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|  | BHS Event Health & Safety Policy v3 2021*(All areas in brackets to be completed)* |  |
| **This is the statement of general policy and arrangements for:** | (Click here to add Name of Event) |
| **For a one off event - Date of event:** | (Click here to add Date of Event) |
| **Or for a series of the same activity:** | Every (Click here to enter Occurrence of Event i.e. week, month) from (Click here to add Date of First Event) until (Click here to add Date of Last Event) |
| **The venue for this event is:** | (Click here to enter Venue of Event) |
| **Overall responsibility of health and safety is that of:**  | (Click here to Select Committee) |
| **Day-to-day responsibility for ensuring this policy is put into practice is delegated to:** | (Click here to enter Name of Organiser) |
|  |
| **Statement of general policy:** | **Action/Arrangements:** | **Responsibility of:** |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from event activities. | (Add action or mark as ‘Complete’) | (Click here to Select Committee) |
| To provide adequate training to ensure volunteers and officials are competent to do their work | (Add action or mark as ‘Complete’) |
| To engage and consult with stakeholders on day-to-day health and safety conditions and provide advice and supervision on occupational health | (Add action or mark as ‘Complete’) |
| To implement emergency procedures - evacuation in case of fire or other significant incident.  | (Add action or mark as ‘Complete’) |
| To maintain safe and healthy event conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances. Conduct sporting activity in accordance with rules and current best practice. | (Add action or mark as ‘Complete’) |
| **Health and safety / Event Plan / Emergency Plan available at event:** | (Click here to enter Name of Organiser) |
| **First-aid box and accident book are located:**Accidents and ill health reported to BHS HQ for further reporting under RIDDOR if required. | (Click here to enter Location of First Aid Kits)Incident Reporting to BHS HQ by (Click here to enter Name of Organiser) |
|  |
| **Signed:** (Click here to enter Name of Author) | **Date:** (Click here to enter Date Completed) |
| **Subject to review, monitoring and revision by:** (Click here to enter Name of Organiser) | **Every:**(Click here to add time when next reviewed, usually 12 months or sooner if same activity is run sooner) |
|  | BHS Event Risk Assessment v3 2021*(All areas in brackets and all columns to be completed for each identified hazard)* |  |
| **This is the risk assessment for:** | (Click here to enter Name of Event) |
| **This risk assessment has been carried out by:** | (Click here to enter Name of Organiser) |
| **This risk assessment has been carried out on:** | (Click here to enter Date) |
| **Brief description of activity:**(Click here to enter Brief Description of Activity) |
| You should review your risk assessment if you think it might no longer be valid (e.g. a change in weather or ground conditions or following an accident at the event) |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Date done** |

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| *Access to the site* | *Officials, volunteers, horses and those attending the event. Members of the public driving past the event.* | *By collision with vehicles moving through the area or queuing on the road.* | *Provide adequate width at access. Access to parking area to be controlled with stewards in high-viz.* | *Brief stewards to continue to assess traffic movement, congestion and any issues with mud on road.* | *Organiser* | *08.03.21* | *08.03.21* |
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