

Point to Point Health and Safety Advisory Paperwork

It is vital that Health and Safety paperwork has been completed both for everyone's safety and in terms of legal requirements. There are many ways to complete this task but paperwork below will provide guidance and examples of how you may wish to produce it. However, it remains the fixture's responsibility.

It is recognised that it appears a lot. However, the guidance has been written in a simple fashion to cover various topics which you may wish to examine individually. The remainder provides you forms that you can complete as you wish but with further notes to provide specific guidance.

In completing it, one should always consider the practical value of what is being produced. Furthermore, the information and advice provided are generic. You must adapt these documents to suit your own circumstance as a course and as an event.

Please check Purple Guide and other publications for updates as changes are continual

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The SIM Plan is being examined with a view to being rewritten. However, the notes and Action Plan provided above give a basis upon which you can act.

Race Meeting Venue Management Guidance



Purpose of the Guidance Document

The guidance document is designed to assist you as Organisers and your Organising Committee to understand the expectations of Local Authorities, Public Health, Health and Safety Executive and Insurers, and what they believe are reasonable standards that should be applied at a race meeting. It also attempts to give you an indication what would be considered as essential information by your Local Authorities or County Council Emergency Planning Team.

This document intends to inform you of any relevant Legislation, British Standards and Industry Best Practice that are in place, to which an Organising Committee would be measured when being visited by any external Enforcement Authority or your arrangements being reviewed by an insurer.

All contents in this document are correct at the time of writing. The subject matter however will be adjusted as lessons are learnt, legislation changes, or best practice becomes known, to ensure your provisions are as up to date as possible. Where possible, you will be advised through Point-to-Point Advisory Information of any changes. However it remains your responsibility. You should also ensure that you are aware of any local restrictions or advisory announcements by your Local Authority or Defra.

This guidance has been compiled with the help of some good practical Environmental Health Officers, several experienced organisers of outdoor equestrian events and race meetings, together with input from qualified safety practitioners who have been involved in managing equestrian events for a number of years.

There are some subjects that have specified action that are known as an Absolute Duty under a British Standard or Legislation. We will outline what the British Standard/Legislation is at the relevant heading.

Advice can further be obtained from:

The Point-to-Point Authority – email; info@p2pa.co.uk or Telephone; 01793 781990

Or

- Sureco Safety Ltd, Claire Rumney email; claire@surecosafety.co.uk or Mobile: 07790 498575
- Ray Hipkin Chartered Safety Practitioner email; ray@rayhipkin.co.uk or Mobile; 07743 166919

Health and Safety Responsibilities

The Point-to-Point Authority [PPA]

The PPA is responsible for ensuring race meetings held under its auspices are properly organised and comply with the Regulations and Instructions for point to pointing provided by BHA. The PPA will also publish and monitor, as far as possible, a clear set of Benchmark standards (as given below) to assist with Health and Safety requirements, so that the provisions for the management of health, safety and welfare are known and able to be executed in accordance with legislation and those Best Practice standards.

The PPA has some responsibility for ensuring that the Organising Committee of the meeting are doing so to a reasonable standard by implementing a pragmatic and sensible approach. It should be remembered that the terms 'sensible' and 'pragmatic' would be interpreted by those who enforce the legislation as a thorough, sensible approach to the requirements by those who are planning the event and those who are carrying out the Organisers' wishes.

All race meetings must apply the current regulations and instruction outlined in the British Horseracing Authority Regulations for Point-to-Point Steeple Chases, and the Instructions for Point-to-Point Steeple Chases.

Race Meeting Organising Committees [Organisers]

The Organiser is responsible for:

- Appointing competent person to fulfil the various roles and duties required at the race meeting. In particular, and in addition to those appointed to ensure safe competition, the appointment of an individual who will act as Health and Safety Officer for the race meeting. This role is expanded upon below.
- Ensuring the race meetings are thoughtfully planned and those plans are effectively implemented.
- Ensuring that any negative impact affecting the race meeting may have on others, who are not attending the race meeting, is negated as far as practicably possible. This, as an example, would include the impact on feeder and arterial roads when traffic is queuing. Noise impact from speakers is also a consideration when near populated areas.
- Ensuring all risks of foreseeable failure and injury are mitigated as far as practicably possible.
- Ensuring that activities, services, and service providers [such as temporary structure/services providers, caterers or sound systems engineers] are competent persons, comprehensively insured and their provisions comply with the requirements that apply to their discipline, activities or provisions.

Race Meeting Health and Safety Officer

The Organisers are expected to appoint a knowledgeable person to be the Health and Safety Officer. Their role is to assist and support the organising team by ensuring health and safety issues are thought about and effective planning is in place to ensure any foreseeable hazards are addressed. The health and safety officer is also responsible for ensuring thorough risk assessments and variants are recorded for the meeting and the control measures outlined in the assessments are effectively applied.

The health and safety steward is not expected to be qualified in health and safety legislation. The PPA has organised for those not qualified to have telephone advice from the PPA's Health and Safety Advisors who will give support and guidance if required over this season (may be extended). The Health and Safety Officer does however need to have a thorough knowledge of what is required for running that day and the infrastructure that is required to be installed.

Guidance and Best Practice

Local and County Authorities Liaison.

The management of Health and Safety at any race meeting or any public event is now an essential part of the Event Organisers' duties. The duties placed on the organisation are to ensure that there is a management plan not just for what happens on the site, but also the effects outside the venue.

Local Authorities, including Public Health, will be particularly interested in what pressures the local infrastructure [hospitals, roads, and public services etc] the event may cause, and the competence of your organisation to manage the issues without unduly putting pressure on the Emergency Services for support. If they remain confident in your arrangements, they will often then provide additional support to assist you in running your day/days.

How you plan for your meeting and deliver your plan, as well as how you communicate and create a working relationship with your Local Authority, will often heavily influence the help and support you will get from the Authorities.

Most public events are now subject to the review of the County Council Emergency and Safety Advisory Groups, known as SAGS. These SAGS are made up of representatives from the main public services and are primarily led by the main 4 Emergency Services [Fire, Police, Ambulance and NHS Hospitals]. Another interested party will be the Highways Authorities and Environmental Health Officers, who are working in support of all 4 services.

As well as sitting on this committee, they will also engage with you one to one between the meetings if they feel they are welcome and their time is being well spent. They will heavily influence the Environmental Health, Health and Safety Inspectors as to whether they consider the organisation is effective and in control of their activities.

Historically, several regular organisers have not really engaged with their local SAG, which is probably not the most constructive way of working. It is now far better to engage with the SAG at the earliest part of your fixture organisation journey. The SAG is not there to stop you from going ahead. However, the Emergency Planning Officer does have that power if they feel the organisation is not planning its activities correctly or they feel the possibility of casualties to the local A&E or Trauma Centres will cause major impact on the public health services.

The SAG is also there to assist you and to keep you posted of outside influences which may affect the running of your day [Major Road Incidents or Emergency Works for instance] so there are very obvious positives. The better the engagement with the SAG, the easier it is when race day arrives, particularly if something unplanned or unforeseen happens. They tend to assist you more in that instance. EG Two years ago a cycle race on the key road leading to a p2p course could have caused chaos if there had not been some co-ordination.

Race Meeting Locations

Your location will be considered by the Authorities as one of three categories.

- **Temporary Event Site**, where the site is constructed of purely Temporary Structures and Temporary Services Infrastructure, and where the structures and services are removed between meetings. For help and guidance for what will be envisaged by the Agencies, you should compare your arrangements outlined in the Industry Guide of Temporary Outdoor Event; <https://www.thepurpleguide.co.uk/> NB This is much cheaper than the Green Book.

There is an onus on those installing services and structures to ensure they have been properly installed. For your protection, you MUST ask them to confirm this to you in writing OR you have a services/structure register/record sheet which they sign to state they have done necessary inspections/tests and they are content that they are safe for use.

Where water taps have been temporarily linked up to stock water tank supplies, there must be signage telling those using the taps that the water is not tested and is unsafe for human consumption.

Your site would remain a Temporary Site if some of the structures and services distribution equipment had been left on site between meetings for a period of up to 3 months. The testing and inspections MUST be repeated before each meeting.

- **Permanent Site**, where the venue has more Permanent Structures and Permanent Services that are in constant use or used several times a year. A good example here is where you use the structures and services of a permanent racing venue. The organisers should compare the contents with the “Guide to Safety at Sports Grounds”, otherwise known as the Green Guide. <https://sgsa.org.uk/greenguide/>

If you are hiring or using a permanent site, then you MUST ensure that those you are hiring the venue from are meeting their statutory duties for inspection and testing.

Where power, water and other services are more permanently installed, they must be tested/inspected and certificated before the first use of the season. Most permanent frequently used structures will have a 3 yearly testing certificate or after any significant maintenance on the services.

Where offices and other buildings are less continually used through the year by staff, the tests and inspections are required annually or after any significant maintenance on the services.

Most electrical supplies for permanent structures are NOT tested for extension/distributing to other external equipment such as marquees and food vendors. Such service extensions would require additional testing to ensure the power used is not overloading the distribution systems.

Water supplies not used daily must be flushed through for at least 10 minutes each tap.

Hot water services must be subject to a Legionella Testing regime and enhanced cleaning requirements for shower heads and serving pipes.

- **Semi-Permanent Site**, where the site is a hybrid of the two, then you should look at the guidance below. We will attempt to deal with your needs as we explain things.

If your site has some permanent structures and services that are used as outlined above, but most of the meeting structures are temporary, you will be considered a Semi-Permanent site. That means some of the requirements from both Permanent and Temporary will apply. Detailed discussions with your Competent Contractor/s is vital so you know you are complying with the requirements for your provisions. Your Competent Contractor/s needs to advise you regarding the regime you should follow. It will depend on what use the site has and how often the structures and services are used.

