

## **“Sample” EVENT RISK MANAGEMENT PLAN / MANUAL**

*This sample plan includes guidelines to identify and reduce the risk of accidents during equestrian events. The EFA has a reasonably detailed event risk checklist available for download from [www.efanational.com](http://www.efanational.com). Not everything will apply to your club's situation, nor can this sample plan cover everything that could pose a risk.*

The plan intended 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 Club, nor any member of the Club 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 Club is conducting an event do so entirely at their own risk.

### **Background**

The *Policy for Affiliation of Equestrian Clubs & Associations* of the Equestrian Federation of Australia (EFA) requires affiliated clubs and association to have a risk management policy and manual in place. Risk management is an integral part of good event management, particularly in higher-risk sports like Equestrian.

### **General**

- The OC must appoint a Committee member to be responsible for safety and risk management at the event (Safety Officer/Risk Management Officer).
- At Club 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 Club Committee to make any decision necessary in relation to any matter concerning safety.
- 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.
- Inspections of higher-risk areas (e.g. spectator areas, catering and meal areas) should be repeated during the event as appropriate.
- 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.
- Volunteers and other event personnel must have the required experience and knowledge or must be appropriately trained and supervised before commencing duties.
- All event personnel should know and understand safety procedures.
- Unusual occurrences must be recorded for future safety considerations.
- The Organising Committee must have appropriate crisis management documentation.
- There must be a list of emergency services contact details.
- First Aid kits and basic veterinary tools should be on site and easily accessible.
- All participants should sign waiver/release forms.
- 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**

- The venue must meet all safety requirements of the event.
- Arena(s): Arenas must be defined clearly and use appropriate surrounds.
- Parking: Parking areas must be safe and of sufficient size to permit safe movement of vehicles at all times.
- Spectators: Spectators attend at their own risk. However this risk must be managed by providing safe viewing areas.
- Entry to and exit from the venue should be safe for trucks and floats.
- Traffic: Vehicle, spectator and horse traffic should be kept separate and should be controlled or at

least clearly marked where they intersect.

- 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.
- Horse accommodation: Horse accommodation (stables, yards) must be of a structure complying with current standards for horses
- 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
- Electric fencing must be sign-posted
- Emergency personnel: Appropriate personnel (doctor, veterinarian, etc.) should attend where required by the rules or the Safety Officer.

## Float Parking

- 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.
- Parking should be organized in a way that does not block the exit for others.
- 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.
- All horses must be tethered in accordance with good practice.
- 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

- There are no restrictions on members of the general public attending any Club 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 in particular children).
- 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

000

*NB: if using an Optus mobile you can also dial 112*

### Hospitals:

Address :

Tel :

Address :

Tel :

Electrician

Plumber

(Below are some examples of special considerations.)

## **DRESSAGE**

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

## **SHOW JUMPING**

- The Course Designer must have the appropriate accreditation.
- The Judge/Ground Jury and/or the Technical Delegate must inspect and approve the course.
- The horse warm-up area(s) must be adequate for the number of horses.
- The number of horses in the warm-up area needs to be controlled to avoid potential accidents. Spectators must stay within assigned areas.
- Practice fences must be flagged. The number of “helpers” in the arena should be kept to a minimum.
- Potential hazards can be, among others:
  - (a) unnecessary cups in wings
  - (b) incorrectly positioned ground rails
  - (c) loose cups under wings
  - (e) 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
  - safety control
  - supervision of XC fence judges
  - 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:
  - flagging
  - jump specifications
  - footings, both take-off and landing
  - alignment