

West Midlands Driving Group
 Affiliated to British Carriage Driving
 Patron: HRH The Duke of Edinburgh
BCD Health and Safety Recommendations

Area:..... **Date:**.....

Start Time..... **Type of Event**.....

Expected number of participants:.....

Checklist	Yes	No	Not Applicable
1) Are names and addresses of all participants recorded?			
2) Have membership cards been checked?			
3) Have all insurance details of non-members been checked?			
4) Is an emergency telephone number available (record number)?			
5) Have the emergency services been informed of the event?			
6) Have local residents been informed?			
7) Has the drive route been marked?			
8) Has the drive route been checked and any hazards noted?			
9) Have stewards been appointed?			
10) Do stewards wear hi-viz tabards or similar?			
11) Are lead and following vehicles being used?			
12) Is horsebox parking adequate and secure?			
13) Has a safety officer been appointed?			
14) Has the first aid kit been checked?			
15) Please note any hazards below and action taken to manage risk:	Signed- Event Organiser: Club Chairman: Print Name: Print Name:		

