



Ride Health and Safety Plan

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Location

The Ride is located at (Address of Ride) : _____

Description of Event

The _____ (Name of Ride) Ride run by _____
(Name of Organiser) and is open to both Members and Non Members of ILDRA. The day is run according to the rules of ILDRA, copies of which are available from the website www.enduranceridingireland.com.

Health and Safety Policy Statement

The Organisers are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of everyone who may be affected by the conduct of the ride during setting up, the actual running of the event and clearing up afterwards.

The Organisers will do all that is reasonable practical to ensure that management procedures are in place to ensure that the event is run with due regards for the health and safety and welfare of all those people who may be affected by those activities, and to ensure that all statutory duties are met. The ILDRA rules and procedures for the conduct of a Ride will be followed. Employer's liability and public liability insurance cover provided by ILDRA.

All helpers included unpaid volunteer and paid specialist shall be given such information as is necessary for them to perform their duties in safety. For tasks that require particular skills a competent person known to have the necessary experience and/or training shall be engaged.

Organisational Arrangements

The Organiser shall:

1. Ensure that the day is run in accordance with ILDRA rules and procedures.
2. Ensure that adequate instructions are provided for all helpers.
3. Ensure accidents are recorded and investigated to identify the causes so that actions may be taken to reduce the possibility of a reoccurrence. Significant findings will be reported to ILDRA.

SIGNED _____ (ORGANISER)

Control Measures

Personal

1. By entering the ride the riders agree to abide by the ILDRA rules. These rules are adhered to by all Officials at the event.
2. Riders are expected to behave in a responsible manner at all times, taking into account the welfare of their horse and with due consideration to all persons around them. They are expected to present themselves and their horses at the ride in a physically fit condition for the job at hand to minimise injury to all parties concerned. (Handout for non members in Appendix 4).
3. Specific rules cover safety equipment to be worn by riders during the ride, all riders **MUST** wear riding helmets.
4. Riders must not leave the course.
5. Non bronze junior riders under 14 must be accompanied by an adult who has signed the consent form (Appendix 2).

Structural

1. The venue and route shall be chosen in accordance with ILDRA rules and recommendations (A map must be given out to all riders/groups of riders)
2. All gaps/gates shall be a minimum of 1.2m.
3. The amount of public road work shall be recommended to be no more than 10% of the course.
4. The ride organiser shall do a risk assessment of the route. (see Appendix 1 for Risk Assessment Guidelines and form)

Emergency Procedures

All incidents, accidents and emergencies, however trivial they may appear, must be reported to the Organiser. Once an incident has been reported, the Organiser has absolute authority for the incident up to and including, if necessary, the abandonment of the Ride. A copy of the Health and Safety Poster and Emergency Check List (Appendix 3) must be displayed at each event.

After the event the incident report form (Appendix 5) must be filled out and returned to the ILDRA Health and Safety Officer and the Safety Officer of the relevant Branch.

The organiser contact details should be written on the map which is given to all groups of riders/single riders.

Medical Contact

In the event of an emergency the contact details for the nearest doctor is the following:

Name: _____ Contact: _____
Address: _____



or Call 999

Veterinary

In the event of an equine emergency the contact details for the nearest vet is the following:

Name: _____ Contact: _____
Address: _____

At certain rides a vet will be available at the event.

Procedure

The first on scene is to contact the organiser who will contact the appropriate emergency services. It is important that everyone is aware of where on course they are located in order to communicate quickly the location of the emergency and direction the emergency services.



MAP

Appendix 1 Risk Assessment Guidelines and Forms

The first part of this process is to assess the venue and route. You must consider the hazards found at the venue and on the ride route particular to your event. Every set of risk assessments will have some commonality however each venue will have hazards specific to the area.

If you assess the individual hazards you can decide who is at risk and what level of risk (high, medium or low) is perceived. High being the likelihood of death or serious injury, medium being likelihood of incapacitating injury and low being acceptable risk of possible minor injury. The object being to reduce the risks to all people to the low category by taking appropriate action. These are subjective decisions but you must try to be objective and consistent in your determination. To assist you in this below you will find a **non exhaustive** checklist which helps identify the areas in which most hazards are found at our events.

The important thing to decide is whether a hazard is significant and whether you have it covered by satisfactory precautions so the risk is small. The following is a 5 step guide to risk assessments:

- Step 1 Look for hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluation the risks and decide whether the precautions outlined are adequate or whether more should be done to either eliminate the risk or provide better precautions. Risks are one of the following: high, medium or low. Ideally all risks can be mitigated to be low level after actions are taken.
- Step 4 Record your findings
- Step 5 Review your assessments and revise if necessary

Risk Assessment Check List

1. Venue entrances and exit: Do traffic conflicts occur with horses, if so can they be separated?
Is it possible to have separate entrances and exits for vehicles and Horses? If not can there be an identified lane for horse movements?
Can there be a dedicated marshal for the entrance/exit?
Who is at risk? At what level of risk?

