



The following guidance notes have been provided for the ICD Regional Organisers, and can be shared with drivers, helpers and officials.

## SAFETY & WELFARE

1. The safety of all persons at the event is the accountability of the Regional Organiser – this includes volunteers, officials, drivers, their supporters and spectators.
2. Regional Organisers have full authority to stop an event at any time, especially if they feel that continuing may impact the safety of any person or animal.
3. A current Risk Assessment that is relevant for the event and venue must be prepared and must be available to all attending the event (either published or by request) and sent to the ICD secretary – this is an insurance obligation.
4. Every event must have a First Aider with a current valid certificate.
  - a. The minimum certificate is Emergency First Aid at Work (EFAW) – see the BC Document “Medical\_and\_First\_Aid\_v.15.03”
  - b. Ideally the First Aider would be a dedicated role, however it is acceptable for them to be a competitor or volunteer / official at the event.
  - c. Ideally all ICD events should aim to have two or more named first aiders going forward, as this would provide backup if there were unforeseen circumstances, like one had to leave early or someone did not arrive.
  - d. A first-aid box must be at every event. There is no mandatory list of items to put in a first-aid box. The HSE (Health and Safety Executive) provides guidance on what could be included – [First Aid at Work, your questions answered](#)
5. Regional Organisers must ensure all drivers have been assessed as per the BC requirement for Members Insurance.
  - a. Information about new assessments should be sent to the ICD Secretary.
  - b. Newly assessed drivers should drive the same turn out for at least 2 events (preferably 3 events).
  - c. Drivers moving from single to pair / tandem and/or team must be reassessed with their new turn-out.
  - d. Decide if the 2<sup>nd</sup> driver (backstepper) seated with a junior driver inc dual reins, is sufficiently ‘competent’. For unknown second drivers (backstepper), a full driving assessment can be requested before accepting their entry.
6. Regional Organisers may be asked by competitors about selecting appropriate protective helmets and body/back protectors. BC do not currently provide standards however other UK equestrian disciplines have information in their handbooks which could be useful.
  - a. British Eventing’s Handbook provides guidance on the current safety standards for hard hats and body protectors – [Chapter 7 Competitors Dress, Saddlery Equipment](#)
  - b. British Riding Club’s Handbook provides guidance on the current safety standards for hard hats and body protectors – see page 32 section 2 G:22 – [BRC Handbook](#)
7. Regional Organisers should nominate an official(s) to observe the standard of driving of the event, especially in obstacles. They should empower them to speak immediately to any driver displaying behaviours that could be considered to be excessive use of the whip



or against animal welfare in general. This could be a judge or another crew member, but ideally an experienced driver or horse person.

8. Regional Organisers should carry out spot checks of equine passports at their events throughout the season. This can be helpful as a reminder for competitors as the championships approach.

## COURSE DESIGN

9. Cones and Obstacles courses should be designed to support the welfare of the horse as well as safety of the competitors.
10. The sympathetic placing of the last cone and obstacle gate should avoid tight turns and full changes of direction (i.e. 180 degree turns) so that the final driving line to the finish is smooth.

## INCIDENTS

11. Regional Organisers must report any accidents using the BC insurance reporting page - <https://www.howdengroup.com/uk-en/british-carriagedriving-claims-information>
12. Regional Organisers must notify the ICD-UK Secretary of any incidents, the report will be treated in confidence. The reporting of 'near misses' to ICD is also welcome as these give ICD an opportunity share any lessons which can be learnt to the benefit of all Regions.

## CONDUCT

13. Regional Organisers have the right to ask a person (driver, backstepper, crew, spectator) to leave the venue if their conduct is inappropriate or could cause harm to others.
14. Regional Organisers have the right to refuse an entry to their event.
  - a. Regional Organisers have the right to request a driver has training (with an appropriate trainer) before accepting their entry.
15. Regional Organisers will notify the ICD-UK Secretary of any driver / person that has been refused entry or asked to leave an event. These reports will be treated in confidence, unless the strictly limited sharing of the information would support the safe running of another ICD region.