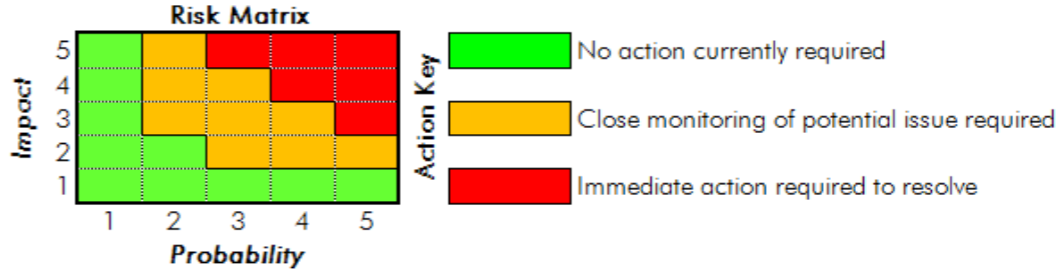


Southern Carriage Driving Club

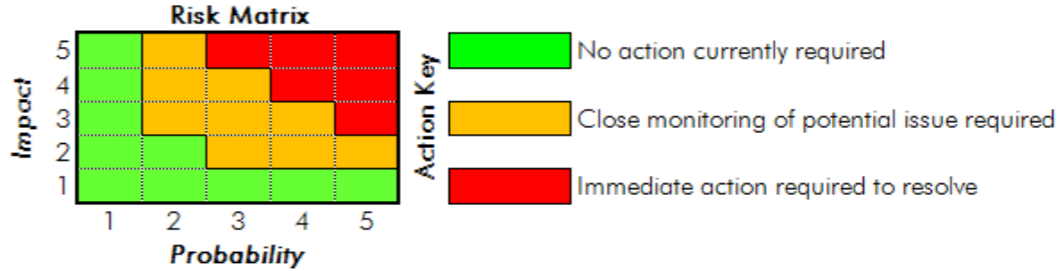
Event	Practice & Social Weekend (inc. Camping, Cones, Farm Track Driving, etc)	Rev	1
		Date	27th to 31st Aug 2020
	Prepared by	Clare & Chris Holland, joint-Health & Safety Officers	



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1.0	Access & Egress								
1.1	Access to the event site off unmarked country lane, good visibility. Single track tarmac drive. Some verges suitable in places for passing. Very long drive down tarmac track to farm. - Interface with public (track shared access for the farm generally). - Vehicles exiting needing to turn onto possibly national speed limit road. - Vehicles missing turn, missing gateway. - Congestion. - Vehicle incidents - impacts with other vehicles on road, driveway and/or in car park	Vehicle-Vehicle impacts; damage and/or injuries. Vehicle-Person Impacts (general public). Injuries. Vehicle-Carriage Impacts (participants and Equines). Damage and/or injuries (including to Equines).	2	5	10	Adequate width of gates given expected vehicle types (double gates) (into lorry parking). Gates into event being kept closed. Competitors to be advised in advance of gate being kept closed. Participants to take care when turning and driving into event Notice to be placed on gate informing of event. Notices/signs to be displayed on roadway approaching lane/entrance into event Adequate off-road space before gate.	1	5	5
1.2	Mixing of vehicles and competitors/visitors at same entranceway.	Vehicle-Vehicle impacts; damage and/or injuries. Vehicle-Person Impacts (general public). Injuries. Vehicle-Carriage Impacts (participants and Equines). Damage and/or injuries (including to Equines).	2	5	10	Competitors and visitors to be advised in advance of taking care when accessing the event.	1	5	5
2.0	Vehicle movement & parking onsite								
2.1	Vehicles accessing parking areas (interface with competitors, spectators, tradesvehicles, event organisers, etc).	Vehicles striking competitors. Injuries. Vehicles striking stewards, pedestrians, spectators. Injuries. Vehicles striking Equines. Horse injuries. Vehicles striking other vehicles and/or equipment. Damage.	2	5	10	Vehicles are large and contain Equines and carriages, so by default will not be travelling at great speeds (most likely <5mph at any one time). Competitors and other visitors to be advised of need to drive at very slow speeds at all times.	1	5	5
2.2	Vehicles parking - competitors parking, spectators parking	Vehicles parked too close - fire, Equines too close together, lack of access space, difficulty in parking	2	5	10	3mtr separation rule. Competitors to be informed before event of parking requirements. Parking areas to be designated (camping vehicles, crew, day visitors all separated - refer logistics plan circulated with event welcome pack) Fire extinguisher to be held in stewards/secretary's tent. Competitors to provide own fire extinguisher within own encampment.	1	5	5
2.3	Emergency vehicles - movements at high speed around the grounds	Vehicle impact with pedestrians Vehicle impact with competitors and/or Equines and/or carriages. Vehicle collision with obstacles.	1	5	5	Hazard lights and warning lights to be on at all times whilst moving. Event(s) to be halted if emergency vehicle moving across event site.	1	5	5
3.0	Catering / Food Vendors / Trades								