Contractor Due Diligence

Contractors used for any purpose at a race meeting must have been vetted before they are engaged. The contractor vetting should include:

- Registration with any Trade Body who carry out monitoring of their members.
- References taken from other similar events who have used the contractor.
- Adequate insurances for the risk they may be involved in. That insurance must be checked annually to ensure it is kept up to date. As a minimum, the insurances must include:
 - Public Liability Insurance to a value of at least £5 Million. NB you may wish to raise this to £10 million in line with your own liability insurance depending on the issue covered.
 - Professional Indemnity or Professional Services Insurance for those professional services you are using.
 - Food Contactors only - Registration with their home Local Authority and they are free from any risk improvements placed on them by that Authority or any other Authority where they have worked. Where their Authority operates the Star Rating system, a 4 Star rating is a recommended minimum.

Point to Point (Event) Management Plans [EMP]

Historically, only large public events were required to complete Event Management Plans for their Local Authority SAG. That is now not the case. Most events will be required to have a written plan that reflects the activities and the arrangement for those activities. The activities must include any traffic management requirements and signage plans

from the nearest arterial road and must show both arrival and departure direction signs, particularly if it is desirable for split traffic directions. Without such a plan, it is likely the Organisation will be refused permission to run.

The event consultation is usually carried out in two stages. The first is you fill in the Local Authority Event Notification Form. This is usually done online and goes to the relevant persons from notification.

The second stage is that you will usually be asked to compile an Event Management Plan (EMP). The Local Authority may have a format available, but that format may not be suitable for Equestrian Events of any kind as they deal mostly with street fairs and carnivals.

An EMP is the document that outlines to the SAG exactly what your arrangements are for managing those arriving, those attending and those leaving the site. The SAG members are particularly interested in the effects outside the venue, in particular what pressures the local infrastructure [hospitals, roads and public services etc] will be dealing with and what measures they can take to assist you in running your day/days. They are also interested in making sure the meeting is self sufficient in the instance when something goes wrong.

The PPA Point to Point Management Plan is designed to give the Authorities as much factual information needed for them to make a sensible judgement. You must remember the person reading your plan may not be knowledgeable of what happens at a Point to Point and may often only have watched races on television. They may also not be a hunting enthusiast or horsey in any way. Your explanations should be simple and draw as accurate picture as possible without producing War and Peace.

The boxes on the EMP blank should be filled out simply and accurately. We should avoid any internal terminology as much as possible. Keep the wording accurate and as explanatory as possible. Avoid vague terminology, such as "We will take all necessary steps to ... !!!!!". They want to know what steps you are taking. It is our opportunity to make sure we demonstrate we understand the effects on the outside world, and we have control over the effects of what we are running.

Here are four examples:

- Traffic management should explain how traffic can flow from and return to the nearest major arterial road and not just immediately outside the venue. The best way of depicting your plans by marking out routes on a local road map, splitting arrival and departure. In particular, the SAG would need to see you have identified and have planned for:
 - Traffic pinch points where crossing large vehicles will cause a major obstruction.
 - Exit traffic routes where access and egress need to be separate routes.
 - Traffic maps and advice for attendees where Sat Nav must be ignored.
 - Emergency Service reception RV points, repeating the Sat Nav reference and what3words reference also.
- The medical cover and the qualifications of those attending, both for riders and also the public, and how we would deal with a major injury requiring hospitalisation but avoiding a number of 999 calls. Medical is well covered by Annex K of the Instructions, and just needs supplementing by Medical Standing Orders for your course that deals with how medical services will be deployed – ie how they are specifically applied.
- Veterinary cover for the welfare of horses on site. We must note that your Local Authority now share animal welfare responsibilities with DEFRA, and are appointing specific animal welfare inspectors.
- Electrical power distribution and in particular the competence of the contractor installing the power. We need to explain the power in use, whether 110v/240v/3phase and the inspection confirmation when installed.
- The Food Hygiene rating for the contractors distributing food on site.
- Incident Management Plans for casualty management on site as well as dispatching to hospital. We must take into account that NHS ambulance lead times are greatly extended and attendance (if at all) will be managed on a triage basis according to the diagnosed injury by your site based medical teams.

That level of information will give the SAG more confidence than those who just keep saying the provisions will be adequate. They need to know that we know what 'adequate' is.

Safety Provisions on an Existing Business or Regularly Used Public Area

Where any event is to be set up, run or dismantled at a location that is either open to the public or has an established existing business activity, great care has to be taken to ensure that neither will disrupt each other or whether additional risks will be introduced. Likewise, if there are regularly used public footpaths.

Communication with the contractors and other site users is vital at the earliest opportunity so that they can include any additional controls into their methods of work. site working area segregation may be required when structures and services are being installed. NB for most small point to points this should not be a big issue.

Continual liaison is also required in case the situation has changed whilst work is in progress and work practices have to be revised. Additional thought will also be required as to the method and timing of materials delivery.

Young or Vulnerable Persons [Young person's being under 18 years of age]

Careful thought must be given to the tasks you are asking Young Persons to fulfil. Activities which require them to carry or supervise large amounts of cash without close adult supervision, is considered totally unacceptable.

Some insurers will stipulate the age limit where a young person is permitted to operate All Terrain Vehicles (ATV's). Some will require over 21 for instance. The young person should not ride on or operate machinery and certainly not ATVs unless they are working as part of a team, under adult supervision, hold a current driving licence or Certificate of Competence to operate the vehicle, and have received proper induction/training on the equipment. NB this includes tow ropes and the risks/dangers of them snapping. Lastly, your insurers must know when a Young Person is operating items of equipment as they carry a different risk level to those of a more mature age.

Electricity [Compulsory for Temporary Installations]

- **BS7909;2011 - Code of practice for temporary electrical systems for entertainment and related purposes**

The following should be considered when managing electricity on site.

1. No electrical provisions should be installed by persons who are not qualified and competent to install the type of services involved.
2. Those installing the services MUST be provided with plans or diagrams showing where structures may be going if they are not yet built, or where traffic will be moving and where horses will walk.
3. Certificates must be given to you for any 240v or 110v electrical equipment hired or installed at your event. This includes any generators. The larger the installation, the higher the need to ensure a registered electrician is on site to assist you to comply with the legislative requirements.
4. Proof of PAT Testing or an inspection carried out by a NICEIC registered electrician is required for all electrical items being used on site by persons working at the event. Contractors are required to ensure they have their own inspections carried out on their equipment. A good rule of thumb is, if you are providing it, then you need to have it inspected.
5. Where a permanent site is being used, but some temporary installations are being used, the requirements for Temporary Installations will apply.
6. Permanent sites should look for ease of installation and safety, to install cable and services ducting in high-risk areas to prevent a lot of digging in and persons or horses tripping on the cables, particularly in wet conditions where cables can be exposed.

Fire Risk Assessments

- **Regulatory Reform (Fire Safety) Order 2005**

Fire Risk Assessments are now a legal requirement and should form part of the event risk assessment records. The elements for assessing a fire risk are different to a normal risk assessment. You must consider, and show on your risk assessment form that you have considered, the following;

1. Where a source of heat is present or will be present
2. What type of heat source it is [naked flame or otherwise etc.]
3. What materials are being used
4. What flammable materials may be present
5. How likely a fire may occur
6. Fire retardancy documentation for any Marquee or Structure installed on a Temporary basis.

Where the only foreseeable source of fire is as a result of a Food Trader's activities, the Fire Risk Assessment should be completed by the trader and provided to you for storage in your Risk Assessment Records.

Liquid Petroleum Gas [Compulsory]

Tradestand personnel and caterers with LPG appliances should have had these examined GASAFE [Previously GORGI] tested by a registered GASSafe competent person in accordance with the manufacturer's guidance. The cylinders should be carefully sited and firmly secured, to prevent them from falling.

All cylinders in use must be secured in a vertical position to ensure they cannot fall over. This is vital, as they can act as a missile if the regulator or seal is broken or becomes damaged. A post driven into the ground and the cylinder tied to it is an effective method. If there are a number of cylinders, then a cage or a set of brackets will have to be provided by the Tradestand concerned. Wherever possible, restrict the number of cylinders being stored on site to one external cylinder per food unit.

Marquees and Tents

- The Construction [Design and Management] Regulations 2015 [CDM]
- MUTA Code of Practice - Safe Use and Operation of Temporary Demountable Fabric Structures
<https://www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf>

As a result of changes to the CDM Regulations in 2015, the erection and dismantling of a marquee or any similar temporary structure is now subject to the CDM Regulations 2015. These regulations requires the persons who are erecting and dismantling the structure to be trained and competent, and understand the requirements of the regulations. The contractor is also required to ensure the structure is thoroughly inspected during the stages of erection, and a final hand over document is issued to the user of the structure.

A vital piece of information you MUST ensure that you have been given is the maximum wind speed resistance for the structure, and what should be done if that wind speed is exceeded. Depending on what the structure is intended for, the advice may well be to abandon the use of the structure until the wind speed reduces.

Close liaison with the marquee company is the key to getting what you want, and this should cover: an adequate number of openings where you want them; emergency exit signs showing the way out - if some of the visible exits lead into kitchens or service areas and should not be used; sufficient access between tents; and guy ropes, metal stakes and tent pegs marked (with coloured plastic strips) or properly protected.

In order to avoid upsetting the caterers it is best to say at an early stage where the power or water supply, if you are installing them, will come into the tent.

All marquees used at events, including tradestands must now be manufactured using BS 7837 or BS 5438 flame retardant fabric. They must also have clear doorways with no obstructing ropes or pegs that will cause a hazard. Any pegs protruding above ground must be identified so as not to cause injury.

All doorways must be marked as fire exits with the statutory Fire Exit sign.

There must be at least two doorways for public evacuation and a separate doorway for caterer's access and egress.

