

# RISK MANAGEMENT POLICY HAWKESBURY DRESSAGE CLUB INC

## GENERAL INFORMATION

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 (“Duty of Care” as expressed in the Trade Practices Act).

All clubs, committee members, officials, volunteers and members should be fully aware of the detailed rules and regulations governing our sport as laid down by EA, and should ensure that they are adhered to in the sport’s administration and participation. These rules and regulations have inherent risk management elements by providing a consistent approach to the conduct of participants and clubs and reduce the exposure that would result from a lack of control.

However, each club should have, in addition, a risk management policy that applies to their particular circumstances. There are three basic components of risk management:

1. Risk Identification
2. Risk measurement (how likely/severe is the outcome)
3. Risk management (avoid, reduce, accept, transfer, insurance)

## RISK WARNING

Although the following safety arrangements are intended to provide for a reasonably safe environment for people and horses, it must be recognised that the handling and riding of horses is a dangerous activity and can result in serious injury and loss. Neither the Hawkesbury Dressage Club Inc (HDC), nor any member of the HDC 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 HDC is conducting an event, do so at their own risk.

## SYDNEY INTERNATIONAL EQUESTRIAN CENTRE

As HDC conducts all its events at SIEC, much of the risk management is transferred to SIEC management eg condition of ground surface, adequacy of fencing, designated area for parking, toilet facilities, condition of hired equipment, caterer’s insurance etc. However, the committee and members of HDC as well as other competitors should be familiar with the Conditions of Entry, available in the newsletter and on the website, as well as the following specific areas of importance.

## SPECIFIC AREAS OF IMPORTANCE

### Waiver/release Forms

All participants must sign a waiver/release form.

### Dogs

All dogs must be on a lead at all times. Dogs that are creating a nuisance must be removed from the premises if so directed.

### Float parking

Vehicle drivers must obey the instructions of SIEC security staff. They should ensure that horse floats are parked a sufficient distance from other floats to enable a horse to be tethered and move about without risk to another horse or vehicle. If a tethered horse is known to kick or engage in other dangerous activity, the horse must be attended by a suitable experienced person at all times. All horses must be tethered in accordance with good practice. Any horse that is behaving in a manner deemed to be dangerous to any personnel may be required to leave an event and will be taken to have scratched from any competition. *Only horses that are entered for the competition are permitted on the grounds during the event.*

### Smoking

All persons who smoke are asked to do so well away from nonsmokers and from any easily flammable material.

### Moveable objects

Prams, strollers, bicycles, motorised wheelchairs and scooters can be alarming to horses and should be kept well clear of all horses. Spectators must stay within assigned areas.

### Safe riding

All competitors must wear an approved helmet at all times whilst participating where this is required by EA. All competitors should be aware of the rules regarding riding in the warmup arenas. The number of horses in the warm up arena may be controlled to avoid potential accidents and riders must obey instructions if this occurs. In addition, riders should not ride around the actual competition arena until the time of their test.

### Horse gear

It is not the responsibility of the gear steward to check the safety of a horse's gear. It is the responsibility of the rider to ensure that the gear is sound and safe, it is properly fitted and the saddle properly and securely fitted, and that the horse's shoes are tightly fitted.

### First Aid

First aid officers are available at all competitions. Emergency numbers are available in the event office.

### Incidents

All accidents causing, or having the potential to cause, injury to horse, rider or spectator must be reported to the safety officer or the administration office so that an incident report can be completed.

## **COMMITTEE RESPONSIBILITIES**

1. The OC must appoint a Committee person to be responsible for safety and risk management at the event (Safety Officer) and this officer and the designated official of the day should have the authority of the committee to make any decision necessary in relation to safety issues
2. The Safety Officer, the Venue Manager and at least one member of the organising committee must inspect all areas of the venue that are likely to be used.
3. Inspections of higher-risk areas should be repeated during the event as appropriate.
4. All events should follow the rules of the EA or the FEI including associate events.
5. All event personnel should know and understand safety procedures.
6. There must be a list of emergency services contact details.
7. **PRACTICAL ENDEAVOR TO CONTROL RISKS THROUGH A FORMAL SYSTEMATIC APPROACH BEFORE INCIDENTS OCCUR**
  - i) Identification of potential hazards (consult with staff, conduct safety audit, check weather forecast, check records)
  - ii) Assessment of hazard risks. Calculate the risk score (using Table 1) from 1 to 25, prioritise for action using this score (Table 2) then identify the actions necessary to control risk (Table 3).
  - iii) Implementation of corrective measures to eliminate or control hazards.
  - iv) Review risk assessment and effectiveness of corrective measures (record keeping).
8. **INCIDENT REPORTING AND ACTION.** Any incidents of possible or real risk are to be recorded in the Incident Book and are to be reviewed (with appropriate action to follow) at the Committee Meeting immediately following the incident.

**Table 1. HAZARD/RISK ASSESSMENT SCALE**

1. likelihood of occurrence IV	2. Severity and extent of consequence				
	I V CATASTROPHIC		II MAJOR	III MODERATE	
	INSIGNIFICANT				
MINOR					
<b>A. HIGHLY PROBABLE</b> Is expected to occur in most circumstances	1H	3H	6H	10M	15M
<b>B. LIKELY</b> Will probably occur in most circumstances	2H	5H	9M	14M	19L
<b>C. MODERATE</b> should occur at some time	4H	8M	13M	18L	22L
<b>D. LOW</b> Could occur at some time	7M	12M	17L	21L	24L
<b>E. RARE</b> May occur only in exceptional circumstances	11M	16L	20L	23L	25L

**Table 2. PRIORITY FOR ACTION**

<b>RISK SCORE</b>	
<b>1-6 = High Priority</b>	<b>Act now</b>
<b>7-15 = Medium Priority</b>	<b>Action required as soon as possible</b>
<b>16-25 = Low Priority</b>	<b>Action required as soon as possible OR monitor risk and take action if risk increases</b>

**Table 3. HIERARCHY OF CONTROLS**

<b>Eliminate</b>	<b>Remove the hazard</b>
<b>Substitute</b>	<b>Use an alternative</b>
<b>Isolate</b>	<b>Reduce the exposure</b>
<b>Redesign</b>	<b>Change the process</b>
<b>Administration</b>	<b>Event plan, Training, Sanctioning, Public Liability Insurance</b>
<b>Personal Protective Equipment</b>	<b>e.g. Gloves, sunscreen, hats for officials, volunteers</b>