emergency Services need to be considered and main access routes kept clear at all times</p>

<p>is a particular hazard and should be separately assessed with the provider.)</p> <p>Sirens from emergency service vehicles could cause horses to panic resulting in injury</p>		<p>volunteers, staff or “contractors” eg: stall holders, riding instructors</p> <p>Organizers will comply with any instructions issued by the venue</p> <p>Where sleeping accommodation is used all attendees must receive a fire safety induction, a roll call of attendees must be taken at the Assembly Point</p>				
<p>Accidents & First Aid</p> <p>Minor or Major incidents involving riders falling or visitors becoming ill</p> <p>Minor or major incidents involving horses</p>	<p>Event volunteers, visitors, competitors & horses</p>	<p>The organizer must check arrangements and details at the venue before the event</p> <p>Entrants or participants must agree to report any accidents, incidents or falls immediately</p> <p>VHPRC have trained EFAW first aiders however they may not always attend events. In which case suitable arrangements need to be considered</p> <p>Hair to be tied back during riding activities and jewelry</p>	<p>3</p>	<p>1</p>	<p>3 (Low)</p>	<p>Collect all details of the incident and any witnesses as soon as possible and complete the accident form with the person involved if possible</p> <p><i>If a person is taken to hospital (where it not just a precaution) this may be a HSE reportable injury. Seek advice from the H&S Officer and notify asap.</i></p>

		to be kept to a minimum to prevent entanglement				
		Appropriate approved riding hat, clothing and suitable footwear must be worn				
<p>Catering Arrangements</p> <p>Food related illness or allergic reaction from unlabelled, poorly prepared food or handling</p> <p>Risk of explosion from gas canisters causing burns and fire.</p> <p>Risk of fire or electric shock from misused or faulty electrical equipment</p> <p>Panic reaction to noise from horses potentially causing other serious injuries</p>	Event volunteers, visitors, competitors	<p>Any mobile food vendors must comply with current Food & H&S legislation to trade. They must be registered with the local authority</p> <p>Ideally evidence of compliance & competence checked before arriving on site</p> <p>Public Liability insurance must be in place</p> <p>LPG appliances should have been tested by a competent person, be carefully sited and firmly secured</p> <p>Electrical equipment must be pat tested, extension cables not daisy chained</p>	3	1	3 (Low)	<p>Check Local Authority Registration Certificate</p> <p>Food Handling training checked</p> <p>HACCP checked</p> <p>Food Hygiene rating checked</p>

<p>Stallholders and other Service providers including riding instructors</p> <p>Fully qualified riding instructors will only be used by VHPRC</p> <p>Suppliers will be on site, selling a variety of goods or services.</p> <p>In most cases this will be small scale local traders</p> <p>Risk of fire or electric shock from misused or faulty electrical equipment</p> <p>Potential injuries are most likely to be minor - slips, trips and falls.</p>	<p>Event volunteers, visitors, competitors</p>	<p>All suppliers provided with relevant Health & Safety information and emergency arrangements.</p> <p>OR (in the case of smaller events)</p> <p>Provided with this information by the organizer verbally</p> <p>They will accept liability and full responsibility for their activities. Including the set up and dismantling and for ensuring that they do not present a hazard to themselves or others.</p> <p>Stalls and activities will be checked and monitored by the VHPRC representative during the event</p>	<p>2</p>	<p>1</p>	<p>2 (Low)</p>	<p>All stall holders and suppliers must have public liability insurance and a copy of the certificate must be provided</p>
<p>Manual Handling</p>	<p>Club volunteers</p>	<p>Ensure people experienced and fit enough to carry out</p>	<p>2</p>	<p>2</p>	<p>4 (Med)</p>	<p>Ask people when they volunteer if there is anything they are unable to</p>

Lifting, pulling or pushing jumps or heavy items, Potential for upper limb or serious back injury		the task. Provided with relevant Health & Safety information and emergency arrangements. Regular breaks of task and pace to suit the individuals				do – it is hard to say “no” on the day ! Provide volunteers with copy of HSE Manual Handling Guide
Adverse Weather Poor ground conditions, flooding causing slips, trips & fall and potentially more serious incidents	Club volunteers, visitors, competitors & horses	Monitoring conditions prior to event and on the day Comply with any requests made by the premises owner	3	1	3 (Low)	Assess if conditions are likely to lead to injury or harm & take action
Toilets & Welfare facilities Personal hygiene hazards Suitable and sufficient handwashing and toilet facilities must be provided, inadequate facilities present hygiene issues	Club volunteers, visitors, competitors Children, elderly or disabled visitors are especially vulnerable	Access/ egress routes will need to be kept clear, particular attention will need to be made to floor conditions Ensure arrangements are suitable , regularly checked and suitable Suitable arrangements should be made for disabled visitors(championship Event)	2	1	2 (Low)	Has signage been erected if access is likely to be wet or slippery ?