Once a marquee has been handed over by the contractor, it is imperative that no structural changes are made without further discussions with your marquee provider. The structure is designed and erected to withstand changes in

weather and the structural stability can easily be interfered with. Changes made by persons other than the marquee provider will become the responsibility of the organiser.

If cooking is being carried out within the erected marquee structure, any cooking units must be at least 1.5 metres away from the marquee fabric and a heat/splash wall erected to prevent damage to the wall. Such damage will remove the flammability resistance from the fabric.

Tradestands

Thought must be given to the access and egress of the tradestands, particularly in bad weather. Where you may have a double line of stands, then it is preferable and safer to have a one-way system to control the arriving vehicles. You must also give very careful thought to towing the stands into place when bad weather has struck. That way you reduce the amount of ground damage by vehicles trying to get themselves out when stuck.

Fire regulations require that all trade stands that have cooking facilities in use must have a fire gap of at least 5 metres between them and the next trade unit.

Tradestands with a domicile [usually a caravan] unit behind it must ensure the domicile unit is parked at least 3 metres away from the trade stand unless it is a permanent fixture of the trade stand (unlikely to be a common problem for point to points).

As Organiser, you are responsible for ensuring the location is suitable for the number and size of Tradestands at the event and the ground is able to take the many sizable pegs they use. The Organiser is also responsible for ensuring they have a clear emergency vehicle route so that an emergency vehicle can get to a particular stand if need be and that the public has the space to move around.

The Trader is responsible for ensuring their equipment is safe and is erected correctly. They also should ensure that projecting pegs are highlighted, many of them paint them a bright colour. The Tradestand Owner is also responsible for ensuring they have had electrical or gas equipment tested in line with their statutory duty and have copies of the Electrical or GasSafe certificates with them. You are expected to ask for a visual confirmation the certificates are in place, but you are not expected to be an expert on their contents. You should however ensure they are in date. If they are not in date, their insurances may well be invalid.

The Trader is responsible for product liability and should be carrying Third Party as well as other insurances according to their trade. It is good practice for the Organiser to remind them of this when they confirm the booking for the event.

The tradestand fabric should also be fire retardant. All materials of tented structures, including linings, should either be inherently non-flammable or should comply with the performance requirements of British Standard 5867: Part 2:1980 when tested in accordance with Test 2 of British Standard 5438: 1976 or should comply with British Standard 3119/3120. Rigid linings to tents and stands should provide a standard surface spread of flame not less than Class 1 as defined by British Standard 476.

Food Vendors

- Food Safety Act 1990 and The Food Safety and Hygiene [England] Regulations 2013; The Food Safety [Scotland] Regulations 2006 as amended; The Food Safety [Wales] Regulations 2006; The Food Safety [Northern Ireland] Regulations 2006;

Food safety is an area where some Organisers fall foul of the regulators. For many years they have been selling food at events as a source of revenue without realising they would be considered as Food Vendors if they were to be investigated following a food poisoning outbreak. Likewise a number of food vendors have been operating on a part time basis without realising they also are subject to the same regulations.

All Vendors MUST be registered with their home-based Local Authority. They will record their finding on a National Register only available to Food Safety Inspectors.

You will be requested to provide your event Local Authority with a list of vendors you intend to use. The Local Authority will check to see what rating the vendor has been given [scored 1 to 5, 5 being the highest]. With a good relationship with the SAG, you may find you will be given a heads up if the vendor is not well thought of.

Very often, if you are using highest scoring vendors, the Food Safety Inspectors will usually not be too concerned. If you are not, then they may visit the site when the event is running and inspect whilst the vendor is serving.

Water Supplies

- Private Water Supply Regulations 2009 & BS8551:2011 The code of practice for the provision and management of temporary water supplies and distribution networks (not including provision for statutory emergencies)

Drinking water for horses and dogs are not subject to these requirements and a supply of water, or a water trough is usually sufficient for their purposes. You must however ensure that any taps that are intended for use for non-human consumption are properly signed as "Not Suitable for Human Consumption".

Clean drinking water for human consumption is not common at point to points except through bottled water. However, if intended to be available it must be thought through and planned. It is something that certainly will be investigated by the local environmental health departments if a person has reported being unwell after attending the event as well as following up the food suppliers who fed the public.

The water supply for human consumption should be tested to ensure it is suitable. Most supplies that are taken straight from the mains supply, and where clean fittings and pipework is used, will usually pass such a test.

Any pipe work you install must also be cleansed and not contaminated. That is best achieved by purchasing the standard blue pipe from a recognised dealer. You must ensure you specify that you are piping human drinking water. They will then ensure each end is capped off.

If you are reusing pipework from a previous year, then it must be dropped into a chlorinated solution for the recommended time given by the chlorine manufacturers. The cleaned pipework must then be capped off.

Likewise the taps, they will be supplied as new from your supplier in sealed bags. Again, if you are reusing taps from a previous year, then you must drop them into a chlorinated solution and then sealed into bags for transportation to where you intend to fit them.

If you are on a site which has established water supplies around the event site, then the pipework must be flushed through with a chlorine solution to ensure the water is not contaminated.

POINT TO POINT EVENT MANAGEMENT PLAN NOTES

[To be used and read in conjunction with the Race Meeting Venue Management Guidance]

The management of Health and Safety at any race meeting or any public event is now an essential part of the Event Organiser's duties. The duties placed on the organisation are to ensure that there is a management plan not just for what happens on the site, but also the effects outside the venue.

Local Authorities will be particularly interested in what pressures the local infrastructure [hospitals, roads, and public services etc], and the competence of your organisation to manage the issues without unduly putting pressure on the Emergency Services for support. If they remain confident in your arrangements, they will often then provide additional support to assist you in running your day/days. How you communicate and create a working relationship with your Local Authority will often heavily influence the help and support you will get from the Authorities.

The Point to Point Management Plan is designed to give the Authorities as much factual information as they need for them to make a sensible judgement. You must remember the person reading your plan may not be knowledgeable of what happens at a Point to Point and may only have watched races on television. They may also not be a hunting enthusiast or horsey in any way. Your explanations should be simple and draw as accurate picture as possible without producing War and Peace.

One use of this document for many Emergency Services is to ensure they have lodged a copy of this plan in their control rooms. The relevant dates, contact names & numbers and location postcodes/what3words etc. references will be taken from the document and distributed to interested parties in case they need to contact you during the planning of the event or during the event should an emergency occur.

Race Meeting Organisation:	Who are you, how locally are you based and what sport's governing bodies do you run under the rules of.
Outline of activities:	What is Point to Point, who takes part and what does a Race Meeting comprise of. Be careful how you describe your activities, remembering you must reflect any current restrictions which apply at the time of writing.
Race Meeting Date/s:	Give the dates of the race meeting you intend to run AT THAT VENUE. Do not combine two venues into one plan document.

Location where the meeting will be held: [including postcode of the site]	Address of the main event site, giving the nearest postcode that would be used for Sat Nav purposes. Do NOT give your home address as this will be misleading.
What3Words Reference for the site:	The what3words references for the main event site, usually the point where you wish the arriving services to RV with you. This point will usually be where any patient transfer will take place with any visiting ambulance, so needs to be discrete and able to allow a non-off-road vehicle to manoeuvre (ie close to an entrance or the entrance itself).
Contact for General Organisation:	The name of the person you want them to liaise with during the planning of the event and the contact details you want them to use.
Contact for Traffic Arrangements:	The name of the person you want them to liaise with during the planning of the event and the contact details you want them to use.
Contact for Medical Arrangements:	The name of the person you want them to liaise with during the planning of the event and the contact details you want them to use.
Health and Safety Officer:	The name of the person you want them to liaise with during the planning of the event and the contact details you want them to use.
Estimated number of Horse Boxes:	An estimate of the total number you expect for the event
Estimated number of Cars:	An estimate of the total number you expect for the event
Estimated number of Public and Owners:	An estimate of the total number you expect for the event

Number of Participants [including grooms/jockeys:	An estimate of the total number you expect for the event (3 per horse seems to be a good working average)
Number of Officials:	An estimate of the total number you expect for the event
Attendees Demographics:	An explanation of who is expected to attend you event. You should explain the outlook and background of most attendees. Use phrases such as Family Groups, Good age spread, Sports enthusiasts. Remember, they may only have watched Royal Ascot or the Gold Cup. I would avoid any reference to Hunting as it will cause a misleading train of thought.
History of bad behaviour or antisocial behaviour at this event location	Hopefully, you have a clean sheet, so say so. If you have had a history, own up to it, but add what measures you have taken to prevent recurrence.
Size of public space and estimated spread of persons	Remember, the reader will have seen cramped enclosures and large crowds on the TV. Give the number of persons per 10 square metres or per acre estimated to show how socially distanced your site is. If you use per acre, put the guide of 1 acre = 4047 sq. metre.

Planned Build/Take Down Dates

Main site build of structures and infrastructure installation:	Give the date/s of when the installation of structures and services will take place. If you have the structures erected and they stay on site for a period. Give the date the structure will go up and leave the rest of the dates blank. You will give the dates they are taken down later in the plan.
Traffic Direction Signs erected:	Give the date/s of when the installation of signs will be put up.
Final Structure/Infrastructure inspections:	Give the date/s of when the structures and services will be inspected before you can use them. Remember, if the structures or services are left on site for a period, they still need inspecting before you use them in case of damage or vandal damage.
Traffic Direction signs removed:	Give the date/s of when the installation of signs will be put up.

Main site dismantling/strip out of structures/infrastructure:

Give the date/s of when the taking down of structures and services will take place.

Peak Traffic Flow's

Times of Car Arrivals Peak Flow :

Give an estimated time of when you predict the peak times are for this type of vehicle.

Times of Horse Box Car Arrivals Peak Flow

Give an estimated time of when you predict the peak times are for this type of vehicle.

Times of Cars Departure Peak Flow:

Give an estimated time of when you predict the peak times are for this type of vehicle.

