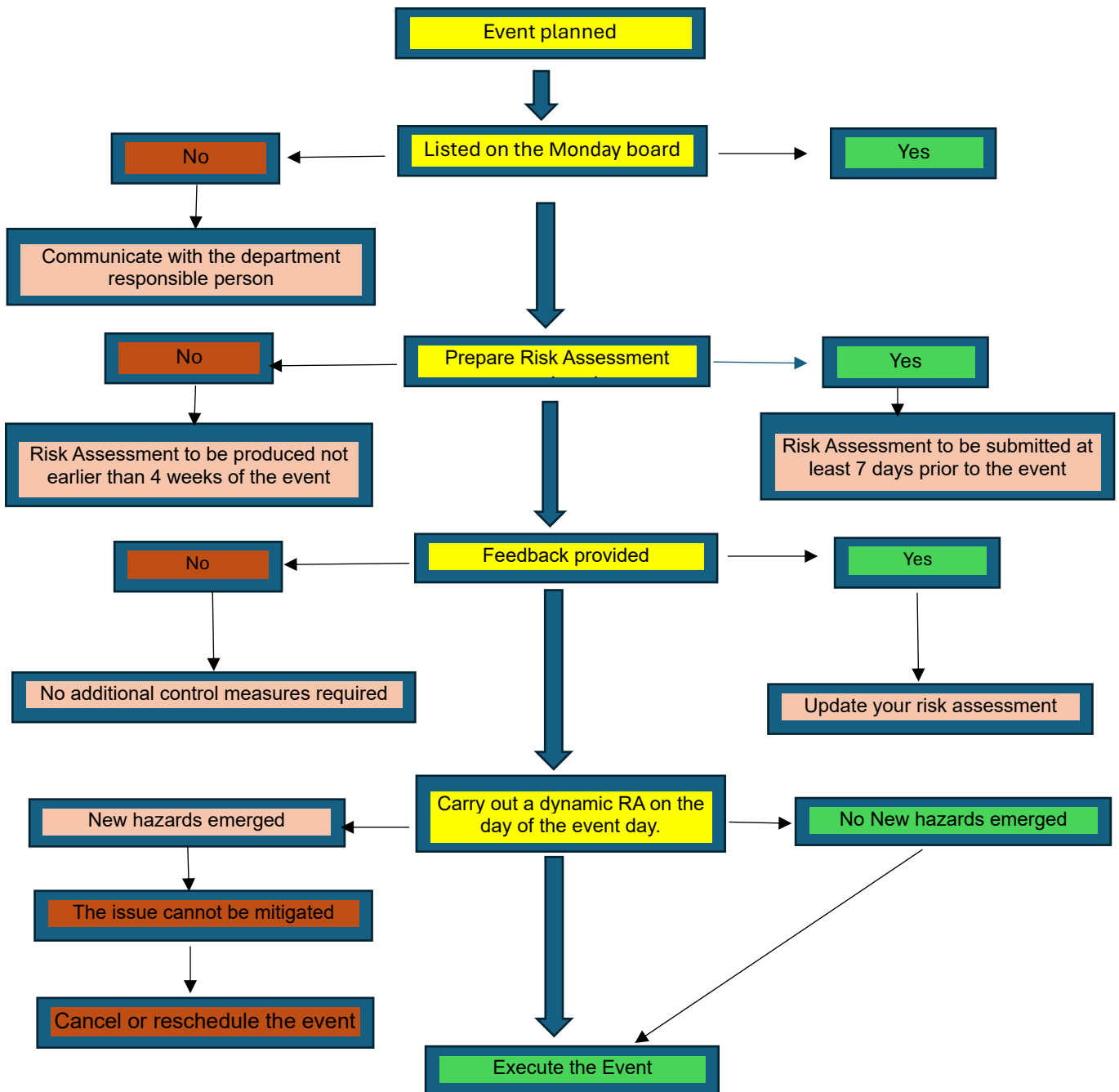


RISK ASSESSMENT AND ACCIDENT/INCIDENT  
REPORTING PROCEDURES



RISK ASSESSMENT PROCESS



## Risk Assessment guide:

### **A. Preparing the Risk Assessment:**

- i) Follow the generic risk assessment as guidance to produce an event risk assessment.
- ii) Gather information of potential hazards, identify how they will harm and existing control measures in place
- iii) Update the risk assessment based on the information received, adequate control measures are in place including any additional control measures will be implemented.
- iv) The risk assessment should include the venue details, the summary of the activity, H&S statement, name of the organiser; the name of the first aider; First aid arrangement; Fire safety information, the name of the Fire marshal(where needed, generally needed for the big event such as horse show, championship event, competition etc); slips and trips hazards, manual handling( if involved)- types of manual handling, training(if received), and control measures taken; lone working( who is involved, and control measures taken), electrical hazards, safeguarding plan (where needed), parking information, welfare facility, weather conditions, route/riding information, gas bottles(if used for cooking), food hygiene information(if fresh/hot food served by the caterer in the event), information related to horse( escape, control, suitability) etc.

