

SAFETY STATEMENT

FOR

CONNEMARA PONY SHOW

CPBS Showgrounds,
Clifden
Co. Galway



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CONTENTS

SECTION 1 SAFETY POLICY AND ARRANGMENTS.

- 1.1 Safety policy.
- 1.2 Safety Legislation.

SECTION 2 ORGANISATION AND RESPONSABILITIES.

- 2.1 General Duties.
- 2.2 Specific Duties.
- 2.3 Contractors, Visitors Public and Others.

SECTION 3 MANAGEMENT PROGRAMME FOR SAFETY AND HEALTH.

- 3.1 Consultation and Information.
- 3.2 Housekeeping.
- 3.3 Transport.
- 3.4 Safety Signs.
- 3.5 Pregnant Employee's.
- 3.6 Electrical Safety.
- 3.7 Diesel Storage.
- 3.8 Personal Protective Equipment.
- 3.9 Storage of Goods.
- 3.10 Training.
- 3.11 The Tracks/Arenas/X Country
- 3.12 Outdoor Arena
- 3.13 Accident investigation and reporting

SECTION 4 WELFARE AND FIRST AID.

- 4.1 Welfare Provisions.
- 4.2 First Aid.
- 4.3 Violence/Bullying/Harassment at Work.

SECTION 5

FIRE AND EMERGENCY PROCEDURES.

- 5.1 Emergency Procedures
- 5.2 Fire.
- 5.3 Electrocution.
- 5.4 Accidents.

SECTION 6

**MONITOR AND REVISION / DIRECTORS
REPORT.**

- 6.1 Monitor and Revision.

SECTION 7

**HAZARD IDENTIFICATION AND RISK
ASSESSMENT.**

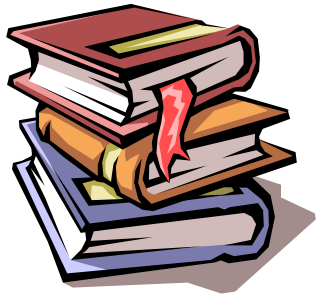


Figure 1

1.1 SAFETY POLICY

The CPBS is committed to conducting the business in such a way as to ensure that the highest possible standards of Safety, Health and Welfare are achieved in the show grounds.

They aim to do this by providing and maintaining a place of work which meets the required standards of Safety, Health and Welfare, and through the prevention of accidents and ill health to all their employees, customers, visitors and others.

It is the policy of the CPBS to include Safety as an integral part of all Management Systems. The success and development of the business depends on the effective **implementation** of this Safety Statement. It requires the co-operation of all the employees, contractors, suppliers and visitors with whom they conduct the business.

The CPBS recognises and accepts not only their statutory duties but also their responsibilities and obligations to their employees, customers, visitors and others to provide a place of work that is safe, that has safe means of access and egress, safe equipment and safe systems of work.

Compliance with all relevant Legislation in dealing with Safety and Health is of paramount importance and if the CPBS is going to meet its objective of improving and maintaining an effective Safety programme the co-operation of all involved is required.

In order to achieve this objective the safety arrangements in place must be understood and the safety rules applicable to the place of work must be adhered to by all.

SIGNED _____ Show Manager DATE _____



Figure 2



Figure 3

1.2 SAFETY LEGISLATION

The Safety, Health and Welfare at Work Act 2005 is the relevant legislation upon which Occupational Health and Safety is managed at present. It replaces the 1989 Health and Safety Act, although it still retains many of its contents. The 2005 Act has elements of the 1993 (General Applications) Regulations and has new responsibilities also. In addition, the Safety, Health and Welfare at Work (General Applications) Regulations 2007 go into great detail as to how we must manage Health and Safety in the Workplace and our obligations in this regard.

The **Managers duties** include: Safe place of work

Safe systems of Work

Adequate Welfare facilities

Provide Training, Information and Supervision to all workers

Provide/maintain appropriate Personal Protective Equipment

Prepare and revise emergency plans and measures

Identify Risks and provide Control Measures

Provide a site specific Safety Statement

Elect a Safety Representative with whom she / he will
liaise

Employees / Volunteers Duties include: Compliance with all Health and Safety Legislation.

Ensure that they are not under the influence of alcohol or drugs.

Co-operate with employers regarding Health and Safety.

Not engage in improper conduct.

Attend training required by Health and Safety Legislation.

Follow all training and instructions given.

Correctly use all workplace articles and substances including Personal Protective Equipment.

Report immediately any defect in the place of work or system of work.

Report any contravention of Safety and Health, which may endanger any employee, volunteer or visitor.

In order that the business meets its objectives of eliminating accidents through maintaining and improving Safety and Health in the workplace the following safety arrangements must be put in place.

There is regular consultation with the elected employee safety representative on behalf of all employees / volunteers and to consult with all employees / volunteers with regard to safety issues.

The provision of Instruction, Information and Training as specified in this Safety Statement is carried out, to ensure the safety of all employees / volunteers and visitors. All records and documents relating to training will be maintained and held in the company office.