Times of Horse Box Departure Peak Flow:

Give an estimated time of when you predict the peak times are for this type of vehicle.

Historical traffic restrictions or congestion locations caused by arriving/departing Event traffic

If you know of any restrictions for use of roads or known locations where congestion occurred, identify them and outline what measures you have taken to attempt to prevent the congestion. If you do not have a history of congestion, say so, do not just leave the box plank.

Identified traffic routes for larger vehicles avoiding known restrictions:
[including planned signage to encourage the use of this route for relevant traffic]

If you have an identified route you have requested larger vehicles, [i.e., those over 3.5 tonnes], to use, then outline the route and how you have advertised it. Remember, this includes those leaving the site. Do not rely on Sat Nav to identify this for them

Management plan for Mud on Road nuisance:

What plans you have, to put out sign advising of the danger of Mud on Road and what measures you are taking to remove the mud. Homemade signs are no longer permitted, they must be of statutory design.

Final site Lock Down:

An estimated time when you expect the final vehicles to have left site. The odd car from there on is of no consequence, it is the larger vehicles they are mostly interested in at this stage.

Structures & Infrastructure Delivery Plan

Active checklist. This checklist will remain live and will be updated at the relevant time. It is included in the Point to Point Management Plan at notification stage to confirm that it has an onward management plan.

You should remember that the people reading this plan are not just wanting to see what you are planning; they want to see how and when you will implement the plan. Many of the documents listed below are copies of maps or site plans, not written monologs. If they arrive at a level of confidence in your planning and the history of your event is good, then you will find they will relax the pressures on you and will offer more assistance. If they are not confident, then you will find they will take more interest and want to influence you in how the event is to be managed.

This checklist remains a live document and will form part of your event records post event should they be needed.

Some of the headings may not apply to your event, you should remove it from the list, but only if you are confident it definitely does not apply.

	<u>Required</u>	<u>Completed</u>	<u>Communicated to stewards & contractors engaged in the event</u>	<u>Contractor/Person Appointed to Manage</u>
Fire Management & Equipment	[] Yes [] No	[] Yes [] No	[] Yes [] No	Person you have appointed to lead that activity
Event Risk Assessment <i>[reflecting activities on this site]</i>	[] Yes [] No	[] Yes [] No	[] Yes [] No	Person you have appointed to lead that activity
Traffic Management Plan <i>[showing routes you intend to use for final approach and dispersal to/from the location with larger vehicles over 3 tonnes] See Race Management Venue Guidance for what should be included</i>	[] Yes [] No	[] Yes [] No	[] Yes [] No	Person you have appointed to lead that activity
Traffic Management Plan <i>[showing routes you intend to use for final approach and dispersal to/from the location with below 3 Tonnes] See Race Management Venue Guidance for what should be included</i>	[] Yes [] No	[] Yes [] No	[] Yes [] No	Person you have appointed to lead that activity

Human Evacuation Plan <i>[including arrival of emergency services]</i> <i>[large events only or special site considerations]</i> <i>[a large event is expected to be in excess of 3000 public]</i> This line can be removed if not applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Medical Plan [including additional medical equipment that will be required] This line can be removed where under 1000 public attendees are expected	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Bio Management Plan, Bio Management & Bio Signage <i>[if localised restrictions apply only]</i> This line can be removed if no localized restrictions are in place.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Additional Visitor Hand Washing Facility Management	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
COVID Hand Signage, Sanitiser Provision & Installation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Electrical Sign Off	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Drinking Water Provision Sign Off	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Risk Assessments	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Temporary Structure Installation Sign Off <i>[this line can be removed if no temporary structures are being erected.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Fire Retardancy Certification <i>[this line can be removed if no temporary structures are being erected.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Food Management Plan – Self-Managed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity

- Self-managed means your organisation are providing the catering. You must remember, you then become the food supplier and are responsible for food hygiene standards and records.

Food Management Plan – Contractor Managed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
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- By providing the names of the food contractor to the Local Authority, they can do a check on their registration and risk improvement reports. If there is an issue, the Local EHO will advise you accordingly. If they are happy with the supplier, then that alone may remove the need for a site visit by the EHO.

Competent officials appointed and briefing times published	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Local inhabitants notified and invited <i>[if advise via venue of the need for care]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Location and disposal for Fatally injured horses <i>[accessible for removal wagon]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
PA and Communications Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity

Medical/Veterinarian Planning

		Skills set Required/Planned Equipment Available	Contractor/Person Appointed to Manage
Numbers Site Doctors	[]	Numbers and the Skills they hold.	
Numbers Site Paramedics	[]	Specific attention should be given to whether the person has Equestrian Trauma training.	
Numbers First Aiders	[]	Numbers and the Skills they hold.	
Site Based Enhanced Ambulances	[]	Attention to the specific rules that apply for the numbers of ambulances. Your risk assessment should reference whether you need 4x4 capabilities or not. Remember, the ambulance on the course needs to be able to access the	

		injured. Not all ambulances have off road capabilities.
Off Site Patient Ambulances	[]	This is the ambulance you intend to transport any injured or unwell person off site to a hospital.
Site Based Veterinary Officers	[]	Numbers on site including equine skill sets

COVID Management Provisions

	Planned Provisions / Equipment Available	Contractor/Person Appointed to Manage
Site plan produced showing hygiene stations.	Best shown on a site plan	Person you have appointed to lead that activity
Locations where queues are expected.	Best shown on a site plan	Person you have appointed to lead that activity
Arrangements for social distancing	Short explanation of measures and whether face masks are compulsory	Person you have appointed to lead that activity
COVID signage provisions planned	A photograph of the sign and where they will be placed. Again, best shown on a plan.	Person you have appointed to lead that activity
Officials & Participants notification of COVID provisions	Short explanation of how you have reminded persons of the site COVID rules.	Person you have appointed to lead that activity
Officials & Participants catering of refreshments arrangements	Do you intend to provide refreshments, if so, how will hygiene standards be applied.	Person you have appointed to lead that activity

BUILD / DE-RIG SITE RULES FOR CONTRACTORS

These rules are not set in stone but are generic across the vast majority of Event Sites. You are required to have advised the contractor of any specific requirements for working on your site if work is being done under legislation such as CDM.

By receiving permission to commence work you have also agreed to the following site rules which will be enforced:

1. You are working at a venue which is open to the public whilst you are working on site. Care is required to ensure you do not cause unnecessary damage. Your site will be subject to a handover meeting prior to you commencing work. It will also be subject to a hand back meeting where any damage not previously approved will be discussed and the costs agreed.
2. Whilst you are working on this site, you may be required to comply with the Construction, Design and Management Regulations 2015 and apply all safety arrangements outlined by your company safety documentation. Best construction and working practices will always apply during the build and derig of the event site and its structures.
3. Subject to the tasks you are to perform, you may be expected to have approved detailed method statement and risk assessments [or RAMS Document] for the work you are to carry out. It is your responsibility to make sure you have a working knowledge of what those documents say and the work practices that you will apply on this site.
4. You are responsible for ensuring tools, equipment, and materials, including waste materials, is secure and not in reach of any member of the public.
5. No intrusive movement of equipment or vehicles is allowed during the times the public are on site other than those agreed, unless in an absolute emergency.
6. You are required to have specific approval from the senior most person available on site should you wish to move equipment or vehicles through the site occupied by the public. No equipment or vehicle movement is to take place without a person on foot to act as public marshal.
7. YOU ARE WORKING IN CLOSE PROXIMITY OF A PUBLIC LOCATION. SPECIAL MEASURES MUST BE IN PLACE TO ENSURE THE PUBLIC ARE NOT SUBJECT TO UNDUE RISK OR ANY BAD BEHAVIOUR, WHICH INCLUDES YOUR LANGUAGE AND WORKING PRACTICES.
8. The Organisers will take a strong line regarding poor practice, poor behaviour, and the use of bad language. Work activities will be brought to a halt and if necessary, contractors will be removed from site if it is thought the contractors or any individual's behaviour falls short of the standards required.
9. THE SITE SPEED LIMIT IS 10 MPH MAXIMUM, except in an emergency, when operating near to others erecting or dismantling structures, near horses or animals, installing equipment or any public crossing points.
10. You are responsible for the disposal of any waste and the provision of welfare facilities during the build and derig of the show / event.
11. Any person who we believe is being disruptive or working dangerously WILL be asked to leave site and not allowed back.
12. THE CONSUMPTION OF ALCOHOL ON THE SITE IS PROHIBITED DURING THE BUILD, BREAK-DOWN AND WHEN OPERATING ANY VEHICLE OR MOBILE PLANT.