For any indoor event, organisers are advised to visually inspect cables, plugs, sockets, and any outdoor power sockets allocated for horse boxes for any damage. The organisers must ensure adequate lighting, heating, and ventilation system for an indoor event. Any issues should be reported to the venue owner for resolution prior to the event.

The organiser must ensure that all portable electrical equipment is PAT tested. It is the organiser's responsibility to ensure that fire extinguishers are kept in their designated locations and are easily accessible. Fire exits must remain unobstructed, and an evacuation plan should be shared with attendees.

A safety briefing should be provided to attendees, including information about the designated first aiders, fire exits, evacuation procedures, and any hazards identified in the risk assessment that attendees need to be aware of. While common hazards may exist, they can vary depending on the specific event. Organisers should only highlight hazards that are present and ensure these are accurately reflected in relation to the activities involved.

### **B. Hazards mitigation tools:**

If new hazards are identified or emerge after the initial risk assessment is submitted, or on the day of the event, the following mitigation tools must be implemented. However, if the hazards cannot be removed or mitigated, the event must be cancelled or rescheduled

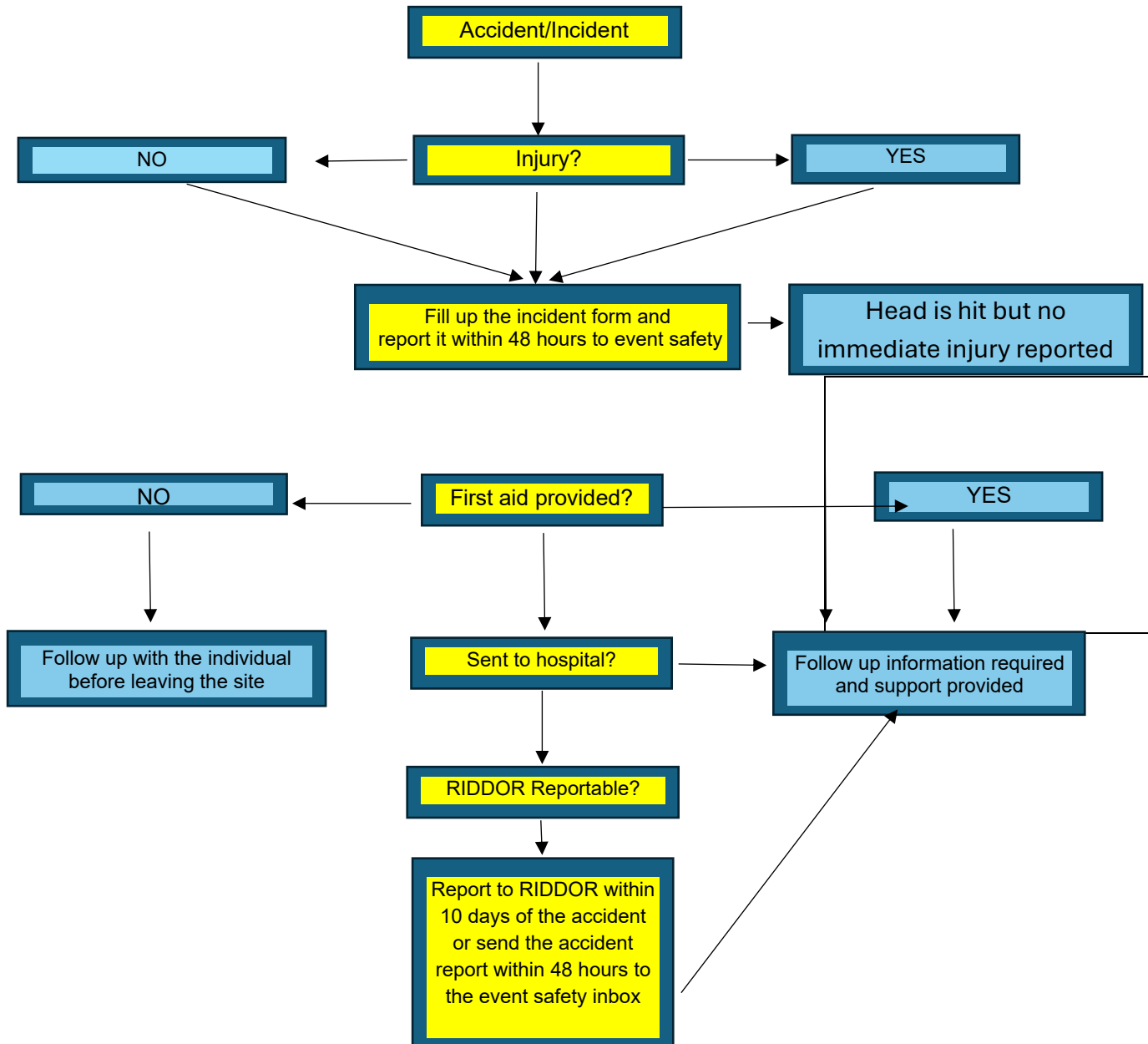
- i) Identify potential causes of injury or illness from any newly emerged hazards.
- ii) Assess the likelihood of someone being harmed and the potential severity of the harm.
- iii) Implement measures to eliminate the hazards, or if that is not feasible, take steps to control the risks.
- iv) Document the identified risks and the control measures implemented in the existing risk assessment. Share any further risks identified on the event day with the participants, along with any necessary updates.
- v) Review the actions taken to ensure effectiveness.