2. Parking arrangements: Is it possible to have separate parking areas for officials, spectators and the general public which do not conflict with horse box and trailer parking and horse movements on the venue?
Who is at risk? At what level of risk?

3. Stabling and corralling: Are stables secure?
Can horses access the camping site, corralling area or public areas or roads if they escape from stables? Are all corrals electrified and identified? Can horses access camping site, stable area or public areas or roads if they escape from corral?
Is the spacing between stables adequate to minimalise risk of disease spreading?

- Are fire fighting appliances provided, if so are they adequate in number and positioning?
Are NO SMOKING signs provided and is this rule enforced and by whom in the stable area?
Who is at risk? At what level of risk?
4. Camping area: Is the spacing between tents and horse boxes adequate to minimise risk of disease spreading?
Is the camping area secure from horses running free?
Are adequate toilet and or shower facilities provided and are they maintained?
Are any rope barriers provided with weak or breakable links?
What, if any, type of stakes are used?
Who is at risk? At what level of risk?
5. Vetting area: Is the vetting area secure from traffic conflicts?
Are any rope barriers provided with weak or breakable links?
What, if any, type of stakes are used?
Is the vetting area adequately stewarded for vehicular traffic, horses, spectators and the general public?
Who is at risk? At what level of risk?
6. Start and finish areas: Is the start and finish area secure from traffic conflicts. Is there an adequate run off area for racing finishes?
Are spectators controlled and secure?
Are any rope barriers provided with weak or breakable links?
What, if any, type of stakes are used?
Who is at risk? At what level of risk?
7. Communications: Is there provision for communications on the venue site between officials, vets, farrier, first aid and paramedic marshals and health and safety officers?
Is there provision for communications on the route and vet gates between officials, checkpoints, vets, farrier, first aid and paramedic marshals and health and safety officers?
Is there an emergency telephone number and has this been identified to all participants of the event?
Who is at risk? At what level of risk?
8. Fire: Is spacing between stables adequate to minimise risk of fire spreading?
Has provision been made for fire fighting appliances to be sited at Stables, entertainment facilities and trade stands?
Is there adequate signage i.e. NO SMOKING IN STABLE AREA
Is there someone appointed to enforce this rule?
Who is at risk? At what level of risk?
9. Fencing: Is the type of fencing suitable for its application?

What type of stakes are used (avoid metal pins)?
Are there break/weak links in lengths of rope barrier?
Are barriers and fences visible?
Who is at risk? At what level of risk?

10. Electricity:

Are power supplies properly identified with voltage indicated?
Are Residual Current Circuit Breakers fitted (RCCB's)?
Are generators properly sited and protected?
Is the generator fuel stored in an identified fuel container in a safe situation?
Are power cables protected and safe from damage?
Are overhead cables identified, protected and signed?
Who is at risk? At what level of risk?

11. Toilets and showers:

Are adequate toilet/or shower facilities provided?
Are toilets and showers clean, have arrangements been made for their servicing and replenishment of stock?
Who is at risk? At what level of risk?

12. Ride route:

Have the hazards been adequately identified (e.g. General hazards, bogs, water crossings, rabbit and badger holes, low trees, narrow gaps, dangerous gates, cattle grids, fallen trees, narrow bridges, slippery surface, conflicts with pedestrians and mountain bikers, dangerous unsighted bends, accessibility for emergency vehicles etc.)?
Have those at risk been identified?
Have steps been taken to remove or reduce risks to acceptable levels.
Who is at risk? At what level of risk?

13: Road Crossings:

Are road crossings marshaled?
Have marshals been briefed as to their responsibilities?
Have marshals been given appropriate Personal Protective Equipment. (Hi-Visibility waistcoat or jacket)?
Have the marshals been given an accident report form and a list to identify riders?
Are warning signs placed on the approaches for both horses route and public highway?
Have the local police been informed and signage requested for particularly dangerous road crossings?
Who is at risk? At what level of risk?

14: Vet gates:

Do traffic conflicts occur with horses, if so can they be separated?
Is it possible to have separate entrances and exits for vehicles and Horses? If not can there be a separate identified lane for horse movements?
Are any rope barriers provided with weak or breakable links?
What, if any, type of stakes are used?
Is the vetting area adequately stewarded for vehicular traffic, Horses, spectators and the general public?

Are adequate toilet facilities provided and are they maintained?
Is there a supply of water?
Who is at risk? At what level of risk?

15: Checkpoints:

Have the check point stewards been briefed as to their responsibilities?
Have the check point stewards been given an accident report form?
And an entry list to identify riders?
Are the stewards in communication with the venue?
Who is at risk? At what level of risk?

16: Crewing facilities:

Have the areas for the safe crewing of horses been identified.
Have the crewing areas been defined on a map and conveyed to all participants?
Is there a one way traffic system which would reduce the possibility of crew traffic conflicts?
Has provision been made for water supplies to be available to crews? (Taps, hoses, troughs or water bowsers)? And are their locations clearly identified?
Have crews been clearly informed of any rule appertaining to this particular ride which could lead to disqualification of their rider?
Can crew members be identified by officials?
Who is at risk? At what level of risk?