POINT TO POINT EVENT MANAGEMENT PLAN

Race Meeting Organisation:
Outline of activities:
Race Meeting Date/s:
Location where the meeting will be held: [including postcode of the site]
What3Words Reference for the site:
Contact for General Organisation:
Contact for Traffic Arrangements:
Contact for Medical Arrangements:
Health and Safety Officer:

Estimated number of Horse Boxes:
Estimated number of Cars:
Estimated number of Public and Owners:
Number of Participants [including grooms/jockeys:
Number of Officials:
Attendees Demographics:
History of bad behaviour or antisocial behaviour at this event location
Size of public space and estimated spread of persons

Planned Build/Take Down Dates

Main site build of structures and infrastructure installation:
--

Traffic Direction Signs erected:
Final Structure/Infrastructure inspections:
Traffic Direction signs removed:
Main site dismantling/strip out of structures/infrastructure:

Peak Traffic Flow's

Times of Car Arrivals Peak Flow :
Times of Horse Box Car Arrivals Peak Flow
Times of Cars Departure Peak Flow:
Times of Horse Box Departure Peak Flow:
Historical traffic restrictions or congestion locations caused by arriving/departing Event traffic
Identified traffic routes for larger vehicles avoiding known restrictions: <i>[including planned signage to encourage the use of this route for relevant traffic]</i>

Management plan for Mud on Road nuisance:
Final site Lock Down:

	<u>Required</u>	<u>Completed</u>	<u>Communicated to stewards & contractors engaged in the event</u>	<u>Contractor/Person Appointed to Manage</u>
Fire Management & Equipment	[] Yes [] No	[] Yes [] No	[] Yes [] No	
Event Risk Assessment <i>[reflecting activities on this site]</i>	[] Yes [] No	[] Yes [] No	[] Yes [] No	
Traffic Management Plan <i>[showing routes you intend to use for final approach and dispersal to/from the location with larger vehicles over 3 tonnes]</i>	[] Yes [] No	[] Yes [] No	[] Yes [] No	
Traffic Management Plan <i>[showing routes you intend to use for final approach and dispersal to/from the location with below 3 Tonnes]</i>	[] Yes [] No	[] Yes [] No	[] Yes [] No	
Human Evacuation Plan <i>[including arrival of emergency services] [large events only or special site considerations] [a large event is expected to be in excess of 3000 public]</i>	[] Yes [] No	[] Yes [] No	[] Yes [] No	
Medical Plan <i>[including additional medical equipment that will be required]</i>	[] Yes [] No	[] Yes [] No	[] Yes [] No	
Bio Management Plan, Bio Management & Bio Signage	[] Yes [] No	[] Yes [] No	[] Yes [] No	
Additional Visitor Hand Washing Facility Management	[] Yes [] No	[] Yes [] No	[] Yes [] No	

COVID Hand Signage, Sanitiser Provision & Installation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical Sign Off	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Drinking Water Provision Sign Off	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Risk Assessments	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Temporary Structure Installation Sign Off	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire Retardancy Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food Management Plan – Self-Managed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food Management Plan – Contractor Managed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Competent officials appointed and briefing times published	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Local inhabitants notified and invited <i>[if advise via venue of the need for care]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Location and disposal for Fatally injured horses <i>[accessible for removal wagon]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PA and Communications Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Medical/Veterinarian Planning

	Skills set Required/Planned Equipment Available	Contractor/Person Appointed to Manage
Numbers Site Doctors	[]	
Numbers Site Paramedics	[]	
Numbers First Aiders	[]	
Site Based Enhanced Ambulances	[]	
Off Site Patient Ambulances	[]	
Site Based Veterinary Officers	[]	

COVID Management Provisions

	Planned Provisions / Equipment Available	Contractor/Person Appointed to Manage
Site plan produced showing hygiene stations.		
Locations where queues are expected.		
Arrangements for social distancing		
COVID signage provisions planned		
Officials & Participants notification of COVID provisions		
Officials & Participants catering of refreshments arrangements		

BUILD / DE-RIG SITE RULES FOR CONTRACTORS

These rules are not set in stone but are generic across the vast majority of Event Sites. You are required to have advised the contractor of any specific requirements for working on your site if work is being done under legislation such as CDM.

By receiving permission to commence work you have also agreed to the following site rules which will be enforced:

13. You are working at a venue which is open to the public whilst you are working on site. Care is required to ensure you do not cause unnecessary damage. Your site will be subject to a handover meeting prior to you commencing work. It will also be subject to a hand back meeting where any damage not previously approved will be discussed and the costs agreed.
14. Whilst you are working on this site, you may be required to comply with the Construction, Design and Management Regulations 2015 and apply all safety arrangements outlined by your company safety documentation. Best construction and working practices will always apply during the build and derig of the event site and its structures.
15. Subject to the tasks you are to perform, you may be expected to have approved detailed method statement and risk assessments [or RAMS Document] for the work you are to carry out. It is your responsibility to make sure you have a working knowledge of what those documents say and the work practices that you will apply on this site.
16. You are responsible for ensuring tools, equipment, and materials, including waste materials, is secure and not in reach of any member of the public.
17. No intrusive movement of equipment or vehicles is allowed during the times the public are on site other than those agreed, unless in an absolute emergency.
18. You are required to have specific approval from the senior most person available on site should you wish to move equipment or vehicles through the site occupied by the public. No equipment or vehicle movement is to take place without a person on foot to act as public marshal.
19. YOU ARE WORKING IN CLOSE PROXIMITY OF A PUBLIC LOCATION. SPECIAL MEASURES MUST BE IN PLACE TO ENSURE THE PUBLIC ARE NOT SUBJECT TO UNDUE RISK OR ANY BAD BEHAVIOUR, WHICH INCLUDES YOUR LANGUAGE AND WORKING PRACTICES.
20. The Organisers will take a strong line regarding poor practice, poor behaviour, and the use of bad language. Work activities will be brought to a halt and if necessary, contractors will be removed from site if it is thought the contractors or any individual's behaviour falls short of the standards required.
21. THE SITE SPEED LIMIT IS 10 MPH MAXIMUM, except in an emergency, when operating near to others erecting or dismantling structures, near horses or animals, installing equipment or any public crossing points.
22. You are responsible for the disposal of any waste and the provision of welfare facilities during the build and derig of the show / event.
23. Any person who we believe is being disruptive or working dangerously WILL be asked to leave site and not allowed back.
24. THE CONSUMPTION OF ALCOHOL ON THE SITE IS PROHIBITED DURING THE BUILD, BREAK-DOWN AND WHEN OPERATING ANY VEHICLE OR MOBILE PLANT.

HEALTH & SAFETY RISK ASSESSMENT

Location:			Date:	
Assessor(s)			Review Date:	
Assessors Signature (only one required)			Responsible person(s):	
Activity:			Risk Assessment No:	

NOTE: For each hazard identified in step 2, multiply the Likelihood by the Consequence to find the Risk Priority Number

5 x 5 Risk Matrix							Likelihood	Consequence	Risk Rating	Timeline for Action
Likelihood	5	5	10	15	20	25	1 = Rare	1 = Minor Injury not requiring First Aid	16 – 25 = High	High Risks must cease immediately until adequate Control measures are implemented
	4	4	8	12	16	20	2 = Possible (unfortunate circumstances)	2 = Minor injury requiring First Aid	9 – 15 = Medium	
	3	3	6	9	12	15	3 = Possible	3 = Injury requires a Dr or hospitalisation	1 – 8 = Low	Medium Risks are tolerated short-term until control measures are developed
	2	2	4	6	8	10	4 = Probable	4 = Major injury, resulting in disability		
	1	1	2	3	4	5	5 = Almost certain	5 = Fatality		
		1	2	3	4	5				
Consequence										

Step 1 Who are the people(s) or items affected by the activity or situation?

<input type="checkbox"/>	Employees	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Other
--------------------------	-----------	--------------------------	-------------	--------------------------	----------	--------------------------	-------

No	Step 2		Risk Rating			Step 3	Step 3A	Risk Rating			Action Plan		
	What is the hazard?	What are the potential outcomes from the hazard without control measures?	Likelihood	Consequence	RPN	What are the existing control measures?	Recommended further control measures? (If any)	Likelihood	Consequence	RPN	By who	By when	Date Complete
				z\									

Medical Standing Orders for **XXXXXXXXXX** point to point Course

All fixtures must have Medical Standing Orders. As Fixture Secretary, the following provides a guide in what should be in your Medical Standing Orders (MSO) but you may well need more. When writing them, you should consult your Senior Medical Officer.

NB If running more than one fixture at a course, the MSOs should be the same for racing to prevent confusion. It may be that they need to be different for the general public due to layout and numbers.

Fixture Secretary (FS)

Senior Racecourse Medical Officer (SRMO)

Course Description

- Location (Address plus postcode and three word locator of entrance for emergency staff)
- Helicopter Landing site if specific
- Description of Course
- Weather effects
- Local hospitals – location and contact details

Requirement (*dependent on course not what is listed in BHAGI which is bare minimum*)

- Number of Doctors (+ crowd doctor if over 2000)
- Number of Ambulances and type
- Medical tent with bed etc
- First Aid Point/nurse for general public if required

Briefing

Who

When

Where

What. Include Flags – white for Ambulance, red and white check for doctor

In conjunction with: Senior Vet (brief all on dangers of kicking horse when its down etc), CoC?

Communications Plan

- Contact details (mobile phones – serious accident details cannot go over motorolas as easy to be overheard)
 - SRMO
 - Doctor 2
 - Doctor 3
 - Clerk of Course
 - Fixture Secretary
 - Senior Steward
 - Course Control (where exists)
 - Senior Vet
- Radios.
 - Who has them, which channel should medics be on, and how can they contact other key personnel, when is radio check beign carried out in proper race time locations
- Wording in case of problems

Map showing racecourse, location of medical assets, course movement, routes in/out of course , emergency gathering point.

Food and drink (availability of hot drinks on cold, wet day is vital)

Emergency Plan Summary (including METHANE)

Incident Management Planning – Advisory Notes

Everyone is managing incidents on a daily basis whether traffic on the road or delays at a point to point. However, on occasion incidents can be both too large and possibly too traumatic to deal with on spec. This is where earlier planning is key to success.

Some incidents can be predicted as possibilities, and indeed one of the purposes of risk assessments is to try to find those possibilities as well as minimise them. This can allow you to put plans in place for many of them. However, the exact scope of these incidents, and indeed the possibility of other unpredicted events, indicate that it is key that you ensure that you have the tools, including people, in place, from which a working plan can be created at very short notice despite being under considerable stress.

The following gives you some ideas on what those building blocks should be, but it is not exhaustive and you need to think through what else would be useful:

Personnel. Manpower available at many point to points is not huge so who is going to take on following:

- **Control.** Those of you who already have a control room (an excellent idea) are well ahead. However, for the remainder who is going to take control, create a plan in the event of a Serious/Major Incident and then co-ordinate resources and information flow. Who is going to support? (Medical Spotter/Liaison Officer has a role to play but needs to understand responsibilities)
- **Control of Traffic Movement.** Access and egress to p2p cannot be blocked by general public if emergency vehicles need to move quickly – Gate team?
- **Control of general public.** You may need to cordon off an area etc – Car Park Stewards? Fence Stewards?

