



# Horse Sports 2016 Risk Management Plan – Part A

Merriwa Central School

<b>Name of workplace:</b> Merriwa Central School	<b>Name of workplace manager:</b> Darren Noonan
<b>Risk assessment focus:</b> Safe conduct of horse sports activities - event to be held at Merriwa Showground, Merriwa on Monday 15 August 2016	

**THE PRINCIPAL or PRINCIPAL REPRESENTATIVE ON THE DAY, WILL AMEND THIS RISK MANAGEMENT PLAN AS REQUIRED THROUGHOUT THE DAY IF AND AS RISKS ARISE**

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
Horse and rider ability should be matched to minimise the risk of incident and injury.	Horse may not be suitable for riders ability resulting in injury	<ul style="list-style-type: none"> <li>Parent/horse owner provides written confirmation on entry form of horse/rider combination suitability for the event</li> <li>Manager verbally confirms horse/rider combination suitability with parent/horse owner and raises any concerns with official gear checker</li> <li>Official gear checker listens to concerns raised by Team Manager /s, assesses and makes decision regarding horse rider participation</li> </ul>	3	Procedures and role in procedures communicated to: <ul style="list-style-type: none"> <li>Team Managers through written advice to home school for Team Manager and at induction</li> <li>Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process</li> <li>Horse Sport Authorised Personnel ie. Official Gear Checkers, Steward, Marshalls etc, by Senior Qualified Pony Club personnel at the assessment of capability to undertake role/engagement to undertake the role and/or at Horse Sport Authorised Personnel Induction</li> </ul>	Horse Sport Co-ordinator, Principal and Senior Qualified Pony Club personnel  Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel  Senior Qualified Pony Club Personnel and Principal	Prior to Event  Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program  Prior to event and on the morning of event prior to activities

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		<ul style="list-style-type: none"> <li>Qualified/authorised Pony club Personnel monitors horse/rider combination suitability throughout the event</li> </ul> <p>Reference: Procedure Information Section 1</p> <p>No stallions are permitted at the event.</p>		Full implementation of control measures occurs through implementation of the Gear Check, Horse/Rider Combination Suitability and Horse Health Procedure and associated Gear Check and Horse/Rider Suitability Confirmation Form and this Risk Management Plan	Horse Sport Team	Prior and during event
Ensuring appropriate equipment is used for horse and rider	Failure to use appropriate equipment for horse and rider will increase the risk of serious injury	<p>Equipment for each horse/rider combination team, will be inspected by Team Managers and Official Gear Checkers at the pre-activity/ies gear checks and after any gear changes throughout the event.</p> <p>Reference: Procedure Information Section 1</p> <p>Students will not be allowed to participate without appropriate personal protective equipment, clothing and saddlery. <b>Riders who fail to observe these rules will be disqualified.</b></p>	4	<p>Procedures and role in procedures communicated to:</p> <ul style="list-style-type: none"> <li>Team Managers through written advice to home school for Team Manager and at induction</li> <li>Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process</li> <li>Horse Sport Authorised Personnel ie. Official Gear Checkers, Steward, Marshalls etc, by Senior Qualified Pony Club personnel at the assessment of capability to undertake role/engagement to undertake the role and/or at Horse Sport Authorised Personnel Induction</li> </ul> <p>Full implementation of control measures occurs through implementation of the Gear Check, Horse/Rider Combination Suitability and Horse Health Procedure and associated Gear Check and Horse/Rider Suitability Confirmation Form and this Risk Management Plan</p>	<p>Horse Sport Co-ordinator, Principal, home school and Senior Qualified Pony Club personnel</p> <p>Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel</p> <p>Senior Qualified Pony Club Personnel and Principal</p> <p>Horse Sport Team</p>	<p>Prior to Event</p> <p>Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program</p> <p>Prior to event and on the morning of event prior to activities</p> <p>Prior and during the event as scheduled prior to activity/ies</p>
Horse welfare	Horses need to be looked after to prevent increase risk	<p>Gear Check, Horse/Rider combination Suitability and Horse Health Procedures</p> <p>Ref: Procedure Information Section 1</p>	4	<p>Procedures communicated to:</p> <ul style="list-style-type: none"> <li>Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and</li> </ul>	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club	Prior to Principal endorsement of Horse Sport Event under Principal

