

# Safety Policy

## **1. Safety, Health & Welfare Responsibilities**

The Board of Dressage Ireland Clg are ultimately responsible for all safety, health & welfare issues concerning Dressage Ireland Clg.

### Board of Dressage Ireland

The Board will be responsible for:

- Implementing the health, safety and welfare policy within the Dressage Ireland Clg.
- Ensuring the policy is kept under review and revised as necessary.
- Ensuring all members of the Regional Representative's Committee (RRC) and Regional Committees are in receipt of the latest revision of the Dressage Ireland Clg. Safety Policy.
- Providing appropriate training and guidance to Board, RRC, Regional Safety Officers and volunteers to enable them to undertake their health & safety duties with confidence.
- Ensuring all Safety, Health & Welfare matters are correctly addressed at all national competitions in accordance with the Competition Safety Checklist.

### Regional Representative's Committee

RRC's responsibilities:

- Ensuring all Regional Chair's of Dressage Ireland Clg. are in receipt of the most current Safety, Health & Welfare Policy and that any questions they may have concerning the application of the policy is answered, in writing either by the Chairperson of RRC or a member appointed by the Board of Dressage Ireland Clg.
- Ensuring all Safety, Health & Welfare matters are correctly addressed at their region's competitions and the Competition Safety Check List has been completed.
- Ensuring a risk assessment has been completed for every venue where a Dressage Ireland Clg. event is taking place.
- Record of all Incidents & Concussion tracking.
- Inform its members of Pregnant Riding & requirements regarding Safety equipment & Riding

### Chairperson of a Region of Dressage Ireland Clg

The Chairperson is the most senior official within a Region's structure and therefore is responsible for the function of Safety and Health within their region. In situations where the Chairperson cannot be present, a Dressage Ireland Clg. official or competent adult must agree to deal with any Safety and Health matters that are left outstanding or that may arise.

### Officials, instructors & volunteers

- Must take all reasonable care for the health, safety & welfare of themselves and others who may be affected by their actions or omissions.
- Must cooperate fully with the Dressage Ireland Clg. and its officials on all health, safety and welfare issues.
- Must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety & welfare.
- Must inform the most senior Dressage Ireland Clg. official present of any situation they consider represents danger or could result in harm to themselves or others.
- Must inform the most senior Dressage Ireland Clg. official present of any failings or shortcomings as regards health, safety and welfare.

## Safety Policy

### 2. Consultation & Communication

- A copy of the Safety Statement will be kept at Dressage Ireland Clg. National Office and will be available online at: [www.dressageireland.ie](http://www.dressageireland.ie). Dressage Ireland Clg. will disseminate relevant information from the statement.
- A written record of all safety data distributed will be kept by Dressage Ireland Clg. Health & Safety management requires the full cooperation and commitment of all officials and volunteers.
- All officials and volunteers will participate in regular safety briefings and training courses.
- Any important safety information will be distributed in writing to members.
- A safety training plan will be produced, implemented and overseen by the Board of DI.
- Chair's of Regions are instructed to contact the Board of DI directly over health and safety matters in order that safety issues may be dealt with as they arise.

### 3. Safety, Health & Welfare Monitoring

The effectiveness of the policy will be measured against the number and type of incidents reported to the Board of DI. These will be discussed by the Board of DI from time to time.

### 4. Incident Reporting

The *DI Show Incident Sign*, along with the *Show Emergency Notice*, should be displayed at every Dressage Ireland Clg. activity informing those attending that they must report any of the following incidents to the secretary or organiser of that event on the day.

- Property or vehicle damage
- Personal injuries
- Personal illness

Any such reported incident must be recorded on an Incident Report Form and brought to the attention of the Region's Chairperson, Regional Representative (whichever is relevant). **See Form DI SF02**

There are three main reporting and recording procedures:

- Accidents resulting in property damage or injury to people, **that were not caused by or did not involve horses or ponies**, and illness associated with Dressage Ireland Clg. activities (i.e. food poisoning) must be recorded in the Incident Form (**Form DI SF02**).
- Accidents resulting in property damage or injury to people, **that were caused by or involved horses or ponies**, must be recorded on the Incident Report Form
- In addition to the above, serious injuries that involve anyone being taken to hospital, or an official **being unable to work for three days or more**, have to be reported to the Health and Safety Authority.

If a reportable injury is sustained, the Board of DI must be informed and a copy of the reporting form forwarded to the Chairperson of the Board of DI.

The Regional Representative, or an official appointed by the Chairperson, may investigate any incidents and accidents reported to Dressage Ireland Clg. This will be in addition to any investigation carried out by the Health and Safety Authority.

The responsibility for the initial notification to the Health and Safety Authority rests with the Regional Chairperson, but if you are unsure, please contact the Board of DI.

## Safety Policy

### 5. First Aid

The Dressage Ireland Clg recommends that a trained first aider be in attendance at normal Dressage Ireland Clg. activities such as training days, competitions, and preparation for competitions, etc.

There must be available a first-aid box (identifiable by being marked with a white cross on a green background) equipped to at least the following standard:

- 20 individually wrapped sterile adhesive dressings of various sizes
- 6 medium (12cm x 12 cm) individually wrapped, sterile non-medicated dressings
- 2 large (18cm x 18 cm) individually wrapped, sterile non-medicated dressings
- 4 individually wrapped triangular bandages (preferably sterile)
- 2 sterile eye pads
- 6 safety pins
- Several pairs of disposable gloves
- Individually wrapped, moist cleansing wipes for abrasions etc.
- 1 litre of sterile water, or commercial equivalent solution, for use where running water is not immediately available for eye irrigation.