3.1	Food service onsite for part of event, during the days. Evening meals being provided Fri & Sat only by pre-booking.	Food poisoning causing sickness.	2	5	10	Food service onsite provider qualified in food preparation and management, with food hygiene certification. Takeaway meal being collected Fri night (Fish & Chips) from reputable outlet with food hygiene certification in place. All persons to maintain high level of personal hand cleaning throughout event (refer Covid-19 assessment below), and before/after meal times.	2	5	10
4.0	Event Construction & Organisation								

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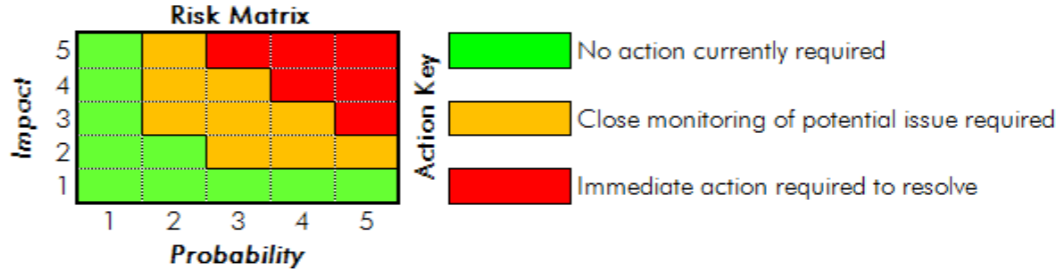
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4.1	Cones & arena boards in use at the event coming into contact with participants, their Equines and property.	Cones becoming trapped causing fright to Equines and potential damage to carriages. Impact of Equines, competitors and/or carriages with skills and cones causing damage to carriages and injury to persons and Equines.	4	2	8	Competitors urged to take care. Briefings of competitors by club officials before taking part in the event and written instructions about the event to be handed out (pre-released Joining Instructions and Welcome Pack for participants). Flagging parts of the route with caution signs, where required. Competitors to be advised to carry mobiles for instant communication when out of sight of secretarys tent, with secretarys number provided for contact. All skills located on firm, flat even ground or artificial surfaces. Experienced stewards being utilised where possible, all stewards will be fully briefed by organiser. The cones course will be timed and given a generous optimum time so excessive speeds are to be discouraged.	2	2	4
4.2	Un-movable hazards in some fields used (tree roots, holes, etc).	Slips/Trips/Falls Carriage impact with same leading to vehicle damage and possible personal injury of competitors. Horse tripping or putting foot into a hole leading to physical injury to animal.	2	5	10	Pre-event surveys undertaken and very few obstacles of rabbit holes, roots etc identified. Obvious 'lump' in one obstacle to be taped-off by event host or event organiser. Hazards such as long grass, overhanging branches to be removed and/or cut away, including removal of some small saplings to open up obstacle for better visibility (by event host). Competitors to be advised in event briefing of presence of hazards and the need to avoid same.	1	5	5
4.3	On-farm free driving routes will be on artificial surfaces in farm, farm tracks and roads, grass, track through woods.	Competitors coming in contact with others, especially at entrance points where visibility may be reduced. Impact of Equines, competitors and/or carriages causing damage to carriages and injury to persons and Equines.	2	5	10	Routes are all on private land. Traffic will be very minimal as no through routes for motor vehicle access. Competitors to be briefed to take care and advised caution to be taken when in contact with public.	2	5	10
5.0	Facilities, Welfare								
5.1	Lack of WC provision onsite for toileting requirements and hand washing.	Insufficient toileting facilities leading to poor hygiene. Insufficient hand washing facilities leading to poor hygiene.	1	2	2	Provision of Portaloo type WCs at event. WC to be inspected prior event commencing to ensure suitable provision of toilet paper, waste bin and washing facilities. Immediate rectification by event staff in the event of failings being identified.	1	1	1
5.2	Lack of running water provided onsite.	Insufficient clean drinking water for competitors, visitors, stewards, etc and Equines. Lack of hygiene products, lack of suitable hand washing facilities - spread of germs. Dehydration, illness.	2	4	8	Water is available onsite. Competitors encouraged to provide own watering requirements for themselves and Equines where possible/practical, particularly in camping area for ease.	1	4	4
