

EVENT RISK MANAGEMENT PLAN / MANUAL

Background

Risk management is an integral part of good event management, particularly in higher-risk sports like Equestrian.

Risk Management is all about identifying those risks associated with the Club's activities that may result in injury to another person or damage to their property. It is then the process the Club puts in place to either remove the risk or minimise the risk to an acceptable level.

Organisations that invite people to participate in their activities have a responsibility to ensure that these activities are free from risk of injury and are as safe as reasonably possible.

The Equestrian Federation of Australia has detailed rules and regulations that govern the way in which the sport will be controlled in Australia. It is imperative that all clubs, committee members, coaches, officials, volunteers, members and others that participate in the sport, are fully aware of these rules and regulations and ensure that they are adhered to in the sport's administration and participation.

It is also vital that all members of the King River Horse & Pony Club (Inc) are fully aware of their requirements.

Disclaimer

This plan intends to provide for a reasonably safe environment for people and horses. It must be recognised, however, that the handling and riding of horses is a dangerous activity and can result in serious injury and loss. Neither the King River Horse & Pony Club (Inc), nor any member of the King River Horse & Pony Club (Inc) Committee, accepts any responsibility for any loss or damage suffered by any person. All persons who handle or ride a horse, or who attend on, any premises at which the King River Horse & Pony Club (Inc) is conducting an event do so entirely at their own risk.

The Basics of Risk Management

There are three components of Risk Management:

- 1) Risk Identification
- 2) Risk Measurement
- 3) Management of the risk

and generally two outcomes:

- 1) A Loss Control Prevention Program
- 2) Risk Financing
- 3)

In conjunction with these components, there are five considering the associated risks:

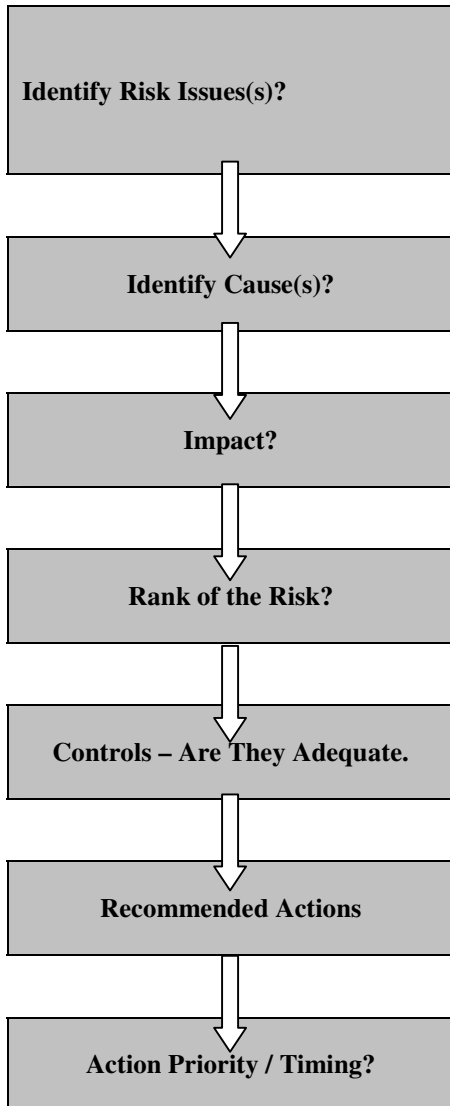
- 1) Risk Avoidance
- 2) Risk Reduction
- 3) Risk Acceptance
- 4) Risk Transfer
- 5) Insurance

Risk Identification

The first step to managing risk is identifying the exposures that are present in Club activities. These can take a number of forms and are either:

- 1) Physical Hazards, including:
 - a) Competition areas;
 - b) Spectator areas; and
 - c) Vehicle areas.
- 2) Management systems/training

Simple Risk Assessment



‘What would happen if....?’
‘Is it possible that....?’
‘Could somebody....?’

