

Health and Safety at BHS Assessments



Risk Assessment: Riding Out Assessments

Checklist for Lead Assessor:

- Check with the centre their health and safety procedures in terms of fire evacuation, first aiders on site, their general risk assessments and the Safeguarding Officer/Lead on site for the day. Complete the On The Day Risk Assessment (page 18 & 19) with their input. Check with the centre if there are any other planned events/work/activities that you should be aware of and update the risk assessment if required.
- Gather emergency contact details for the assessing team. Include IQA, Assessor Mentor, Translator if present (page 20 of this document).
- Ensure the assessment locations are risk assessed against the generic risk assessment, update the On The Day Risk Assessment if required.
- Brief the assessment team on any areas of concern.
- Brief the candidates to include any specific H&S information relevant to the day (for example, hot weather – stay hydrated). Introduce the assessors and reassure candidates they can approach any assessor should they have a concern about their safety or wellbeing at any point during the day.
- Check hats and body protectors of candidates against the *Hat Standards* and *Body Protectors Standards* documents.
- Ensure candidates return a completed *Candidate Emergency Contact Form* before the assessment begins.
- Ensure candidates are being signed in and signed out during the day via the *Candidate Sign in/out Register*.
- Return the completed On The Day Risk Assessment (p18 & 19) and Conflict of Interest Information (p21) within 48 hours of the assessment via the online Lead Assessor Report Form. If you've made changes to the Generic Risk Assessment, please return this too.
- If a candidate has been involved in an accident or near miss you must return their *Emergency Contact Form* via the online Lead Assessor Report Form. All other *Emergency Contact Forms* to be securely destroyed at the end of the day. All other paperwork retained by the Lead Assessor and kept for 30 days before being securely destroyed.

If an under 18 does not turn up to the planned assessment:

- Contact the BHS Education Team before the start time of the assessment. U18s will be flagged via the *Safeguarding Report*.

Checklist for all assessors:

- Discuss the ride out route with the centre and review their risk assessment for that route.
- Risk assess your assessment locations before you begin, and monitor for any hazards throughout. Follow safe working practice.

In response to an accident or near miss:

- Follow the guidance set out in the *Accidents at BHS Assessment Policy*. Reminder: candidates aren't permitted to remount if fallen in a ridden section. They're not permitted to continue with any further ridden sections that day. Any first aid given, or care or aftercare of the candidate must be delegated to a trained and nominated first aider.
- Lead Assessor to ensure the *Accident and Near Miss Report* is completed and returned with the candidate's *Emergency Contact Form* to the BHS Education Team within 48 hours of assessment. Complete the centre's accident book. If you're unsure if the accident needs reporting to RIDDOR, contact us.

Generic Risk Assessment for all BHS Assessments

Activity Assessed: BHS Assessments (hazards that need to be considered in all BHS assessment events)

Completed by: Samar Chakraborty and Laura Hood

Date of review: 15.04.2026

Date of next review: 31.03.2027

ALL ASSESSMENT ACTIVITIES			
Action by whom: Assessor		Action by Date: Date of Assessment	
Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Further controls recommended
Environment	All: May suffer breathing problems from bad smelling or dusty environment.	Assessor checks the environment before the assessment begins. The area is kept tidy and free from rubbish as far as reasonably practicable. Candidate, assessor or translator has option to inform BHS of any preexisting medical concerns before the assessment begins. Candidates complete a self-declaration before the assessment begins to confirm they are fit to undertake the assessment. Adequate provision of lighting, ventilation and temperature, where appropriate.	
Manual handling	Candidate or assessor: May suffer injury from inappropriate lifting.	Candidate to follow safe lifting procedures, assessor to intervene if unsafe. Candidate or assessor are to ensure that weights are suitable to lift safely. Candidate or assessor has option to inform BHS of any preexisting medical concerns before the assessment begins. Safe manual handling practice has been demonstrated by the assessor within their own equine qualifications.	
Lone working	All (assessor, candidate, trainee rider, participant, translator, others on site): Lone workers may suffer injury that's not noticed/reported.	The assessor and any translator would notify the centre upon arrival and follow any sign in/out procedure implemented at the centre. Emergency contact details for assessors and translators are requested on the day (via the 'on the day' risk assessment). A centre point of contact would be checking in on the assessor throughout the day. Candidates are supervised by the assessor during assessment activities.	It's recommended in our booking T&Cs that under 18s are accompanied by a responsible adult. If a candidate is under 18, confirmation is required from a responsible adult that the booking can proceed, and booking confirmation and timings are sent to that

