



# *British Horse Driving Trials Association*

[www.horsedrivingtrials.co.uk](http://www.horsedrivingtrials.co.uk)

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## **GUIDE TO SAFETY ADVISERS AND EVENT ORGANISERS**

### **1) Access Routes**

Ensure that all routes are kept clear at all times and that Stewards are available to man the crossings.

Ensure that all "roads" in the Stable Area are kept clear for Emergency Vehicles.

Any special access must be identified in the R.A. eg. Low bridges, overhead cables, etc.

Brief Score Collectors on safe routes.

### **2) Barriers**

Barriers have two purposes, demarcation and protection.

Wooden stakes with ropes may be appropriate to designate pedestrian and parking areas but are generally not appropriate for protection. Iron stakes must never be used in any area that may be accessed by horses.

Where there may be public viewing, at Obstacles or Driven Dressage / Obstacle Cones Driving Arenas, then post and rails or hired crowd barriers are recommended.

Barriers must be identified in the Risk Assessment.

### **3) Controlled Crossing Points and Gates**

Consideration must be given to all Marathon Crossing Points. The Technical Delegate will ensure that these are properly signed. If the Police Authority is able to man these points then there may not be such a liability. If Civilian Stewards are asked to man these crossings on the public highway then there may be legal complications.

The Event Organiser must identify in the R.A. the status and control of crossing points.

The status of gates and the "manning" of the gates must be identified to ensure livestock or a run-away horse can not escape onto the highway.

### **4) Driven Dressage and Obstacle Cones Driving Arenas**

In general these are in the Show Arena or a self-contained field and should not present any great problems. Consideration must be given to the adequacy of the warm-up area and the Collecting Ring. Also any potential bottlenecks when Competitors are leaving the Arena at the end of Prize Giving. Stewards may need to be briefed and timetables adjusted accordingly.

## **5) Electricity**

The Event Organiser must identify and take appropriate precautions if there are overhead power lines or buried cables. Overhead lines may restrict access for large lorries with hay stored on the roof or for removing the hay in the Stable Area. Overhead lines may restrict throwing games in the Stable Area. Driven posts or signs may damage buried cables.

## **6) Emergency Routes**

These should be marked on a map of the trial and copies displayed on the notice board and copies given to the appropriate emergency personnel. ie Medical Officer, Ambulance, Vet, etc.

The Safety Adviser should ensure that all gates are passable and tracks are clear. Consideration must be given to the type of vehicles to be used for all weather conditions.

## **7) Fire Precautions**

Those at greatest risk are the Caterers and those in the Stable Area. BHDTA rules require that competitors have fire extinguishers in each horse box and caravan. The Event Organiser must ensure that the Stable Manager has appropriate additional fire extinguishers, warning equipment, and can summon the emergency services immediately.

The Event Organiser should have advised the Police, the Fire Authority, and the Ambulance of the precise location of the Stable Area and any other facilities.

The Event Organiser may have to make an assessment of fire risk due to extended periods of dry weather and may require areas to be designated as no-smoking areas.

## **8) First Aid**

The Event Organiser must make adequate arrangements to ensure that all emergencies requiring medical assistance can be satisfactorily and quickly dealt with.

Provision must be made for on-site First Aid equipment, trained First Aiders, qualified medical personnel and similar facilities appropriate to the site and type of Event.

Four Wheel Drive Ambulances/ vehicles may be required. First Aid posts must be clearly sign-posted and identified.

The R.A. must detail the arrangements.

Notices must be posted informing all of the arrangements. If appropriate, briefing sessions may be arranged by the Safety Adviser.

The Safety Adviser must brief the First Aid teams and ensure that the Ambulance is located in the best location, and that they and the First Aid teams have radios/ telephones and map of the emergency routes.

## **9) Horse Box and Caravan Park (Stable Area)**

Access, see item 1 above

Electricity, see item 5 above

Emergency Routes, see item 6 above

Fire precautions, see item 7 above To prevent the spread of fire between adjacent parked vehicles, gaps of 6m should be maintained.

