

## **Appendix 1 – Role guidance specifically for Assessors, Lead Assessors, Internal Quality Assurers, Mentors and Technical Experts**

### **1. INTRODUCTION**

- 1.1 Terms of appointment of Education Contractors, to British Horse Society (“BHS”) and rules and regulations, and codes of conduct relating thereto.
- 1.2 The Panel of Education Contractors (the “Panel”) is made up from suitably qualified professionals who have been appointed to the Panel via protocols laid down by BHS Education Department. This Code of Practice applies to all BHS assessments, education courses and workshops delivered by BHS Accredited Professionals and should be read in conjunction with the agreement to which this Appendix is attached.
- 1.3 Applicants wanting to become Education Contractors should have the right to work in the country of deployment, hold the relevant qualifications and have insurance to deliver the role they have been designated. These requirements apply to Education Contractors who officiate at all BHS assessments and BHS training courses.
- 1.4 Education Contractors may be deployed to deliver as detailed in Appendix 2.

### **2 RESPONSIBILITIES SPECIFIC TO THE ROLE OF THE ASSESSORS**

- 2.1 All Assessors are required to have appropriate insurance (including travel insurance). We require evidence that Education Contractors hold their own public liability insurance with a limit of indemnity of at least £5 million whilst acting in the capacity as a coach and assessor (the policy must state this in the business activity). It is the responsibility of the Education Contractor to ensure the policy remains current at all times that they are deployed by the Society. Assessors must not offer to assess in any location which falls outside the territorial limits set down in their insurance policy. They must abide by the BEF and BHS safeguarding policy (including attending a BEF accredited safeguarding course and BHS certified DBS or equivalent [where appropriate]) and BHS recognised First Aid qualifications. It is encouraged that all are BHS Accredited Professional Coaches in order to remain on the Panel. Assessors who are resident outside the UK and Ireland are not covered by the Insurance provided by the APC membership.
- 2.2 Assessors must be aware of current developments and issues relating to the equine industry.
  - 2.2.1 All Assessors of BHS assessments must be currently employed or self-employed within the equine industry and should be actively involved in teaching and/or training persons towards competition and/or qualifications.
- 2.3 Assessors must have access to internet and email in order to retain Assessor status. All emails must be read at the earliest opportunity and The Society reserves the right to monitor read receipt activity and act accordingly.
- 2.4 All Assessors should aim to carry out a minimum of two assessments per level they are qualified to assess within a 12 month period to ensure good assessment practice is maintained, although it is recognised this will not always be practically possible. BHS will monitor Assessors’ attendance at assessments and may take action if it believes an Assessor is not current in their assessment practice for any or all the assessments they are qualified to assess.