Communication. This includes those on course and emergency services. You need contact details for all key people, and the ability to get those details to those who need them (Aide Memoire?)

- **At the Course.** Handheld all informed nets are not appropriate in the event of a major casualty as they can be overheard. Mobile phones or face to face discussions may be only option.
- **Emergency Services.** These need to be kept informed. However, it is better that this is controlled with calls from one location being logged.

Equipment. Whoever is controlling the incident needs a thorough understanding of what equipment is available including: screens, firefighting, control room stores including log book (everything must be logged)

Hazards. You need to know what possible hazards could be triggered by an incident. For example if a tent caught fire are there gas cylinders close by which makes it very dangerous and therefore should evacuate.

Locations. Its an excellent idea to have locations for all eventualities worked out in advance for at least the following:

- Control Room including an alternative location if current one no longer usable.
- RVs for Emergency Vehicles (think ease of access and close to casualties if appropriate)
- Medical collection point for casualties including alternative.
- Where to send everyone not involved if cannot leave but need to be kept safe.

Major Incident. A major incident should be considered to be one where the event's resources are unable to cope and outside assistance is required for non-standard support.

Serious Incident. A serious incident will be dealt with by your own resources but it may lead to hold ups etc, will require further paperwork, and may lead to involvement by external bodies during or after the event.

THE POINT-TO-POINT SECRETARIES ASSOCIATION

POINT-TO-POINT COURSE SERIOUS INCIDENT MANAGEMENT:

This note is drafted to cover **individual** incidents or emergencies which occur as the result of an accident or otherwise and should be included in your major incident plan.

Serious Incidents can occur on racedays or non-racedays and will require your immediate attention. Point-to-Point committees are advised to familiarise themselves with this advice and adapt it to suit their own individual requirements.

It is **STRONGLY RECOMMENDED** that you **ensure that the provided ACTION CARD is readily available to an appointed Serious Incident Manager** from the Point-to-Point Organising Committee, along with the names and contact details of all those who will have an active role and should be informed in the event of a serious incident.

You should be aware that the scene of the incident may later become part of a formal investigation, particularly if life threatening or fatal injuries are sustained. In such circumstances the police will attend and will wish to interview any relevant personnel.

Do not communicate via social media unless the statement is in line with Appendix F

Remember the 3 Ps in the event of any serious incident:

1. **Preserve Life** – this must always be your first priority
2. **Preserve Evidence** – make sure the area is secure and photographed
3. **Prevent Access** – access to the area should be restricted for both safety purposes, and to ensure evidence is not disturbed.

POINT-TO-POINT COURSE
SERIOUS INCIDENT MANAGEMENT

ACTION CARD	
	Page
ACTION CHECKLIST	
Introduction	1
Management of a Serious Incident	1
Immediate Considerations	
General	2
Racing	3
Post-Incident Considerations	
General	3
Racing	4
List of Annexes	
Annex A – Emergency Equipment	6
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Introduction

This note is drafted to provide advice cover **individual** incidents or emergencies which occur as the result of an accident or otherwise and should be included in your major incident plan.

Safety is a high priority for Point-to-Point courses and precautions are taken to ensure they provide a safe environment. Occurrences which may result in a serious incident should be covered in the Point-to-Point course risk assessments. All control measures outlined in the risk assessments must be taken to avoid a serious incident.

Point-to-Point courses should adapt the advice given to suit their own individual requirements and should assess how and when the following steps need to be taken. The creation and enactment of the plan remains the fixture's responsibility.

Point-to-Point courses are advised to produce a list of the names and contact details of all those who have an active role and should be informed in the event of a serious incident. This list should be readily available to the Point-to-Point committee, in case there is a need to contact someone who is not present at the time the incident occurs.

Those involved should be aware that the scene of the incident may later become part of a formal investigation. Therefore, steps should be taken to ensure that whilst those affected by the incident are cared for properly and any evidence or information which may be of relevance is collated.

This document should be seen by the Clerk of the Course, Point-to-Point committee and those who have an active role and a copy should be made available in the Stewards' room / tent for reference. There is also the potential for this document to be incorporated into on-going training for safety personnel.

Management of a Serious Incident

If a serious incident or emergency does occur the Point-to-Point course should have a nominated person to act as a Serious Incident Manager,

This person may be:

1. An appointed Point-to-Point Safety Officer or nominated person
2. Clerk of the Course if a racing incident
3. A nominated person on site for non-racing event

However, consideration should be given to the role and responsibilities delegated to an individual on raceday and the feasibility for that individual to act as Serious Incident Manager.

Point-to-Point organising committees will manage all aspects of the incident other than all medical aspects and casualty treatment which should be managed by medical personnel, unless or until it becomes necessary to transfer authority to the emergency services.

Should a serious incident or emergency occur on the Point-to-Point course, control of the incident or emergency should remain with the Point-to-Point committee unless or until the police become involved. Should it be necessary to involve the police, it may take some time for them to arrive if they are not already on site. This time should be used to collate the facts surrounding the incident or emergency including the details of the next of kin if any casualties. It would also be advisable to issue a 'holding press statement' regarding the incident during this time. Social media should not be used to communicate unless the statement is in line with Appendix F.

Should the emergency services take control of a serious incident or emergency, it is imperative that the Point-to-Point committee remains involved in the control structure if possible. If not, formal liaison with the emergency services should be sought.

Immediate Considerations

The course of action outlined below could be implemented for both racing and non-racing incidents which occur on a raceday. Incidents involving riders will only be defined as a serious incident if a fatality occurs or is likely to occur. The course of action to be taken should an incident occur at a non-raceday event will differ depending on the nature of the event and the level of medical and safety staff available, however the generic sequence of actions will remain the same even if some are not applied or applicable.

In the event of any serious incident the following steps should be taken:

General

- On receiving notification of a serious incident, the Clerk of the Course should notify key personnel, to include the Serious Incident Manager, Point-to-Point Committee, Safety Officer and Stewards. In the case of a fatality, the police should also be informed.
- Key personnel should be used to control (and if necessary, preserve) the scene of a serious incident.
- Screens should be erected to shield the scene from public view (note that, if available, medical screens may be more appropriate for an incident within the enclosures or stands than those used on the Racing Surface)
- Bear in mind that the Veterinary and Medical Communications System (VEMCOM) is not a closed channel. It may be necessary to communicate with medical personnel and any other relevant staff by mobile phone to ensure that all conversations remain confidential. You should ensure that all staff are aware of the relevant mobile phone numbers and radio systems in use on the day.
- Ensure someone is available to locate and tend to the next of kin, in a designated area, if they are on the Point-to-Point course. This person should be kept informed by the Serious Incident Manager as appropriate.
- Racing should be halted if there are insufficient medical personnel available to provide cover for both racing and the crowd or delayed until such is present.
- Any delay to racing should be announced via the public-address system. Ensure announcements are reviewed by the nominated representative of the Point-to-Point Committee prior to broadcast/issue.
- Advise the Public Relations Officer (PRO), or an appropriate nominated person, of the situation to allow them to address any media interest.
- If a general statement regarding an injured person is required, this would normally be given by the nominated representative of the Point-to-Point Committee on the advice of a doctor (e.g. an individual has injured their leg/shoulder and has been transferred to hospital for x-ray). Clinical details should not be given to members of the public, press or T.V.

In the event of a death, please Annex F for a suggested statement to the press.

- If someone who has received a serious injury is subsequently pronounced dead at the scene, the death cannot be announced until after the next of kin have been informed. Informing the next of kin will be done as soon as possible by the police.
- If a casualty is pronounced dead at the scene of the incident, the casualty should not be moved until permission is obtained from the police.
- In the event of a death, and where there is no police presence, they should be notified immediately. They will notify their on-call Senior Investigating Officer (S.I.O.). Any police present should be asked to confirm who they are acting on behalf of (e.g. there are incidents where police have been acting on behalf of the local environmental health team). Quote the reference where this has been agreed.

- Inform the Stewards if police are investigating an incident or are en-route to the course because of an incident. In line with procedures agreed with the Association of Chief Police Officers, the police may approach the Stewards to ask for assistance from them and the Steward's Assistant to co-ordinate witness statements, footage etc.
- Any witnesses to the incident may be asked to provide statements to the police or the Point-to-Point organising committee. Make a request that they remain on the Point-to-Point course or ask them to provide their contact details should they wish to leave. Ask them to make notes of what they witnessed to ensure that no facts are omitted, (see Annex B). **In line with the General Data Protection Regulation (GDPR), all details must be stored appropriately by the Point-to-Point committee (this includes photos of details).** Witness details are crucial and must be confirmed as far as possible – this is because persons attend race meetings and other events from all parts of the country and may be difficult/impossible to trace later. Finally, given the nature of the event and the fact that many people will not have driven to the Point-to-Point Course, consideration should always be given to the amount of alcohol a person may have consumed when their account is being obtained.
- When possible, the Serious Incident Manager should meet with key personnel, which may include the Senior Doctor, Ambulance Personnel, Senior Veterinary Surgeon, Clerk of the Course, Safety Officer, PRO, Police (if necessary) and any other key members of staff to ensure that all relevant information is collected, (see overleaf on ACTION CARD). It is important that these people do not leave the Point-to-Point course until all relevant information had been collated. All requests for information and documentation should be carefully managed, and when any documents are requested by investigators, the Point-to-Point Course should retain originals and give copies wherever possible. If it is necessary to give the originals, the Point-to-Point Course must retain copies.