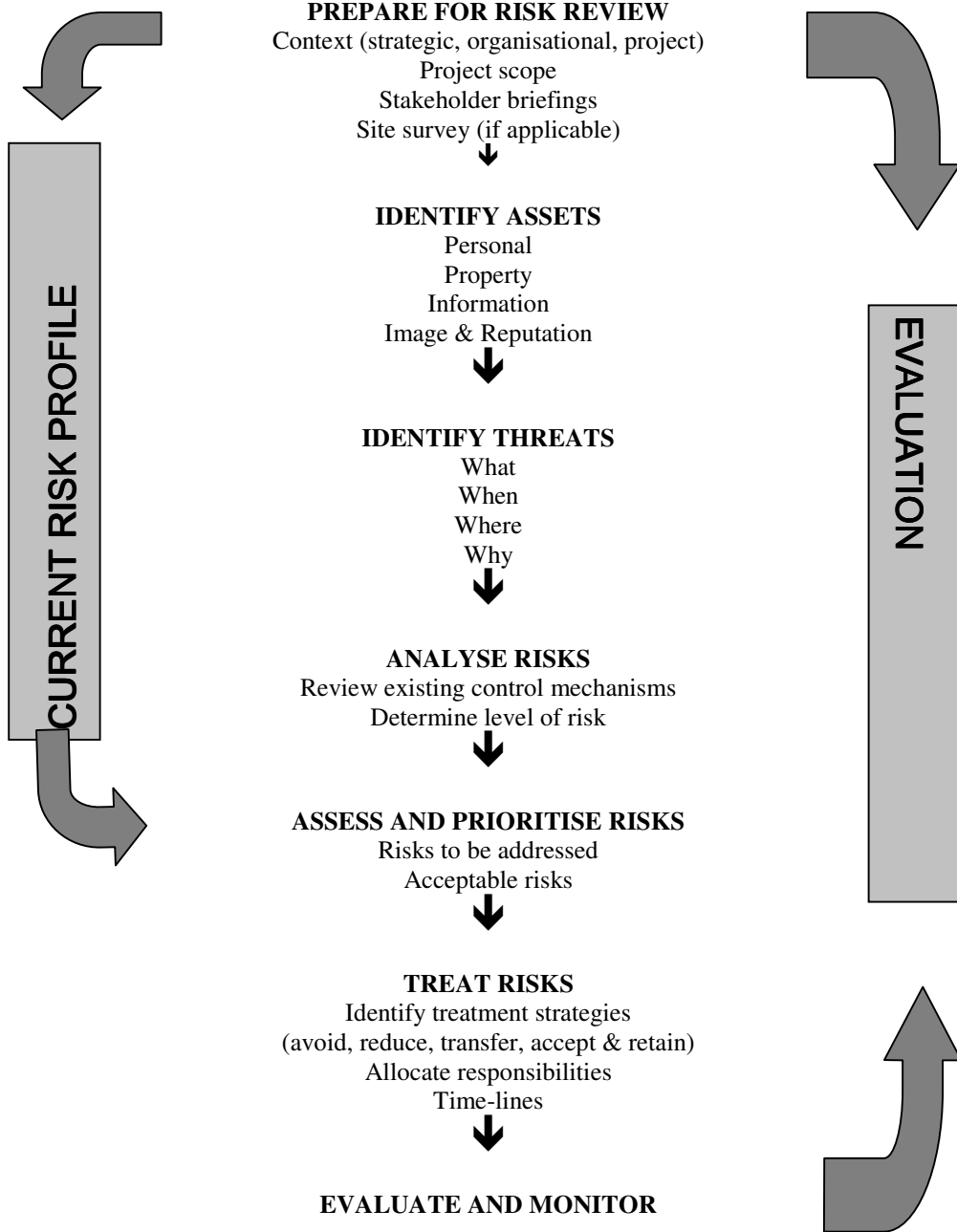
Think what could cause the issue to occur.

What could be the consequences?
What is the likelihood of it occurring?

Are there any existing controls?
Are they adequate?
Think what could prevent or reduce this impact – does it work?

Practical steps to prevent the cause (remove the risk) or lesson the impact.