Access and egress to facilities Resulting in slips, trips & falls						
Slips, trips & falls (not from horses) resulting in cuts & grazes or more serious bodily injury	Club volunteers, visitors, competitors	<p>Access/ egress routes will need to be kept clear, particular attention will need to be made to ground and floor conditions</p> <p>All equipment and tools not in use should be put away and not cause an obstruction</p> <p>Ensure arrangements are suitable , regularly checked and suitable. Consider disabled visitors(championship Event) to allow free level access routes</p> <p>Premises Owner responsible for ensuring any areas that should not be accessed are barriered off or signed as such and making us aware of any potential hazards</p>	2	1	2 (Low)	Has signage or barriers been erected if access is likely to be wet or slippery ?
Visitors could enter unauthorized areas where they could come to harm						

<p>Riding/ Event arena</p> <p>Possible collision hazard of horses and spectators</p> <p>Children, elderly or disabled visitors are especially vulnerable</p>	<p>Club volunteers, visitors, competitors</p>	<p>Spectators must not enter the riding arena unless this has been specifically agreed by the organizer or instructor. In such cases they should have a genuine and valid reason for doing so eg: to assist if they are the owner of the horse.</p> <p>During a lesson participants must follow any safety instructions issued by the Riding instructor</p>	<p>3</p>	<p>1</p>	<p>3 (Low)</p>	<p>Check what local rules apply</p>
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Score	3	2	1
Column A: Severity of Injury:	Major Injury or death	Injury requiring medical treatment	Minor or no injury (first aid)
Column B: Likelihood:	Many people are exposed to hazard.	Few people are exposed to hazard	Exposure to hazard is not likely

Risk = Hazard Severity (A) x Likelihood of Occurrence (B)

Remedial Action Plan:

Ref	Action	By Who & When	Completed
1	Complete event checklist on site making any changes required for local conditions, check what local rules apply	Event organiser	
2	<p>Brief all volunteers/ helpers</p> <p>Ask people when they volunteer if there is anything they are unable to do – it is hard to say “no” on the day !</p>	Event organiser	
3	Check are all the hazards covered – is a specific risk assessment	Event organiser	

	required ? Seek advice eg: Camp & Championship Show		
4	<p>Covid 19</p> <p>Action: Ensure Track & Trace information is accurately completed, details are available from membership records.</p> <p>Action: Communicate the control measures to all attendees on the VHPRC website</p> <p>Action : Attendees all advised to bring their own hand santiser for their use</p> <p>Action: Confirm on checklist at start of group session all controls are in place. Record any breaches, advise offender and advise if repeated will be asked to leave</p>	Event organiser	

APPENDIX 1: VHPRC Health & Safety Checklist V2

Date: Activity / Event:.....Venue.....

Person Responsible Name & contact number

1. Are risk assessment controls in place ?

Action: Covid19 are controls are in place ?

Action: Ensure Track & Trace information is accurately completed, details are available from membership records.

Action: Remind people they must comply with requirements

Refer to Generic Events Risk Ass and keep a hard copy to hand

Has anything changed ? Weather, ground conditions etc

Do you need to put any other controls put in place ? What ?

2. Check the local arrangements below: Has anything changed ?

Check all volunteers, instructors and suppliers know: **Location of Emergency Assembly Point: How to get First Aid:**

NAME SUPPLIER/ STALL/ INSTRUCTOR/ PHOTOS	HAVE YOU CHECKED THE PUBLIC LIABILITY INSURANCE - IS VALID?	COMMENTS

Person completing checklist - Signed:.....Date.....

Appendix 2 : Covid 19 Risk Assessment information provided by Instructor Anthony Perkins as below:

Rider records will be updated including a review of individual risk assessments

Minimise persons present to essentials

A record will be kept of all present to enable contact tracing if needed

Limited clients and venues to be visited on any day, with extra time allowed between clients to enable extra hygiene precautions to be carried out

Extra hygiene measures will include, as a minimum, hand washing and sanitising on arrival at a venue and when leaving and changing of clothing that could have been contaminated

Car to be parked away from other vehicles and shared areas

Touch of shared surfaces to be minimised eg. Gates, latches, poles

Social distancing of at least 2 m from all persons on site

Use of PPE, gloves and face mask where distancing is not possible eg. In the event of a fall

Coach and clients must communicate openly about COVID19 and any possible positive contacts

Coach and clients must self isolate as per Government Guidelines if they suffer from symptoms or have had close contact (within 2m for 15mins or more) with a confirmed positive contact.

Please make sure you are aware of the possible range of symptoms of COVID19.

Coaching and travel will be suspended if local virus threat increases, NHS burden appears to be increasing, or it becomes apparent that the risk to coach or client becomes too great.

Falls are unavoidable but risk will be minimised by working within the clients ability and fitness levels and progressing gradually.

Clients must be aware that pressure on emergency services may result in delays in attending in the event of accident.

In the event of a fall, the coach will perform First Aid in accordance with training and updated guidance.

Payment to be made via Bank transfer or PayPal to avoid handling of cash

Agreement of Terms & Conditions *

I agree to the Terms & Conditions detailed above

Social Media

I request that posts are not made on social media about lessons at this time, as the introduction of Leisure activities will be considered too soon by some people who have been directly affected by the virus and may cause upset.

Please ask for any other information you require and refer at all times to the current Government Guidance on reduction of risk. Guidance notes will be reviewed in line with changes in Government Guidelines and local virus threat, or at least every 3 months.