There will be adequate Personal Protective Equipment provided where necessary and as indicated by the hazard identification and risk assessment. The hazard identification and risk assessment will include tack inspection to include all equipment related to the horse to ensure compliance with best practice of the Horse Riding Industry. Stewards in all show arenas will inspect all competitors and handlers to ensure correct tack, equipment and attire. In addition the Judges of all classes will ensure that compliance with the highest standards of the industry will be complied with in this regard

The Management is committed to providing any recourses needed to ensure as far as is reasonably practicable the Safety Health and Welfare of all employees and others in the workplace.

The CPBS is responsible for the issue, amendment and control of this Safety Statement. A copy of the Safety Statement will be explained to, and given to all employees to read. Copies of this Safety Statement are held in the CPBS Office. This safety statement applies to all staff including any part time staff or persons receiving work experience. In addition, it is applicable to all Volunteers and Visitors to the Showgrounds.

This document is reviewed and revised at least annually or as circumstances dictate.

2.1

ORGANISATION CHART

Company Organisation Chart

Manager :

Assistant :

Stable Yard :.....

Steward Sand Arena :.....

Steward Grass Arena 1 :.....

Steward Grass Arena 2 :.....

Safety Rep:

This organisation chart will be revised and replaced as may be necessary by the movement of personnel or as circumstances change.

2.1

GENERAL DUTIES

INTRODUCTION

The scope of this Safety Statement covers the property called CPBS Showgrounds. It refers to CPBS staff, clients, exhibitors, spectators and relevant contractors. It also encompasses all riding area's used, including Stables, Traders stalls, Dining areas, Entertainment Areas and the CPBS Main Building.

UNDERSTANDING HORSES:

Horses are finely tuned equine athletes of tremendous strength and speed whose Physical and Social attributes must be appreciated and understood by all staff to ensure a safe and successful Showing Establishment. They are highly social creatures, usually quite timid with humans, who thrive by routine. They require a quiet environment, surrounded by friends, with regular work and a regular feeding regime. No horse is a completely safe horse. Horses are 20 to 40 times stronger and 3 to 4 times faster than a human. If a rider falls from a horse, it will generally be at a distance of from 3 ½ to 5 ½ feet, and the impact may result in injury to the rider. Horse Riding is the only sport where one much smaller, weaker predator animal (human) tries to impose its will on, and become one unit of movement with, another much larger, stronger prey animal, with a mind of its own (horse). Each has a limited understanding of each other. If a horse is frightened or provoked, it may divert from its training, and act according to its natural survival instincts. This may include, and is not limited to stopping short, changing direction or speed at will, shifting its weight, bucking, rearing, kicking, biting or running from danger. Upon mounting a horse and taking up the reins the rider is in primary control. The rider's safety is largely dependent upon his/her ability to carry out simple instructions, and his/her ability to remain balanced aboard the moving animal. Each horse has a personality as individual as a human, and it is important that staff appreciate the personality of the horse in their charge. This will better enable staff to work safely with both horses and the riders under their supervision.

With this in mind here are a few points to note:

- Do not run or make rapid movements around horses
-
- Do not shout or make loud noises around horses
-
- Never walk behind a horse
-
- When tying up – tie rope to twine
-
- Never leave a tied up horse unattended
-
- Hang hay nets high to prevent the horse catching his leg
-
- Check stitching on all tack incl rugs
-
- All horses arriving on site incl foals will be correctly haltered and be led by a suitably experienced handler.
- All dogs on site will be on a leash.

CPBS SHOW COMMITTEE

The CPBS accepts its responsibilities for supporting and implementing the company Safety Policy, for ensuring the Safety, Health and Welfare of all employees, customers, visitors and others.

They intend to achieve this by

- Maintaining the Safety Statement, monitoring Safety Performance and reviewing the Safety Policy at regular intervals.
- Ensuring time and training is made available for Safety training of staff.
- That there is consultation with staff on safety and that the allocated one day per Month for Safety meetings is adhered to.
- That this Safety Statement is made available to all employees and volunteers.
- They will investigate all accidents and or incidents and put in place measures to reduce the risk of a recurrence to an acceptable limit. In addition to this they will notify the Health and Safety Authorities of accidents, which have any employee out of work for 3 days or more.
- Ensuring that the staff are made aware of the responsibilities towards achieving a place of work that is safe and without risk to the health of employees.
- They will ensure that the general staff body elect or select a Safety Representative to be in a position to articulate their views if required.

SHOWGROUNDS MANAGER-.....

It is one of the responsibilities of the Sowgrounds Manager to ensure that the contents of this safety statement are relayed to all employees / volunteers. If there are any problems in relation to safety matters the Manager is available to assist any person. In addition he / she is responsible to:

- Ensure safe working practices are followed.
- Carry out regular inspections of the work area's and equipment located there to ensure that there is no visual or physical damage to equipment.
- Ensure any defects in equipment or the structure of the premises are recorded and rectified.
- Ensure Incidents, accidents are recorded and if involving a hospitalisation of 3 days or more notified to the Health and Safety Authority and AIRE.
- Ensure good housekeeping in all areas.
- Ensure that all appointment holders are briefed on their job specifications and have a mobile phone in the event of an emergency.



