

Arrival

- On the morning of the event please be there approximately 30mins prior to the start, in time for the 'warm up'.
- Make your way to the secretary's office and introduce yourself and your colleagues.
- If you have not worked with or around horses, please take time to read the 'Horse Safety Tips for volunteers.'
- Ask the Organising Committee for a copy of the competition Draw (for your reference)

Getting Ready to Respond

- Discuss the best location for you to be situated on the venue.
- You should obtain a radio if not available, decide on an agreed strategy and exchange contact details.
- Make sure your radio is on the correct channel and switched on! 😊
- Locate the warmup, yards, stables (where many incidents can happen) and competitions arenas and identify access and egress points.

Falls

- Every rider that falls from a horse MUST be cleared before they remount (even if they landed on their feet!)
- It's a rider's responsibility to be cleared by medical, prior to leaving the venue and before riding another horse.
- If medical assistance is required at the fall site, medical will move to the location of the injured rider.
- Be sure to check there are no loose horses in the immediate area, before entering the arena.
- Expected delay times are helpful, if a rider requires transfer.

Assessment and Reporting - All falls must be reported

- All riders who fall must be assessed as to whether they are clear to ride again that day.
- Where there is any possibility of a concussion being sustained, riders must be assessed for concussion (if assessed as "yes" they are NOT cleared to ride)
- where a significant injury (as below) has occurred, it must be reported individually on Form 8.
- Where falls have resulted in a minor, or no injury, these can be reported as a group, at the end of each day on Form 8.

Please use the appropriate option on Form 08 as below

- 1) Life threatening injury / fatality
- 2) Other Injuries /incidents requiring hospital/medical follow up (excluding concussion)
- 3) All suspected or confirmed concussions are to be reported by an MSP when in attendance
- 4) All falls resulting in nil or minor injury have occurred must be reported as a total (not individual) using Form 08 option 5.

Form 08 may be accessed here: <https://form.jotform.com/202477282848061>

Scan the code for a digital version of this brief.

