ICD National Championships - Season 2022 -2023

EVENT SAFETY MANAGEMENT PLAN

The Purpose of the Event Safety Management Plan is to outline the arrangements, emergency procedures and control measures that are to be used during the ICD National Championships to be held in April 2023.

Scope:

- The plan includes the setting up, competitions and dismantling of the event which start at 9am on Thursday 13th April 2023 and complete by 19:00pm Sunday 16th April 2023.
- The driving competitions will run from 08:00am hours on Friday to 17:00 hours on Sunday.
- Arena UK was the venue for this equestrian event in April 2022 - and apart from minor changes the event will run with the same format as 2023.

Availability of the Event Safety Management Plan

- The Event Safety Management Plan will be made available to all the key personnel involved in the planning and running of the event to ensure full understanding of the event and its management procedure.
- A copy will be located in the Event Office during the Event.

Site Restrictions:

- All alleyways and thoroughfares must be always kept clear for emergency services.
- Dogs must be always on leads.
- No Bikes / Scooters allowed on the showground.
- Social Distancing must be adhered to and hand gel made available for those who wish to use it.

Identity Badges :

- All event personnel involved in any official capacity with the event may be issued with an official identity badge, which if issued must be worn at all times whilst on duty.

Event Office & Information Point:

- There will be an Event Office located at the entrance to the Main Arena for general enquiries for competitors, the co-ordination of staff and collection of lost property.
- The Event Office will be manned by the Event Organiser and Secretary team.
- Event Office will be responsible for the co-operation of all site activity and be equipped with a master telephone list, site maps and incident/accident report forms.
- Radios will be supplied each day for communication purposes.

Programme of Events:

- The Event Organisers have overall responsibility for the Event.
- There will be Official Event Volunteers/Judges. The Officials should be briefed daily regarding their duties for the day ahead.
- The Event Organisers will have responsibility for co-ordination of operational procedures, including on site preparation of any infrastructure on the days prior to and during the event along with site management. To make decisions in relation to the implementation of the Emergency Safety Management Plan.

- To communicate with emergency services. Has direct radio and mobile phone contact.
- Will be responsible for any messages given out from the PA to Competitors etc.
- Will provide any notices and paperwork to be placed on the 'Official Notice Board'.
- The Management team may hold Safety De-Briefings each day around the site to discuss any issues arising.

The Health & Safety Officer:

- is responsible for the Rise Assessment prior to the event and maintain a running Risk Assessment.
- Is responsible for conducting checks on all documentation of traders on site Risk Assessments, and record in the H & S Safety log.

The Paramedics / Medical Technician

- will provide medical/first aid cover and will be available by radio and mobile phone.

Event Infrastructure:

- As the previous event in April 2022.
- All Entrances and Exits must be kept clear and be clearly indicated.
- The Event Organisers will engage with Arena UK to keep the Toilets/Rubbish Bins/Skips clean and tidy.
- Signage must be made available of the services and the facilities such as Toilets, Disabled Toilets, Catering, First Aid, and the Information Point / 'Official Notice Board'
- There will be Food / Catering outlets which will be made available during the event.
- The various Trade Stands that are situated by the Main Arena. Placing of these must not obstruct emergency exit routes or hinder audience/spectator movement around the site. Appropriate space will be allocated between all units.

Car Parking Facilities:

- there are an adequate number of parking spaces within the site for the general public, spectators, Officials and Sponsors.
- Windscreen Display Passes will be issued where necessary, and no other public vehicles will be allowed into the competition area.
- All vehicles must adhere to the speed limit.
- Volunteers will be given instruction for the appropriate parking of vehicles.
- There will be a designated parking area for disabled users near to the main arena.

Lorry Parking

- provision has been made for adequate areas to enable parking and accommodation for competitors / grooms and official volunteers within the event site.
- The parking will be controlled and a Safe Separation of 5 meters to be Enforced to prevent fire spread and enable emergency service access. Also Covid Social Distancing.
- Thereafter parking will be regularly monitored throughout the duration of the event.

Electric Hook Up:

- Will be available to hire from Arena UK for those who require.

Water:

- There is water supply standpipes within the event showground.

On Site Stabling:

- Available to hire from Arena UK for competitors' horses & ponies. Must be kept clean and tidy.
- Labels to be supplied and to be placed on each stable door with name, competitor number and their mobile telephone number in case of emergency.
- Stables must be mucked out after use and bedding disposed of in the designated areas.

Fire:

- Arena UK should provide fire extinguishers for the Event Infrastructure.
- All Horsebox Lorries / Trade Stands / Catering Units should provide their own fire Extinguishers/Blankets.

Accident / Incident:

- should be reported asap via radio for medical assistance.
- All serious accidents should be reported under RIDDOR guidelines where appropriate.
- All forms must be clearly filled out at the time of the accident/incident. The injured person must not complete these forms.