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
	of unpredictable behaviour.  Hendra Virus and horse ill health	Horse Welfare Procedure Ref: Procedure Information Section 2  Horse/Rider Movement Strategy Plan Ref: Procedure Information Section 2		process  <ul style="list-style-type: none"> <li>Parents/Horse owners through written advice to home school for distribution to parents</li> <li>Horse Sport Management Team including Team Managers</li> <li>Riders</li> </ul> Full implementation of control measures occurs through implementation of the: <ul style="list-style-type: none"> <li>✓ Gear Check, Horse/Rider combination Suitability and Horse Health Procedures,</li> <li>✓ Horse Welfare Procedure and</li> <li>✓ Horse/Rider Movement Strategy Plan</li> </ul>	Personnel  Horse Sport Co-ordinator, Principal, home school  Principal and Horse Sport Co-ordinator  Team Manager	Endorsed Activity Program  Prior to Event  Prior to event  Prior and during event
Grounds	Venue may not be suitable e.g. broken or damaged fences, uneven event surfaces, interaction, and, access and exit issues	Assessment of Suitability of Grounds and Verification of Completion Procedures Ref: Procedure Information Section 3  Assessment of Grounds and Set Up Procedure with Verification of Completion Procedures Ref: Procedure Information Section 3	5	Procedure communicated to: <ul style="list-style-type: none"> <li>Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process</li> <li>Horse Sport Management Team</li> </ul> Full implementation of control measures occurs through implementation of the: <ul style="list-style-type: none"> <li>✓ Assessment of Suitability of Grounds and Verification of Completion Procedures</li> <li>✓ Assessment of Grounds and Set Up Procedure with Verification of Completion Procedures</li> <li>✓ Risk Management Plan</li> </ul>	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel  Principal and Horse Sport Co-ordinator  Horse Sport Team	Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program  Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program

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Individual activities	Each activity presents unique hazards	No activities included in the program that require participants to ride without a saddle or require horses to jump  As outlined in Risk Management Plan for Individual Activities Scheduled for the Day (Part B of this Risk management Plan) Ref: Procedure Information Section 4	3	. Procedure communicated to:  <ul style="list-style-type: none"> <li>Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process</li> <li>Horse Sport Management Team</li> </ul> Full implementation of control measures occurs through implementation of the Risk Management Plan for Individual Activities Scheduled for the Day (Part B of this Risk management Plan)	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel Principal and Horse Sport Co-ordinator	Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program
Assessment for Activity to Proceed	Change in environment eg. weather conditions, gear, grounds set up for activity	Safety procedure to Approve Activity to Proceed Ref: Procedure Information Section 4		Procedure communicated to:  <ul style="list-style-type: none"> <li>Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process</li> <li>Horse Sport Management Team</li> </ul> Full implementation of control measures occurs through implementation of the Safety Procedure to Approve Activity to Proceed and this Risk Management Plan	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel  Horse Sport Team	Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program
Emergency Management	Minor Falls  Serious injuries to horse or rider  Fire/Bomb Threat	Emergency Procedures Ref: Procedure Information Section 5  First Aid Procedures Ref: Procedure Information Section 5		Procedure developed in consultation with and communicated to:  <ul style="list-style-type: none"> <li>Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process</li> <li>Horse Sport Management Team</li> </ul> Emergency response initial procedure communicated to:  <ul style="list-style-type: none"> <li>Riders through Team Manager led Rider meetings,</li> </ul>	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel, Horse Sport Management Team  Horse Sport Management Team, Team Managers, Commentators, Riders	Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program  At commencement and during event