2.2

SPECIFIC DUTIES

MANAGER

The Manager is responsible for implementing training programmes for the company and to ensure that all employees are trained in accordance with Legislative requirements, company policy and industry norms.

In his / her position as Manager he / she will carry out the duties in accordance with the legislative requirements and fulfil the company safety programme.

FIRE MARSHAL

Appointed by the Manager, it is the duty of the fire marshal to evacuate the arena's, yard and buildings safely in the event of a fire being noticed or the fire alarm being sounded. He / She will ensure that all horses in the stables located either side or close to the fire are evacuated. She will call the roll at the assembly point and ensure all persons are accounted for including staff, customers and any other persons on the premises at the time of the fire. He / She will be available to assist the fire services on their arrival at the premises and will furnish them with a copy of the floor/site plan. Daily duties include the checking of all fire emergency escape routes to ensure that they are not obstructed either on the inside or the outside and checking on maintenance of Fire Fighting equipment. All Extinguishers must be in the correct locations and marked with the words "FIRE POINT" with White lettering on a Red background. All appliances should be free from obstruction, undischarged and with the correct pressure. Hose Reels must be checked for damage and any defects reported immediately. Hydrants must not be obstructed, and indicator plates or markers must be in position. All equipment for the discharge of Hydrants must be checked weekly. A sketch map showing the locations of all hydrants or Extinguishers must be available in the Show Office. If fire doors are present, ensure that they are undamaged and that hinges, self closing devices and automatic release mechanisms are operating correctly.

FIRST AIDER

The Manager will ensure that an Ambulance is present on site during the hours of work. All CPBS first aider's present will have undergone, a recognised course of instruction and will receive refresher training as required by legislative requirements.

They will be prepared to assist in the event of any emergency on the premises.

The maintenance of the first aid boxes will be their responsibility and in carrying this out they will liaise with management for the purpose of purchasing any required equipment.

SAFETY REPRESENTATIVE

The CPBS may select or elect any member to act as their safety representative. The duties of the elected safety representative will be in accordance with those as laid down in the Safety, Health and Welfare at Work Act 2005.

The society accepts its responsibility to uphold the rights of the safety representative and will assist him/her in any way possible in carrying out their duties.

The duties given to the elected safety representatives are as follows:

- They have the right to information from the CPBS in relation to matters concerning the safety health and welfare of employees or volunteers.
- They may make representation to the society in relation to any safety, health or welfare matters in the place of work.
- Investigate any accident or dangerous occurrence in the place of work so long as they do not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under the relevant legislation.
- Make oral or written representation to inspectors or receive advice and information from inspectors on matters of safety, health and welfare applicable to the place of work.
- To have reasonable time off work to acquire knowledge or carry out their functions.

2.3 CONTRACTORS, VISITORS, PUBLIC & OTHERS

The company acknowledges its responsibilities under the Safety, Health and Welfare at Work Act 2005.

It is the policy of the society to only employ contractors who prior to the commencement of work provide a health and safety review and make available a current safety statement.

The CPBS safety statement will be made available to all contractors. Traders will be made aware of the safety procedures and all hazards on the premises.

The Safety Health and Welfare of all visitors, public and others will be secured by the company through its ongoing commitment to provide a place of work that is safe and without risk to health.

Prior to work commencing by traders, consultation will take place between the trader and manager to ensure that the activities will not interfere with the running of the Show. Where additional hazards are brought in by the trader, appropriate control measures will be put in place to reduce the risk to an acceptable level.

If required the activities of traders will be cordoned off and access to this area will be controlled. If necessary, trader's work will be co-ordinated with the riding of horses to ensure that, horse riding is carried out during the quieter periods daily.

All persons entering the premises will adhere to any safety rules communicated to them and they will observe all safety warning signs in place. They will take direction from all stewards and judges operating on Show day.



Figure 4

3.1 CONSULTATION AND INFORMATION

As part of management's commitment to providing a place of work that is safe and without risk of injury to employees, a mechanism of consultation has been put in place, through the use of the appointed Safety Representative.

It is important that all members of staff fully participate in the consultation mechanism so as the views and recommendations of all staff are considered in a friendly and productive way.

INFORMATION

The lines of communication are open from the Manager to all employees / volunteers and vis versa. The mechanism set out above is in place to ensure that there is continuous dialogue at all levels. To assist in the mechanism, management will inform employees / volunteers of all relevant safety information.

3.2

HOUSEKEEPING

Good housekeeping is an essential part of an effective safety programme, and every employee / volunteer is responsible to keep the show facilities in a clean and tidy manner. Untidiness causes or contributes towards accidents which result in injury, loss of time, energy and materials. The following are some areas that should be considered,

- Means of access and egress from the show grounds and around the stables should be kept free from rubbish / debris.
- Walkways in the area are to be kept clean and tidy and free from all obstructions.
- Emergency exits are to be kept clear at all times.
- Workstations are to be maintained in a satisfactory condition.
- Any equipment not in use is to be stored away safely.
- All stock to be stored safely.
- All riding areas and paddocks to be kept clean of rubbish / debris
- traders working on site MUST be made aware of their responsibilities regarding housekeeping.

