

## Volunteer Health & Safety

**Atholl Estates, organisers of the Land Rover Blair Castle International Horse Trials & Country Fair, aim to achieve high standards in Health and Safety management and performance and this will only be reached if all employees/volunteers recognise that they as individuals have a personal responsibility for Health and Safety at Work.**

1. The purpose of this document is to give you an overview of the common risks and safety procedures that relate to your volunteering at the Horse Trials. The Organisers of the Event have a legal obligation to carry out an induction and train volunteers to comply with the law and furthermore as an aid in ensuring the Event runs smoothly and most importantly it will reduce the chance of accidents occurring.
2. One of your main obligations is to keep yourself safe on site. It is your responsibility as a volunteer to comply with instructions given regarding health and safety matters.
3. Your team leader or another event representative will brief you on your role and responsibilities as a volunteer. If anything is unclear, please ask for clarification.
4. If it is relevant to your role, you will be issued personal protective equipment, such as high visibility tabards. You may also be issued with other equipment to ensure that you can perform your task, such as whistles or radios. Please look after the equipment and return it at the end of your shift.
5. The high-risk areas are particularly those where any combination of horses, vehicles and pedestrians cross each other's paths. One of the most important roles is managing these crossing points.
6. Some roles can be quite physical. If you have been allocated a role where manual handling is a requirement and feel that you may not be able to do so, please tell your team leader.
7. While we welcome dogs at the Event, please don't bring them to your shift when you are on duty. They are a distraction and reduce your ability to perform your role effectively and safely.
8. There are a number of first aid options on site. Please direct or raise the alarm as follows:
  - a. For spectators, plus any other attendees on site with minor issues, there is a first aid area in block 9 adjacent to the main arena, which will be marked on all site plans and maps

- b. In case of a rider fall or other serious accident, every arena commentary box and convenor, plus stable managers, collecting ring stewards and security team will have radios to call for one of the doctors or paramedic ambulances on site
    - c. There is a landline to call 999 located at the Information Tent, which is also marked on site plans and maps
9. In the case of fire, the responsibility of a volunteer is to raise the alarm verbally and over the radio.
  - a. Provide information to the Information Tent over the radio regarding the location, type and size of the fire. Ask them to dial 999 on the landline.
  - b. Assist in evacuating trade stands, stables, horseboxes or other fire location, if it is safe to do so.
  - c. Fire extinguishers are located at each arena commentary box and stable managers' cabin. All trade stands should have their own fire extinguisher. Attempt to extinguish the fire if it is safe to do so.
10. Any accident, however small, needs to be reported and recorded.
  - a. All near miss incidents and any hazardous situations, which are observed, should also be reported.
  - b. Volunteers should report any of the above to the person who is immediately in charge of them, or at the Volunteer Tent, where you check-in each day.
11. There is a requirement for vehicles to be driven at slow speed and to take extreme care, especially where members of the public are present.
  - a. Try to avoid the need for reversing manoeuvres to be carried out, more so when trailers are attached to the vehicle. If possible, get someone (or more than one person) to guide you and to keep pedestrians away from the area.
  - b. You must not drive across public areas; particularly trade stand frontages and arenas. Follow all event signage or the direction of your team leader
12. All volunteers will be required to sign that they have received their briefing and induction to the site before they start their first shift.
13. There are risks associated with the Covid-19 pandemic; in order to reduce these risks the Organisers will:
  - a. Provide information to everyone attending the Event about the safety measures in place and instructions to follow, based on government and public health guidance.
  - b. Have additional employees/volunteers who will act as Covid-19 stewards.