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		<p>Horse Welfare Procedure</p> <p>Ref: Procedure Information Section 2</p>		<p>Information package, signage at the ground</p> <ul style="list-style-type: none"> <li>• Spectators through Information Brochure and signage at the ground</li> </ul> <p>Full implementation of control measures occurs through implementation of the:</p> <ul style="list-style-type: none"> <li>✓ Emergency Procedures</li> <li>✓ First Aid Procedures</li> <li>✓ Horse Welfare Procedures</li> </ul>	Spectators	
Supervision of participating students/human resources	<p>Inability to adequately implement human resources to operate event and manage activities</p> <p>Staff, volunteers, participants and general public not understanding roles, responsibilities and limits of jurisdiction</p> <p>Injury to students due to poor supervision</p>	<p>All attending schools are to provide Team Managers and are requested to provide a qualified Pony Club or Equine person to assist on the day</p> <p>Ratio of experienced supervisors to participants 1:8 to be checked on close of entries.</p> <p>All Pony Club authorised horse personnel:</p> <ul style="list-style-type: none"> <li>• possess a NSW PCA Instructors Certificate Level 1 or (NCAS Level 1 or appropriate EFA qualifications); or,</li> <li>• are experienced working with horses and have demonstrated their ability/capability to undertake the role/s requested and expected of them at the Merriwa Central School Horse Sport Event, to senior qualified pony club personnel</li> </ul> <p>Ref: Procedure Information Section 6</p> <p>Induction Procedure</p> <p>Ref: Procedure Information Section 6</p> <p>Home School Principals must sign entry forms for participating students and nominate a Team Manager who is</p>	4	<p>Communicated to invited schools through invitation</p> <p>Procedure developed in consultation with and communicated to:</p> <ul style="list-style-type: none"> <li>• Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process</li> <li>• Horse Sport Management Team</li> </ul> <p>Procedure communicated to Horse Sport Management Team and volunteers</p> <p>A DEC staff member will be present on the day to oversee the participation of students. This employee will also have duty of care to all students when not in the direct care of parents.</p>	<p>Principal, Horse Sport Coordinator</p> <p>Principal, Horse Sport Coordinator and Senior Qualified Pony Club Personnel</p> <p>Principal, Horse Sport Coordinator and Senior Qualified Pony Club Personnel</p> <p>Principal</p>	<p>Prior and morning of event prior to activities</p> <p>Prior to event</p>

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
		responsible for participating students throughout the day/event. This is mandatory Nomination Procedure  Induction Procedure  Ref: Procedure Information Section 6		All Team Managers must discuss with the Department of Education staff member any concerns regarding students supervision	Teacher in Charge	During Event
Running the canteen	Food preparation may present a risk to student health  Potential theft of event takings	Food Handling Procedure Ref: Procedure Information Section 7  Cash Handling Risk Management Plan  Ref: Procedure Information Section 7		Procedure communicated through induction to all canteen workers prior to working with food  Procedure communicated to Canteen Supervisor	Principal, Canteen Supervisor, Canteen workers  Principal, Canteen Supervisor	Prior to and during the event  Prior to event
Zoonosis	Lack of adequate infection control	Food Handling Procedure Ref: Procedure Information Section 7  Induction Procedure Ref: Procedure Information Section 6  Horse Welfare Procedures Ref: Procedure Information Section 2	5	. Procedure communicated to: <ul style="list-style-type: none"> <li>Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process</li> <li>Horse Sport Management Team</li> <li>Team managers</li> <li>Riders</li> </ul> Implementation of procedures	Principal, Horse Sport Co-ordinator, Team Manager, Supervising Teacher	Prior to and during the event
The proposed activities may present a number of general risks	Failure of staff / volunteers to follow procedures  Press and media entering unsafe areas	Existing Department of Education and school policies and procedures apply.  Induction- communication of roles, responsibilities and procedures  Ref: Procedure Information Section 6  Record and report incidents  Ref: Procedure Information Section 5  Press and media have not been notified of	5	Relevant procedures or in certain circumstances, direction to advise official will be provided through induction and some will also be advised over the loud speaker.  Allocated Official to have copy of policies and forms on the ground  Principal or Event Co-ordinator to be advised immediately if press or media at the event and appropriate procedures/communication to occur	Team manager, Supervising Teacher, Commentator, All workers/volunteers, Riders	Prior to and during the event

Location / Activity	Hazard Identification Type / Cause	Controls	<a href="#">Risk matrix score</a>	Implementation of Control Measures	Who	When
		event. Not previously attended.				

Relevant additional information reviewed and attached: Yes No

**Plan prepared by:** Merriwa Central School Horse Sports Management Team

**Principal:** Mr Darren Noonan

**Position:** Principal

**Date:** 20/7/2016

**Prepared in consultation with:** Horse Sport Team, Merriwa Central School

**Communicated to:** Will be communicated to all participating schools. Horse Sport Management Team

Reference - Horse Guide etc

**The above Risk Management Plan, including the Risk Management Plan for Individual Activities and all associated procedures and forms, is to be reviewed by a senior qualified Pony Club Instructor or Equine Industry professional seeking his/her advice, feedback and validation on the Risk Management Plan.**

**The following senior qualified Pony Club Instructor/s or Equine Industry professional/s provides validation of the Risk Management Plan including, including the Risk Management Plan for Individual Activities and all associated procedures and forms:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Qualification/s:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Qualification/s:** \_\_\_\_\_

**Monitor and Review:** Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

The Risk Management Plan/s and supporting procedure documents must be reviewed for any future events

\*Note: assessments of risk vary with the particular circumstances (eg nature of the workplace, student group)