

The Pony Club National Championships 2026

Official & Volunteer Safety, Welfare, Accessibility & Emergency Information

14th-22nd August 2026

Offchurch Bury, Offchurch, Leamington Spa, Warwickshire CV33 9AW

Welcome

Thank you for giving your time to help at The Pony Club National Championships 2026.

The Championships would not be possible without the commitment, enthusiasm and hard work of our volunteers, staff, officials and stewards. Whether you are joining us for a day or for the duration of the event, your contribution plays an important role in helping us deliver a safe, enjoyable and successful Championships for competitors, visitors and horses alike.

The safety, wellbeing and enjoyment of everyone attending the Championships is our priority. This guide outlines the facilities, support services and emergency arrangements in place during the event and provides information to help you carry out your role safely and confidently.

Please take a few minutes to familiarise yourself with this information before commencing your duties.

On Arrival

When you arrive on site, please report to the Volunteer Hub.

Before starting your duties, please:

- Sign in and collect your volunteer refreshments.
- Collect any equipment, radio, high-visibility clothing or PPE required for your role. You will be informed if you need any of these for your role.
- Familiarise yourself with:
 - Event Control (Back Office)
 - First Aid Point (Opposite the Stretch Tent)
 - Information Helpdesk (Volunteer Hub)
 - Volunteer Hospitality Marquee
 - Stable Manager's Office in the Stable Yard (Brown RV Style trailer)
 - Welfare and Safeguarding contacts (See below)
 - Toilets and shower facilities (see maps)
 - Emergency assembly points (see maps)

If at any stage you are unsure about your role or responsibilities, please speak to the Volunteers Coordinators in the Volunteers Hub.

Please remember to sign out at the end of your shift.

Looking After Yourself

The Championships can be busy, physically demanding and often take place during periods of warm weather. Looking after your own wellbeing is important.

Please remember to:

- Drink water regularly throughout the day.
- Take breaks as arranged by the Volunteer Co-ordinator.
- Eat regularly.
- Wear suitable clothing and footwear.
- Bring and apply sunscreen and wear a hat during hot weather.
- Dress appropriately for changing weather conditions.
- Seek support if you feel unwell or tired.

If you require a break, assistance or welfare support at any point, please speak to the Volunteers Co-ordinator. We would always prefer to arrange cover for you than for you to continue working when you require assistance.

Food and Refreshments

A range of food and drink options are available throughout the day.

Tea, coffee and refreshments will also be available within the Officials and Volunteers Marquee.

Volunteers are encouraged to carry a refillable water bottle and make use of the drinking water points around the site.

Accessibility and Inclusion

The Pony Club is committed to providing a welcoming and inclusive environment for all competitors, volunteers and visitors.

Accessibility provisions include:

Accessible Parking

Dedicated disabled parking is available within the Officials Car Park for Blue Badge holders and those who require additional assistance.

Buggy Transport Service

A buggy transport service operates throughout the Championships, linking key locations including:

- Camping areas
- Stables
- Day parking
- Disabled parking
- Horse and Pony Care

Accessible Toilets

Accessible toilet facilities are available at multiple locations around the site.

Assistance Dogs

Assistance dogs are welcome at the Championships.

Additional Support

If you or a visitor requires additional assistance, please contact Event Control, the Volunteer Hub or the Back Office.

Please use the dedicated Volunteers Phone number to call or WhatsApp the Volunteers Team.

Further accessibility information can be found at:

<https://pcuk.org/national-championships/championships-accessibility/>

Health, Safety and Welfare

The Pony Club takes its health and safety responsibilities seriously and undertakes comprehensive risk assessments across all Championships activities.

As a volunteer, you are asked to:

- Take reasonable care of your own safety and that of others.
- Follow instructions given by Staff and Event Officials.
- Report hazards, accidents or near misses.
- Challenge unsafe behaviour appropriately.
- Assist in maintaining a safe environment for all site users.

