



HORSELAND Australian Eventing Championships

Risk Management Policy

2021

Risk Management Policy

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1. Aim

- 1.1. To establish a Risk Management System aimed at providing a reasonably safe environment for rider, horses, volunteers, staff and the general public at competitions run by the Wandin Park Association Inc;
- 1.2. To maintain a low level insurance risk for our insurance provider.

2. Definitions

- 2.1. Accident: An occurrence causing physical harm or damage to person or property, brought about unintentionally.
- 2.2. Activity: The pursuit or undertaking of sport involving horses
- 2.3. Arena: An area specifically designated for competition, training tuition or performance based activities involving horses.
- 2.4. Association: The organisation named in this Policy
- 2.5. Committee: Elected members responsible for the management of the association.
- 2.6. Equipment: apparatus used in the conduct of events (eg: jumps)
- 2.7. Event: an organised series of activities held in the one place at the one time. Events have a defined start and end and may involve both participants and spectators; Payment for entrance may or may not be required
- 2.8. Fall of rider: incident whereby rider makes unintentional contact with the ground or solid object
- 2.9. Fall of horse: incident whereby horse's shoulders and quarters make unintentional contact with the ground
- 2.10. Hazard: an inanimate object or situation capable of causing an accident
- 2.11. Incident: an occurrence which has resulted in, or if repeated could lead to, damage or injury to property or persons
- 2.12. Participants: Individuals who are participating in an activity and are riding or handling a horse at an event.
- 2.13. Rider: A person on a horse and who is responsible for controlling the horse
- 2.14. Gear: Saddlery and equipment
- 2.15 Spectators: People watching, but not participating in the event. Includes family, friends and members of the general public
- 2.16. Venue: the buildings and grounds used by participants and spectators for the event

3. Organisation Administrative Requirements

- 3.1. The organization is registered as an Incorporated Association

- 3.2. The organisations constitution covers the management and operation of the association
- 3.3. The organisation constitution covers all areas addressed in the 'Model Rules' (issued by Consumer Affairs Victoria)
- 3.4. The organisation abides by the current EA/FEI Rules as described in the EA/FEI Manual
- 3.5. The roles of Committee members are as defined in the EA/FEI Manual
- 3.6. The Committee meets on a regular basis
- 3.7. Accurate minutes of Committee meetings are kept
- 3.8. A financial policy covering accounting and reporting procedures is in place
- 3.9. The Committee closely monitors financial matters
- 3.10. A suitable expenditure authorisation process is in place
- 3.11. An annual budget is prepared
- 3.12. The items listed on the organisations Risk Management checklist at Appendix 1 are actioned
- 3.13. This document and attachments are regularly reviewed and updated as required

4. Insurance Requirements

- 4.1. The organisations liability insurance Fee paid to our insurance brokers
- 4.2. The EA is notified of Office Bearers' details within 14 days of the Annual General Meeting

5. Administration of the Risk Management program

- 5.1. Known or recognised hazards have been identified and processes are in place to manage these hazards
- 5.2. A Risk Management Officer (RMO) appointed by the Committee has overall responsibility for administration of the program
- 5.3. The Committee receives regular reports from the RMO on risk management issues and actions items requiring attention as required
- 5.4. Staff, volunteers and general users are encouraged to actively participate and report any item/issue that has potential to cause harm to riders, horses, volunteers, spectators and property
- 5.6. If the RMO is not present at the event, the duties are delegated to another member of the organisation. Where the term RMO is used in this document it refers to the RMO or their nominated deputy
- 5.8. The following documentation is available at the event:
 - * EA/FEI Rules Manual
 - * Risk Management Policy
 - * EA/FEI Summary of Insurance Policies (Public Liability & Personal Accident)
 - * Copies of Riders Personal details - including medical details and emergency contact details
 - * Incident Report forms

6. Role of Risk Management Officer RMO

- 6.1. The RMO is authorised to review and implement the Risk Management Requirements as

outlined in this Policy with the full co-operation of the Organisations Committee

6.2. The RMO shall conduct a safety inspection prior to the event

6.3. The RMO shall provide regular reports to the Committee and identify safety issues or hazards that require attention

6.4. At events inspections of higher-risk areas (e.g. spectator areas, riding areas and catering areas) are repeated during the event as appropriate.

6.5. The RMO shall ensure all Risk Management records are kept

7. Risk Management at official EA/FEI Events

All EA/FEI official competitions are to comply with the rules for the events as covered in the EA/FEI Manuals. Any unofficial events are to be conducted as far as possible in accordance with EA/FEI rules or the intent of the rules. Members of the organising committee are required to familiarize themselves with the EA/FEI rules relating to the event.