Other areas of concern in relation to housekeeping include,

- Smoking is only permitted in the designated areas. There is absolutely NO smoking in the Stable Yard, or Horse Riding arenas.
- No running close to the horses, while on the show grounds.
- Food and beverages to be consumed only in the allotted area.
- No fooling around or pranks of any kind as these may lead to accidents.
- Observe all safety notices
- Do not enter restricted areas.



Figure 5

3.3 TRANSPORT

All transport used for the purpose of conducting our Pony Show will be,

- Taxed and Insured yearly by the company.
- Serviced regularly or as directed by the maintenance garage.
- All vehicles will have a serviceable spare wheel and tool kit for changing the wheel.
- Vehicles will be checked for oil, water and brake fluid by the drivers on a regular basis.
- Each vehicle should have in addition to a tool kit a reflective triangle to be used in the event of a breakdown and two reflective vests to be worn by staff when dealing with a breakdown.
- During the loading of Bloodstock, drivers will take account of the stability of the vehicle and vehicles will not be overloaded.

- During the loading of Bloodstock account will be taken of the procedures put in place by the Manager for the purpose of ensuring safety of both the employees and the animals.
- Only persons who have a full clean current driving license should be allowed to drive company vehicles.
- Any defects to be reported as soon as they are noticed or drivers become aware of them.
- Drivers are to observe the Rules of the Road at all times as well as national speed limits. Drivers will be mindful of the load they are driving and ensure that Bloodstock arrives at their destination with the minimum stress.
- Only authorised persons are to drive vehicles and under no circumstances will unauthorised persons move or drive vehicles.

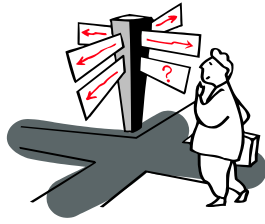


Figure 6

3.4 SAFETY SIGNS

The CPBS acknowledges its duty under the, Safety, Health and Welfare at Work (Signs) Regulations 1995, updated in SHWW Act 2005 to provide Safety and Health signs in places where hazards cannot be eliminated or reduced to an acceptable level. The colour coding of the different signs in the workplace will be in compliance with the requirements as listed in the first Schedule to the 1995 regulations.

RED Prohibition

YELLOW or AMBER Warnings

GREEN No Danger

BLUE Mandatory and other information

- There will be a sufficient number of signs as required and they will be correctly positioned.
- The signs will be permanent as required under Schedule 1 of the Regulations.
- Fire Fighting equipment and its location will be indicated as required by Schedule 4 of the Regulations by red signs.
- First Aid Equipment will be indicated by Green Signs.
- All persons will observe any duty or restrictions imposed on them by the safety signs in place in the premises.

3.5 PREGNANT EMPLOYEES

The CPBS is committed to ensuring it meets with the requirements of the Safety, Health and Welfare at Work (Pregnant Employees), Regulations 2005. It will create in so far as is reasonably practicable, a Safe and Healthy place of work for pregnant employees.

The CPBS will carry out checks and risk assessments, and will implement preventative and protective measures where necessary. If required, the CPBS will carry out temporary adjustment of conditions or provision of alternative work for pregnant employees found to be at risk.

The CPBS will ensure the necessary Information is given to the employees and/or the safety representative.

Pregnant employees have a duty under the above regulation to,

Notify the Company of her condition as soon as is reasonably practicable after pregnancy occurs.

And

Give to the Society or produce for the Society's inspection a medical or other certificate confirming her condition.



Figure 7

3.6

ELECTRICAL SAFETY

It is important that all employees / volunteers are familiar with a number of safety precautions to be observed when using electrical equipment.

Some employees / volunteers will be involved with the use of electrical equipment so when using electricity look for the danger signs,

- loose wires
- Blackening around the plug or socket outlets.
- Trailing flexes.
- Any sign of overloading.
- Damaged or worn flexes.

If any employee / volunteer is in doubt about the safety of any electrical equipment contact the Manager immediately and an electrician will be called in to check out the appliance.

Any equipment, which intermittently stops or which blows fuses or trips switches will be immediately checked.

All portable or handheld tools used outdoors will be of 110 v. Where possible they will double insulated, and centre tapped.



3.7 DIESEL STORAGE

Any storage of diesel / flammable liquid located on site, whether by the CPBS or by Contractors / volunteers / exhibitors will be controlled. Only authorised persons will have access to this and in using this facility they will adhere to the safety rules as listed in the hazard identification and risk assessment in this safety statement.

Special precautions will be taken for the safety of employees / volunteers while a container is being loaded with fuel from a storage truck (see risk assessments).