Racing

- Should all Local Stewards and the Clerk of the Course be satisfied that there is no apparent risk of further incident, and a full complement of medical personnel are available, racing can continue should the Point-to-Point organising committee feel it is appropriate to do so. In the event of any racing related incident the Stewards will hold an enquiry and take witness statements in line with their regulatory remit.
- The area of the racing surface and/or any obstacles involved in a serious incident can be cordoned off to assist the Point-to-Point Course or the police with their investigation of the incident (the police are unlikely to become involved in a serious incident unless life threatening injuries or a fatality occurs).
- Any horses involved in a serious incident should have a sample for drug testing taken before any medication is administered. However, medication **MUST NOT** be withheld for any longer than necessary. Should a horse be killed during a serious incident, a sample for drug testing should still be taken. Consideration should be given to consulting the on-call Police S.I.O. in respect of obtaining samples from all horses involved in the incident. On a Point-to-Point course, the appointed Senior Veterinary Surgeon may not always be in possession of sampling equipment, therefore the above requirement may not always be possible.
- Point-to-Point Courses should be aware that in the event of the death of a rider, the stewards will act in accordance with given ACTION CARD.

Post-Incident Considerations

General

- If there is no fatality the police are unlikely to be involved unless it is a major event or may result in a death at a later stage. However, the relevant enforcement agencies may wish to visit and/or investigate. The Safety Officer may still wish to collect statements for their own enquiry into the incident, and to assist in the completion of any necessary HSE/RIDDOR paperwork.
- The Point-to-Point Committee must manage any requests from the police, Health and Safety Executive or enforcement agencies to interview any of the relevant Point-to-Point Course Officials and other members of the voluntary workforce. If possible, a nominated Point-to-Point Committee representative should be present during any interviews with the Point-to-Point course voluntary workforce.

- Ensure photographs are taken of the site of the incident.
- Collect any videos and photographs of the incident for review.
- Records should be retained of any relevant events which have occurred prior to a serious incident, such as a Safety or BHA Inspection, and what action was or was not taken following such inspections which could have affected the incident.
- Point-to-Point Course committee members, officials and volunteers may witness or be responsible for dealing with a serious incident. Support measures should be put in place to assist these members of staff both on the day and on an ongoing basis. Racing Welfare will advise on and/or organise appropriate support. The contact is Simone Sear 0800 6300443
- Inform the Point-to-Point course insurers of the incident within a specified period of its occurrence (you should contact your insurers to confirm the timescale).

Racing

- The Clerk of the Course in conjunction with the Stewards should arrange an inspection of any fence or area of the racing surface involved in an on-course fatality.
- If the Stewards believe the incident was caused by a failure of the tack of any horse and/or the equipment of any rider involved in a serious incident it must be retained for onward transmission to the relevant authorities.
- The race video and any other coverage of any race in which a serious incident occurs should be retained for analysis.
- The PPA should be notified. For riders licensed in Ireland, Adrian McGoldrick, the Turf Club Senior Medical Officer, should be informed.
- The BHA Inspector of Courses and local Inspector should be notified

Annexes

- The provided ACTION CARD is a checklist of actions for Point-to-Point Courses to take in the event of a serious incident. **NOTE: It is strongly recommended that this is readily available to the Serious Incident Manager, along with relevant contact details**
- Attached at Annex A is a checklist of emergency equipment which Point-to-Point Courses may wish to have immediately available in the event of a serious incident.
- The ACTION CARD provided lists the possible relevant information to be collected following a serious incident.
- Attached at Annex B is a sample form for the collection of names and addresses from witnesses.
- Attached at Annex C is a sample form for the collection of statements from stewards.
- Attached at Annex D is an outline of the information which should be included in the Medical Officer's report.
- Attached at Annex E outlines the METHANE protocol
- Attached at Annex F is suggested text for a statement to the press.

Annex A - EMERGENCY EQUIPMENT

In the event that the emergency services are called, they will bring with them any specialist equipment that they will require. In the early stages of an incident however, Point-to-Point organising committee may be asked to provide some equipment for use by the emergency services and must also ensure that their own staff are suitably equipped with the necessary safety equipment.

A stock of equipment for use solely in an emergency can be maintained and should be checked by a designated person prior to each event. This may include:

- Immediate Action Checklist (see ACTION CARD)
- Plastic Encapsulated Venue Plans
- Chinagraph Pencils
- Debris Gloves
- Safety Goggles
- Safety helmets
- High Visibility Waistcoats
- Hazard Tape
- Large Tarpaulins
- Rope
- Loud Hailers and Batteries
- Spare Batteries for Loud Hailers
- Evacuation Leaflets

This list is not exhaustive and Point-to-Point Courses may wish to include additional items as identified by their risk assessments.

Point-to-Point Course
Serious Incident:

Annex B - Witness List

Point-to-Point Course: _____

Incident Reference: _____

Date: _____

Name	Age	Address	Telephone	E-mail	Location at time of incident

Annex C - Stewards' Statement

Point-to-Point Course: _____

Incident Reference: _____

Date: _____

Name of Witness: _____ Age (If under 18) _____

Address _____

_____ Postcode: _____

Telephone: _____

E-Mail: _____

Location of Witness in relation to the incident at time of the incident:

I/We agree to give this statement consisting of ___ pages as part of the investigation into an accident/incident that occurred at the above Point-to-Point course. I understand the information given will be primarily in identifying the causes and to prevent reoccurrence. The information may also be used in other associated enquiries. I have agreed not to allow the release of my personal details to other parties without having received the appropriate legal advice.

Statement taken by:

Signature:

Date:

**Point-to-Point Course
Serious Incident Management:**

Annex D – Medical Officer’s Report

The report produced by the SRMO (Senior Doctor) following a serious incident must contain all of the following information.

1. Name and qualifications of reporting SRMO (Senior Doctor).
2. Time and place of incident.
3. Brief description of incident including mechanism of injury/injuries
4. Name(s) of other medical staff at the scene e.g. paramedics.
5. Nature of injury/injuries
6. Summary of treatment given.
7. Time of transfer of patient(s) to facility off-site OR time of death.
8. Time of report to police officer or to coroner’s officer in the event of fatality.

Annex E – METHANE Protocol

In the event of a Rider fatality (or potential Rider fatality) on the Point-to-Point Course, the Senior Steward is to ensure the following protocol is carried out:

If you are the acting Senior Steward (or, in absence, any other acting Steward) and if following consultation with the Point-to-Point organising committee you are required to dial 999 as no member of the Point-to-Point organising committee or on course Doctor has been able to do so, you will be asked to give the following information in line with the 'M.E.T.H.A.N.E' protocol. M.E.T.H.A.N.E is the mnemonic for remembering the key information which should be conveyed immediately as part of declaring a Major Incident (actual or 'standby'):

- 'M' **ME** – Declare that there has been a serious incident and provide details of who is making the call

- 'E' the **EXACT LOCATION** of the incident.

- 'T' the **TYPE** of incident.

- 'H' any **HAZARD** involved (such as stricken horse or a fire).

- 'A' the **ACCESS** for the Emergency Services.

- 'N' the **NUMBER** of casualties.

- 'E' **EMERGENCY SERVICES** present and required.

STEWARDS' ENQUIRY

An enquiry is to be held whenever an accident results in the death of a Rider. The notice of an enquiry is to be made confidentially to the BHA. A Stewards' Enquiry Notice is to be drafted in such a case by the Stewards stating that an enquiry was held and giving the reasons for it. However, **under no circumstances should the Notice infer that a fatality has occurred** as a death must not be announced until after the next of kin of the deceased have been informed. The Notice should also include any action taken against any Rider or horse in the race, stating that a confidential report has been made to the BHA. No expression of opinion on the fatality is to be made in the Stewards Enquiry notice or by any other means.

**Point-to-Point Course
Serious Incident Management**

Suggested Statement to the Press

You are reminded that NO details should be given to the press regarding the nature of any injuries sustained, and that no statement should be made without the clearance of the Point-to-Point Course Organising Committee . Furthermore, no statement should be made until all possible effort has been made to inform next of kin.

If at all possible the information should be passed to PPA/BHA for them to co-ordinate national statement

Rider Fatality

It is with great sadness that I have to inform you that (Jockey's name) has died as a result of the injuries sustained following the fall of (horse's name) in (Race name) at the (obstacle). X Point-to-Point Course extend our deepest sympathies to his family and friends and will be fully cooperating with the relevant authorities in a thorough investigation of the circumstances that led to the fall and his injuries.

Note: Statement to the press notifying a fatality MUST NOT be given until after confirmation that the next of kin have been informed and that they have agreed to the announcement.

Rider Serious Injury

I can confirm that (Jockey's name) has been taken to hospital for further assessment of injuries sustained following the fall of (horse's name) in (Race name) at the (obstacle).

Point-to-Point Official or Member of the Public Incident/Injury

I can confirm that following an incident earlier today a member of staff/the public has died as a result of the injuries sustained/been taken to hospital for further assessment and treatment. X Point-to-Point Course extend our deepest sympathies to his family and friends/wish him/her a speedy recovery. We will be fully cooperating with the relevant authorities in a thorough investigation of the circumstances that led to the incident

ACTION CARD

ARE YOU THE ACTING SENIOR STEWARD?

Yes

No

Follow protocol

Alert the officiating Senior Steward. If not available, designate another agreed officiating Steward

CHECK THAT SOMEONE HAS DIALLED 999 if appropriate to do so (normally done by Point-to-Point committee member or an on-course Doctor).

Yes

No

Follow protocol

If appropriate and necessary to do so, and only in consultation with the Point-to-Point committee, call 999 and give M.E.T.H.A.N.E protocol information requested

Offer Police any reasonable and appropriate support in liaison with Police Commander

HAS FATALITY BEEN DECLARED ON THE RACECOURSE?

Yes

No

The Police will take over. The Point-to-Point Committee may want to stop racing. The decision to stop remains with the Point-to-Point Committee. The Stewards will be informed in advance.