RISK MANAGEMENT REVIEW PROCESS



Notes

King River Horse & Pony Club (Inc) Risk Management

General

- 1) The Organising Committee must appoint a Committee member to be responsible for safety and risk management at the event (Safety Officer/Risk Management Officer).
- 2) At King River Horse & Pony Club (Inc) events and other activities, the Safety Officer and the delegated official of the day, or any committee member in attendance on the day, each have the authority of the King River Horse & Pony Club (Inc) Committee to make any decision necessary in relation to any matter concerning safety.
- 3) The Safety Officer, the Venue Manager and at least one other member of the organising committee must inspect all areas of the venue that are likely to be used. If necessary, they will discuss with the venue manager/property owner any potential hazards that require attention before the event is run.
- 4) Inspections of higher-risk areas (e.g. spectator areas, catering and meal areas) should be repeated during the event as appropriate.
- 5) All events follow the rules of the EFA or the FEI. This includes “unofficial” and “associate” classes where intent of the rules must still apply.
- 6) Volunteers and other event personnel must have the required experience and knowledge or must be appropriately trained and supervised before commencing duties.
- 7) All event personnel should know and understand safety procedures.
- 8) Unusual occurrences must be recorded for future safety considerations.
- 9) The Organising Committee must have appropriate crisis management documentation.
- 10) There must be a list of emergency services contact details.
- 11) First Aid kits and basic veterinary tools should be on site and easily accessible.
- 12) All participants should sign waiver/release forms.
- 13) Dogs must be on a lead at all times. Dogs that are creating a nuisance (eg barking or lunging at people or animals) must be removed from the premises if so directed.

Venue

- 1) The venue must meet all safety requirements of the event.
- 2) Arena(s): Arenas must be defined clearly and use appropriate surrounds.
- 3) Parking: Parking areas must be safe and of sufficient size to permit safe movement of vehicles at all times.
- 4) Spectators: Spectators attend at their own risk. However this risk must be managed by providing safe viewing areas.
- 5) Entry to and exit from the venue should be safe for trucks and floats.
- 6) Traffic: Vehicle, spectator and horse traffic should be kept separate and should be controlled or at least clearly marked where they intersect.
- 7) Camping: Where electricity/gas is available these must be stored appropriately and all cables/pipes properly covered and/or fenced. Similar precautions relating to electricity and gas apply elsewhere.
- 8) Horse accommodation: Horse accommodation (stables, yards) must be of a structure complying with current standards for horses.
- 9) Horse warm-up areas: The horse warm-up area(s) must be adequate for the number of horses and must be kept free of public spectators
- 10) Electric fencing must be sign-posted
- 11) Emergency personnel: Appropriate personnel (doctor, veterinarian, etc.) should attend where required by the rules or the Safety Officer.

Float Parking

- 1) While acknowledging that it is preferable to have horses kept in yards at all times, but that this may not be possible, vehicle drivers must ensure that horse floats are parked a sufficient distance (around 9 metres) from other floats to enable a horse to be tethered to each float and to move around without coming so close to another horse as to permit one horse to kick the other or to damage vehicles.
- 2) Parking should be organized in a way that does not block the exit for others.
- 3) If a tethered horse is known to have a propensity to kick or engage in any activity that might be a danger to a passer by, that horse must be attended by a suitably experienced person at all times whilst it is tethered.

- 4) All horses must be tethered in accordance with good practice.
- 5) Any horse that is behaving in a manner considered to be dangerous to any personnel may be required to leave an event. Any horse so required to leave will be taken to have scratched from any competition for which it is entered on that day. The horse will not be permitted to be ridden in that competition.

The Public

- 1) There are no restrictions on members of the general public attending any King River Horse & Pony Club (Inc) event. It should be assumed that members of the general public are not familiar with the behaviour of horses and do not know how to handle them or how to behave in their presence. Accordingly, persons riding or handling a horse must be especially alert for the presence of members of the general public (including children in particular).
- 2) Members of the public should not, as a general rule, be permitted to enter an area that is occupied by competitors. This will include parking areas, areas where horses are tethered or being walked, stables, wash bays and warm up areas.

Emergency contacts

Ambulance: St John Ambulance Albany 9842-3077

Hospital: Albany Regional Hospital 9892-2222

Warden Avenue, Albany

Veterinary Surgeon: Albany Veterinary Hospital 9841-1788

Special Considerations

Dressage

- 1) The horse warm-up area(s) must be adequate for the number of horses.
- 2) The number of horses in the warm-up area needs to be controlled to avoid potential accidents.
- 3) Spectators must stay within assigned areas.
- 4) Arena surrounds are safe.