Generic Risk Assessment for all BHS Assessments

		Emergency contact details for candidates are provided for the assessment. Candidates follow BHS sign in/sign out procedure during assessment.	responsible adult.
Safeguarding	Assessors, candidates, and trainee riders: - Assessors may work with minors or adults at risk on a 1-2-1 or within a group - A minor or adult at risk may suffer an injury during the assessment	As part of the initial candidate briefing, assessors are introduced to all candidates before the assessment begins. They're also identified by their assessor badge. Candidates are made aware they can talk to any assessor should they have a concern or problem. The assessment centre will have an allocated Safeguarding Lead on site, who will be introduced as part of the assessment briefing. Candidates or assessors can talk to this person at any time. BHS safeguarding policy is carefully followed by the assessor during the assessment. All assessors are current with their Safeguarding training. Following guidance regarding working with minors or adults at risk on a 1-2-1 basis. They will also have the required Criminal Record check as per the guidelines set by the UK Nation or country of residence they live in Each assessment will have a candidate minimum age requirement. Before the assessment, Assessors are sent a list of candidates and notified who is under 18. Consent is obtained for under 18s to attend an assessment. Emergency contact details for candidates are provided for the assessment. An access to fair assessment policy and procedure is in place for candidates if they wish to make BHS aware of any additional support required.	It is recommended in our booking T&Cs that under 18s are accompanied by a responsible adult.
Fire exit and evacuation	All (assessor, candidate, trainee rider, participant, translator, others on site): Risk or injury or death in the event of fire if caught or struck by fire	A centre risk assessment of the stable yard and facilities has been made re: fire precaution, exits, meeting point and so on. Assessors, candidates and translators are aware of the centre's fire evacuation plan before assessment begins. All fire exits are visible and free of obstruction. Fire extinguishers are kept in suitable and easily accessible areas. In the event of a fire, the assessor will lead their candidates (and trainee riders, translator if applicable) to the allocated meeting point. The assessor will notify a member of staff or fire marshal if any candidates are unaccounted for. Candidates follow BHS sign in/sign out procedure during assessment so it will be known who is on or off-site. The centre will have a copy of the timetable and will be aware of where	