It is unlikely that the Police will take over. The decision to stop remains with the Point-to-Point Committee. The Stewards will be informed in advance.

Call PPA Office to inform of incident: 01793 781 990 OR 07501 452817. They will inform relevant personnel including the BHA Head of Media to inform of incident. All media enquiries should be directed to them and you should make no non-agreed comment.

Whether racing continues or not, offer Police any reasonable and appropriate support in liaison with Police Commander.

CHECK THAT NEXT OF KIN TO THE RIDER(S) INVOLVED HAVE BEEN INFORMED THAT AN INCIDENT HAS OCCURRED (usually carried out by a member of the Racecourse Managing Executive or the Police).

CONDUCT STEWARDS' ENQUIRY – (it is possible that the Stewards' Enquiry will be conducted before a Police interest has been formally identified if no fatality has been declared on the racecourse).

The following information should be collated in the event of a serious incident:

	Rider Fatality	Public / Staff Fatality	Rider Serious Injury	Public / Staff Serious Injury	Suggested Task Delegation
Rider Details	✓	X	✓	X	P2P Committee
Signed Declaration Form	✓	X	✓	X	P2P Committee
Horse Details / Identification	✓	X	✓	X	P2P Committee / Appointed Veterinary Surgeon
Stewards' Incident Report (Tack check if it is suspected that incident was caused by tack failure)	✓	✓	✓	✓	Senior Steward
Horse Blood Sample Note: The appointed Veterinary Surgeon may not be in possession of equipment to sample the horse	✓	X	✓	X	P2P Committee / Appointed Veterinary Surgeon
Independent Site Investigation Report	✓	✓	X	X	BHA Inspectorate of Courses
Description Records of Obstacle or Area of the racing surface	✓	X	✓	X	Clerk of Course in conjunction with Stewards
Medical Officer's Report	✓	✓	✓	✓	P2P Committee / Appointed Senior Doctor (Medical Officer)
Paramedics' Report	✓	✓	✓	✓	Ambulance personnel
Medical Record Book (of Rider)	✓	X	✓	X	P2P Committee
Relevant Risk Assessments	X	✓	X	✓	P2P Committee
Relevant Certification / Qualifications	X	✓	X	✓	P2P Committee
Police Incident Reference Log Number	X	X	X	X	N/A
Photographic and Video Evidence	✓	✓	✓	✓	P2P Committee
Incident Maps and Course Plans	✓	✓	X	✓	P2P Committee
Witness List	✓	✓	X	X	Stewards on request
Witness Statements	✓	✓	X	X	Stewards on request
Veterinary Surgeon Details	✓	X	✓	X	P2P Committee
Copy of Completed RIDDOR Form¹	✓	✓	✓	✓	P2P Committee
Safety Officer's Report	✓	✓	✓	✓	P2P Committee

✓ = Required

X = May not be required

In addition, the Point-to-Point Course insurers must be informed within a specified period of any serious incident.

¹ Note that in line with guidance from the HSE, incidents involving riders are only reportable under RIDDOR in the event that the equipment (e.g. saddle) is faulty. Running rail and fences could be considered Work

Incident Management Planning and Control

[Person or horse injured and requires an ambulance or horse requires treatment, which is beyond standard procedures]

PLANNING BEFORE THE START OF THE FIXTURE – P2P ARE IN CONTROL OF THIS ACTION.

Key: Tick in the box when you have completed the task

Have a basic incident plan agreed, including who will be involved and their tasks, together with contact numbers ready before the meeting starts. Agree what will be managed by whom and what equipment will be transported to the incident. Lastly, agree where fatally injured horses will be taken and how they will be covered before

Have 2 copies of your Course Inspection and Equipment Installation Checklists, Event Management Plan, Risk Assessments, Covid Checklist, The Event Delivery Checklist from the EMP completed and ready to be handed over to the Police and Stewards should they be required. Prior to you handing copies to the Stewards, arrange to photocopy all document not electronically held.

Have a proper camera identified for taking contemporaneous photographs of the location once persons or horses have been removed.

INCIDENT OCCURS – P2P ARE IN CONTROL OF THIS ACTION.

[ALL EMERGENCY MEDICAL / VETERINARIAN RESPONSES SHOULD BE CARRIED OUT AS USUAL. MEDICAL/VETERINARIAN TEAMS ARE NOT THERE TO CONTROL INCIDENT MANAGEMENT, SO ELEVATING THEM TO CONCENTRATE ON THEIR MAIN TASKS]

Key: Tick in the box when you have completed the task

Public Incident involving persons not racecourse side - Safety Officer [SO] attends to ensure status of the incident and whether additional resource is required.
Horse, Rider, Fence Judge or Official racecourse side - Clerk of Course [CoC] attends and decides the status of the incident and whether additional resource is required.
Keep notes of important timelines if incident is serious or potentially serious.

If serious or potentially serious, take initial accounts from any person who may have witnessed the incident. Make sure you have the witness contact details and note whether they are over 18 or not.

If serious or potentially serious, take initial accounts from any person who may have witnessed the incident but are not attached to the horse or injured person. Make sure you have the witness contact details and note whether they are over 18 or not.

Take photos of the equipment, surface and surrounding before you restart. Try and note distances from any fixed points to where the incident occurred. You should include some physical markers such as trees or permanent fences etc, to assist location at a later stage in case a reconstruction is required if the item is temporary. Failing any fixture, use what3words location reference. As soon as you have taken the photos, copy them onto a laptop for storage as your disc will be seized by the Police

Inspect tack before the horse leave the paddock or incident scene if possible, for all Serious Race Incidents. This is to be carried out by one of the vets operating at the fixture if at all possible; otherwise a suitably knowledgeable independent person. IF SERIOUS Rider/Horse Incident consider taking bloods from horse for elimination

If the incident is human and considered life threatening or probable fatality by the paramedic, the Police **MUST** be called.
If the patient is declared dead on arrival, the hospital is duty bound to inform the Police. They may attend when the meeting is continuing.
If the patient is declared dead at the scene, DO NOT carry on as the incident scene is treated as a CRIME SCENE. The area **MUST** be secured and if possible a steward placed there to keep persons out of the cordoned off area. The Police take control

If a horse is fatally injured, how the horse must be handled should be paramount to alleviate distress to onlookers. Remember, not all attending public or other onlookers from outside the venue boundaries are hardened race goers. When moving the deceased horse, have an eye open for persons showing distress, just in case they are attached to the horse but not identified.
Storage of the deceased horse must be carefully planned and in a location away from public or long camera lenses. Horses must be completely covered by a discrete tarpaulin. If a storage barn which is lockable is available, so much the better.

INCIDENT OCCURS – P2P ARE NOT IN CONTROL OF THIS ACTION.

[IN THE EVENT OF A FATAL HUMAN INCIDENT OR AN INCIDENT WHICH MAY HAVE MAJOR LIFE-THREATENING INJURIES]

1. A Serious Incident Declaration is not made lightly as it has implications for those attending the meeting and those who organised it. a Serious Incident will be declared if there is:
 - Loss of Life
 - Several casualties caused by a single incident
 - A Major fire
 - Any incident where external emergency services have been called to assist
2. A serious incident is declared by a limited number of persons who have authority by the organisers to declare the incident, or they are the senior most person in charge of the external emergency services attending or their control room based on the reports they are receiving.
3. Any call to emergency services for assistance must be factual, not exaggerated and not understated. The information they will require uses the Incident Reporting Model, ETHANE. For a download of the ETHANE model please refer to page below.
4. If a Major Incident has been declared then we extend the ETHANE model to the full METHANE
5. If you are calling for external assistance, you should use both Sat Nav reference and WHAT3WORDS references as well. The reference you should give is the location where an appointed person will RV with the arriving services.
6. The P2P Organisers are responsible for any reports that need to be made to Health and Safety Executive (HSE) under the RIDDOR Regulations. The fact the inspectors are on site does not alleviate you of that responsibility.

AT THIS STAGE THE P2P ARE NOT IN CONTROL OF HOW THE INCIDENT WILL BE MANAGED. YOU MUST OBEY REQUESTS FROM THE EMERGENCY SERVICES' SENIOR MOST PERSON ATTENDING.

7. If any external emergency services attend your site for an incident where more than one person is involved, the Police should also attend to assist. The purpose of the police attendance is to ensure nothing has occurred to cause the incident that was of a criminal nature. In the event of a fatal injury, the Police are representing the Coroner. They also represent the HSE/Local Authority Health and Safety Inspectors for this initial stages of the investigation.

If the Police Arrive

8. They may ask for somewhere to talk to witnesses and they will ask for some welfare arrangement, tea/coffee etc. if you have such a location you are obliged to assist, and it also alleviates the concern of those they wish to speak to.
9. Do not continue to take the initial accounts if the Police have arrived. That may be misconstrued as witness interference.
10. For same reasons, Stewards must also not attempt to hold any Stewards' Enquiries once the Police are on site.

11. They will ask you for copies of any documents/photo's you have regarding the session. They will also ask for copies of any videos of the race or crowd as well as the incident, so the activity can be explained to other persons. Give them the originals BUT MAKE COPIES OF THEM BEFORE YOU HAND THEM OVER. Explain to them they are needed for insurance and reporting processes. Do the copies in front of the officer if they ask you to. They may explain that you will be getting the documents or discs back in due course, but this is not to be relied on as it may take them in excess of 12 months to complete their investigations.

M	MAJOR INCIDENT	Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)
E	EXACT LOCATION	What is the exact location or geographical area of the incident?
T	TYPE OF INCIDENT	What kind of incident is it?
H	HAZARDS	What hazards or potential hazards can be identified?
A	ACCESS	What are the best routes for access and egress?
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?
E	EMERGENCY SERVICES	Which and how many, emergency responder assets/personnel are required or are already on-scene?