



## Governance & Health & Safety Policy

Incorporating:

- Statement of General Policy and Legal Responsibilities
  - Rules for Organizing IHSGB Events
  - Risk Assessment and Emergencies Plans
    - Rider and Horse Welfare
  - Application of IHSGB and FEIF Rules
    - Complaints Procedure
- Notification of Incident/Accident/Significant Event Form
  - Child Protection Policy (summary)

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### INTRODUCTION

The Health & Safety Policy of IHSGB Ltd sets out the H&S arrangements for the Icelandic Horse Society of Great Britain (herein after referred to as “the Society”). Risk assessments are a requirement of the policy as are regular reviews of how hazards are removed or mitigated and whether the Society has adequate controls in place, taking into account Legislation and best practice.

This policy will only be effective if ALL of us act on it, follow it through and review it on a regular basis. Thus this is an active document which the Trustees will monitor and update in line with industry best practice (at least annually).

This document should be read in its entirety and replaces all previous Rules, Guidelines and Forms pertaining to Health & Safety, Risk, Duty of Care and Event Organisation.

### STATEMENT OF GENERAL POLICY

<b>This is the statement of general policy and arrangements for:</b>	<b>IHSGB Ltd (trading as The Icelandic Horse Society of Great Britain Ltd)</b>
<b>Overall and Final responsibility for health &amp; safety is that of:</b>	<b>The Board of Trustees</b>
<b>Day to day responsibility for ensuring this policy is put into practice is delegated to:</b>	<b>Individual Trustees and named event organisers</b>

IHSGB Ltd has a legal responsibility to avoid acts that harm its neighbours. Neighbour is defined as people so closely affected by our actions that we ought reasonably to have them in our contemplation.

IHSGB Ltd and its employees (whether remunerated or not) have a Duty of Care, which is established by case law. Duty of Care requires that we exercise a reasonable standard of



skill and care.

Reasonable is defined as exercising the ordinary skill of an ordinary competent person exercising that particular art.

## **RULES FOR ORGANISING IHSGB EVENTS**

### **Organisers' Responsibilities**

The appointed Organiser is responsible to the IHSGB Trustees for all aspects of the event. Organisers are required to make themselves familiar with these rules and, all other relevant documentation.

Every ride/event must have an organiser whose main remit is to ensure that the event is run according to the relevant rules, and is as safe as possible. They will also act as the co-ordinator for emergency procedures.

### **1. FINANCE of IHSGB Events**

- a) Budgets shall be prepared for all events and agreed by the Trustees prior to any commitment of funds and at least one month before the event.
- b) Budgets should be planned on a break-even or surplus basis, unless a subsidy has been agreed in advance with the IHSGB Trustees.
- c) All items of income and expenditure must be marked as known or estimated. Estimated items must have an explanatory comment.
- d) All payment received must be paid into the IHSGB bank account. Cash received by organisers may be used to pay ad hoc expenses but must still be accounted for.
- e) All receipts and invoices must be retained and passed to the IHSGB Treasurer such that an audit trail is maintained.
- f) Accounts should be prepared after the event and submitted to the IHSGB Treasurer.

### **2. RISK ASSESSMENT AND EMERGENCY PLAN**

All events held under the auspices of the IHSGB Ltd must have a Risk Assessment and an Emergency Plan.

#### **2.1 Rules for risk assessments**

Risk Assessments are completed in two parts.

Part A identifies the hazards at a high level and the intended mitigation.

Part A assessments must be forwarded to the designated Trustee at least 4 weeks before the event.

Part B details the actions and procedures actually put in place.

Part B should be completed 24-48 hours before the event venue is opened to the participants and public.

Part B assessments must be forwarded to the designated Trustee within 14 days from completion of the event.

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In addition to H&S considerations that would be applicable to any event; organisers of horse events should also consider the following.

1. Separation of horses from the public and from traffic - including the provision of separate entrances and exits wherever possible.
2. Clearly marked and easily visible positioning of first aid box and contact numbers for emergency services and vets.
3. Separation of horses from camping areas.
4. The separation of Stallions and mares, particularly those mares that may be in season.

A de-brief report must be submitted not later than 2 weeks after the event. Any incident report must be submitted within 48 hours.

## 2.2 Emergency Plan

The Emergency plan will include but not be limited by the following:

1. Dealing with a veterinary emergency, including telephone numbers of a local equine vet.
2. Dealing with a human injury, including details of on site first-aid, telephone numbers of paramedics and directions to the nearest A&E hospital
3. Dealing with an evacuation of the venue for security or weather reasons, including telephone numbers for local police, and emergency muster points.
4. Dealing with inclement weather for vehicles that are not on a hard standing.
5. The appropriate authorities must be notified in the event of any incident requiring their notification within 48 hours (see Appendix B)
6. The landowner of event venue must be notified of any incidents at the earliest opportunity but within 24 hours.

