

RISK MANAGEMENT PLAN – INTER-SECONDARY SCHOOLS EQUESTRIAN EVENT HOSTED BY SOUTH CANTERBURY PONY CLUB

Site Location: Southern Canterbury Showgrounds				Branch/Club: South Canterbury Pony Club		LIKELIHOOD <i>(How Often)</i>		CONSEQUENCES <i>(What could be the extent of possible incident)</i>				
Event/Date		Wednesday 06th March 2024						INSIG.*	MINOR	MODERATE	MAJOR	CATA.#
Persons At Risk		Riders, Supporters, Organisers, Public, Horses				A (almost certain)		H	H	E	E	E
<ul style="list-style-type: none">Medical PersonnelMedical StationFirst Aid equipm ent		Available on site from 7.30am, 6 March 2024				B (likely)		M	H	H	E	E
TD		Sue Kerr Cell #:0276733248				C (possible)		L	M	H	E	E
Vet		Waimate Veterinary Centre	Cell: 03 689 7213	Location: 128 High Street, Waimate		D (unlikely)		L	L	M	H	E
Safety Coordinator		Nicola Guy	At office	RT/Cell: 0272592688		E (rare)		L	L	M	H	H
Event Secretary		Helen Andrews	At office	RT/Cell: 0211354874								

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Emergency Details:	<p>Ambulance, Police, Fire Dial 111</p> <p>FIRE WARDEN: Jason Cooney & John Guy</p> <p>GPS Co-ordinates: -44.746214, 171.037729</p> <p>Nearest defibrillator location: Inside pavilion foyer or ambulance on site at event</p>	<p>Extreme – ACT NOW – Urgent High – REVIEW – develop risk management plan & change practices Medium – FOLLOW safety instructions & safe practices. Low – OK FOR NOW – record & review regularly</p> <ul style="list-style-type: none"> • All personnel are subject to NZPCA regulations. • Ensure Officials have been supplied with & briefed on this Risk Management Plan • If you are UNWELL – please stay at home
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Date of Approval:		Approved By:	
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ACTIVITY	HAZARD	INITIAL Risk SCORE	PREVENTATIVE MEASURES	RESIDUAL Risk SCORE	RESP. PERSON
People Management	<ul style="list-style-type: none"> • Poor conduct 	M	<ul style="list-style-type: none"> • Avoid raising voice & using bad language. • Ask others to assist. • All personnel on the grounds are subject to NZPCA Regulations 	L	All