Generic Risk Assessment for all BHS Assessments

		candidates are throughout the day. If it's a coaching assessment the centre will be aware of any trainee riders on site. Centre employees will be on site to manage a fire evacuation if required. Fire Marshalls will ensure all areas are evacuated.	
Access to/from the site and parking	All (assessor, candidate, trainee rider, participant, translator, others on site): May suffer injury from being hit by moving vehicle or collision between vehicles	Designated parking area.	Car park signage.
Welfare facility	All: May suffer discomfort, or illness from inadequate welfare facilities	Toilet facilities are on site. Candidates are advised to bring own food and drinks where necessary. Adequate temperature, lighting, ventilation, and seating provision.	Toilet area is free from any slip hazard
Holding or leading a horse	Candidate, assessor or others: - May suffer injury of rope burn if a horse pulls whilst being held - May suffer injury from horse kick if horse is too close - May suffer injury from being pulled over and losing control of the horse - May suffer injury from being stood on by the horse	Assessor to check the environment and equipment before activity begins. Careful assessment in terms of allocation; right horses for the right level of assessment. Assessors to monitor the handling skills of candidate and behaviour of horse/s during assessment activities. Appropriate gloves to be worn. When handling or leading outside, suitably fitting tack to be on horse (headcollar or bridle), hat approved to current BSI standards, appropriate footwear and gloves to be worn.	Assessor to request the centre to move or use another horse if the initial one is unsuitable or unsettled. Assessor may need to take control of the horse if the horse's behaviour becomes unsettled. Assessor to be vigilant.
Weather	All (assessor, candidate, trainee rider, participant, translator, others on site): May be affected by extreme weather conditions (cold/heat)	The assessment may be delayed or postponed in extreme weather conditions. The BHS will inform the candidates. Candidates, assessors, translators and trainee riders to wear appropriate clothing for the weather (protection from cold or sunburn). Any assessment area and surface is risk assessed before use.	Grit in car parks if necessary (centre to implement). Suitable breaks in between assessment activities if required.
Mental health and wellbeing	All (assessor, candidate, trainee rider, participant, translator, others on site): - May suffer from stress and anxiety in assessment situation. - May suffer from stress and anxiety that can	Offer greetings and warm welcome to all candidates to provide relaxation before assessment begins. Assessor to provide an initial briefing before assessment begins to go through the timetable, procedures and expectations of the day. As part of the initial candidate briefing, assessors are introduced to all candidates before the assessment begins. They're also identified by their	

Generic Risk Assessment for all BHS Assessments

	cause accident/incident/near miss. Situations arising from illness or existing medical conditions.	assessor badge. Candidates are made aware they can talk to any assessor should they have a concern or problem. An Access Arrangements policy and procedure is in place for candidates if they wish to make BHS aware of any additional support required. Allow adequate break and refreshment. Candidate is stopped if health and safety is at risk. Assessment is stopped if health and safety of assessor, candidate, trainee rider/s, horse/s or other/s is at risk. BHS Accidents at Assessments Policy is followed with regards to continuing with an assessment following an accident.	
Electrical hazards	Assessor or candidate: May suffer injury from electrocution from using faulty portable electrical equipment	The centre must ensure a safe working environment is maintained and all electrical systems are suitably maintained. The assessor carries out a visual check on any electrical portable equipment, cables, boards, leads, sockets that may be used in an assessment before use. If any damage noted, this is raised with the centre and equipment swapped before assessment begins. If the equipment belongs to a candidate, an alternative may be provided by the centre if appropriate/possible. If any electrical equipment is provided by the BHS this will be PAT tested.	The venue owner must address any outstanding electrical maintenance issues, and the affected areas should be sealed off.

Generic Risk Assessment for all BHS Care Assessments

Activity Assessed: BHS Assessments (hazards that need to be considered in all BHS Care assessment events)

Completed by: Samar Chakraborty and Laura Hood

Date of review: 15.04.2026

Date of next review: 31.03.2027

CARE ASSESSMENTS			
In addition to the 'all assessment activities' risk assessment, a Care assessment has specific risks associated, as detailed below			
Action by whom: Assessor		Action by Date: Date of Assessment	
Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Further controls recommended
Slips, trips and falls	All (assessor, candidate, translator, others on site): - May risk falling on wet/slippery floor. - May be struck with stable fixtures or doors. - May risk falling after being kicked/ bitten by horse.	Assessor checks the environment and equipment before the assessment begins. Assessor makes ongoing checks for the safety of candidates and horses. Careful assessment in terms of allocation; right horses for the right level of assessment. First aid training for assessors. First aid facility and emergency medical services to be provided immediately to treat injured person (if required). The centre will have a nominated first aider on site. Assessor ensures a nominated first aider is allocated to manage the incident. First aid provided immediately to treat injured person (if required). Emergency medical services called (if required). Candidates required to wear appropriate dress and PPE as per dress guidance for assessments. Centre carries out regular checks and maintenance to ensure a safe working environment.	Continue to monitor assessment area for cleanliness, obstructions and other hazards.
Working in a stable or stalled area	Assessor, candidate or translator: May be bit, kicked or trodden on	Assessor checks the environment and equipment before the assessment begins. Horse is securely tied when appropriate for the activity, stable is maintained as a safe environment. Stable door closed when candidate and/or assessor in stable, when considered safe for the activity. One candidate per horse in individual stable or stalled area. Assessor makes ongoing checks for the safety of candidates and horses. Careful assessment in terms of allocation; right horses for right level of	Assessor to request the centre to move or use another horse if the initial one is unsuitable or unsettled. Assessor may need to take control of the horse if the horse's behaviour becomes unsettled. Assessor to be vigilant.

