



St Mary's Catholic Primary School
in conjunction with Central West Riding Club
inc.

HORSE SPORTS RISK ASSESSMENT

PRE ENTRY REQUIREMENTS

- The Team Manager must sign off on that all school riders that the Principal or relevant person in that position supports their participation
- The Team Manager must provide a copy of their current Working With Children Check.
- After the close of entries the Team Manager will have a full list of riders and their entries and must electronically confirm the entry details and ages and attendance of their riders
- A list of Team Manager's responsibilities will be clearly communicated. Qualified officials at the event will be available to assist (on request) Team Managers.

COMMUNICATION

- Committee members will be available at the main office during the event.
- A meeting of Team Managers will be held at the Warren Pony Club Clubhouse at 7:45am on the 19th of May
- An information pack will be provided to Team managers including all contact details needed for the Event.
- Updates are made regularly on the Facebook page
- A Whatsapp group will be developed that team managers and parents are requested to join during the event

MEDICAL & FIRST AID

Competitors

- First Aid will be available over the two days.
- There **WILL NOT BE** an ambulance on site.
- Any costs incurred for medical transport or treatment will be at the rider's expense.
- The Hospital will be notified of the event
- All teams must bring a first aid kit that is located with their Team Manager.
- Accident report forms are filled out for each accident and filed at the office.
- Riders who have any fall from a horse during the Event must be checked by the on-site Medical Officer before continuing to ride.

Horses

- Contact details for local veterinarians are in the information documentation
- In the case of a serious injury to a horse, procedures will be followed in accordance with Equestrian Australia Rules

SAFETY OFFICER

Duties include:

- Inspection of the site prior to the Event to identify potential hazards.
- Notify relevant bodies (i.e. Warren Shire Council) so that necessary work can be carried out to address these issues.
- Work with Head Stewards to ensure all equipment is checked and maintained.
- Work with ground managers to ensure signage is displayed in horse free, camping and parking areas.
- Ensure that all campers are notified of their obligations regarding open fires and power cord tagging and follow up any issues

HEAD STEWARDS AND DUTIES

- The Committee appoints Head Stewards to run each of the disciplines.
- The Head Stewards (HS) have many years' experience in their fields.
- Their duties include the induction of judges, officials and volunteers who assist with the running of the event.

HEAD STEWARD'S SAFETY CHECKS

- Head Stewards can at any time stand down a rider if deemed to be riding in an unsafe manner or if gear is not suitable or unsafe.
- Prior to the event, checks all equipment to be used to ensure it is in good safe condition and complying with governing body requirements.
- Head Stewards have a wet weather plan for modifying or canceling events in the case of adverse weather.

RISK ASSESSMENT SECTION 2 - st Mary's HorseSports



January 2020



Helmet Standards

The following shows helmets permitted in Pony Club
Helmet generally have a useful life of 5 years, but must be checked after a fall

Standard	P,CA	EA
Australia New Zealand standard 3838 Marked SAI Global 		✓
Australia New Zealand standard ARB HS 2012 (racing helmets) Marked SAI Global SAIGLOBAL	✓	✓
American standard ASTM F1163 Marked SEI or SNELL E2001 	✓	✓
BnUsh Standard PAS O15 (1998 or 2011) BSI Kitemarked 		
European standard (old) EN1384 2020 is the last valid year for this standard and only with date of manufacture of 2015		✗

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RISK ASSESSMENT SECTION 2 - St Mary's Horse Sports