**For horses. For people. For life.**

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- 2.5 All Assessors must attend the official national or regional Assessors standardisation training organised by BHS as and when required. This enables Assessors to be thoroughly cognisant of the latest syllabi and guidelines and to keep up to date in assessing techniques. Those Assessors who fail to attend the training may be removed from the Panel. Assessors who are unable to attend the training, due to unforeseen circumstances, must provide their reasons in writing for consideration by BHS. BHS will consider appropriate action, which may include asking the Assessor to attend at their own cost an assessment where the assessment is being monitored through the Internal Quality Assurance process. This is in order that they may be briefed on the required standard setting and other matters covered during the regional or national training day. If their reasons for non-attendance of the training are not considered acceptable by BHS, they shall be removed from the Panel.
- 2.6 Assessors will arrive at the assessment centre at least 30 minutes prior to the start of candidate briefing, or as advised by the Lead Assessor or BHS Education Department.
- 2.7 Assessors will be objective, impartial and totally fair to all candidates. The result of the candidate and any comments made with regard to their results will be an honest and accurate statement of that candidate's performance on the assessment day.
- 2.8 All Assessors must complete a Declaration of Interest form on appointment, then must declare any known conflicts each time they offer to assess. In addition, assessors must declare any conflict of interest before the start of every assessment as soon as they become aware of the situation. Assessors shall not assess at a centre where they work or teach. Assessors, including Lead Assessors, shall not knowingly offer to assess at a centre where they have, in the previous 12 weeks, trained a candidate. If an Assessor/Assessor Mentor/IQA unknowingly offers to assess at an assessment where they have an interest in a candidate, they must declare their interest to the Lead Assessor as soon as they arrive at the assessment. The Lead Assessor must make a written reference on the risk assessment form stating how the assessment of that candidate was carried out, demonstrating a fair and impartial assessment.
- 2.9 Assessors will refer to BHS Education Department for guidance on assessment procedures and will be conversant with policies that apply to learners and assessors as signposted in the Assessor Hub. Assessors will note and act upon the instructions and information included in the regular Assessor email updates and BHS policies and procedures related to candidate assessment.
- 2.10 Assessors must ensure that all questions and professional discussions, and in the case of practical assessment all equipment and horses, are applied and utilised to ensure consistency in the standards each candidate is expected to achieve in order to show competence.
- 2.11 Assessors will be conversant with current assessment criteria and will have an understanding of the standards and level of knowledge required. They will assess within the remit of the assessment syllabus and keep within the timescales as indicated by the programme. They will keep concise notes for the day. They will complete the paperwork as outlined by BHS, which should be retained for three months in case of an appeal; after three months it must be destroyed confidentially or returned to BHS for disposal.
- 2.12 Assessors will co-operate if requested to attend meetings with BHS, the Awarding Body or representatives of the External Qualifications Regulators of the relevant nation, agreeing a suitably convenient date and time within four weeks of the request. They will respond within two working days to requests for information from BHS and BHSQ. Please note that any request to take part in any form of IQA/EQA retrospective activity after an assessment will be at no extra remuneration.
- 2.12.1 Documentation: The paperwork and especially the Feedback Sheet, is the responsibility of the assessor to complete correctly and in detail. The Lead Assessor will coordinate the distribution and collection of the paperwork on the assessment day. The responsibility remains with the assessor to ensure any documentation used or referred to is the most up to date version. Current versions of all documents can be found on the Assessor Hub.

### **3 RESPONSIBILITIES SPECIFIC TO THE ROLE OF THE LEAD ASSESSOR**

3.1 In addition to the responsibilities as identified under section 2: 'Responsibilities of the Assessor'

3.2 Pre-Assessment:

3.2.1 The Lead Assessor is required to contact the centre where the assessment is scheduled to take place as least 5 days before the scheduled date. This contact provides an opportunity for centres to raise any concerns which the Lead Assessor can resolve or refer for further action to BHS Education Department.

3.2.2 The Lead Assessor is required to contact the other assessors taking part in the assessment at least 5 days before the scheduled date. This contact enables the Lead Assessor to confirm timing, travel arrangement and to discuss any potential conflicts of interests in advance of the assessment.

3.2.3 The Lead assessor is required to ensure any reasonable adjustment/access to fair assessment is in place.

3.2.4 Each assessor is required to check candidate's skills records and ID.

3.3 Assessment packs:

3.3.1 The Lead Assessor should receive the assessment pack between 8 and 5 days before an assessment. If it has not been received within 5 days of the assessment the assessor must contact BHS Education team immediately.

3.3.2 The Lead Assessor should distribute the pack to all assessors on the day of the assessment, checking for any conflicts of interest, which should then be recorded on the risk assessment form.

3.3.3 Each assessor should submit results and feedback electronically within 48 hours of the assessment.

3.3.3.1 The Lead Assessor must electronically submit the "On the Day" Risk Assessment and Lead Assessor Report form to the office no later than 48 hours after the assessment date.