The Emergency plan must be prepared and available to all show officials before the commencement of the event.

## 3. RIDER WELFARE

- a) Society rules require hard hats of the approved standard to be worn when mounted.
- b) Body protectors are recommended.

## 4. HORSE WELFARE

The first priority of event organisers must be the welfare of all horses taking part in the event. The Organiser must:

- a) Ensure that all participants comply with the FEI Code of Conduct.
- b) Ensure that activities are scheduled with due consideration for horse welfare.

### 4.1 Horse identity and health checks



4.1.1. The organiser should require that the identity and health of the horses are checked before allowing such horses to come into contact with other horses.

4.1.2. The owner/keeper of the horse shall, immediately upon arrival at the event site, present the Horse Passport to the organisers, proving identity, and any other condition stipulated in the event schedule.

4.1.3 Until the horse identity and health checks have been completed, the owner/keeper of the horse shall ensure the following

- a. The horse shall not be permitted to move more than 10 meters from its transport.
- b. The horse shall not be permitted to move within 10 meters of any horse already on site.
- c. If arriving on site without transportation, the owner/keeper shall not enter the stabling, grazing, warm up or competition areas.

4.1.4 Failure to comply with the conditions specified above shall result in the owner/keeper and the horse being removed from the premises and may result in expulsion from the Society.

## 5. APPLICATION OF IHSGB AND FEIF RULES

In general, IHSGB events follow relevant FEIF rules as applicable. If any issues or discrepancies are known of in advance the organiser should consult with the relevant Trustee.

- a) IHSGB International Breeding Shows shall comply with the FIRO and FIZO with the exception that 4 year old horses are not eligible for ridden assessment.
- b) IHSGB Sport Competitions shall comply with the FIRO and FIPO with the exception that vaccinations against horse influenza shall be in accordance with British Horseracing Authority rules.
- c) Any event specific Organiser's Rules must be published in advance and circulated with event schedules/show programmes.

## 6. COMPLAINTS AND OBJECTIONS PROCEDURES

- a) Organisers must deal with complaints and objections in a consistent and transparent manner. Where procedures are set out in the rules of the event (e.g. FIZO or FIPO), then these procedures must be applied.
- b) Participants should be assured that regardless of the outcome of any decisions or disciplinary measures taken; riders, spectators and others should find that everyone is being treated fairly and without bias.
- c) The organiser may form a ground jury to help with the decision.
- d) All participants involved in the complaint or objection must be afforded the opportunity to state their evidence or opinion.



- e) All incidents should preferably be dealt with on site and decisions regarding disciplinary procedure made before the participants in question have left the venue.
- f) The complainant/objector may be informed of the decision verbally, but must be given the decision in writing. Such declaration must include the principal reason for the decision.
- g) The complainant/objector must be informed that an appeal may be made to the Board of Trustees, within 28 days.
- h) The organiser must send a report of the incident together with an explanation of the decisions made to the Chairman and Secretary of the Trustees (within 48 hours of the incident).

## **Overview of Child Protection Policy** *(please refer to detailed guidelines & procedures - published separately)*

All sporting organizations which make provision for children and young people must ensure that:

- the welfare of the child is paramount
- all children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- all staff (paid/unpaid) working in our sport have a responsibility to report concerns to the appropriate officer.

Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

**Our Policy:** IHSGB Ltd has a duty of care to safeguard all children involved in our Society from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The IHSGB Ltd will ensure the safety and protection of all children involved in our Society through adherence to the Child Protection guidelines adopted by the IHSGB Ltd.

A child is defined as a person under the age of 18 (The Children Act 1989).

**Our Aims:** The aim of the IHSGB Ltd Child Protection Policy is to promote good practice:

- providing children and young people with appropriate safety and protection whilst in the care of our Society
- allow all staff /volunteers to make informed and confident responses to specific child protection issues.

A full copy of our Child Protection Documentation is available in the Youth section of our website.



## APPENDIX A

### RISK ASSESSMENTS

Risk Assessment is defined as the process of deciding on actions to be taken to reduce risk to an acceptable level by implementing control measures

There are 5 Steps to completing a Risk Assessment

- Step 1 Identify the hazards and who/what might be harmed
- Step 2 Evaluate the risks
- Step 3 Decide on precautions
- Step 4 Record your findings
- Step 5 Implement your plan and record the details.

#### **Step 1: Identifying the hazards**

A hazard is anything that it is reasonably foreseeable may cause harm to any person or participating animal.

