**OBH South Pony Club**

**Event Sheet - 2024**

Event Date:

Venue: Start Time: End Time:

# guidance

At each event OBHS will have a Nominated Person who is a volunteer who has agreed to be the responsible person at an event. The Nominated Person needs to:

* Read the Risk Assessment for the event in advance.
* On arrival at the venue, use best efforts to assess the risks identified in the Assessment and whether the risks have been mitigated. It is understood that volunteers are not professional risk assessors! You should just use common sense and personal judgement
* In the event of a serious health and safety incident please contact DC Kim Williams 07793 145 124 and if you are unable to reach Kim please call the Pony Club office 02476 698 300. Accidents/ near misses must be reported to insurers <https://www.howdengroup.com/uk-en/pony-club-insurance/accident-reporting>
* Please note, all coaches are first aid trained and are the responsible party for administering first aid. Whilst they are completing this, the nominated person will take charge of putting the rally into a holding position until the coach is available to take over again
* Fill out the below with any incidents
* Fill out the below with a list of members who attended
* Kindly return this form to aesandford@yahoo.co.uk within one week of the event

# Incident Log

Name: ………………………………………………..…….. Pony:

Location of Incident:

Brief Description:

Rider Unseated: *Yes/No* Horse Fell: *Yes/No* Continued Riding: *Yes/No*

First Aid/Medical Assistance: *Yes/No* (If Yes, Coach to complete an online HSE Form)

Vet Called: Yes/No If Yes, Vet’s Name & Tel No.:

**Name of Nominated Person:**

**->>> see next page for attendance list…**

**Members Attending**

|  |  |  |
| --- | --- | --- |
| **Member’s Name** | **Horse/Pony** | **T&T Score** |
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