17: Communications:

Has a reliable communications system been established and checked?
Has an emergency telephone number been issued to all people concerned with the event?
Are the communications personnel aware of the organizational requirements?
Are the communications personnel aware of the location of the various officials, first aid and paramedic, trail bike riders and the Map references of all on route locations of vet gates, checkpoints, road crossings etc?
Who is at risk? At what level of risk?

Risk Assessment

Risk Assessment For:		IRISH LONG DISTANCE RIDING ASSOCIATION		Assessment Undertaken	
Ride:		<i>Health & Safety Risk Assessment</i>		Signed	
Date:				Date	
HAZARD		RISK LEVEL	ACTION		RISK LEVEL

Appendix 2 Consent forms for Juniors

IRISH LONG DISTANCE RIDING ASSOCIATION JUNIOR RIDER CONSENT FORM

I _____ (Adult's name) accept responsibility for the child(ren) named below for the following ride: -

Venue : _____

Class entered: _____

Date: _____

I undertake to remain with the child(ren) throughout the ride and understand that this responsibility is not transferable.

In the event of either Adult or Child(ren) for some reason being unable to complete the ride the other rider(s) must also retire.

1. _____ child's name.
2. _____ child's name.

For all rides please complete and return this form to the organiser with your entry.

Appendix 3 Forms for Display at Venue

Health and Safety Form

HEALTH & SAFETY

The organisers of this event have taken all reasonable precautions to ensure the health & safety of everyone present.

For these measures to be effective everyone should take all reasonable precautions to avoid and prevent accidents occurring and should obey the instructions of all organisers, officials and stewards.



Emergency Check List Form

Venue:

1. Venue address:

.....

2. Venue emergency No:

3. H & S Officers Mobile:

4. Organisers Mobile No:

5. Senior Vet Mobile No:

6. Paramedics No:

7. Local Hospital No:

8. Local Police No:

9. Other useful No's:

.....

.....

10: Checkpoints and

marshals names &

Numbers:

.....

.....

11. Notes:

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.....

.....

Appendix 4 Handout for Non-Members

This is an event organised by ILDRA. The following is our code of conduct that we would ask you to follow at all times during the ride. This is to ensure that we all enjoy the day without causing inconvenience and danger to other riders and members of the public.

A few Dos and Don'ts while taking part!

1 Riders must

- 1.1 Be polite at all times
- 1.3 Give consideration to other riders, landowners and the general public, particularly when riding through private and state lands and when overtaking or passing .
- 1.4 All horses will pass on the right when overtaking and right shoulder to right shoulder when passing in opposite direction
- 1.5 Pay attention to any special instructions given by the organiser
- 1.6 Be in control of their horse
- 1.8 Dogs must be kept on a leash and not go near the vetting area
- 1.9 Not leave any litter (including equine litter from the trailer / lorry)
- 1.10 Riders must use footwear with at least half an inch heel unless a stirrup cage is used, to prevent the foot slipping through the stirrup.
- 1.11 Riders must wear properly secured hats / crash helmets at all times when mounted. The head gear must comply with the safety as are approved from time to time by the Directors.

2 Horses

- 2.1 Should be prepared and educated to ensure a reasonable standard of behaviour
- 2.2 Riders should take particular care in vetting area, especially when crowded. Stallions do compete and mares do kick.
- 2.3 Stallions must be bridled at all times and must carry blue ribbons on tail and bridle(both sides)
- 2.4 Tail ribbons are recommended for novice horses (Green) and horses with a propensity to kick (Red)
- 2.5 Save when safely enclosed in a stable, coral, lorry or trailer, a horse must not be left unattended at a ride.
- 2.6 Junior riders are not permitted to ride or be in control of a stallion at an ILDRA ride.

3 Tack

- 3.1 Prohibited items include blinkers, hoods, bearing, running, side or check reins, spurs, electronic or mechanical equipment excluding pulse and temperature monitors. Whips in excess of 30 Inches and any other items judged by the ride organiser / veterinary surgeon to be potentially harmful to the welfare of the horse.

It is very important that all adults sign a consent form for children under 14 and that all riders stay on the marked course.

Have fun and if you have any problems please contact the Organiser details below:

Organiser: _____

Phone Number: _____



Appendix 5 Incident Report Form

Report Details:

- 1. Date..... Name of Ride
- 2. To whom incident reported:
- 3. When reported: date: Time:
- 4. Reported by:
- 5. Organiser: H & S officer

Incident Details:

- 1. Name of person(s) injured:
- 2. Address:
- Tel No: Fax No:
- 3. Incident Happened: date: time:
- 4. Injuries: fatal: serious:
- Minor: other:
- 5. Treatment: first aid:
- hospital:
- 6. Description of incident:
- 7. Witnessed by:
- 8. Witness statements:
- (please continue on reverse of form)