7.1. Event Secretary responsibilities

7.1.1. Ensure liability clause is printed on each event entry form and program

7.1.2. Ensure valid HRC/V/PCAV/EA/FEI Membership are current

7.1.3. Where a valid membership card is not presented, ensure that rider is aware they are uninsured prior to competing

7.1.4. On the day - ensure all entry forms and documentation (as per item 5.8) is on hand

7.2. RMO responsibilities

7.2.1. The nominated RMO (and/or appointed assistants) are required to be present from the time the gates open until the last person has departed the venue

7.2.2. Pre-event review of potential risk management issues and implementation of risk management strategies

7.2.3. Venue check and address safety issues prior to commencement of competition

7.2.4. Incident reporting

7.2.5. Address risk management issues as they arise at the event

7.3. Organising Committee responsibilities

7.3.1. Event run in accordance with EA/FEI rules

7.3.2. Effective communication system available for Officials (Walkie-Talkies, mobile phones, UHF)

7.3.3. Appropriate First Aid providers in attendance

7.3.4. Emergency Phone Numbers available in the Secretary's office

7.3.5. Access to Mobile phone available

7.3.6. Appointment of gate or car park attendants if required to ensure safety of attendees

7.3.7. Bio security measures in place and Emergency Disease response formulated

7.3.8. Adverse weather policy determined

7.3.9. Ample area for competition and warm up allowing for appropriate spacing of working and warm up areas and separation from public

7.3.10. Appropriate signage

7.3.11. Ample parking space available

7.3.12. Clean water supply available

7.3.13. Toilet and shower facilities clean and in good repair

7.3.14. Safe area for spectators

7.3.15. Service providers have appropriate insurance cover 9.3.16. Bio security and disaster plans formulated

7.4. Catering providers responsibilities

7.4.1. All foodstuffs purchased from reputable suppliers with high standards of quality control

7.4.2. Adequate refrigeration for perishable foods

7.4.3. Raw foods stored separately from cooked foods

7.4.4. Cooking serving utensils, plates etc used for raw foods not used for cooked foods

7.4.5. Disposable gloves for food handlers

7.4.6. No wooden chopping boards or utensils

7.4.7. Adequate cleaning supplies

7.4.8. Appropriate sanitising/cleaning procedures in place

7.4.9. Hand washing basin, soap and paper towels provided

7.4.10. Local government health regulations adhered to

7.4.11. Food handlers aware of responsibilities relating to hygiene. Hair nets/ or hair tied back

7.5. Volunteer Coordinator responsibilities

7.5.1. Ensure volunteers have sufficient knowledge to undertake their duties

7.5.2. All volunteers and officials are briefed prior to commencement of duties

7.5.3. Ensure volunteers and officials health and safety is addressed including:

- Sufficient breaks
- Provision of water and meals as appropriate
- Shelter and/or clothing appropriate for the conditions
- Age and physical capabilities considered when allocating tasks

1. EA Incident Report Form



INCIDENT REPORT FORM

INSURED :
 REPORTED – DATE : TIME :
 INCIDENT - DATE : TIME :
 LOCATION :
 NAME OF PERSON REPORTING :
 CONTACT NUMBER : REPORTED TO :
 INCIDENT LOCATION INSPECTED ON : BY :

PART 1 – INJURED PERSON

NAME :
 ADDRESS :
 PHONE (1) : (2) : (3) :
 DATE OF BIRTH : SEX : M F
 DETAILS OF ANY AIDS / IMPAIRMENTS :
For example. Glasses, walking frame, carrying goods

PART 2 – WITNESS DETAILS

NAME :
 ADDRESS :
 PHONE (1) : (2) : (3) :
 TYPE OF WITNESS :
 RELATIONSHIP TO INJURED PARTY :
For example. Eye Witness, Circumstantial Witness (present for events prior to / following incident), or Additional
 PLEASE PROVIDE DETAILS OF ANY OTHER PARTIES INVOLVED :

PART 3 – PERSONAL INJURY DETAILS

Multiple answers may be appropriate

PART OF BODY INJURED :

HEAD & NECK <input type="checkbox"/>	HIP <input type="checkbox"/>	HANDS & FINGERS <input type="checkbox"/>
EYES & FACE <input type="checkbox"/>	SHOULDER <input type="checkbox"/>	KNEE <input type="checkbox"/>
BACK & TRUNK <input type="checkbox"/>	ARMS & WRISTS <input type="checkbox"/>	FEET & TOES <input type="checkbox"/>

NATURE OF INJURY :

FRACTURE <input type="checkbox"/>	TISSUE DAMAGE <input type="checkbox"/>	UNCONSCIOUSNESS <input type="checkbox"/>
SPRAIN <input type="checkbox"/>	BRUISING <input type="checkbox"/>	BURN/SCALD <input type="checkbox"/>
DISLOCATION <input type="checkbox"/>	LACERATION <input type="checkbox"/>	SUPERFICIAL <input type="checkbox"/>
	CONCUSSION <input type="checkbox"/>	OTHER <input type="checkbox"/>

IF OTHER, PLEASE SPECIFY :

.....

