

# Health and Safety Policy

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## Health &amp; Safety Policy

## Document Metadata

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Author	Dan Gwalter
Approved By	Welfare Officer
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## 1. Purpose

This policy sets out how WES ensures a safe environment for all members, volunteers, spectators, and horses during Society activities. It defines responsibilities, expectations, and minimum standards for managing health and safety across our events and operations.

WES is committed to preventing harm and promoting good practice, recognising that health and safety is a shared responsibility.

## 2. Scope

This policy applies to:

- All WES-organised or affiliated events (shows, clinics, training days, camps)
- All Council and Extended Council meetings or in-person activities
- All WES Officials, clinicians, contractors, volunteers, and members involved in Society operations

It covers:

- Risk assessment and event planning
- Incident prevention and reporting
- Site safety, behaviour, and emergency procedures
- Roles and responsibilities

Note: Animal welfare is covered within the Animal Welfare Policy separately

### 3. Definitions

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- **Event Lead:** The individual designated as responsible for planning and running a specific WES event
- **Risk Assessment (RA):** A written review of potential hazards, their likelihood and severity, and mitigation measures
- **Event Co-ordinator:** A WES-appointed role responsible for reviewing event submissions and ensuring minimum safety standards are met
- **Incident:** Any accident, near miss, injury, illness, or dangerous occurrence requiring action or documentation

### 4. Policy Statement

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WES will take all reasonable steps to ensure that its activities are planned and delivered in a way that minimises risk. While horse sport carries inherent risks, we are committed to:

- Prioritising safety for people and animals
- Ensuring all events are properly risk-assessed and reviewed
- Responding swiftly and transparently to incidents
- Equipping those in charge with clear processes and responsibilities

### 5. Roles and Responsibilities

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Role	Responsibility
Welfare Officer	Maintains policy and incident reporting framework; supports oversight
Chairperson	Supports escalation of serious incidents or governance breaches
Event Lead	Plans and delivers the event; completes Risk Assessment; manages on-the-day safety

Event Co-ordinator	Reviews submitted RAs; ensures safety compliance before approving events
Clinicians/Trainers	Deliver activities in a safe, controlled manner
Volunteers	Follow briefing instructions and report hazards or incidents
All Members	Behave responsibly and comply with safety guidance

## 6. Policy Detail / Procedures

### 6.1 Event Registration and Risk Assessment

- All WES events must be registered via the **WES website** using the official event submission form
- As part of this submission, the **Event Lead** must complete and upload a **Risk Assessment** using the WES template
- RAs will be **reviewed by the Event Co-ordinator** prior to publication or promotion
- If the Event Co-ordinator has concerns about venue suitability, mitigation measures, or compliance, they may:
  - Request revisions
  - Provide additional guidance
  - Decline or postpone the event

### 6.2 Risk Assessment Requirements

The RA must consider:

- Venue layout and access
- Surface conditions and weather impact
- Parking and traffic management
- Warm-up and riding zones
- Horse handling areas
- Spectator safety
- Fire, medical, and evacuation planning

Control measures must be **clearly described and realistic**. Generic or copy-paste RAs will not be accepted.

### 6.3 On-the-Day Responsibilities

- A **named Event Lead or Safety Contact** must be present and contactable throughout
- A **briefing** must be provided to all helpers and officials before the start of activities
- Participants must be issued with any relevant safety instructions (verbally or in writing)

- First aid provision must be in place and contact numbers for medical and veterinary emergencies must be readily available

#### **6.4 Incident Reporting**

- All incidents, accidents, or near misses must be:
- Reported to the Event Lead on the day
- Recorded using the WES Incident Report Form
- Submitted to the Welfare Officer and Event Co-ordinator within 7 days
- Serious incidents (hospitalisation, serious horse injury, rider fall with head impact, etc.) must be escalated immediately to the Chair and Secretary

#### **6.5 Venue and Contractor Safety**

- Event Leads are responsible for checking the venue's suitability and liaising with owners as needed
- Where possible, WES will request:
- Copy of venue's public liability insurance
- Confirmation of arena or surface maintenance
- Basic emergency protocols for the site

#### **6.6 Emergency Planning**

The Risk Assessment must include:

- Nearest hospital and veterinary facility
- Emergency access route and assembly point
- How incidents will be managed (e.g. evacuation, comms, crowd control)

Mobile phones must be fully charged and in possession of the Event Lead or Safety Contact during all WES events.

#### **6.7 Behaviour and Exclusions**

Unsafe behaviour from any participant (e.g. reckless riding, refusal to follow instructions, abusive conduct) may lead to:

- Verbal warning
- Immediate removal from the arena or event
- Referral via the Disciplinary Procedure

Helmets and suitable footwear are mandatory when mounted, and horses must be fit, sound, and under control.

## 7. Related Policies and References

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- Animal Welfare Policy
- Safeguarding Policy
- Disciplinary Procedure
- WES Risk Assessment Template (Templates & Tools folder)
- Incident Report Form
- WES Event Submission Form (via website)
- Rule Book (competition-specific safety regulations)

## 8. Compliance and Breach Handling

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Events that do not follow this policy may be withdrawn from WES publicity, insurance cover, or affiliation. Individuals who repeatedly ignore safety responsibilities may be removed from their role or referred for disciplinary action.

Failure to submit a valid Risk Assessment may result in cancellation or rejection of the event.

## 9. Review and Version Control

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Version	Date	Author	Changes Made
0.1	23/07/2025	DG	Initial policy draft with updated RA process
0.5	08/10/2025	DG	Updated post Chairman's review
1.0	04/11/2025	DG	Updates post welfare officer review

## 10. Approval Record

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Version	Date	Author	Changes Made
1.0	04/11/2025	DG	Approved for publication by the Welfare Officer