Signage will be erected in this area explaining the hazards and advising against smoking, use of mobile phones and switching off vehicles before dispensing fuel.

Only authorized personnel will use this facility, which will be listed on a sign at the facility.

3.8 PERSONAL PROTECTIVE EQUIPMENT

In certain circumstances where the manager is unable to control or eliminate totally the hazards in the workplace it is the policy to issue protective equipment.

All employees must be fully aware of the importance of the use of such equipment and treat all protective equipment with respect.

All PPE is to be maintained in good working order and it is to be kept clean and serviceable at all times. When not in use PPE will be stored in the appropriate location.

All PPE equipment purchased by the Society meets the required national and European technical standards.

The wearing of PPE is primarily concerned with the protection of the employee / volunteer / exhibitor wearing it. Any equipment issued personally, will not be worn by any other employee. Where equipment is for shared use it must be maintained in a clean and hygienic condition at all times.

Employee's / volunteers will be informed of the risks against which the PPE protects them.

Failure to comply with the company rules on the wearing of PPE may result in disciplinary action being taken up to a point of dismissal from ones appointment or removal of the exhibitor from the showgrounds. The type of Personal Protective Equipment relevant would include Riding Helmets, Back Protectors, Gloves, Correct Footwear and High Visibility Jackets.



Figure 8

3.9

STORAGE OF GOODS

In relation to the type of operation conducted, the storage of goods is limited to those goods used in the maintenance and upkeep of the horses and goods germane to the vendors providing goods and services .

There are areas provided for the storage of hay, straw, hayledge and wood shavings. Saddles and bridles are the responsibility of the exhibitors in relation to their security and will be kept stored and tidy at all times. All Judges / stewards will inspect tack before the class commences to ensure that it is in a serviceable condition.

In relation to storage we,

- Inspect the stables, and storage facilities regularly for damage and good housekeeping.
- Do not climb on the bales of straw or feed bags.
- Do not exceed the safe loading of the shelves.
- Store heavy items at low levels.
- With heavier items, get assistance and use correct Manual Handling techniques.
- Mechanical aids should be used where available when lifting heavy objects.
- Approved ladders only to be used to access stock at high levels.



Figure 9

3.10

TRAINING

As part of the employee / volunteer education plan all will receive specific training in order to increase the professionalism of the society and as part of the society safety programme.

The training of all employees / volunteers will be the responsibility of the Manager. All records of training will be held in the office. These records are available to the Manager and the employee elected Safety Representative. They will also be made available to an inspector of the Health and Safety Authority if required.

Training will be carried out as specified by the requirements of the hazard identification and risk assessment conducted as part of this safety statement in order to reduce the risk of injury or ill health to all staff, members of the public, traders and contractors.

Area's for which safety training will be given include,

- Manual Handling.
- Use of Personal Protective Equipment.
- Safety Representatives course.
- First Aid training.
- Fire Fighting.



Figure 10

3.11 PADDOCKS / WALKWAYS

All staff will be vigilant in closing gates into paddocks and ensuring that there are no dangers of injury to horses present in the paddocks, such as broken rails, plastic bags, machinery, cavity blocks etc.

In addition, in relation to Trails or roadways, stewards and volunteers will be vigilant to keep these areas clear and safe. They will wear a high vis jacket and be in possession of a mobile phone with emergency phone numbers saved, e.g. ambulance crew number, local hospital and vet.

3.12 OUTDOOR ARENA

All equestrian activity conducted in this arena will be supervised by a suitably qualified steward. Maintenance of these areas in terms of lighting, housekeeping, dust levels and footing must be monitored by the Judge / Steward to ensure a safe place to ride and work. Correct Manual Handling techniques will be practiced when lifting fences. In addition, when exercising horses on the Lunge, correct attention will be given to proper lunging procedure. Texting or Cell phone use will cease when lunging a horse.



3.12 ACCIDENT REPORTING & INVESTIGATION

In accordance with the requirements of the Safety, Health and Welfare at work Act 2005 it is the responsibility of the Employer / Manager to investigate any accidents which occur on the showgrounds and to report to the Health and Safety Authority, if an employee, is out of work for more than 3 days as a result of such accident. In addition to this Manager will report all dangerous occurrences as may be required by the authority. A report of such matters will be made out by the person or persons involved and forwarded to the safety representative as soon as is practicable after the event. These reports will be kept on the company files and the necessary action taken.

4.1

WELFARE PROVISIONS

SANITARY FACILITIES

Adequate facilities are provided in the place of work, which are suitable and lockable from the inside. There are an adequate number of male/female or communal toilets. It is the company policy that the facilities are maintained in a clean and hygienic condition at all times.

WASHING FACILITIES

Are provided in the place of work and are provided with hot and cold running water. There is an adequate supply of soap and towels in the facilities at all times .

REST AREA'S

In the CPBS Main Building rest areas are provided in the Kitchen area with suitable seating and the means to make hot drinks. This area will be used as the canteen. It will remain open for employee's to use on breaks from work. In addition, throughout the showgrounds, there are multiple rest areas and feeding facilities. These areas will be kept to a high standard of organisation and hygiene.

