**Guidance notes for completion of the BDS Event Risk Assessment**

**Step 1;** The first step of the risk assessment is to **identify the hazards** associated with your event in column one. Remember a “hazard” is something with the potential to cause harm. (Listed below are some examples for each activity type) now you have decided what could cause injury/harm ask yourself how this would happen ie what is the consequence. For example. *Loose Horse (Hazard) could knock people over causing injury but also cause property damage. (consequence).*

Drive/Rally (example)

*Loose Horses Moving Vehicles Other road users Over horsed turnouts Uneven surface/Potholes*

*Livestock Other events Low Flying Aircraft Livestock*  *Water crossing*

Area Shows (example)

*Marquees Loose Horses Spectators Poor fitting/unsound harness Fencing/Barriers*

Your risk assessment should only include what you could reasonably be expected to know – you are not expected to anticipate unforeseeable risks.

**Step 2**; The next step is to decide **who is at risk** from harm. This simply means who could be injured by the hazard. Record this in column two. For Example. *The loose horse could injure spectators or other entrants of the event.*

**Step 3;** **Evaluate the Risk**. Having identified the hazards, you then must decide how likely it is that harm will occur, ie the level of risk and what to do about it. What does this mean, all you need to decide is how you plan on controlling this risk, what measure you are putting in place on the day. For example, *Loose horse. 1. All Lorries will be parked in a fenced and secure area. 2. Signage will be placed on the gate to ensure gate remains closed. 3. Steward will be assigned to gate responsibilities.* Record this is column three.

**Step 4; Record**. Now its time to ensure that everything has been recorded and sent to the BDS Office before the event takes place.

**Step 5; Review**. It now time to ensure that you review the risk assessment on the day of the event or throughout the day to ensure that it is still current. If there are additional hazards now the event is here, ensure you record these. You MUST send this to the office after the event.

| **Venue/BDS Area** |  | **Event Date** |  |
| --- | --- | --- | --- |
| **Event Type** |  | **Event Organiser** |  |
| **BDS Area Number?** |  | **Date of Assessment** |  |
|  |
| **Identify the hazards and the risk it poses?***Name the hazards and its consequence.* | **Who is at risk from the harm?***Name the groups of people who could come to harm from the hazard?* | **Evaluate the Risk?***What control measures are you planning to control the risk?* | **Who is responsible?** *By what date/time to be completed and by whom?* |
| *Loose Horse running free could knock someone down causing injury but also damage to property* | *Spectators**Participates of the Drive**BDS Officials* | *1.All lorries and trailers parked in a fenced and secured area.**2. Signage placed on the gate to inform people the gate should remain closed.**3. Official/steward to be located at the gate for access and egress.* | *Event Organiser -Event Day**John Smith (Gate Steward)- event day.* |
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