### **C. The control measures that need to be taken:**

- i) Remove the hazards if it is safe to do so, or seek assistance from a competent person when necessary.
- ii) Replace the hazards with less hazardous alternatives.
- iii) Review the work process, modify equipment or the work plan, and explore alternative routes or equipment to minimize risks.
- iv) Provide personal protective equipment (PPE) and ensure workers use it properly.
- v) Offer clear instructions, information, and relevant training to raise awareness about hazards.



## ACCIDENT/INCIDENT REPORTING PROCESS



Note: If the person has no injury, ask if they feel okay before leaving the site. If the person has an injury or has hit their head but shows no immediate signs of harm, ask if they require any support before leaving the site. Additionally, follow up with them one day after the incident.

Ensure all this information is accurately documented in the accident/incident report. The report must be completed correctly with relevant information and submitted to the event safety inbox for review by the Health, Safety, and Environment Manager.

Follow the Health and Safety policy sub-section 4.2 for RIDDOR reporting information.

## **RIDDOR Reporting process:**

### **Types of reportable incidents:**

#### **A. The death of any person**

##### **A report must be submitted within 10 days of the incident.**

If a person suffers a reportable work-related injury and dies due to that injury within one year (365 days), this must be reported as a work-related fatality.

There is no requirement to report the death of a self-employed person when it occurs at a premises where they are the sole owner or occupier.

#### **B. 'Specified injuries' to workers**

- fractures, other than to fingers, thumbs and toes, amputations, any injury likely to lead to permanent loss of sight or reduction in sight, any crush injury to the head or torso causing damage to the brain or internal organs, serious burns (including scalding) which: covers more than 10% of the body; causes significant damage to the eyes, respiratory system or other vital organs, any scalping requiring hospital treatment, any loss of consciousness caused by head injury or asphyxia,
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

#### **C. 'Over-seven-day' incapacitation of a worker**

Accidents must be reported where they result in an employee or volunteer or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

#### **D. 'Over-three-day' incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, this record will be sufficient.

#### **E. Non-fatal accidents to non-workers (e.g. members of the public)**

Accidents to members of the public or others who are not at work must be reported within 10 days of the incident if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to the injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a '[specified injury](#)'.

### **Occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. They need to be reported as soon as a doctor's notification has been received.: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome; severe cramp of the hand or forearm; occupational dermatitis; hand-arm vibration syndrome; occupational asthma; tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer; any disease attributed to an occupational exposure to a biological agent.

For the information about the Regulations 8 & 9 visit [Reportable occupational diseases - HSE](#), [Exposure to carcinogens, mutagens and biological agents - HSE](#).

## RIDDOR Reporting on COVID-19

There is no requirement under RIDDOR to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19. The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.

### Dangerous Occurrences

Dangerous Occurrences are certain, specified near-miss events. Any dangerous occurrence should be reported immediately. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person. Visit [Dangerous occurrences - HSE](#) for more information.

### Gas Incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported immediately using the [Report of a Flammable Gas Incident - online form](#).

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

### Reporting Incidents

All incidents can be reported online but a telephone service (contact 'Incident Contact Centre' on 0845 300 9923 - opening hours Monday to Friday 8.30 am to 5 pm) remains for reporting fatal and specified injuries only.

Visit [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for online reporting form. The form will then be submitted directly to the RIDDOR database. The individual reporting will receive a copy for their records. The following forms need to be completed to file a report to HSE.