Show Jumping

- 1) The Course Designer must have the appropriate accreditation.
- 2) The Judge/Ground Jury and/or the Technical Delegate must inspect and approve the course.
- 3) The horse warm-up area(s) must be adequate for the number of horses.
- 4) The number of horses in the warm-up area needs to be controlled to avoid potential accidents.
- 5) Spectators must stay within assigned areas.
- 6) Practice fences must be flagged. The number of "helpers" in the arena should be kept to a minimum.
- 7) Potential hazards can be, among others:
 - a) Unnecessary cups in wings
 - b) Incorrectly positioned ground rails
 - c) Loose cups under wings
 - d) Arena crowded with grooms, bystanders, etc.

Cross Country

The Course Designer must have the appropriate accreditation.

Section Controllers supervise segments of XC course and are responsible for:

- a) Safety control
- b) Supervision of XC fence judges
- c) Training of new XC fence judges (also done by Technical Delegate)

Coordinator conducts pre-start briefing of XC judges and safety crew.

Coordinator checks courses with Technical Delegate for:

- a) Flagging
- b) Jump specifications
- c) Footings, both take-off and landing
- d) Alignment

Incident Analysis Form

Name of Event:

Name of Organising Committee/King River Horse & Pony Club (Inc):

Address: P.O. Box 986 Albany 6330

What happened? (Direct Cause of Incident/Loss of Success; attach drawing if appropriate)	
Why did it happen? (What was the process Failure/Success)	
Why didn't/did we pick it up? (What was the Detection Failure/Success)	
What could have prevented it from happening?	
Recommended Action	
To be completed by When?	
By Whom?	

Actions Completed (Date):.....

Responsible Officer's Signature.....

Date:.....

Event Risk Management Checklist
Equestrian Federation of Australia - www.efanational.com

Venue Hire/Lease	N/A	Completed
If leasing or hiring, check the Lease/Rental contract, especially for insurance requirements and for disclaimers by the lessor.		
Insurance cover of the venue		
Services provided by owner/manager		
Hire of additional facilities (temp stables, marquees, tents, temp. seating, etc.)		
Risk inspections of the site		
Hiring Equipment		
On-site vehicles Third Party insurance (golf buggies, etc.)		
Vehicle lease/rental contract and its provisions		
Best location for equipment in respect to refuelling, fuel leaks/spills, service access		
Contractors (for services/performances), Sponsor displays		
Insurance for people doing performances/displays (if not EFA, they should have their own policy)		
Service providers (like security firms, caterers, etc.) have provided evidence of insurance cover.		
If event is a ticketed event, consider cash security requirements		
Is security firm experienced and licensed?		
Briefing of security officers on functions, rights, and responsibilities		
Liability waivers/disclaimers		
Records and Documentation		
Ample supply of 'incident report' forms and disclaimers/waivers distributed to relevant staff for issue to competitor, etc.		
Incidence Management Procedures		
Evacuation Procedures		
Illness/ Injury procedures		
Staff have been made aware of procedural requirements		
Liability waivers		
The Venue Itself		
Adequate light if operating at night (for the show itself, walkways, for camping areas, to parking areas, etc.)		
Stand-by lighting in event of power failure		
Warning and directional signage (spectator areas, spectator directions, "exclusion zones", etc.)		
"No smoking"- signs posted; restrictions enforced		
Rubbish bins (recycling where possible)		
Disabled access and facilities ("accessibility")		
Slip, trip and fall inspection in pedestrian/spectator areas		
Footing and arena side/fence inspection		
Toilets and other facilities clean and open		
Portable Toilets in place and ready		
Camping facilities are in place and working (power, lighting, water, etc., if available)		
Inspection of spectator areas and seating areas		
Emergency equipment, assembly areas		
Bus parking, drop-off/pick-up zones		