INJURED PARTY DESCRIPTION AND SEQUENCE OF INCIDENT :

WITNESS / OTHER PARTY DESCRIPTION AND SEQUENCE OF INCIDENT :

TREATMENT OF INJURED PARTY :

NAME AND QUALIFICATION(S) OF PERSON PROVIDING TREATMENT :

DESCRIBE THE EMOTIONAL STATE OF THE INJURED PARTY AT THE TIME :

For example. Reasonable, Upset, Aggressive

PART 4 – PROPERTY DAMAGE

ITEM(S) DAMAGED :

DETAILS :

REPORTED BY :

PHOTOS TAKEN BY :

PART 5 – INCIDENT DETAILS

DESCRIPTION OF LOCATION :

For example. Car Park, Bar, Toilet Area, Food Area, Stairs, Escalators

TYPE OF INCIDENT :

For example. Slip and fall due to food spillage creating slippery fall, Caught in an elevator, Stepping on protruding objects, Water damage, Falling objects

IF A THIRD PARTY / CONTRACTOR APPEARED AT FAULT, PLEASE PROVIDE DETAILED :

For example. Business Name, Individuals Name, Contact Details, Insurance Details

RECORD OF INCIDENT :

For example. Video / closed circuit, Photo, None

HOUSEKEEPING :

Please attach a written statement from the cleaner (where appropriate)

CLEANER ON DUTY :

SUPERVISOR :

TIME LAST INSPECTED :

LAST CLEANED :

Signed :

Date :

Upon completion of this form, please forward a copy to Gow Gates via email;

equestrian@gowgates.com.au • gowgatessport.com.au/equestrian • 02 8767 9999 • 1800 811 371

For assistance in completing this report, please contact Gow Gates Insurance Brokers

2. Event Planning Check List

Are there designated areas for?	Yes	No
Competition (including warm up areas)		
Spectators (separated from horses & vehicles)		
Competitor parking (floats, trucks etc.)		
Public parking (guest & spectator vehicles etc.)		
Horses (yards, stables, laneways etc.)		
First Aid (competitors/general public/access by emergency vehicles & services)		
Inspection of Competition Areas.	Yes	No
Are each of these areas free of hazards and obstacles? (Rocks, sticks, overhanging branches, rubbish)		
Are the surfaces safe and appropriately prepared for their intended use? (Slippery, too wet, too dry, dust, level, ploughed, suitable depth)		
Are the fences and gates appropriate for the activities? (Keeping horses in, spectators out, numbers of competitors)		
Is there signage identifying each of these areas and their intended use? (Competitors Only, No Dogs, Warm-up Arena, Marshaling Yards)		
Is there appropriate signage at all access points to competition areas? (No Entry Competitors Only)		
Inspection of Spectator Areas (separated from horses & vehicles)	Yes	No
Are each of these areas, including roads & tracks free of hazards & obstacles? (Rocks, sticks, overhanging branches, rubbish, uneven surfaces)		
Seating & grandstands are properly erected and separate from horse access? (Check access to seating areas, that access to under grandstands is restricted)		

Food, eating & drinking areas are separated from horses? (Horses should not have access to these areas)		
Access to food areas, toilets & public parking is free of hazards & obstacles? (Check for varied weather conditions, night lighting, trip hazards)		
Are fences or barriers properly erected? (Check for nails, broken rails, rail heights...)		
Is there signage identifying each of these areas and their intended use? (Spectators Only, No Horses, No Vehicles)		
Inspection of Parking Areas	Yes	No
Are competitor and spectator parking areas separated?		
Are loading and unloading areas for horses separated from the general public?		
Is supervision of parking areas required?		
Is there signage identifying each of these areas and their intended use? (Competitors Only, <input type="checkbox"/> Public Parking, Floats and Trucks)		
Inspection of Yards	Yes	No
Are fences and rails secured properly? (Safe, appropriate height, no hazards...)		
Is adequate water available?		
Do the gates & latches work properly?		
Can escaping horses be contained effectively? (Perimeter fencing, gates closed, emergency procedures)		
Is there signage identifying these areas and restricting access? (No Entry Competitors Only)		
Is the facility able to be quarantined in case of biosecurity		

incident?		
Identify isolation area for sick horses.		
General	Yes	No
Can officials be identified clearly?		
Is there a designated and signed "Assembly Area" in the event of an emergency?		
Is there a plan for the treatment or removal of injured horses?		

3. Site Plan