5.3	Movement of materials and equipment for the event - manual handling.	First aid injuries, back pain.	1	2	2	Equipment and materials to be separated up into smaller, lighter loads. Max load to not exceed 20Kg, carried at waist height. Persons experienced in carrying of the loads only. Assistance to be requested where loads are abnormally large and/or heavy (if mechanical movement can not be employed).	1	2	2
5.4	Disposal of equine waste into host-provided 'muck' trailer(s) with ramp for access for barrow tipping.	Difficulty navigating ramp (particularly by older, or less able-bodied persons), potential for slip/trip/fall - resultant in first aid injury to broken bones.	2	4	8	All persons disposing of muck to take EXTRA CARE when doing so. Those persons who are older or less able to seek assistance from another person in disposal to avoid using ramp where possible Ramp provided is pre-fabricated with drainage holes throughout and sides to retain a wheel barrow wheel from escaping the ramp itself whilst being pushed.	1	2	2

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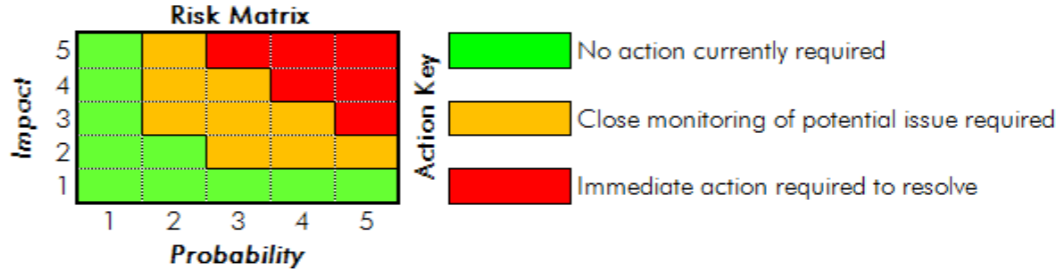
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5.5	Lack of suitable cleaning & waste disposal facilities	Inability to clean persons and/or equipment. Leading to lack of hygiene, damaged or faulty equipment.	2	2	4	Shower block provided for use by participants at the event. Stand-pipe running water provided by host for use by participants. Chemical toilet disposal facility available for use by participants.	1	1	1
6.0	Weather								
6.1	Visibility, Temperature, Wind, Heat	Slips, Trips, Falls, Collisions - injuries from first aid to minor.	2	2	4	Weather forecast reviewed. Weather conditions appear to be mixed across the weekend with (Thur/Fri) light winds, rain during the days, potential thunderstorms; Sat/Sun/Mon more clearer skies with some sun and cloud, moderate winds, no rain suggested. Moderate temperatures of c.19deg throughout.	1	2	2
7.0	Animals								
7.1	Loose horse at event.	Horse striking competitors. Injuries. Horse striking stewards, pedestrians, spectators. Injuries. Horse striking other Equines. Horse injuries. Equines striking vehicles and/or equipment. Damage. Aggression between Equines. Animal death on road (collision with vehicles). Slips, Trips, Falls. First aid injuries to major injuries potential.	2	4	8	Majority of Equines attending event will be experienced and well versed in event attendance. Competitors to advise organiser of young or inexperienced Equines when entering event to allow further measures to be put in place. Competitors all experienced at controlling their own Equines both in work and when tied up, etc.	1	4	4
7.2	Loose dog at event.	Dog attack of persons and/or Equines resulting in injury.	4	3	12	Dogs to be kept on leads at ALL times.	1	3	3
7.3	Multiple type of equine at event	Potential presence at event of Horses, Ponies, Donkeys, Mules. Including Stallions, Mares, Colts & Geldings. Some horses do not like mules and/or donkeys (smell, sound of, etc). Potential spooking or unwarranted abnormal behaviour - bolting, rearing, etc which could lead to handler/equipment/animal injury/damage.	3	4	12	Donkeys and Stallions if attending will only be handled by experienced handlers. Organiser to endeavour to segregate animals from each other should any issues become apparent. Participants to notify organiser upon arrival if their equine is particularly reactive to Donkeys/Mules/Stallions.	3	2	6