SECURITY

Security procedures are in place to ensure the safety of employees, volunteers, exhibitors, horses, tack and vehicles on the premises. There is a Garda presence during hours of Showing. There is a 24 hr staff presence on site. In addition, there is signage in place for all visitors / exhibitors as appropriate. Exhibitors will ensure that tack when not in use is stored in this secure location. All staff will be vigilant that stable doors are fully secured at all times, and advise exhibitors in this regard. All employee's / volunteers / exhibitors are asked to be security conscious at all times especially when opening and closing gates, stable doors and the security of their possessions and tack..



Figure 11

STRESS

In order to reduce stress in the work place all employees / volunteers will avail of one morning break of 15 minutes one lunch break of ½ hour and one afternoon break of 15 minutes.

There should be co-operation between management and all personnel to ensure the workload is evenly distributed.

If stress becomes apparent in any employee / volunteer the manager should be notified as soon as possible so suitable assistance can be sourced.

The manager will monitor all areas which may give rise to stress and will endeavour to ensure that work practices are compatible to all.

At all times staff will be courteous to members of the public and if encountering a difficult situation, will call for assistance from the manager or her assistant. The main potential flash points in relation to stress, is the work of the ingate steward / caller. It is important that these personnel are thoroughly trained and confident in their roles.

Traffic control and parking requires organisation and confident individuals with a high vis jacket.

DRINKING

The unpredictable nature of horse's dictates that employees / volunteers are alert and focused, therefore consumption of alcohol is forbidden when working with horses. All employee's / volunteers are forbidden from the consumption of alcohol while they are on site during the show, including breaks and lunchtime.

SMOKING

Smoking and use of naked lights is prohibited in any part of the equestrian facility or stables area. Smoking is only allowed in the designated areas.

ENVIROMENT

Employees / volunteers will ensure that they are dressed in accordance with the climatic conditions. Staff will advise volunteers regarding suitable attire, before showing commences to ensure that they are dry and comfortable for the duration of their employment.



Figure 12

4.2

FIRST AID

First Aid boxes are located in the place of work. The location of each first aid box will be clearly marked and the company will ensure it is maintained with adequate first aid material.

All employees will acquaint themselves with the location of first aid boxes and the procedures to be carried out in the event of any emergency. The trained first aider should be called in the event of a situation arising.

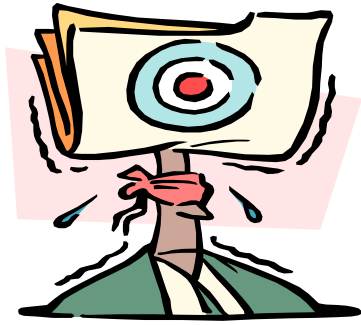


Figure 13

4.3 VIOLENCE / BULLYING / SEXUAL HARASSMENT AT WORK

The CPBS is committed to creating a working environment of respect and understanding amongst fellow workers. If there are any complaints of bullying, whether physical or psychological, discrimination or sexual harassment the Manager will investigate immediately.



5.1 EMERGENCY PROCEDURES

The Emergency Procedure Plan will take account of the actions to be taken in the event of any emergency, to ensure as far as is reasonably practicable the safety of all employees, customers and others who may be in the place of work.

Emergencies include,

- Fire
- Explosions
- Electrocution
- Falls/Kicks from horses
- Injury to horse
- Traffic Accidents
- Miscellaneous Accidents

It is the duty of every employee / volunteer to fully familiarise themselves with the procedures to be carried out in the event of any emergency and the location and contents of

- * Emergency Procedure Plan (office)
- * Telephone Number List incl Vets / Hospitals (office)
- * Location of Fire Fighting Equipment and First Aid box.

The Company will continue to up date and revise Emergency plans as required and any changes will be communicated to all staff as soon as is possible after the changes are made.



Figure 14

5.2

FIRE

In the event of a fire in the stables, office or vehicles it is essential that all staff know what actions are to be carried out and are fully aware of any responsibility they have in the emergency procedure plan. Bearing this in mind, it is advisable that a Fire Marshal be appointed to manage the subject of Fire. He/She should have at least a years experience working in the facility, and in addition, should have undergone some Training in this area. A fire drills will be conducted annually, consisting of a walk through, talk through of the likely scenarios including fire points and access for fire fighters..

PRE FIRE PLANNING

All staff will be instructed on the following

- Action on discovery of a fire.
- Action on hearing the fire alarm.
- Route of escape.
- Evacuating stables of Horses.
- Assisting the fire Brigade.
- Fire Fighting

DISCOVERY OF A FIRE

- (1) Raise the alarm.
- (2) Call the fire brigade.
- (3) Tackle the fire (if safe to do so).
- (4) Evacuate the buildings(Fire Marshals).
- (5) Close off essential services.
- (6) Close all doors.
- (7) Report to assembly area.
- (8) Be prepared to assist the fire services.