Hazard	Those Affected	Effects	Period of Exposure	Potential For Harm	Probability of Occurrence	Risk	Existing Control Measures	Further Action Required
All	Volunteers	Physical Injury	Regular	High	Medium	Medium	<ol style="list-style-type: none"> <li>1. Volunteers will be briefed and trained according to the role allocated</li> <li>2. Volunteers will be supervised where appropriate by a senior team member</li> <li>3. Supervision must be looked at case by case – relating to age, maturity, past experience, length of time in the job, general capability, etc.</li> <li>4. Supervision will be review on a regular basis.</li> <li>5. All team members will be made aware of this through induction, information, instruction and training.</li> </ol>	
Adverse weather	All	Physical harm	Regular	Low	Medium	Medium	<ol style="list-style-type: none"> <li>1. Wear appropriate clothing and footwear according to the weather conditions</li> <li>2. All advised to bring waterproof clothing</li> <li>3. In hot weather, all advised to drink plenty of water, use sun-cream, wear hats and other appropriate clothing</li> <li>4. Exceptionally slippery surfaces given signage or roped-off, as appropriate</li> </ol>	
Lifting weights (eg. Jump poles and wings)	People in Arena parties	Physical injury	Occasional	Medium	Low	Low	<ol style="list-style-type: none"> <li>1. Arena party supervisor to advise arena party of safe manual handling practice</li> <li>2. Use equipment or two-man lifts where appropriate</li> </ol>	
Horses among people on foot	All	Physical injury	Regular	High	Low	Medium	<ol style="list-style-type: none"> <li>1. Crossing Points are clearly marked and manned with ropes to separate public and horses.</li> <li>2. Competitors are experienced</li> <li>3. Competitors instructed to stay clear of public areas</li> <li>4. Strung walkways for longer routes across site</li> </ol>	
Horses hit by vehicles or Pedestrians knocked down by vehicles	All on site	Physical injury	Regular	High	Low	Medium	<ol style="list-style-type: none"> <li>1. Speed limit of 10mph on site</li> <li>2. Crossing Points are clearly marked and manned with ropes to separate public / horses and vehicles</li> <li>3. Vehicle movement in public areas has been significantly reduced in recent years through briefings and site layout changes</li> <li>4. Maps issued to competitors and officials depicting vehicle routes</li> <li>5. All officials/event staff to be briefed and monitored regarding taking maximum care when driving around site</li> </ol>	

							6. All officials/event staff driving vehicles on-site to be licensed and insured	
Loose horses	All on site	Physical injury	Possible	Medium	Low	Low	1. Event stables fenced 2. Stable staff to make checks at night 3. Gate staff to be briefed to close gates where possible	
All	Young people	Physical Injury	Regular	High	Medium	Medium	1. All volunteers will be briefed and trained according to the role allocated 2. Young volunteers will be allocated only low risk tasks 3. Young volunteers will be appropriately supervised by a senior team member 4. Supervision must be looked at case by case – relating to age, maturity, past experience, length of time in the job, general capability, etc. 5. Supervision will be reviewed on a regular basis.	
All	Vulnerable adults	Physical Injury	Regular	High	Medium	Medium	1. All volunteers will be briefed and trained according to the role allocated 2. Vulnerable adult team members will be allocated tasks according to their capabilities and skills 3. Team members will be supervised as appropriate by a senior team member 4. Supervision must be looked at case by case – relating to age, maturity, past experience, length of time in the job, general capability, etc. 5. Supervision will be reviewed on a regular basis.	
All	Pregnant women	Physical Injury	Regular	High	Medium	Medium	1. The event has a duty of care to the pregnant team member to ensure tasks are suitable and some restrictions will apply 2. Appropriate tasks will be reviewed on a regular basis 3. The team member has a duty to inform the event that she is pregnant in order for the event to take the necessary steps to honour the duty of care. 4. Supervision will be looked at case by case – relating to age, maturity, past experience, length of time in the job, general capability, etc.	
Fire	All	Physical injury from fire	Rare	High	Low	Medium	1. Fire extinguishers in place to Fire Officer's requirement 2. No smoking policy in place within stable compound 3. Safe distance between vehicles in box park 4. Fire precaution notice to be posted throughout stabling areas	
Horse/ Rider Falls	Competitors Grooms	Physical injury to rider	Possible	High	Low	Medium	1. Competitors are experienced 2. All riders to wear hard hats complying with rules of the	

							governing bodies	
Rabbit Holes (tripping horse or person)	All	Physical injury to riders, horses or pedestrians	Possible	Medium	Medium	Medium	<ol style="list-style-type: none"> <li>1. All involved are warned of the rabbit problem and asked to be vigilant</li> <li>2. Regular checks made on all areas and holes filled where possible</li> <li>3. Most affected areas roped off where possible</li> </ol>	
Covid-19	All	Infection symptoms	Regular	High	Low – High (R-rate)	Medium	See separate Covid-19 risk assessment	