### 6. Welfare

Regions should ensure that adequate welfare facilities are provided for the type and duration of the Dressage Ireland Clg. activity being organised. Consideration should be given to the expected number of people, time of year, venue and activity involved. Regions should aim to provide a rest area, drinking water, toilet and washing facilities.

Catering will also need to be considered for larger scale activities such as Festivals, Regional Finals & National Championship etc. The following are examples of how these objectives may be met for various Dressage Ireland Clg. activities:

- Using existing catering, toilet and washing facilities
- By providing mobile catering such as burger vans, branch run food stalls and temporary toilet and washing facilities such as porta-loos. Camping equipment may also be used where low numbers of people are involved.
- When caterers are used, it is important to ensure that the caterer is insured, uses HACCP trained personnel and has appropriate cleaning, washing, and food preparation facilities.
- Where short periods of activities are planned and no facilities are provided, it is advisable to state this on your activity programme so people can make their own arrangements.

### 7. Risk Assessment

A risk assessment is an evaluation of a task or activity to determine the likelihood of physical harm occurring.

Risk Assessments fundamentally require five stages:

- Identification of Hazards (situations or items that have the potential to cause harm)
- Evaluation of Risk (the likelihood of harm occurring)
- Identifying who is at Risk iv. Controlling the Risk
- Documenting the appropriate details.

See separate documentation covering Risk Assessment and Evaluation forms (*See Form's DI S04 or DI S05*).

To be used in conjunction with the Health & Safety Checklist form. (*See Form DI SF01*)

## **Safety Policy**

### **8. Vehicles**

Operators and owners are responsible for the vehicle's operation and security.

- Only vehicle drivers holding the appropriate licence or provisional licence holders under supervision are permitted to manoeuvre vehicles at Dressage Ireland Clg. activities. This includes tractors and ATVs ("quads").
- No person may move any vehicle (other than their own) unless they have the authorization of the owner or driver.
- Before moving a vehicle, drivers must ensure all personnel and their equipment are clear of danger and any load is properly secured. Vehicle doors must be closed before manoeuvring, unless there is a restriction, when the vehicle may be moved the minimum distance to enable the doors to be safely closed.
- Vehicles must be safely parked when not in use, making allowances for possible access by the emergency services;
- Where vehicles are fitted with seat belts, these must be worn at all times when the vehicle is mobile.
- Always remove keys from vehicles when not in use

### **9. Horses**

Most of the people attending Dressage Ireland Clg. activities will be familiar with horses, but we must always be conscious of people who may be particularly vulnerable to the dangers these animals pose, such as the very young, the old, or those with disabilities. Many of these may be simply unaware of the potential risks involved by what would be obvious to those experienced with horses

### **10. General Public**

All care must be taken to protect the general public from harm or injury caused by Dressage Ireland Clg. activities. Any accident or incident involving the general public must be notified immediately to the organiser, Regional Chairperson, or to the appropriate Regional representative.

### **11. Fire Safety**

When using indoor facilities it is very important to ensure that a Fire Safety assessment is added to the Risk Assessment Form. This will include Marquees and other temporary structures

This will identify:-

- If Fire safety certification is required,
- How many fire extinguishers are needed,
- If fire blankets are needed,
- Are fire exits clear from obstruction
- Do you need additional control measures in the event of a fire

## Safety Policy

### **12. Environmental Policy**

Dressage Ireland Clg. is committed to work in a manner that conserves our environment and protects the Safety, Health, and Welfare of our members, sub-contractors, and the community.

Our objective regarding environmental health and safety is to act in a responsible way. To achieve this we will:

- Comply with all local and national legislation.
- Ensure that our activities do not create an unacceptable risk to human health or the environment.
- Assess the waste and discharges from our activities and how they might affect the environment.
- Ensure that all our waste is disposed of in a responsible way and with regard to regulations, and where possible waste will be recycled.
- We will endeavour to keep our show venues as clean and tidy as possible and never throw hazardous waste into drains, streams, or rivers.

### **13. Horse Riding during pregnancy**

Many women continue to ride while pregnant; there are health benefits to this, as well as some risks which should be known and understood before the decision to ride is taken. A summary of these considerations is available from FEI at the below link:

<https://inside.fei.org/fei/your-role/medical-safety/pregnancy>

### **14. Concussion & Return to riding**

Key principles for return to riding following concussion

- Rider must not ride a horse the same day that their head injury occurred
- Rider should not return to riding if they still have any symptoms
- Riders must inform their coach/trainer of their concussion injury, symptoms and provide the contact information for their treating health care provider
- If symptoms persist, consult their doctor and/or attend their closest emergency room
- Cognitive judgement, balance and coordination are impaired in concussion injury. The concussed rider must not ride a horse in the first stage of recovery

Concussion Recognition Tool: Please review separate document on CRT and ensure this is available for all Safety Officers, Regional Show secretaries and/or all officials

The Board of DI need to keep a track of all incidents relating to head injuries and monitor frequent fallers as concussion may need to be investigated

### **15. Clean Sport for Humans**

Please be aware that "doping" behaviours can also result from ignorance. Take action today to protect your health and your career: read the information published below, make sure you understand it, and contact us in case of doubt.

<http://inside.fei.org/fei/cleansport/humans>