ON HEARING THE FIRE ALARM

- Carry out the duties as listed above.
- Evacuate the Buildings.
- Do not re-enter for any reason.
- Report to the assembly area.
- The assembly area is located at the Car Park and signed accordingly.

It is the duty of the fire marshal to ensure all members of staff and visitors or sub contracted staff who were on the premises at the time of the evacuation procedure being implemented are accounted for.

This information will have to be relayed to the fire chief on the arrival of the fire brigade.

ROUTE OF ESCAPE

- All escape routes will be kept clear of any obstacles.
- They will be easily opened.
- The areas into which they open will be kept free of any obstacles.
- All fire exits will be indicated by a sign.
- It is the responsibility of the fire marshals to ensure each morning that all fire exits are clear of any obstruction.

EVACUATING STABLES OF HORSES

- All horses will have their headcollar hanging outside their stable at **ALL** times.
- In the event of Fire in a stable or stables, ALL horses in that block will require to be evacuated. Two staff members along with the exhibitors will work to evacuate all horses from the danger zone. One member of the pair leads the horse, the other staff member encourages the horse to depart the stable. Horses are social creatures and may refuse to leave their friends. Their perception of the danger may, in addition, not require them to leave the familiarity of the stable. Therefore two staff are required for the task.
- Each Horse will be brought to the designated area of safety, depending on availability of paddocks or the Sand Arena.
- Every effort will be made to keep horses calm and ensure that they are not too isolated from each other

ASSISTING THE FIRE BRIGADE

It is the responsibility of the fire marshal to ensure that a route to the fire is clear. The Fire Marshal shall meet the fire chief and provide details of

- The number and location of persons still in the building / area.
- Entry points to the building and the location of all fire fighting equipment.
- Copy/explanation of the floor plan if required.
- Location of Essential Services e.g. water / electricity / gas.

FIRE FIGHTING

Staff will be briefed, as part of their Induction Training on the basic science of Fire, the locations of all fire hydrants, hoses and extinguishers. They will receive Training from a suitably competent person regarding the correct use of Fire Extinguishers and how to combat the different classes of fire.



Figure 15

5.3 ELECTROCUTION

It is important for all employees to understand what the procedure is in the event of somebody being electrocuted. The human body and earth are good conductors of electricity and will form part of a circuit through which electricity will flow under fault conditions.

A particular danger with electric shock from alternating current is that the person concerned is often caused to maintain an involuntary grip.

In the Event of Electric Shock

- (1) Make the area safe.
- (2) Turn off the electrical power at the mains.
- (3) Do not touch the person until the electricity is turned off.
- (4) Contact the Emergency services / Doctor.
- (5) Call the First Aider to give assistance until professional help arrives.
- (6) Ensure nobody else touches any electrical appliance and the power is not turned back on until safe to do so.
- (7) Contact the company Electrician or if required the ESB.
- (8) A report will be completed in relation to the incident as soon as possible by the manager and filed in an Incident File. If the person received significant injuries i.e. over 3 days sick leave, then this will be recorded and submitted to the Health and Safety Authority.



Figure 16

5.4 ACCIDENTS

In the event of an Accident on the premises,

- (1) Contact the trained first aider.
- (2) Make the area safe.
- (3) Comfort the casualty until the first aider arrives.
- (4) Do not move the casualty.
- (5) The first aider will give assistance to the casualty.
- (5) The first aider will assess the situation and if professional help is required he/she will direct another member of staff to contact the required services.
- (6) The telephone number of the local hospital / doctor is located on the Emergency procedure telephone list located in the office.
- (7) A report will be completed in relation to the incident as soon as possible by the trainer and kept on file. If the accident involves the loss of more than three days work, a copy will be submitted to the Health and Safety Authority.
- (8) In the event of an injury to a horse the Manager / Assistant Manager will immediately contact the Veterinary Surgeon for assistance.

- (9) All “NEAR MISSES” should be recorded for discussion amongst the staff of the CPBS after the show is concluded. The Safety Statement is a “working document” and as such can be enhanced as time goes by identifying any potential risks before they end up becoming an accident.



Figure 17

6.1 MONITOR AND REVISION

The contents of this safety statement are to be reviewed and revised on a yearly basis or as situational change dictates by the CPBS Staff. The Safety Statement is constantly evolving as situations change and work practices change, and to achieve this, the company will closely monitor the performance of the systems of work and the use of any equipment on site. In the event of new equipment or the updating of current equipment coming in to the premises the manager will ensure that the correct training course is given to all staff and that the safety statement is revised accordingly. The CPBS safety programme requires that all members of staff participate fully in its integration into the working day. The company will carry out its duty by continuous monitoring and updating of the safety programme.

This Safety Statement was prepared by:

Derek McConnell

Longfield Equestrian Safety

Rathangan, Co Kildare.

