
Health and Safety Statement for BHS Assessments

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Document properties

Version	1.0
Owner / author	BHS Education
Supersedes when issued	N/A
Date of issue	01.02.2023 This statement is live from the date of issue and will be rolled out over the next 12 months
Review date	12 months
Circulation	BHS website
Format for circulation	Electronic (pdf)
Classification	Public

Change control

Version Number	Page	Reason for changes made	Date
1.0		N/A	01.02.2023

Introduction

The British Horse Society (BHS) is committed to making sure all its activities are conducted safely, fairly, transparently, objectively and free from bias. Ensuring a professional, safe and effective service is provided.

The BHS has a commitment to the health, safety and wellbeing for candidates, assessors and all others involved in assessments, as underpinned in the *BHS Health and Safety Policy*.

This statement outlines the procedures in place to maintain health, safety and wellbeing for candidates, assessors, horses and all others involved in BHS Assessments.

Approved assessment centres

All BHS approved assessment centres are BHS Approved Riding Schools and adhere to detailed assessment criteria set out in the *BHS Approved Centre Criteria: Riding Schools*. The BHS Approved Centre process is managed by the BHS Approved Centre Team. The BHS Education Team and Approved Centre Team have regular meetings to discuss issues, concerns and areas of good practice. If issues are raised, the Approved Centre Business Support Team will liaise with the BHS Education Team to deliver an improvement plan for the venue.

To maintain high quality standards, safety and welfare (including horses) and offer a good candidate experience at BHS Assessments, all BHS Approved Riding Schools (within the UK and Ireland) will have, as a minimum (this list is not exhaustive):

- A current Local Authority License and current Liability/Employers Insurance
- Policies/plans implemented for; Health and Safety, Data Protection, Safeguarding, emergency planning for staff, volunteers, clients and horses, accident reporting procedure
- Written risk assessments for; preventative fire risk assessment (with clearly visible and legible Fire Procedures in place), COSHH, working activities, generic activities within the centre
- A suitable experienced person with the knowledge and competence to ensure horse care and welfare needs are being met
- Healthcare records for horses, such as dentistry, veterinary, farrier are maintained
- A biosecurity plan
- An equine and human first aid kit
- Clean toilets with handwashing facilities
- A designated office or reception area to welcome and greet candidates
- Refreshments available
- A riding arena of minimum 20mx40m with a safely constructed perimeter fence
- Equipment and tack in good repair and safe to use with regular inspections recorded
- A centre protocol for accident/incident management. First Aid coverage, First Aid kits and an accident reporting procedure
- All required centre staff and volunteers have the required Criminal Record checks (in accordance with the guidelines for their country)

- There is at least one trained centre staff member appointed as the Centre Safeguarding Officer and the centre has implemented a Centre Safeguarding Policy

Health, safety and safeguarding

The BHS has a commitment to the health, safety and wellbeing for candidates, assessors and all others involved in assessments, as underpinned in the *BHS Health and Safety Policy*.

The BHS fully accepts its legal and moral obligation under The Childrens Acts (1989) and (2004)* and safeguarding adult legislation* to provide a duty of care to protect all children and adults at risk and safeguard their welfare, irrespective of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation and socio-economic background.

*Nation specific safeguarding legislation and guidance is also adhered to.

As well as BHS specific policies *BHS Safeguarding Children and Young People Policy* and *BHS Safeguarding Adults Policy*, the BHS also fully adopts the British Equestrian Safeguarding Policies: *Safeguarding Policy (Children and Young People)* and *Safeguarding Policy (Adults at Risk)*.

Further information can be found at the [British Horse Society](#) and [British Equestrian](#) websites.

At assessment, robust procedures are implemented:

- Assessments are only held at BHS Approved Riding Schools, or suitable equivalent (for example, Performance Horse Care and Welfare assessments)
- Risk assessments are checked and completed by the Lead Assessor. The risk assessment reflect specific requirements for children and adults at risk where applicable
- All assessors are current in first aid and safeguarding training
- All assessors have the required Criminal Record check as per the guidelines set by the UK Nation or country of residence they live in
- Candidate to follow the [Access Arrangements and Reasonable Adjustment](#) process if they (or a member of their support network) wishes to request any access arrangements for a BHS assessment, or want the BHS assessor/s to be informed of any additional support that may be required on the day
- Candidates are required to 'sign in' and 'sign out' of the assessment centre
- Emergency contact details are collected for candidates
- *Accidents at BHS Assessments Policy* followed in the unlikely event of an accident
- Accidents and near misses reported, reviewed and monitored
- Appropriate signage is in place to direct candidates to the welcome room and assessment areas
- Assessors are identified by branded clothing and a name badge
- All assessors are introduced before the assessment begins and a briefing is given informing candidates of the timetable of the day, what to expect and who to report to should they have a concern, and welcoming any questions from candidates.
- Candidates with access arrangements or reasonable adjustments are acknowledged and spoken to confirming the additional support in place for their assessment

- Online assessments are recorded
- Implementing internal quality assurance which looks at health and safety on IQA visits

In addition to the guidance and procedures set out above, we safeguard candidates under 18 during assessments by:

- Consent* from a parent or carer is given for the assessment booking and assessment information is also sent to the parent or carer following confirmation of booking
- Emergency contact details are required for candidates before the assessment day
- We recommend that candidates below the age of 18 years of age are accompanied by a responsible adult who remains at the assessment centre for the duration of the assessment
- The Lead Assessor is made aware who on the assessment is under 18

*Parent/guardian consent is not required for students taking an assessment at a college, school or other education provider where they are enrolled. Responsibility will defer to the education provider and the safeguarding measures they have in place for their own students.

Internal quality assurance process

Quality assurance activities ensure the assessment of the candidate at all stages is valid, authentic, current, reliable and sufficient. It upholds the integrity of the BHS qualification and assessment system. It also ensures the candidate receives a thorough and fair assessment with excellent customer service provided throughout. An IQA may observe and report on some, or all of the following:

Internal quality assurance – customer service, health, safety and welfare of candidates and horses, safeguarding, facilities, timetabling, presentation of assessors, assessment centre welcome and signage, BHS guidance provided to assessment centres and assessors, BHS information and guidance provided to candidates.

Internal verification – accuracy of assessment, assessor judgments and decisions, reasonable adjustments and access arrangements, recording of assessment activity, effectiveness of assessment materials, assessment equipment, horses used are at the correct level, management of health, safety and welfare of candidates, including safeguarding, implementation of BHS Education policies, processes and procedures, Skills Record.