3.4 Risk Assessment/Incident/Accidents: Lead Assessors are required to check the generic risk assessment for BHS Assessments and complete the "On the Day" Risk Assessment for BHS Assessments. The Lead Assessor is responsible for ensuring all assessors have checked the assessment areas they are responsible for and added to the risk assessment where appropriate. The Lead Assessor is responsible for signing the risk assessment and returning the "on the day" risk assessment to BHS. The Lead Assessor is required to ensure accident report forms are completed as appropriate. These documents should be submitted electronically to BHS Education Department within 48 hours of the assessment finish. In addition, the Lead Assessor is asked to notify the office by telephone on the day of the assessment of any incident/accident.

3.5 The Lead Assessor is the first point of call for candidate complaints or appeals on the day of the assessment. In the case of such a complaint or appeal, it is the remit of the Lead Assessor to inform the candidate to contact BHS Education Department. Any appeals or complaints raised should be notified to BHS Education Department on the day of the assessment.

3.6 The Lead assessor is responsible for safeguarding candidates under 18 by checking the safeguarding report in their assessment pack and ensuring their duty of care is adhered to.

### **4 RESPONSIBILITIES SPECIFIC TO THE ROLE OF THE INTERNAL QUALITY ASSURER (IQA). AN INTERNAL QUALITY ASSURER MAY BE ASKED TO ASSESS AND REPORT ON THE FOLLOWING:**

4.1 How well an assessor adheres to BHS policies and procedures

4.2 How an assessor adheres to and samples BHS assessment criteria

4.3 An assessor's organisation, customer service and inter-personal skills

4.4 An assessor's presentation and professionalism

4.5 An assessor's questioning technique

4.6 The reliability of an assessor's assessment decisions

4.7 The candidate feedback given by an assessor

4.8 The impartiality of an assessment

4.9 The suitability of the horses, equipment, and facilities provided by an approved assessment centre

4.10 The implementation of a specific process

## **5 RESPONSIBILITIES SPECIFIC TO THE ROLE OF TRAINER (safeguarding /national convention/ assessor or coaches training days)**

5.1 Prepare in advance of training day all material and resources

5.2 Liaise with facility in partnership with BHS Education Team on specific resources required from centre

5.3 Deliver the agreed session, treating all learners fairly and in line of the Education Contractors Code of Conduct

5.4 Record all learners' attendance and supply this to BHS office.

## **6. CONFIDENTIALITY**

6.1 British Horse Society is committed to ensuring protection of all personal information that we hold, and to provide and to protect all such data. We recognise our obligations in updating and expanding this program to meet the requirements of GDPR. Education Contractors past and present should be aware that breaches in confidentiality may contravene the General Data Protection Act 2018. They should be aware of their legal responsibilities, as well as their professional duty, stay up to date and complete training as requested. This section covers paperwork relating to the following:

6.1.1 Education Contractor training days

6.1.2 Education Contractor meetings

6.1.3 Education Contractor directives

6.1.4 Education Contractor discussions

6.1.5 Education Contractor correspondence

6.1.6 Education Contractor team lists

6.1.7 Candidate lists and results

6.1.8 Education Contractor reports

6.1.9 Medical notes and requests for reasonable adjustments. These documents are to inform and guide Education Contractors.

6.1.10 All paperwork relating to pre and post assessment must not be left unsecured or where it could be accessed by individuals other than the team of Education Contractors in compliance with Data Protection regulations.

6.1.11 The assessment results are confidential and must not be revealed to anyone other than the team of Education Contractors and relevant BHS staff.

6.1.12 Education Contractors must not reveal any information which has been given to them in confidence by BHS and which, if revealed to trainers of candidates or candidates, may give a candidate or candidates an unfair advantage or disadvantage and/or prevent the assessment from reflecting a candidate or candidates' skills, knowledge or ability.

6.1.13 Education Contractors will confidentially destroy all confidential material they no longer require after the mandatory three month retention period, or at the request of BHS. If an Education Contractor is unable to confidentially destroy such material, they will return it to BHS clearly stating the material is confidential waste. This includes when an Education Contractor resigns, stands down or is removed from the list of Education Contractors for any reason.