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<p>Traffic Management Driving, Towing, Parking</p>	<ul style="list-style-type: none"> Accidents from Horse/ Pedestrian/vehicle contact 	<p>M</p>	<ul style="list-style-type: none"> Restrict public & vehicle access to riding areas. Designated parking area is a paddock beside show grounds, beside covered yards. Gate must be kept shut at all times. Access is off SH 82. Signage will be displayed on the roadside to indicate float entry. Reversing vehicles need a spotter. 10kph Speed limit on site Follow road rules. Assess the situation, call for help on 111 and alert 1st aid/Medical Station situated outside secretaries' office at showgrounds pavilion. Apply first aid and comfort to victims. Signage on grounds & on road specially if a main road or concealed entrance 	<p>L</p>	<p>All</p>
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First Aid / Members riding	<ul style="list-style-type: none"> • Risk of injury to rider from falls, slips, trips, general horse related accidents, kicking, biting • Loose Horse • Unruly Horses • Loss of balance • Gear malfunction/unsuitable gear • Exposure to weather • Medical episode of rider or bystanders • Increased injury from slow response 	E	<ul style="list-style-type: none"> • Follow Pony Club and ESNZ rules and guidelines appropriate for this activity. • Officials have been supplied with & briefed on this Risk Management Plan • General First Aid Kits for any minor incidents are situated in secretary office at pavilion. • First Aid/ Responder/ Medical station on grounds situated outside secretary office at pavilion. • All riders, supporters, volunteers stay aware, keep a safe distance around horses, & wear correct footwear. • All children on grounds must be supervised by parents/caretakers. • All road gates are to remain closed for the duration of the event. • Follow instructions of coaches and officials. • ALL FALL'S, INCIDENTS AND/OR NEAR MISSES ARE REPORTED TO & ASSESSED BY MEDICAL PERSONNEL AND RECORDED ON THE MINOR FALLS /NEAR MISS REGISTER AND: • ALL ACCIDENTS WHERE MEDICAL OR VETERINARIAN TREATMENT IS REQUIRED ARE REPORTED AND A FULL ACCIDENT REPORT IS COMPLETED AT THE EVENT BY THE MEDICAL PERSONNEL, PERSON/S INVOLVED AND EVENT ORGANISERS. • NZPCA Regulations & Policies apply, Green Card & Yellow card forms are available from secretary office in pavilion. • Crisis Management Plan in place & has been discussed with officials 	H	All
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			<ul style="list-style-type: none"> • If a horse is loose, ask riders to stop and stand until the horse is caught. Close all gates. • Any Horse which appears to be misbehaving and may cause harm is to be asked to leave in a safe manner. • Apply sunscreen or extra clothing as needed. • Water is available from kitchen inside pavilion, or hose taps located around showgrounds and is safe to drink. • Gear inspection has been conducted 		
First Aid / Members riding cont'd	<ul style="list-style-type: none"> • Show jump poles, stands fall onto rider or horse, • Injury from falling to both horse and or rider • Horse or person trips on pegs or ropes of dressage arena 	H	<ul style="list-style-type: none"> • Riders are educated in jumping safely • Safety cups will be used on all back stands of any oxer/parallel jumps • A qualified course designer or coach will be used to design courses to ensure the safety of riders • Ensure all marking pegs are clearly visible and contain visible ropes 	M	ALL
Horse injuries	<ul style="list-style-type: none"> • Horses getting loose • Loose dogs • Horses frightened • Horse medial episode 	M	<ul style="list-style-type: none"> • Horses to be secured safely • Yards used (no temporary pens) • No dogs allowed • Equine vet and first aid kit on site – if required report to secretary office at pavilion • Horses have access to drinking water • Helicopter landing position in paddock area behind parking for horse floats Horses to be held while helicopter present. 	L	ALL/OC

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Ground Conditions	<ul style="list-style-type: none"> Fall or slip of horse or rider Rabbit holes Long grass Poor weather 	M	<ul style="list-style-type: none"> If the surface or ground conditions are deemed unsafe riding will not be held Decision to be made by Committee at 6.00am 6 March 2024. Entrants contacted via email. Fill holes around riding areas Check fencing Mow riding areas, or graze Ride according to the conditions, wear correct gear, follow Coach or officials instruction 	L	All/OC
Facilities	<ul style="list-style-type: none"> Health risk from inadequate personal hygiene facilities People using gear incorrectly Hazards on ground Fire hazard 	M	<ul style="list-style-type: none"> Provide adequate toilet facilities and hand cleaning facilities – located in pavilion Ensure facilities are kept clean Keep equipment safe & maintained Follow instructions for use of gear FIRE EVACUATION PROCEDURES In the instance of an emergency, alarm will be raised by secretary in office at pavilion Loud speaker is available for use in emergency Fire extinguisher/water available in pavilion kitchen Assembly point is inside showground ring Fire Warden Jason Cooney & John Guy No Smoking on site at any time No Smoking Signage 	L	OC

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Waste disposal	Horse manure and other waste not cleared, creating health and slip hazard	M	<ul style="list-style-type: none"> Ensure area is being kept clean Report deficiencies to people in vicinity Dispose of waste by putting all manure and excess hay in manure pile located beside yards, or take home 	L	ALL
Manual Handling	<ul style="list-style-type: none"> Moving Jump stands, poles or heavy equipment 	H	<ul style="list-style-type: none"> Use correct lifting technique Share load All Members encouraged to assist 	L	ALL
OTHER POTENTIAL HAZARDS AT THESE GROUNDS (NOT A COMPLETE LIST):	<ul style="list-style-type: none"> High volume of traffic on SH 82 		<ul style="list-style-type: none"> Ensure all road gates remain closed to contain horses at all times Appropriate signage on roadsides indicating equestrian event is taking place 	L	

CHILDREN SHOULD BE SUPERVISED AT ALL TIMES - PLEASE EXERCISE CAUTION

PERSONNEL REGISTER

NOTE: All OFFICIALS are to sign below to confirm they have read and understood the information and responsibilities contained within this document.

NAME AND BRANCH/TEAM		SIGNATURE	DATE
1.			
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