Risk Management Plan						
<i>Event:</i>		SHOWJUMPING				
<i>Head Steward:</i>		TBA				
<i>Rules:</i>		Equestrian Australia				
<i>Risk assessment focus:</i>		Safety and welfare of horses & riders at St Marys Horse Sports				
Location/Activity	Hazard Identification Type/Cause	Current Controls	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Warren Showground	Riders falling from horse	Experience monitored at time of entry. Steward on practice fence to stop riders unable to jump safely from entering competition	4	<ul style="list-style-type: none"> Course designed by accredited course builder 	HS	Immediate
Warren Showground	Horse falling	Renewal of surface. Professional Course Designer	5	<ul style="list-style-type: none"> Ongoing surface maintenance, horse suitability checked at time of entry by team manager. 	HS	Immediate
Warren Showground	Injury to spectator	No spectator in competition area	5	<ul style="list-style-type: none"> Experienced stewards marshal riders and keep spectators in designated areas. 	HS	Immediate
Warren Showground	Injury to horse or rider from jumps.	Use of breakaway cups, soft number markers, light rails and backstands	5	<ul style="list-style-type: none"> Constant upgrading of equipment. All equipment inspected prior to the event by Head Steward. 	HS	Immediate
Warren Showground	Injury to riders in the warm up area.	Supervision by experienced stewards.	4	<ul style="list-style-type: none"> Limiting numbers of riders in the area 	HS Committee	Immediate
All showjumping areas	Fall of rider	Medical	4	<ul style="list-style-type: none"> Rider required to have medical check with Medical attendant and be cleared before riding again 	Medical	Immediate
Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.						

RISK ASSESSMENT SECTION 2 - St Mary's Horse Sports

Risk Management Plan

Event: TEAM BARREL, SPORTING
Head Steward: TBA
Rules: Equestrian Australia/Pony Club
Risk assessment focus: Safety and welfare of horses & riders at St Marys Horse Sports

Location/Activity	Hazard Identification Type/Cause	Current Controls	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Warren Showground	Injury to rider	Drums - no sharp edges light design as per Barrel Racing Australia requirements	4	<ul style="list-style-type: none"> All equipment checked by Safety Officer 	HS	Immediate
Warren Showground	Fall of horse/injury to horse	Ground prepared reducing the risk of a fall.	4	<ul style="list-style-type: none"> Surface inspected by Committee prior to the event 	HS	Immediate
Warren Showground	Injury to riders when being marshalled	Experienced stewards used to control marshalling area.	4	<ul style="list-style-type: none"> Age managers to ensure horses are kept in effective troop lines 	HS	Immediate
Warren Showground	Injury to spectators	Spectators excluded from the competition area	5	<ul style="list-style-type: none"> No spectators in the competition area. Experienced marshals and stewards with experience in running these events 	HS	Immediate
Warren Showground	Fall of rider	Medical, officer in attendance.	4	<ul style="list-style-type: none"> Rider required to have medical check with Medical attendant and be cleared before riding again 	HS	Immediate

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

RISK ASSESSMENT SECTION 2 - St Mary's Horse Sports

Risk Management Plan

Event: STOCK HORSE CHALLENGE AND WORKING HORSE PATTERN
Head Steward:: TBA
Rules: Equestrian Australia/ Australian Stock Horse Society
Risk assessment focus: Safety and welfare of horses & riders at St Marys Horse Sports

Location/Activity	Hazard Identification Type/Cause	Current Controls	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Showground	Fall of rider	Medical officer on site	3	<ul style="list-style-type: none"> All riders are in view of HS during event Event is run in accordance with Australian Stock Horse Society (ASHS) guidelines 	HS	Immediate
Showground	RIDER Equipment does not meet standards.	EA guidelines	3	<ul style="list-style-type: none"> TM are advised to gear check their team member's equipment to ensure compliance with guidelines Suitable equipment, ie stock whips, are available to competitor upon request 	HS	Immediate
Showground	RIDER display poor horse control	Team Manager (TM) endorsement of horse/rider combination	4	<ul style="list-style-type: none"> Judge can remove rider at anytime during event if deemed to be unsafe 	HS	Immediate
Showground	HORSE Injury during event	Local vet notified of event. TM endorsement of horse/rider combination	4	<ul style="list-style-type: none"> HS walks course prior to event to identify current conditions and hazards and address where possible 	HS	Immediate
Showground	Damage to Rider's Equipment During Event	TM responsible for assessment of suitability and safety standards of team's gear and equipment	5	<ul style="list-style-type: none"> Rider halted by Official TM responsible for replacement of riders gear before rider permitted to continue 	HS	Immediate