Generic Risk Assessment for all BHS Care Assessments

		assessment. First Aid training for assessors. First aid facility and emergency medical services to be provided immediately to treat injured person (if required). The centre will have a nominated first aider on site. Candidates required to wear appropriate dress and PPE as per dress guidance for assessments. Candidate has received appropriate training for the assessment tasks, as signed off in the Skills Record. It's the candidate's responsibility to understand the requirements of the qualification/assessment they are booking. It is the candidate's responsibility to prepare effectively for the assessment. By booking an assessment, the candidate accepts this responsibility. For candidates under 18 it is the parent/carer's responsibility. Assessor informs translator of appropriate place to stand during the assessment.	
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Generic Risk Assessment for all BHS Riding Out Assessments

Activity Assessed: BHS Assessments (hazards that need to be considered in all BHS Riding Out assessment events)

Completed by: Samar Chakraborty and Laura Hood

Date of review: 15.04.2026

Date of next review: 31.03.2027

RIDING ASSESSMENTS			
In addition to the 'all assessment activities' risk assessment, a Riding assessment has specific risks associated, as detailed below			
Action by whom: Assessor		Action by Date: Date of Assessment	
Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Further controls recommended
Slips, trips and falls	All (assessor, candidate, participant, translator, others on site): - May risk falling on wet/slippery or uneven surface. - May risk falling after being kicked/ bitten by horse. - Risk of slips or falls due to trailing cables, blocked access, or other hazards	Assessors check the area to remove any hazards before the assessment begins. Inspect the surface for any uneven or excessively deep terrain. If this is found, assessor to request centre to rake or harrow the surface. Ensure access routes are wide enough for movement and free from any obstructions. Candidates required to wear appropriate dress and PPE as per dress guidance for assessments. Assessors wear suitable footwear.	
Mounting and dismounting	Candidate, commander or centre staff: - May suffer fall or slip from mounting block. - Candidate gets on heavily and horse reacts. - Commander or centre staff holding the horse may be pulled over or struck by horse.	Assessor checks the environment, arena surface and equipment before the assessment begins. Assessor made aware of temperament of the horse and likely behaviour of horse. Careful assessment in terms of allocation; right horses for right level of assessment. Mounting block is firm, secure and has non-slip surface. Horse can be held if required. Horses are at least one length distance from the horse being mounted. Assessor makes ongoing checks for the safety of candidates and horses. Candidate has received appropriate training for the assessment tasks, as signed off in the Skills Record. It's the candidate's responsibility to understand	Assessor makes ongoing checks on the safety of the horse and candidate throughout the assessment. Assessor is positioned safely in the school to take control of the session if required. Horse replaced if deemed unsuitable or lame by the assessor. Rider's whip is placed in the left hand.