7.4	Sheep grazing in the farm fields which will be used during the events/activities across the weekend.	Driven Equines spooking loose Equines causing accident or injury.	3	5	15	Event host advises sheep used to Equines, and usually distance themselves voluntarily. Equines to be assessed on the day for any likely problem behaviours and removed or restrained if necessary.	2	5	10
8.0	Fire								
8.1	Fire	Vehicle damage, explosion, injuries to persons or animals ranging from first aid injuries to death.	2	5	10	Participants to provide own fire extinguisher in own encampment. Participants encouraged to provide own fire blanket. Vehicles with animals not to be left unsupervised (Equines only to be allowed in camping areas for tacking-up, etc. all other times to be in stables). Vehicle engines not to be left running. Participants to keep general eye on events in car park. Alarm to be raised immediately upon a fire breaking out. No BBQs allowed to be used in camping areas. Camp cookers are permitted, please avoid burning the grass. Hosts own fire response/action plan to be followed. 999 Fire Brigade to be called.	1	3	3
9.0	Competitors								

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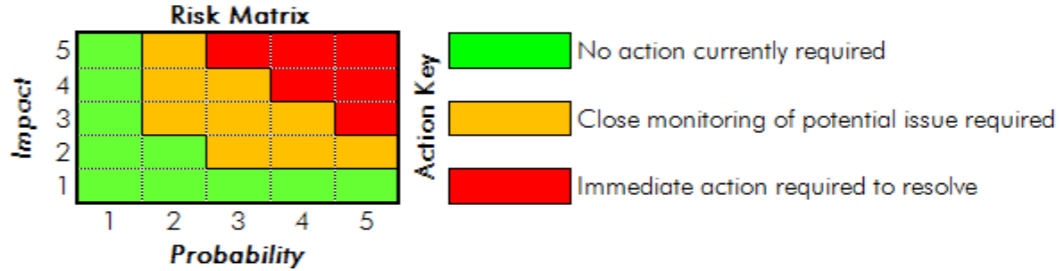
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9.1	Verbal abuse, physical abuse between competitors and/or local residents.	Personal injury	1	2	2	Competitors all experienced. Event is local, friendly club event and publicised as such.	1	2	2
10.0	First Aid								
10.1	Lack of provision of suitable first aid equipment and first aider cover onsite.	Inability to attend to any injuries that might result across the event. Further impact to the severity of injuries.	2	5	10	Fully stocked BS compliant First Aid kit located at event with Secretary. First aider onsite where possible. All stewards and competitors to be briefed on process on obtaining first aid and whom/if First Aider is amongst the event organising staff.	2	5	10
11.0	General Safety of Persons (& Use of Farm)								
11.1	Any person onsite being bitten, kicked or trampled by Equines.	Potential for physical injury resulting in first aid injuries to major injury requiring hospital treatment. Potential for property damage.	2	3	6	Equines to be under control and supervised at all times. Bulk of participants only attending to observe and not handle equines.	1	3	3
11.2	General participation by participants and assistants at the event.	Potential for injury resulting from contact with Equines, tacking up, being amongst other carriages and participants and animals.	2	3	6	Participants required to wear Riding Hat when driving/riding/long reining. And generally; suitable general clothing and suitable footwear, if handling or likely to come into contact. Camera's attached to helmets are not permitted. When driving, each turnout must have a dedicated backstepper during that time. Backsteppers are required on the carriage or positioned close by for small ponies / donkeys (e.g. cycling). Exercising (Driving, lunging, long reining or riding) is not permitted in the camping areas. Driving ANY obstacle requires both driver and groom to wear a back or body protector. When driving any obstacles you MUST have at least a third person (with a phone) with you, so if there is a problem they are available to help and call for help. Hard hats conforming to the current standards to be worn by all participants when mounted on horse or carriage. Body protectors are required for those under 16 yrs and when driving obstacles at any time (activity or practice). Participants should satisfy themselves that the condition of their vehicle, harness and equipment is adequate to meet the needs of the event. Spares kits and basic first aid (human/horse) should be carried on the vehicle. All equines must be at least 4 years old to participate in the Training Clinics. All equines must be at least 4 years old with current vaccinations to participate in all other activities. Carriages must not carry more passengers than designed for – welfare of the horse is paramount (NOTE: minimum of driver & capable groom required)	2	2	4