RISK ASSESSMENT SECTION 2 - St Mary's Horse Sports

Showground	Damage to Course Equipment During Event eg gates	Equipment to standard and inspected prior to event for suitability for event	3	<ul style="list-style-type: none"> Event is run in accordance with ASHS guidelines HS walks course prior to event to identify current conditions and hazards and address where possible Repairs & Maintenance equipment on site 	HS	Immediate
Showground	Extreme Weather Conditions	Event postponed.	5	<ul style="list-style-type: none"> HS to liaise with committee TM responsible for ensuring Team Members are suitably attired and appropriate protective equipment eg wet weather protection or sunscreen 	HS	Immediate
Showground	Fall of rider	Medical officer in attendance.	4	<ul style="list-style-type: none"> Rider required to have medical check with Medical attendant and be cleared before riding again 	HS	Immediate

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

RISK ASSESSMENT SECTION 2 - St Mary's Horse Sports

Risk Management Plan

Event: RING EVENTS: eg Rider Class/Pony Club Mount/Pairs/No Stirrups
Head Steward: TBA
Rules: Equestrian Australia
Risk assessment focus: Safety and welfare of horses & riders

Location/Activity	Hazard Identification Type/Cause	Current Controls	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Warren Showground	Unsafe gear	Team Manager & parents/carers responsibility	3	<ul style="list-style-type: none"> Competitor not permitted to take part in competition until gear replaced with appropriate equipment. 	HS	Immediate
Warren Showground	Unsafe horse	Team Manager & parents/carers responsibility	4	<ul style="list-style-type: none"> Competitor will be requested to dismount and lead the horse from the competition area. 	HS	Immediate
Warren Showground	Horses kicking, running away, biting	Effective marshalling, team managers aware of possible hazards	4	<ul style="list-style-type: none"> Team managers to keep children organized & under control, marshalling in & out of the arena & during the class. One entry one exit. Gates manned or shut 	HS	Immediate
Warren Showground	Fall of Rider	Medical officer in attendance	4	<ul style="list-style-type: none"> Rider required to have medical check with Medical officer and be cleared before riding again 	HS	Immediate

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

RISK ASSESSMENT SECTION 2 - St Mary's Horse Sports

Risk Management Plan

Event DRESSAGE AND STOCKMANS DRESSAGE
Head steward: TBA
Rules: Equestrian Australia
Risk assessment focus: Safety and welfare of horses & riders at St Marys Horse Sports

Location/Activity	Hazard Identification Type/Cause	Current Controls	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Warren Showground	Injury to rider/volunteer/marshal/penciller/steward/judge/ spectator	Medical on site	3	<ul style="list-style-type: none"> Head Steward (HS) to carry mobile phone for use in case of injury. All riders in both warm up & competition area to be in view of HS Volunteers/marshals/pencillers/stewards/(& judges when out of car) to minimize being in warm up area Spectators to be kept out of warm up & competition areas Signs to restrict access to warm-up & competition area TM to ensure riders wear approved gear Incident book & statements of witnesses 	HS & all volunteers	From warm up
Warren Showground	Injury to horse	Local Vet notified of event TMs endorsement of suitability horse and rider combination	3	<ul style="list-style-type: none"> Team Manager to ensure horses to be of nominated standard Head Steward (HS) to carry mobile phone for use in case of injury. All riders in both warm up & competition area to be in view of HS Volunteers/marshals/pencillers/stewards/(& judges when out of car) to minimize being in warm up area Spectators to be kept out of warm up & competition areas Signs to restrict access to warm-up & competition area 	HS & all volunteers	From warm up

RISK ASSESSMENT SECTION 2 - St Mary's Horse Sports

Warren Showground	Slippery ground/extreme weather	Committee will halt event	4	<ul style="list-style-type: none"> • HS & TMs to walk warm up area & competition arenas prior to event to assess current conditions & hazards & address where possible • HS to liaise with committee for ruling • TMs to ensure riders are suitably attired in protective clothing/sunscreen when necessary 	HS	Prior to competition & if conditions deteriorate
Warren Showground	Equipment	Committee to inspect.	2	<ul style="list-style-type: none"> • TM to ensure compliance • Elimination 	TM HS/judge	
Warren Showground	Poor horse control	TM endorsement of combination	4	<ul style="list-style-type: none"> • Judge can eliminate • All riders in both warm up & competition area to be in view of HS • Volunteers to report any poor horsemanship 	Judge	competition
Warren Showground	Fall of Rider	Medical officer in attendance	4	<ul style="list-style-type: none"> • Rider required to have medical check with Medical officer and be cleared before riding again 	TM & Medical	Immediate
<p>Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.</p>						

