



Event Supervision

Guidance Note

22 May 2026

Event Supervision – who can organise an event?

Background

Regional Events are organised in a variety of ways and by a variety of people with different skill sets. BHS has a requirement for any person completing a risk assessment for a regional event to have completed the BHS Event Health and Safety course. It is not required for the person completing the risk assessment to attend the event.

An element of dynamic risk assessment is required on the day of any event, and the person responsible for carrying out this assessment must be competent to do so. We recognise that the level of experience required will depend upon the characteristics of the event.

Scope

This guidance note sets out our approach to determining the level of experience needed to supervise different types of in-person events.

This guidance relates to the person named as the ‘event organiser’ in the Risk Assessment and Event Safety File (where applicable), with on-the-day responsibility for ensuring that BHS H&S policy is put into practice.

This guidance is not applicable to online events.

Our Approach

The table below shows the minimum level of experience required by event organisers for different event types. For larger events it may be necessary for more than one competent person to be present, and this will be determined by the event risk assessment.

Event Type	Event Organiser’s level of competence
Non-equestrian eg a talk at a village hall or a “hands-off” demonstration by a professional.	To be determined by the relevant Regional Manager based on their knowledge of the individual.
Equestrian events delivered by a BHS APC or other suitably qualified professional eg clinic	<ul style="list-style-type: none">• APC/suitably qualified professional, or• Regional Manager, or• Event Safety trained member of Home Team, or• Event Safety trained volunteer.
Equestrian events not delivered by BHS APC or other suitably qualified professional eg pleasure ride.	<ul style="list-style-type: none">• Regional Manager, or• Event Safety trained member of Home Team, or• Event Safety trained volunteer.

It is vital that the person named as the event organiser is made aware of the responsibilities that are delegated to them in the Risk Assessment.