If you identify something that appears unsafe, please report it. Do not assume someone else has already done so.

Please report any Health and Safety matters to Ellie Phillips 07885 387 951.

Medical and First Aid

Doctors, paramedics and first aid personnel are on site throughout competition hours.

If somebody requires medical assistance:

- Contact the nearest Event Official who should
- Notify Event Control immediately.
- Provide clear information about:
 - Your location.
 - The nature of the incident.
 - The number of casualties.
 - Any immediate hazards.

If it is safe to do so, remain with the casualty until assistance arrives.
Do not move an injured person unless there is an immediate danger.

Overnight Emergencies

Overnight emergency assistance can be obtained by contacting:

07407 000999

For life-threatening emergencies always call: **999**

For non-emergency medical advice contact: **NHS 111**

Safeguarding

The Pony Club is committed to providing a safe environment for children, young people and adults at risk.

If you have concerns regarding:

- A child or young person.
- A vulnerable adult.
- Bullying.
- Harassment.
- Abuse.
- Any safeguarding or welfare concern.

You must report your concerns immediately to:

- The Designated Safeguarding Officer.
- Event Control.
- A member of the Event Management Team.

Please do not attempt to investigate concerns yourself.

Lost Child Procedure

If a child is reported missing:

- Remain calm.
- Obtain:
 - Name.

- Age.
- Description.
- Clothing worn.
- Last known location.
- Notify Event Control immediately **02476698349**
- Remain with the reporting person where possible.

If you find a lost child:

- Stay with them.
- Reassure them.
- Contact Event Control immediately **02476698349**
- Do not leave them unattended.

Lost Property

All lost property should be handed in to the Information Helpdesk.

Where possible, record:

- Where the item was found.
- When it was found.
- Your name.

Do not take lost property away from the site.

Horse Welfare & Biosecurity

The welfare of horses and ponies is paramount at all times.

If you observe:

- Injury.
- Illness.
- Distress.
- Dangerous handling.
- Poor welfare practices.

Please report the matter immediately to any of those listed below:

- The Stable Manager.
- Event Control.
- The Veterinary Team.
- The Welfare Team.

Volunteers should also support the Championships Biosecurity Policy by encouraging good hygiene practices and reporting any concerns regarding infectious disease risks.

Fire Safety

Everyone has a responsibility to help prevent fire. Stay vigilant and challenge anything that might cause a fire.

Please:

- Keep access routes clear.
- Challenge and report unsafe practices.
- Familiarise yourself with emergency evacuation routes.
- Know the location of your nearest assembly point.
- Ensure emergency vehicles can access all areas at all times.

Fire prevention

Please remember:

- Campfires are not permitted.
- Gas fires are permitted but **MUST BE SUPERVISED AT ALL TIMES.**
- Solid fuel barbeques are not permitted.
- Electrical equipment should only be used safely and as intended.
- Fire exits and emergency routes must remain clear.

If You discover a fire

1. Raise the alarm immediately.
2. Notify Event Control/WH Security.
3. Move people away from danger.
4. Follow instructions from officials and emergency services.

Do not place yourself at risk.

If an evacuation is ordered

- Leave the area immediately.
- Do not stop to collect personal belongings.
- Direct visitors and competitors as instructed.
- Keep emergency access routes clear.
- Proceed to the designated assembly point.
- Await further instructions.

Severe Weather

Weather conditions are monitored throughout the Championships.

Hot Weather

Please:

- Drink plenty of water.
- Take regular breaks.
- Use sunscreen.

- Seek shade where available.
- Watch for signs of heat exhaustion in both people and horses.

Thunderstorms and Lightning

If activities are suspended:

- Follow instructions immediately.
- Assist visitors and competitors if requested.
- Move to designated safe areas, into vehicles and buildings.
- Avoid open spaces and isolated trees.
- Await further instructions before resuming activities.

Security

Professional security personnel operate across the Championships site 24 hours a day.