12	COVID-19 Pandemic								

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12.1	Covid-19 illness present in the Uk Population, with current trends of number of cases increasing once again.	<p>Potential for illness to be brought to the event by participant(s) knowingly or unknowingly - potential for spread of virus to others, and/or of contracting illness.</p> <p>Illness resulting in multiple symptoms (including but not limited to; new persistent cough, elevated temperature, loss or change to sense of smell and/or taste).</p> <p>Resulting in need for person(s) to self-isolate (quarantine themselves), potentially prolonged illness with risk of additional symptoms. Potential risk of hospitalisation. In worst cases risk of death.</p>	3	5	15	<p>All persons on site must follow the current government guidelines, particularly in regard for social distancing.</p> <p>Participants are NOT to attend the event if exhibiting symptoms, however mild.</p> <p>All persons are to avoid contact with any person known to be suffering from the virus, or suspected to be so.</p> <p>Anyone displaying symptoms during the event, will be asked to leave immediately. Any person attending site must be registered with the organiser.</p> <p>All records of attendance will be kept for 6 months</p> <p>All participants encouraged to wash hands with soap and water more often than usual, for 20 seconds and whenever you: blow your nose, sneeze or cough, before eating and/or handling food.</p> <p>Regular use of hand sanitiser (alcohol based) - event host has provided sanitiser at gateways for use by participants.</p> <p>Participants are encouraged to avoid shaking hands, and indeed avoid all absolutely unnecessary bodily contact in any form.</p> <p>Participants are required to maintain suitable social distance (2metre recommended) from anyone not in their own 'social bubble' (this extending to those living with, camping with, travelling with, associates such as backstepper, etc).</p> <p>Turn outs must have made arrangements for a backstepper before the weekend. Participants are not to share backsteppers or other helpers (eg. grooms) between encampments/turnouts.</p> <p>Soft face masks may be worn but face shields or any visor connected to hard hats are not permitted.</p> <p>The sharing of equipment is strongly discouraged, sanitisation of shared items must be thorough.</p> <p>Participants to bring own towels for use after hand washing - none provided by event host.</p> <p>Participants asked to wear a RED armband to depict the following "I am socially distancing, please do not approach any closer than absolutely necessary and no less than 2 metres". All participants are asked to respect the armband indicated wishes of others, even if not wearing armband themselves.</p> <p>Undercover barn eating area has been set-out by event host to maintain social distancing between tables for persons in "social bubble".</p> <p>One way systems to be utilised by event organiser in some areas (potentially kitchen, etc). Any one way systems deployed to be respected and used by all participants.</p>	1	5	5