Generic Risk Assessment for all BHS Riding Out Assessments

		the requirements of the qualification/assessment they're booking. It is the candidate's responsibility to prepare effectively for the assessment. By booking an assessment, the candidate accepts this responsibility. For candidates under 18 it is the parent/carer's responsibility. First Aid training for assessors. Assessor ensures a nominated first aider is allocated to manage the incident. First aid provided immediately to treat injured person (if required). Emergency medical services called (if required). Candidates required to wear appropriate dress and PPE as per dress guidance for assessments; hat approved to current BSI standards, appropriate footwear and gloves. If rider fall, rider is not permitted to remount and the Accidents at Assessments Policy is followed	
Adjusting tack	Candidate, assessor, commander, others: - Tack isn't secure or fitted correctly, causing slipping, leading to candidate fall. - Tack is uncomfortable for horse, leading them to become unsettled. - Rider attempts to adjust tack following an unsafe procedure.	Horses are tacked up by centre staff, in tack allocated to the horse. Tack checked by centre and commander before riders mount. Candidates are informed to check tack before and following mounting. Assessor makes ongoing assessment for the safety of candidates and horses. Candidate has received appropriate training for the assessment tasks, as signed off in the Skills Record. It's the candidate's responsibility to understand the requirements of the qualification/assessment they're booking. It's the candidate's responsibility to prepare effectively for the assessment. By booking an assessment, the candidate accepts this responsibility. For candidates under 18 it is the parent/carer's responsibility. First Aid training for assessors. Assessor ensures a nominated first aider is allocated to manage the incident. First aid provided immediately to treat injured person (if required). Emergency medical services called (if required). Candidates required to wear appropriate dress and PPE as per dress guidance for assessments; hat approved to current BSI standards, appropriate footwear and gloves. If rider fall, rider is not permitted to remount and the Accidents at Assessments Policy is followed.	Good practice followed when adjusting tack (reins and whip are held in one hand and other used to adjust stirrups). Rider's feet remain in stirrups.
Rider fall, sudden noise or other external factor, or being struck by horse following a fall	Candidate, assessor, translator, commander or other candidates: Loss of balance, possibly leading to lack of control	Assessor checks the environment, arena surface and equipment before the assessment begins. Assessor made aware of temperament of the horse and likely behaviour of horse. Careful assessment in terms of allocation; right horses for right level of assessment. Candidate has received appropriate training for the assessment tasks, as signed off in the Skills Record. It's the candidate's responsibility to understand the requirements of the qualification/assessment they're booking. It's the	Horse can be replaced if deemed unsuitable or lame by assessor.

Generic Risk Assessment for all BHS Riding Out Assessments

	of the horse, could lead to a rider fall. • An out of control horse could strike other horses, assessor, translator or commander • Possible rider injury through rider fall. • Rider falls, resulting in loose horse, causing other horses to react	candidate's responsibility to prepare effectively for the assessment. By booking an assessment, the candidate accepts this responsibility. For candidates under 18 it is the parent/carer's responsibility. Candidates complete a self-declaration before the assessment begins to confirm they are fit to undertake the assessment. Stage One - Commander takes control of the ride and keeps them in closed order to assess competency before allowing any work in open order. Horse is one length between others when in closed order. Assessor can stop candidate/all ride at any time if they feel the rider is a liability to themselves or others. Assessor can stop the ride at any time if a horse becomes loose or unsafe. Assessor and commander position themselves in a safe position and be prepared to move around. Candidates required to wear appropriate dress and PPE as per dress guidance for assessments; hat approved to current BSI standards, appropriate footwear and gloves. Candidates must wear body protector for cross country jumping activities. Candidates not permitted to wear fixed peaks for cross country riding activities. The use of air jackets is risk assessed by the centre. They give confirmation of use based on horses and environment following their own policy for air jacket use. BHS has taken steps to reduce risk of accidents by providing guidance on horses, fences and arena size for riding activities. Assessor ensures a nominated first aider is allocated to manage the incident. First aid provided immediately to treat injured person (if required). Emergency medical services called (if required). The rider will not be permitted to remount and continue as per the Accidents at BHS Assessments Policy. Assessor informs translator of appropriate place to stand during the assessment.	
Preparing to take the ride out	Candidate, assessor, translator, commander or other candidates:	Centre to check tack initially Suitable horses and riders provided. Assessors made aware of horses temperament and how they are likely to behave Riders to wear Personal protective equipment (PPE), hat (to current BSI	