#### **Step 2: Evaluation of risk**

The risk is the combination of the likelihood and severity of the occurrence, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

The **Likelihood** of an occurrence should be assessed on a scale of 1 - 4 as follows:

- 1 = very unlikely but possible
- 2 = outside of direct control and possible
- 3 = probable
- 4 = almost certain

The **Severity** of occurrence should be assessed on a scale of 1 - 4 as follows

- 1 = Minor damage / injury / illness
- 2 = Serious damage/ injury / disablement
- 3 = Total destruction / Death / fire / explosion
- 4= Possible Legal proceedings and Company liquidation

The risk is then **Calculated**: Likelihood (L) x Severity (S) = Risk rating

1 to 4 = Low Risk / 5 to 8 = Moderate Risk / 9 to 16 = High Risk

It is acceptable to use ½ points where there is uncertainty

**Step 3: Decide on precautions** - Precautions should reduce the risk to as low as reasonably practical.

**Step 4: Record your findings**









## APPENDIX B

### WHEN AN ACCIDENT HAPPENS

Once an accident is reported the organizer must activate the emergency plan.

#### **RECORDING OF INCIDENT/ACCIDENT/SIGNIFICANT EVENT**

The Organiser must ensure that an immediate record of an accident is made.

After the event a copy of this information should be sent to the IHSGB Trustees (within 48 hours). The submitted risk assessments should be attached to this report, along with a copy of a map, and any other relevant papers, e.g. Accident Report Form/RIDDOR form. The paperwork should be retained for a minimum of 4 years.

If applicable, a letter should be sent to the injured person confirming that a RIDDOR Form has been completed and that the report has been lodged with the IHSGB Trustees - this may be needed for the insurance purposes. This letter offers an opportunity to wish the rider well as a courtesy and it is also good if the organiser checks on the condition of the rider with the hospital. This should be sent within 48 hours of the incident.

#### **ACCIDENTS**

For accidents that fall into the categories described as Injury or dangerous occurrence as described by the Health & Safety Executive [listed in the RIDDOR form], there is a legal requirement to report the accident using RIDDOR form.

Examples:

1. Fracture other than to fingers, thumbs or toes.
2. Dislocation of the shoulder, hip, knee or spine.
3. Any other injury: leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or admission to hospital for more than 24 hours.
4. Therefore a RIDDOR form is required for any accident where the rider has been sent to hospital even if they are not detained, and applies to broken bones and to concussion.
5. This must be done quickly and not more than three days after the accident. Our events normally take place on a Saturday or a Sunday and a telephone report should be made on the Monday following to the Health & Safety department of the local authority where the event has taken place. The address can be obtained via the Health & Safety Executive number in the phone book. They will give the full address to which the completed RIDDOR form should be sent. They will allow up to 10 days for the completed form to reach them and will also confirm whether or not a RIDDOR form is required if there is any doubt. Most local authorities are helpful and sympathetic especially if they are in an area where equestrian events are common.
6. It is essential that records are completed. The organiser should keep copies of any accident/incident/significant event forms, the RIDDOR form and any other statements, the originals should be sent to the Secretary of IHSGB.
7. Once a claim has been received, a response has to be made by the Insurers within 21 days and so they will expect copies of the RIDDOR report, the Risk Assessment and original Record.

A copy of the RIDDOR form can be downloaded from the H&SE website.

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## APPENDIX C: Guidance for IHSGB event organisers

### Hospitality

- A good standard of hospitality must be provided for all guests.
- Judges should be collected/delivered to an airport or train station

### Check List: Before the day the organiser should:

- Confirm insurance cover.
- Be familiar with the rules, accident report forms and procedures.
- Check the up to date relevant rules (FIPO, FIZO, FIRO, FEI welfare, etc.)
- Be familiar with the site
- Complete Part A of Risk assessment before 4 weeks from the event
- Formulate the emergency plan for the event
- Assess the layout of the venue.
- Complete Part B of the risk assessment 24-48 hours before the event

### On the day of the event:

- Arrive in good time in order to brief helpers, and assess any late changes
- Be visible [e.g. wear HV waistcoat].
- Generally be on hand during the day to sort out last minute difficulties.
- Oversee the venue plan and pre-empt problems.
- Keep in communication with key helpers.
- Delegate where necessary.
- Ensure that rules are applied.
- The organiser has authority to eliminate any competitor; whose horse is unfit - such a decision to be made in conjunction with an officiating vet -; or who is guilty of cruelty.
- Any objections or disputes, other than veterinary related matters, must be referred to the organiser.

**After the day the organiser must:** Complete the de-brief form and submit to the Trustees. Format the report into “What went well” and “Lessons to be learnt for the future”.