Parking Areas		
Parking areas should be controlled. Signage should clearly indicate any restrictions before vehicles enter and should also have NO RESPONSIBILITY waiver.		
Suitability of entry, parking areas (levels, bumps, incline)		
Fencing (if star posts are used, they should be capped.)		
If used at night: Lighting. Parking officers with torches and reflecting vests		
Parking Lines and Exits clearly marked		
Staff comfort in hot/wet weather		
Protection of trees, flower beds, fixtures		
Access and parking for caterers, entertainers, VIP guests, horse/pedestrian paths		
Separation of horse vehicles from general parking		
Staffing		
Safety and security briefing (awareness of risks in areas listed, disclaimers)		
Breaks and relief staff for event personnel		
Security of cash and cash collections		
Adequate first aid facilities/personnel		
Staff and contractor training in their areas of responsibility		
Staff use & store tools (rakes, shovel, etc.) safely.		
Staff uniforms/clothing		
Food Outlets (especially when staffed by volunteers)		
Contractors carry their own insurance.		
Liquor licenses displayed.		
Staff uniforms/clothing clean		
Hair covered/hat or cap worn		
Use of gloves or tongs when handling food		
Others to handle money/coupons		
Checks during events - "Management by walking about"		
Staff is relieved on regular basis.		
Staff "overloads" is addressed during peak times.		
Food areas are kept clean. Spillages to be cleaned regularly		
Crowd control - marshals required - trained personnel		
Safety announcements over PA		
Vehicle parking controls in place		
Lost children procedures and facility establishment		
Translation services (where appropriate)		
Press/ Media reception hosts/hostesses		
Ticketing and coupons sales staff and outlets		
Internal Communications		
External Communications (Inc Mobile Phones)		
Electrical		
Fuses/ circuit breakers suited to cable load capacity in leads and boards		
Leads, cables and plugs		
Housekeeping		
Rubbish bins emptied regularly		
Aisles and access ways clear of obstructions and litter		
Free access by staff to electrical switches and controls		
Exit and entryways clear		
Merchandise, stock and other goods stored neatly		
NO SMOKING signs on proper locations		
Ashtrays and receptacles of sufficient size in smoking areas (20-Litre metal drums half-filled with sand are acceptable)		

Fire Emergency Checklist		
Personnel trained in and understands his/her emergency duties		
Personnel trained in use of extinguisher types		
Availability of Fire Blanket for cooking areas		
Emergency Plan current and reviewed		
All exits clearly marked		
Are any fixed systems on site useable (eg Fire Hoses etc)		
If the are/arena is fenced are gate keys freely available to Emergency services/event organisers		
Siting of Facilities, Outlets etc		
The siting of food outlet shall take into account the requirements for power, water and sullage. (Some mobile operations are complete with separate water and sullage tanks and can be located at will.)		
Local Government Health regulations need to be observed.		
Try to site food outlets on level ground adjacent in the appropriate areas, providing easy access.		
Check for slip or trip hazards and be clearly lit at night.		
Agree (where appropriate) with contractor in advance		
Storage and preparation areas are kept clean.		
All food is behind glass or plastic screens		
Hot food is held at greater than 60 degrees.		
Utensils are clean and used properly.		
Personnel are dressed in clean and in light coloured uniforms.		
Hair is covered/hat or cap worn.		
Personnel preparing or handling food use gloves or tongs.		
Personnel handling food are not handling money, etc. or with the same glove.		
Fire extinguishers/mats are current and in good order.		
Training and Competition Areas (Arenas)		
Fencing and/or marking of arenas is adequate.		
Arena footings inspected and repaired where appropriate. (holes, rocks, etc.)		
Arena footings maintained during competition.		
Tools (rakes, shovels, wheelbarrows, etc.) handled and stored safely.		
Water truck drivers are experienced		
Spectators are kept away from horses (as much as this is practicable).		
Stewarding supervision for arenas.		
Safe jumping gear (and use thereof).		
Stabling and Related Matters		
Adequate parking areas for trucks and horse floats (separate from cars).		
Where horses are tied to floats, adequate distances between floats		
Safe horse unloading areas near stables.		
Safe stables with adequate services nearby (water, light, hosing bays, manure bins, etc.)		
Clear stable aisles, no clutter.		
Security is in place where appropriate.		
Stable manager/steward appointed for overnight supervision where required.		
Horses kept away form parked vehicles.		
"No Smoking" signs in stables.		
Fire extinguishers/hoses in stables.		
Grazing areas for horses		
"Beware of Snakes" warning signs where appropriate.		
Safety notices and emergency contact numbers on noticeboard.		
Evacuation plan for horses.		
Access and exit plan for horse traffic.		