6.1.14 Education Contractors will not use their position of privilege to offer training to candidates and/or trainers of candidates if, by doing, it is likely to reveal any confidential information about the assessment process which may give a candidate or candidates an unfair advantage and/or prevent the assessment from reflecting a candidate or candidates' skills, knowledge or ability.

6.2 Education Contractors in breach of the above will be removed from the panel of Education Contractors with immediate effect.

## 7 EDUCATION CONTRACTOR CODE OF CONDUCT

- 7.1 Education Contractors are "**Ambassadors**" for the Society and as such must set an example to candidates/learners and other professionals, fellow Education Contractors and centre staff. Education Contractors will at all times be courteous, polite and considerate to candidates/learners and other professionals, fellow Education Contractors, centre staff and BHS employees. Education contractors shall not disclose any Society work-related confidential or proprietary information on any social media website or other internet communication forum.

British Horse Society has implemented a Diversity, Equity and Inclusion strategy which adheres to our [Everyone Welcome Policy](#). Everyone Welcome means just that. Whatever an individual's ability, background, culture or identity – you are welcome to be part of our equestrian community.

We require all of our BHS Education Contractors to adopt the Everyone Welcome ethos. We will be all the better for being more diverse, more equitable and more inclusive – as individuals, as a Society and as a sector.

Please see our Everyone Welcome [web page](#) for more details or email [dei@bhs.org.uk](mailto:dei@bhs.org.uk)

- 7.2 Education Contractors must be **up-beat** and provide a **positive learning/assessment environment** for candidates/learners.
- 7.3 Education Contractors must be **well organised**.
- 7.4 Education Contractors must show **empathy** towards candidates/learners.
- 7.5 Education Contractors should:
- 7.5.1 Ensure the well-being and safety of candidates/learners as far as possible within the limits of their control;
  - 7.5.2 Clarify the expectations and goals of the candidates/learners;
  - 7.5.3 Ensure all activities are appropriate to the age, ability and experience of those taking part, including the horse/pony;
  - 7.5.4 Encourage candidates/learners to value their performance and not just the final result;
  - 7.5.5 Encourage and guide candidates/learners to accept responsibility for their own performance and behaviour;
  - 7.5.6 Enable candidates/learners and, if appropriate, their guardians to understand that no bullying will be tolerated, be it physical, verbal, emotional or any other form;
- 7.6 Ensure confidentiality and adhere to the Data Protection Act when handling candidate's/learner's personal information, except in those cases where legitimate bodies have the right to know, such as in disciplinary or grievance procedures (as per confidentiality section of this agreement [section 6])
- 7.7 It is a legal requirement to fill in and send a RIDDOR form if a candidate(s)/learner(s) sustains a serious injury while under assessment or training scenario. BHS will contact you if your assistance with this process is required.
- 7.8 Must not exert undue influence over candidates/learners to obtain personal benefit or reward; Where internal candidates are present, assessors must not allow themselves to be influenced by centre representatives in any way as to advantage or disadvantage these candidates, including with regard to horse allocation. Assessors must ensure that centre representatives do not position themselves in such a way that could be perceived by candidates as influencing an assessor.
- 7.9 Never condone rule violations or the use of prohibited substances.