Phone: 086 8374990

SIGNAGE RECOMMENDATIONS:

- 1 Slow for Horses-15 kph – 2 signs located on road 50 meters north and south of entrance
- 2 No running around horses – 2 signs located in stable area.
- 3 Designated Smoking Area – in appropriate area
- 5 Operated by Authorised Personnel Only – Farm Machinery area.
- 6 No Smoking – 2 Signs in stable area.
- 7 Fire Assembly Point – Car Park Area
- 8 Approved Back Protectors/Helmets must be worn when riding – 3 Signs in stable area and both Outdoor Arena's.
- 9 Close Gates at all times – Signs on Exit Gates and arena gates as necessary.
- 10 Fire Point
- 11 Dogs must be on a leash at ALL times – stable area and walk ways
- 12 Children MUST be accompanied by an Adult at all times – stable area and walk ways.
- 13 First Aid – Kept in Office Area
- 14 Parking Area – Signed
- 15 Horses only – walk way signs to prevent spectators mixing too closely with the horses.

Section 7.0

**HAZARDS IDENTIFIED
AND RISKS ASSESSED:**

By.....

Derek McConnell

Longfield Equestrian Safety

29-04-24

Check Sheet:

Car Park	On approach, "Slow horses" Signs visible / Large enough area Disclaimer erected regarding parking of vehicles and "Riding is a risk sport" Clear access.	
Office/Reception/Entries	Signed and organised / Notices to include – "Riding is a risk sport", "No Smoking", "Current Standards hats and back protectors must be worn", Emergency Information. / First Aid Box, Health and Safety Statement, Copy of Code of Ethics and Good Practice for Childrens Sport	
Records and Statements	Registration Sheets and Disclaimers / Incident/Accident Book, Risk Assessments, Catalogue, Visitors Book, Code of ethics and Good practice for childrens sport.	
Notices and Signs	As above including: Fire Drill / Fire Points / No Smoking / Directional Signs // Private Area / First Aid Points / Disclaimer of Liabilities re land owners and business premises / Children must be supervised	
First Aid	Stocked and available / At least one member of staff trained in First Aid / All accidents and incidents recorded / Camera phone kept to record accidents	
Fire Procedure	Fire Drill carried out before each show / Designated fire points / Serviceable Fire Fighting Equip / Emergency phone numbers visible / Notify Local Fire department re location	
Public Policies	Toilets kept clean / Coffee and socialising areas clean / Facility for disposal of litter / Labelled recycling bins / Noise kept to a minimum / Dust kept to a minimum / Clear well lit areas / Children supervised at all times	
Security	All horses chipped / Garda notified of dates and times of show / Stewards on gates	
Jumping Courses	Course Builders must be suitably qualified and experienced according to SJI Standard / Assistants should have some training and/or experience regarding manual handling / The maintenance of the ground is paramount. The CPBS Committee and the Course Builder will attend to this as required.	
Ingate Stewards / Callers	These individuals should be experienced and briefed on their tasks. They should wear a high vis jacket and wear a badge identifying them in their appointment. Any incidents of bad practice or poor behaviour will NOT be tolerated and will be reported immediately. They should be in possession of a mobile phone in case of emergencies.	
Riders Dress	Wear current standard hat, correctly fitted / Back protector / gloves, footwear with a heel	
Horses and Ponies	Access to fresh water and adequate food / Adequately housed / fit for their work / kept clean and tidy / suitably experienced handlers	
Shoeing and footcare	Well shod in relation to type of work done / farrier available on show days.	
Veterinary	Records of all treatments administered by the vet / Vet first aid kit / Routine vet treatment includes worming and up to date vaccinations.	
	/	
Outdoor arena's	Fencing and gates in good repair / Gates closed when arena in use / baseboard continuous all the way around (sand arena) / Membrane in good repair / surface free of weeds and stones and maintained / must yield to horses feet and absorb concussion / adequately lit / Dust levels minimised / Good housekeeping regarding jumps / Rules of arena displayed	
Cross Country Fences	All fences must have vehicle access / Fences and ground safe / Not through areas where other horses are exercising.	
Stabling	One horse per stable / hygienic, dry, ventilated, no draughts and safe / Stable size suitable for size of horse / Strong construction / free from projections / Fixtures and fittings in good order / Enough head room / Doors wide enough / doors open freely and secured / Windows protected / Floors in good repair and good drainage / access to fresh water / adequate, clean bedding / bulkhead lighting recommended / wiring complies with electrical standards / switches waterproof and outside stable /	
Bedding / Feed	Stored away from horses to minimise dust / Stored in dry area on pallets / Bale wrappings disposed of carefully / Fire extinguishers close by / Inaccessible to public	
Dung Stead	Away from public area / Tidy / Run off dealt with according to environmental regs. / Ramps, Pits , etc inaccessible to public and clearly signed	
Machinery	Designated area for storage inaccessible to public / Operators of machines fully trained / PPE available /	
Approved Hats	EN 1384 1996, BSEN 1384 1997, PAS O 15 1998, ASTM 1163, Snell E2001 (higher standard), BSEN 14572 2005	

Training provided.

Skills trained	Date Name				
Site Orientation					
Manual Handling					
Conduct around horses					
First Aid					
Ingate Steward					
Fire Fighting					