Please report immediately if you observe:

- Suspicious behaviour.
- Unattended items.
- Security concerns.
- Theft.
- Vandalism.
- Anti-social behaviour.

If you see something that concerns you, report it immediately.

Traffic, Vehicles and Pedestrian Safety

A one-way traffic system operates throughout the Championships.

All volunteers should:

- Follow directions from WH Security and Event Officials.
- Observe the 10mph speed limit.
- Remain vigilant around horses, pedestrians and vehicles.
- Keep emergency access routes clear.
- Assist visitors with directions when required.

Please note that quad bikes, mopeds, e-scooters and similar vehicles are not permitted on site unless authorised for operational use.

Dogs

Dogs are welcome at the Championships but must remain under control at all times.

Please ensure that owners:

- Keep dogs on leads.
- Clean up after their dogs immediately.
- Dispose of waste responsibly.

Please politely remind visitors of these requirements if necessary.

Information Helpdesk

The Information Helpdesk is the central point for:

- General enquiries and directional assistance
- Competitor support
- Lost property
- Welfare referrals

Opening Hours: **07:30 – 18:00 daily**

Useful Contacts

INCIDENT MANAGEMENT CONTACT NUMBERS		
Position	Name	Mobile Number for contact during the event
Incident Management Team	Marcus Capel Tim Vestey Ellie Phillips	07768 261733 07765 2555820 07885 387 951
Secretary/Sports Manager	Laura Armstrong	02476 698348
Site Manager	Lloyd Hunt	07976 273289
Chairman – Event Director	Tim Vestey	07765 255580
Vice Chairman	Di Pegrum	07890 919558
Health & Safety Chairman (Off site)	Paul Darby	07920 467805
Health & Safety (On site)	Ellie Phillips	07885 387 951
Chief Executive	Marcus Capel	07768 261733
Marketing and Communications	Jo Harrow	07827 923 799
Police Control Centre	Warwickshire Police	999
WH Security Emergency Number	WH Security Emergency	07407 000999 / 07989 414848
WH Security Site Lead	Russell Kojima	07989 414848
WH Security Routine Number	WH Security Routine	07989 414848
Medical Response Team	SES MedEvent	07823 331127

Local A&E Hospital	Warwick Hospital, Lakin Rd, Warwick CV34 5BW	999
Fire Service	Warwickshire Fire & Rescue Service, CV32 5LH	999
Ambulance Service	West Midlands Ambulance Service, CV34 5LW	999
Pony Club Insurers	Howden UK Group Ltd	07875 408245
Safeguarding Officer	Beverley Laurie	07915 036 875
Landowner	Harry Johnson	07774 882883
Stable Manager	Willow Stacey (day) Ben Brown (night)	07989 414848
Medical duty officer	Josh Davies	07283 331127
Doctor	Laura Davies	07900 198547
Vet	Claire Maher	07879 884997
Vet	Emily Douglas - Osborn	07825 170127
Vet	Carys Morgan	07741 163635
Vet	Jo Hales	07468 606047
Horse Ambulance	Gilly Jones /Nick Jones	07801 817715
Farrier	Sam Stansfield	07837 971996

If a Serious Incident Occurs

In the event of a major incident:

- Remain calm.
- Follow instructions from Event Control, Security or Emergency Services.
- Assist only if requested to do so.
- Keep access routes clear.
- Do not speculate about the incident.
- Do not post information on social media.
- Do not speak to the media unless authorised.

You may be asked to assist with:

- Directing visitors.
- Supporting an evacuation.
- Maintaining cordons.
- Guiding emergency services.
- Relaying information from Event Control.

Thank You

Thank you once again for helping at The Pony Club National Championships 2026.

Your time, effort and commitment help us provide a safe, welcoming, accessible and enjoyable Championships for competitors, visitors, officials, staff volunteers and horses. We hope you have an enjoyable and rewarding experience and thank you for helping make the event a success.