Generic Risk Assessment for all BHS Riding Out Assessments

	• Tack not checked for safety • Rider equipment not checked for safety • Riders not briefed clearly leading to misunderstanding of aims. • Poor communication between candidate and riders • Lack of awareness putting horses and riders at risk • Unsuitable assessment techniques used compromising rider safety	standard), gloves and suitable boots. Riders and horse to wear high visibility clothing Riders and horses assessed before taken out on ride by candidate Assessor to discuss plan after initial assessment period.	
Ride as part of a group/take out a ride	Candidate, assessor, translator, commander or other candidates: • Poor communication with riders leading to misunderstanding between candidate and riders • Lack of awareness putting other horses and riders at risk • Lack of control of the horse leading to possibility of falling off or near incident and hurting themselves or putting others at risk • Hazards encountered on the route • Other road/route users	Suitable horses provided. Assessor to discuss plan after initial rider assessment period. Rules of Highway Code / Access Code followed according to location of assessment. High visibility clothing worn by riders and horses. Follow risk assessment provided by the centre for escorted hack / trek.	
Ride and lead	Candidate, translator, or other candidates:	Suitable horses provided for ride and lead. Tack checked for safety.	

Generic Risk Assessment for all BHS Riding Out Assessments

	• Poor communication with riders leading to misunderstanding between candidate and rider • Lack of awareness putting other horses and riders at risk • Lack of control of the horse leading to possibility of falling off or near incident and hurting themselves or putting others at risk • Being kicked if horses are too close • Horses not suitable for ride and lead • Rope burn to hands • Unsafe handling of equipment • Tack not checked for safety	Assessor to discuss procedure with candidate prior to being carried out. Personal protective equipment worn, hat (to current BSI standard), gloves, suitable footwear. Rules of Highway Code / Access Code followed according to location of assessment.	
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On the day Risk Assessment for BHS Assessments

Section One: Please tick or comment as necessary

Name of Centre			
Names of First Aiders on site (in addition to assessors)		Horses	
First Aid kits are fully stocked and location clearly marked		Tack	
Hospital location for A&E		What are the weather conditions?	
Mobile phones are available to use and within range		Surface or ground underfoot – type and suitability	
Nearest landline phone		Jump heights and distances checked	
Centre Safeguarding Officer or Safeguarding Lead on site		Security and suitability for cross country fences – assessors have walked the course?	
Coaching Assessments: Does the Centre have a falls policy for rider remounts?. If yes, follow that guidance for remounting in the event of a demo rider fall. If no policy is in place section 9 of BHS Accidents at Assessment policy is followed.		Parking area	
		Stable area	
		Outdoor school	

Notes / Actions (continue on separate sheet if necessary)

Generic Risk Assessment for all BHS Riding Out Assessments

Section Two: For any risks not considered on the risk assessment

When carrying out a risk assessment:

1. Identify the hazards for each activity
2. Identify those who may be harmed and how?
3. Identify existing precautions
4. Evaluate the risk
5. Decide what further action is necessary
6. Communicate outcomes

Activity, hazard and whom might be at harm		Evaluate risk		Control Measures	
Time the 'on the day' risk assessment is completed		Date of assessment		Lead Assessor's name (Printed)	
Level and type of assessment			Were there any other issues on the day	YES / NO (please circle)	
If circled YES please give details					
Assessor initials and signature. All assessors initial and sign below to confirm they have seen the findings of the risk assessment and on the day risk assessment:					

Assessor and Translator Emergency Contact Details

Assessor Emergency Contact Details. Include Probation assessors, IQA, Assessor Mentor or translator if present
Please provide emergency contact details for the day. This should be securely destroyed after the assessment.

Assessor / translator name	Emergency contact name	Emergency contact numbers	Relationship to assessor

Conflict of Interest Information

Lead Assessor: you must ask all assessors, assessor mentor, IQA if they have a conflict of interest to declare.

Was a conflict of interest declared at the assessment?	YES / NO (please circle)
If YES – what was/were the conflict/s of interest declared (include name of the assessor and details of the interest/situation declared)?	
How did you manage the conflict of interest?	
Date of assessment	
Assessment centre	
Lead Assessor name (printed)	
Signature	