Ensure that the Stable Manager has larger Fire Extinguishers and whistle. ( Note These need to be purchased, maintained, and kept in equipment trailer).

## **10) Marathon Route**

Crossing Points and Gates , see item 4 above

The Event Organiser must ensure that there is adequate room for the Compulsory Rests and that there are no significant traffic problems.

The Technical Delegate will inspect the Course for safe passage of Competitors, Stewards, Officials, and emergency vehicles. (overhead branches, stumps, cattle grids, unprotected ditches or bridges, etc.).

The Event Organiser will be required to determine from the land owner if there has been any evidence of rat infection at any water crossing as this could cause Leptospirosis (Weill's Disease) The R.A. must address this and if appropriate then the First Aiders must be advised ( Should a serious accident occur in the water the Medical Officer at the local Accident and Emergency Hospital should be advised ).

## **11) Medical Officer**

The BHDTA National Rules require an Official Medical Officer to be appointed and who must be available throughout the whole event.

## **12) Notice Boards and Site Information**

A fundamental element of a good H&S culture is good communication. The Safety Adviser is responsible for posting H&S information on all notice boards.

The following must be displayed,

- i) Emergency Arrangements with details of names and telephone numbers.
- ii) The Club Policy Statement

## **13) Obstacles**

The Technical Delegate is responsible for advising on the safety of the Obstacles eg. Painting tree stumps, infilling open parapets on a bridge, etc. The Event Organiser is always responsible for the safety of the Obstacles, both during construction and during Competition.

The Safety Adviser can assist with advice on the location of officials, type of barriers, identifying risks of Leptospirosis, location of emergency services, preparation of R.A.s for any unusual / significant features of the obstacle. eg. penned live animals are excluded from Obstacles.

## **14) Radios / Mobile Telephones**

Reception may determine whether radios or telephones should be used..

The Event Organiser may supply charged radios if appropriate.

The Safety Adviser will:-

- i) allocate and collect radios to and from Officials, Stewards and emergency services, and briefing the recipients on their usage.

- ii) If radios are not supplied, and mobile telephones are utilised, the S.A. must establish the telephone numbers and distribute them to all concerned.

### **15)Reporting Injuries and Dangerous Occurrences**

Incidents and accidents must both be reported on the relevant forms and returned, with the risk assessment and competitor entry forms where appropriate, to the BHDTA Office.

The Safety Adviser will co-ordinate the investigation and compilation of the documentation on the day but the responsibility for future actions will rest with the Event Organiser.

### **16)Spectators**

The Safety Adviser should inspect the provisions for spectators and identify any aspects which should be added to the R.A.

### **17)Trade and Catering Stands**

A specific R.A. and associated arrangements may be appropriate.

### **18)Briefing**

Good communication is a fundamental key to good safety culture. The Safety Adviser should liaise with the Technical Delegate to hold briefing sessions with Competitors and Stewards as appropriate.

### **19 ) Risk Assessments**

The Event Organiser is responsible for the management of Health and Safety at the Event and so must complete the Risk Assessments. ( The Technical Delegate and the Safety Adviser may give assistance.)

The Generic Risk Assessments (GRAs) must be reviewed with respect to the specific event. Control actions identified in Section F of the GRA must be implemented.

### **20 )Miscellaneous H&S Regulations**

#### **i) Control of Substances Hazardous to Health (COSHH)**

Should the Event Organiser identify other materials to be used then a COSHH Assessment is required. The Event Organiser should therefore seek a "household" equivalent as a substitute where possible.

#### **ii) Equipment**

In building Obstacles the following mechanical equipment, which is owned by Members, may be used by Members: strimmers, power saws, post borers etc. Hand tools such as hammers, spikes, hand saws, ladders, etc may also be used. All this type of equipment used in the workplace is subject to R.A.s. Provided the user of the equipment owns the equipment, then the Event Organiser does not need to produce a R.A. but should ensure that the Member is competent to use it.

#### **iii)Personal Protective Treatment (PPE)**

Event Co-ordinators must ensure that any contractors working on Obstacle construction supply, maintain and use the correct PPE This should be identified in the RA.