- 7.10 Education Contractors must wear smart, professional clothing and appropriate safe footwear. Clothing must be clean to ensure biosecurity is maintained. Education Contractors are not required to wear BHS branded clothing, however they must wear their official name badge (provided to them by BHS Education Department) at all times throughout the day. No jewellery apart from a watch/wedding ring must be worn during an assessment, unless it is for religious or cultural observance and is covered.
- 7.11 Clothing should be free from company logos, promotions or advertising, other than BHS branded clothing where owned.
- 7.12 Education Contractors will act professionally during the assessment/courses/workshops and will not, under any circumstances, attempt to secure business of any kind whatsoever from candidates/learners and/or centre staff.
- 7.13 Education Contractors must note and act on comments given in reports made by the Lead Assessor or BHS Education Department. Such reports may be placed before the APCED committee, the Awarding organisation or other third parties.
- 7.14 Education Contractors will not allow their professional responsibilities or standards of practice to be diminished or compromised by considerations of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation; social standing, special education needs or self-interest.
- 7.15 Education contractors will abide by the BEF and BHS Safeguarding Policy. All Education contractors through their role as an Education Contractor falls under the BEF guidelines on Position of Trust.
- 7.15.1 The BEF and its member organisations maintain the principle that there are some roles within member organisations where adults have responsibility and influence over children and young people and therefore have an ethical obligation to safeguard and protect them from exploitation. Whilst legally young people aged 16 and 17 years have reached the age of consent for sexual activity, any inappropriate sexual relations with young people will be considered a breach of 'Position of Trust'.

## **8 TRAVEL, OUT OF POCKET AND MOTOR EXPENSES**

- 8.1 Education Contractors are asked not to offer for assessments/courses/workshops which exceed a round trip of 200 miles. Education Contractors who offer to assess beyond this limit will be required to bear the extra mileage expenses themselves. BHS may authorise the additional mileage if a local Education Contractor is not available. BHS will assume that an Education Contractor who offers for an assessment exceeding 200 miles will not require overnight accommodation. If an Education Contractor requires overnight accommodation they must contact BHS before offering to assess in order to obtain written authorisation. If, when staying away from home, an Education Contractor requires an evening meal, they should contact BHS for prior authorisation. It is regretted that breakfast (unless an overnight stay has been authorised) cannot be claimed for. Alcoholic beverages cannot be claimed for. Payment will not be authorised unless the claim is officially submitted and accompanied by a receipt.
- 8.2 In the event that Education Contractors travel overseas to assessments and, due to circumstances beyond the control of BHS, are unable to return on the planned departure date, BHS will pay the Education Contractor for expenses incurred during the delayed departure, up to, and including, the amount agreed as above. BHS will not pay any fees or loss of earnings to the Education Contractor during this time. This arrangement does not include an Education Contractor being unable to return on the planned departure date due to illness or injury. If an Education Contractor is unable to attend an assessment due to ill health, they may not invoice

us under these circumstances either for a fee or expenses. The Society recommends personal insurance cover is taken to cover this.

- 8.3 On an assessment day, the centre will not normally provide lunch for assessors, who will be paid £5 in addition to their normal day rate to reflect this expense. Should an assessor have a long journey to reach a centre or require overnight accommodation, they may ask if the centre is able to provide lunch, however this will be at the discretion of the assessment centre and they may make a charge directly to the assessor.
- 8.4 When hiring a car internationally, added insurance cover **must** be taken in advance of travelling. BHS will **not** reimburse contractors for additional excess charged by the company at point of collection. Please contact the Education Department if assistance is required. We strongly encourage that where possible (when more than one assessor is required), that there are at least two named drivers on the insurance. The extra cost will be reimbursed by the society. When hiring a car, fuel must be claimed for as an expense instead of mileage. A receipt must also be uploaded via the normal fee/expense claim process.
- 8.5 Mileage costs when travelling in a private vehicle will be paid at the rate currently payable as shown in BHS's "Mileage Claim Rates". An Education Contractor's mileage for each journey should be detailed to the nearest mile with the start and destination postcodes provided.
- 8.5.1 If a journey is not direct from the point of origin to the destination, the Education Contractor must show details of all points throughout the journey. Details of all journeys should include sufficient information for audit purposes. BHS reserves the right to confirm journey mileage using Google Maps.
- 8.5.2 Mileage claims do not require an accompanying fuel receipt.
- 8.6 Where a vehicle is used for business purposes it is for the Education Contractor to ensure that the vehicle under his or her responsibility is fully taxed, serviced with current MOT (where applicable) and in a reasonable state of condition at all times and is insured for business purposes when travelling on behalf of BHS.
- 8.7 An Education Contractor who wishes to claim business mileage when using his or her own private vehicle must ensure that the vehicle is insured for business purposes when travelling in the performance of his or her duties as an Education Contractor. BHS does not allow reimbursement of the extra costs which the Education Contractor may incur for business motor insurance.
- 8.7.2 Any speeding tickets or parking notices received will be payable by the driver of the vehicle.

