

Guidelines for the Development of Risk Management Policies and Plans for Affiliated Clubs and Associations

Note: This document and others related to it will be updated from time to time.

Risk Management Policy

A Risk Management **Policy** is the overall guideline for how an organisation will manage its risks. The management of risk is an integral part of the management process. A risk policy itself does not contain details of the risks identified. They should be recorded in a schedule together with the decisions on how to treat them.

A Risk Management Policy should record the organisation's commitments to the following:

To establish, implement and maintain a risk management system with the aim of reducing risk and providing a reasonably safe environment for members, other participants and the general public.

The risk management system should ensure that the organisation

- Carries out a risk assessment of the organisation and of its activities at least once a year.
- Prepares a schedule that details the identified risks and the organisation's response to them.
- Reviews risk schedules at least once a year between full risk assessments.
- Follows the appropriate rules and regulations in respect of competition and to comply with all safety and risk management requirements of the sport involved.
- Writes and implements an event risk management plan/manual for its events ensuring that Organising Committees meet certain requirements.

Note: The EFA Risk Management Manual may serve as a basic guide to the design of a risk management system. More resources are available from Departments of Sport and other bodies. Standards Australia has also published standard *AS/ 4360:1999 Risk Management* providing an authoritative framework for a risk management system. Committees are encouraged to send at least one of their members to risk management courses conducted by Departments of Sport or similar authorities.

Risk Management Plan (or Manual)

The overall risk management plan for the organisation will address more aspects than just equestrian events. It should look at the human, financial and other resources of the organisation and the risks that are related to these. For the purposes of this paper, however, we restrict discussion to the organisation and running of events.

The plan can be written in the form of a manual that is used by event organisers. Requirements will obviously vary in detail depending on the type and size of the event and the sport(s) involved but all plans/manuals will have common features.

The manual needs to include provisions for:

- The appointment of a person responsible for safety and risk management at the event (where no one in particular is appointed, the Event Director or the Club President assumes this responsibility).
- Contact details of emergency personnel and agencies such as first aid and ambulance services, police and fire brigade, nearby hospitals, treating vet, farrier, etc.
- Provision on-site of some of these services, possibly including an emergency management system that outlines what should happen.
- The identification of risks for the event, including the competition(s) and, of course, the venue. (See sample checklist; not all items may apply; on the other hand, the event may have additional aspects that need to be considered. Also, EFA and FEI Rules impose additional requirements, especially in Eventing.)
- The documentation of the measures proposed to deal with the identified risk.
- The physical inspection of facilities and equipment. (This may have been covered in the checklist.) Again, the scope of these will depend on the type and size of the event. There should be an initial safety inspection in any case, possibly followed by further inspections of some or all of the venue areas.
- The documentation of inspections, including any corrective action taken. This can be done on the checklist or a separate sheet.
- A system to ensure the waiver/release forms are signed by participants as appropriate.
- An incident reporting system that is communicated to all involved in the event.
- An incident/accident investigation system that helps prevent a recurrence of the incident.
- Suitable forms for all of the above (samples supplied).

The plan/manual must pay particular attention to horse-related matters, including stabling/yarding/ tethering requirements; separation of the public from horses including in parking areas; control of traffic (horse, pedestrian, vehicle) and control of children and small animals; etc.

The sample Risk Management Plan provided is based on drafts prepared by a couple of clubs. It may not cover what your club needs to consider, as requirements will vary from organisation to organisation. The same applies to the Basic Risk Management Manual, the Event Risk Management Checklist and other documents provided by the EFA. For Eventing, the Technical Delegate's Checklist is very useful. It can be found as an Annex to the 2005 FEI Eventing Memorandum at http://www.horsesport.org/fei/reference/reference_03/ref_03_02.html.