RISK ASSESSMENT SECTION 2 - St Mary's Horse Sports

Risk Management Plan Proforma

Event:
 Head Steward:
 Rules:
 Risk assessment focus:

Location/Activity	Hazard Identification Type/Cause	Current Controls	Risk Assessment Use matrix	Elimination or Control Measures	Who	When

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

RISK ASSESSMENT SECTION 2 - St Mary's Horse Sports

Guidance in Completing the Risk Management Plan

Hazard Identification

The following may assist with identifying hazards. Consider what could go wrong, that is, potential injuries or illnesses that may arise from the hazard. Note that injuries may be psychological as well as physical. Hazards are the sources of these potential injuries or illnesses.

There are many ways to identify a hazard including workplace inspections, consultation with staff, review of injury, illness and near-miss records, maintenance requests, hazard reports, direct observation of activities and incident investigations.

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be serious			
		Very Likely	Likely	Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First Aid Needed	3	4	5	6
Severity - is how seriously a person could be harmed		Likelihood - is an estimate of how probable it is for the hazard to cause harm.		
Legend (as a guide only)	<p>1 Extreme risk: action to rectify the hazard should commence immediately</p> <p>2 High risk: action to rectify the hazard should occur within 48 hours</p> <p>3 Medium risk: action to rectify hazard should occur within 7 days</p> <p>4 Low risk: action to rectify hazard should occur within 14 days</p> <p>5 & 6 Minimal risk: action to rectify hazard should occur within 21 days</p>			

RISK ASSESSMENT SECTION 2 - St Mary's Horse Sports

Hazards May Be

Physical – consider aspects of the work environment (built or natural) that may be hazardous such as noise, vibration, sun exposure, lighting, ventilation, confined spaces, extreme temperatures and hot water.

Mechanical – consider the types of activities undertaken and how they're carried out. Risks may be associated with plant and equipment, manual handling, driving, occupational overuse syndrome etc.

Electrical – consider the various types of electrical items found at the workplace and how they're installed, used, and maintained. Also take into account the adequacy of power outlets, the condition and placement of power.

Chemical – consider any substances used and the potential risks associated with those items. This includes cleaning products, pesticides, as well as a range of chemicals used for teaching/learning purposes.

Biological – consider activities associated with human contact or handling bodily products such as providing first aid, assisting with feeding or toileting, handling agricultural products, or coughs and colds.

Psychological – consider risks associated with psychological health and workplace relationships. For example interpersonal conflict, violence or workplace stress.

Other – Consider other hazards related to your specific workplace.

Risk Elimination or Control

Eliminate the item or activity. If this is not reasonably practicable, control the risk as far as practical using the hierarchy of controls below. Select the highest possible control and/or use a combination of controls to reduce the risk.

Substitute the hazard: Replace the activity, material, substance or equipment with a less hazardous one.

Isolate the hazard: Separate the hazard from the person at risk; use fume cupboards or spray-painting booths where necessary, or locate noisy machinery away from main work areas.

Use engineering controls: Install equipment to counteract the hazard; ensure guards are used on equipment or machinery, use an extraction system to remove dangerous fumes and dust, or lifting equipment for heavy loads.

Use administrative controls: Establish and document procedures to lower the risk such as guidelines for the supervision of students, behaviour management programs, health care plans, classroom safety procedures, job rotation, instruction and training programs, and safe work method statements.

Use personal protective equipment: Use appropriately designed and properly fitted equipment such as safety goggles, ear muffs, gloves, respiratory protection, hats and sunscreen.

RISK ASSESSMENT SECTION 2 - St Mary's Horse Sports

Map to be provided closer to the event.