## **9 RISK ASSESSMENT**

- 9.1 BHS will carry out a review if there is concern regarding an Education Contractor's ability to carry out their Education Contractor duties.
- 9.2 All Education Contractors must be able to assess/deliver all sections of any assessment/course/workshop they are qualified to assess unless prior consent has been given by BHS. Assessors must submit an annual risk assessment (see Appendix 3) relating to their ability to undertake assessment activities. It is their responsibility to inform the Society of any changes to this during the contractual period.
- 9.3 Assessors must declare any injury or illness which may limit or affect their ability to carry out their duties as an Education Contractor.

10 **COMPLAINTS AND CONCERNS**

- 10.1 Complaints and appeals will be investigated in accordance with BHS Complaints and Appeals Policy.
- 10.2 All Education Contractors will have the right to appeal against any sanction or removal from the Education Contractor Panel. This will follow BHS Complaints and Appeals policy.

11 **POLICIES AND PROCEDURES**

- 11.1 Copies of all policies and procedures applicable to Education Contractors are available on the Assessor Hub - [Assessor Hub | The British Horse Society](#) . All Education Contractors must abide by all policies at all times.

**Appendix 2 - BHS EDUCATION CONTRACTORS' FEES/ REIMBURSEMENT – 2026  
(Applicable to Assessors, Lead Assessors, Internal Quality Assurers and Technical Experts )**

**1. TRAVEL AND EXPENSES**

- 1.1 All air travel shall be Economy Class flights.
- 1.2 All rail travel shall be Second Class Rail.
- 1.3 Car journeys shall be charged at the rate of £0.55 per mile plus parking fees and tolls in line with HMRC guidance as from 6<sup>th</sup> April.
- 1.3.1 It is encouraged that where possible that Education Contractors car share, reducing the cost to the Charity.
- 1.4 If authorisation for overnight accommodation is granted, BHS will pay up to £95.00 per night (UK) and up to £125 per night (Ireland) including breakfast.
- 1.5 If authorisation is granted, Education Contractors may claim up to £25.00 for an evening meal.
- 1.6 Please refer to Appendix 1 (Role guidance specifically for Assessors, Lead Assessors and Internal Quality Assurers) regarding Travel and Motor Expenses.
- 1.7 Receipts for expenses must accompany all claims

**2 CONTRACTOR FEES**

- 2.1 Contractor Fee is based on a day rate. The day rate is based on experience, qualifications, requirement and passing a probationary phase.
- 2.2 BHS Education Department has a '3' band fee pyramid for qualified assessors.
- 2.3 Observers can claim mileage (up to 200 miles) and probationers will be able to claim mileage (up to 200 miles) and a fee of £75.

<b>Band</b>	<b>Can assess/ deliver up to:</b>	<b>Full day rate</b>	<b>Part day rate</b>	<b>Additional Lead Fee</b>	<b>IQA supplement</b>	<b>Hourly rate for online assessment/IQA if 3 hours or less</b>
Safeguarding and Risk Awareness	Safeguarding and Risk Awareness- this is the rate any education contractors received for delivery of Safeguarding or Risk Awareness course.	£150 (inc plan and review)				
Assessor	Can assess up to stage 4	£200	£131	£35	£35	£37
Senior Assessor	Can assess up to Performance Level (BHSI)	£220	£141	£35	£35	£37
Probationer	All levels	75	N/A	N/A	N/A	N/A

- 2.4 Any upgrades in Band will be communicated by covering letter. This will not affect the “agreement between BHS Education Department and BHS Education Contractor”, however band changes will be clearly shown so that invoices can be submitted appropriately.
- 2.5 For any work carried out overseas, BHS, at their discretion, may reimburse the Education Contractor £120 for any day when the Education Contractor is not able to perform his or her ordinary working duties.
- 2.6 The additional lead fee is remuneration in respect of additional paperwork and phone calls.
- 2.7 For any practical work carried out in the role of Internal Quality Assurer (IQA), the Education Contractor should claim their full/part day rate. The lead fee is applicable and a further supplement of £35 will be paid for an in-person IQA.
- 2.8 Please note, if an Education Contractor is required for 5 hours or less at an assessment (excluding travel time) this constitutes a part day. If an Education Contractor is working alone and is only required for a part day, the Education Dept will notify them of this. Where there is more than one assessor, the lead will contact the assessor/s required for a part day as soon as they receive the timetable from the Education Department. If an Education Contractor is advised of a part day only with less than 10 days notice, a full day fee may be claimed.
- 2.9 Should the date of an assessment be transferred and the Education Contractor is available for the new date, only one fee can be charged and financial compensation cannot be claimed in respect of the lost date.
- 2.10 If an assessment is cancelled due to adverse weather conditions, the Education Contractor cannot claim a cancellation fee.
- 2.11 Any payment claims received 3 months after the date of the assessment, will be deemed invalid unless a valid reason is provided. All outstanding payments beyond a 12 month period will be deemed invalid.

### **3 CANCELLATION FEES**

- 3.1 BHS is trying to reduce the number of assessments cancelled or Education Contractors dropped. Where this does happen we will try and provide maximum notice period possible.
- 3.1.1 Educators Contractors cancelled with over 3 weeks (21 days) notice will be unable to claim any financial compensation**
- 3.1.2 Educator Contractors cancelled between 1 and 3 weeks (7 to 20 days) notice will be able to claim 50% of the applicable Day Rate**
- 3.1.3 Educators Contractors cancelled with less than 1 week to go (1-6 days) will be able to claim 75% of the applicable Day Rate.**

### Appendix 3

#### **BHS EDUCATION CONTRACTOR RISK ASSESSMENT CHECKLIST**

British Horse Society (BHS) has a duty of care to protect its employees, contractors, and others while they are working. Both BHS and its contractors have a legal responsibility under health and safety law to take appropriate precautions to minimise workplace risks. To ensure the safety of all parties involved in the delivery of BHS assessment activities, education contractors are required to submit the following risk assessment checklist annually.

NAME:		
CHECKLIST COMPLETION DATE:		
Health and Safety considerations	Yes/No/N/A	Comments
Do you review a risk assessment provided by BHS or Lead Assessor prior to each assessment?		
Do you carry out a dynamic risk assessment for each event?		
Do you address the risks identified in the risk assessment, including any new hazards that arise?		
Do you have experience in manual handling in situations where it is required?		
Do you have experience with lone working in relevant situations?		
I have and will maintain safeguarding training to the requirements set by BHS.		
I have and will maintain a first aid qualification to the requirements set by BHS.		
Are you aware of how to manage slip, trip, and fall hazards?		
Do you adhere to the centre's fire safety, fire exit, and evacuation procedures?		

As an assessor, do you understand your obligation to report any electrical hazards identified within your working areas?		
Do you receive updated health and safety information, and guidance from BHS as needed?		
Are you familiar with BHS accident and incident reporting procedures?		
Do you have any diagnosed medical conditions that could affect your ability to carry out the duties of a BHS assessor?		
Have you reviewed and understood your responsibilities under the BHS Health and Safety Policy?		
Do you hold an insurance policy that adequately covers the health and safety risks associated with your current activity?		

\_\_\_\_\_  
Signature of the Education Contractor

\_\_\_\_\_  
Name and Signature of the person in charge acting on behalf of British Horse Society