



# Upper Hunter Working Equitation Inc.

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## RISK MANAGEMENT PLAN 2018

This plan is 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 die a horse, or who attend, on any premises at which the Club is conducting an event do so entirely at their own risk.

Upper Hunter Working Equitation Inc. Risk Management Plan is intended to record the requirements of the Club Committee in so far as they relate to issues of safety at the venue used. The Committee's requirements may change over time and the Risk Management Plan will be kept up to date accordingly.

Everybody involved with Upper Hunter Working Equitation Inc. (either as committee, members, spectators or competitors) is encouraged to take the issue of safety very seriously. In this context, we mean the safety of people as well as of horses. Anybody who observes anything that is considered to be unsafe is asked to inform the Upper Hunter Working Equitation Club Inc. Committee about the matter at the earliest opportunity.

As these safety arrangements are evolving over time, access to the latest version of the Risk Management Plan can be obtained by contacting the Upper Hunter Working Equitation Club Inc. Secretary or off the Club website.

**Aim:** The aim of this Risk Management Plan is to provide a guide for the safe running of all competitions and other activities such as member training days, conducted by Upper Hunter Working Equitation Club Inc. All persons attending an event conducted by UHWE Inc. are expected to comply with these arrangements. The organising committee for each event will ensure arrangements are enforced. Where necessary, requirements will be included in the conditions of entry.

### General:

- Upper Hunter Working Equitation Club Inc. Committee has appointed a Committee member to be responsible for safety and risk management at each event (Safety 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.
- Prior to the start of the Competition, the Safety Officer and at least one other member of the organising committee will 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) will be repeated during the event as appropriate.
- All events will follow the rules of the Australian National Working Equitation Ltd
- 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.
- There must be a list of emergency services contact details available during the event.
- First Aid kits and basic veterinary tools should be on site and easily accessible.
- All participants are required to 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. Dogs are not permitted in food preparation areas or serving areas.

#### **Gear Steward/Horse Gear:**

- A Gear Steward will appointed for every UHWE Inc. event.
- A gear check is required for each test.
- All competitors must present to the gear steward.
- Gear check must be conducted prior to the test.
- Failure to have a gear check may incur elimination (this will be at the discretion of the Committee).
- It is not the responsibility of the gear steward to check the safety of the horse's gear. That is the responsibility of the rider.
- The function of the gear steward is to check that the horse's gear complies with the rules of working equitation (eg. Correct length whip, correct bit, saddlery and dress etc). This includes ensuring that the correct safety gear is being used/worn. Note though, that it is the ultimate responsibility of the competitor to comply with the rules relating to gear.
- The Gear Steward of the day will be provided with a copy of the relevant rules. A Committee Member is to ensure that the Gear Steward of the Day is familiar with the rules and confident in their application.
- It is for the rider to ensure that the gear is sound and safe, it is properly fitted and the saddle properly and securely mounted, and the horses' shoes are tightly fitted; a shoe that comes off during a kick could cause serious injury if it hits a person.
- Any concerns relating to the safety of a horse's gear are to be directed to the Safety Officer or another member of the committee.

#### **Venue:**

- The venue must meet all safety requirements of the event.
- Designated parking areas must be safe and of sufficient size to permit safe movement of vehicles at all times.
- Spectators attend at their own risk. However this risk must be managed by providing safe viewing areas.
- Signs will be erected to delineate spectator areas from those areas used by competitors.
- The horse warm-up area(s) must be adequate for the number of horses and must be kept free of public spectators.
- Emergency personnel: Appropriate personnel (doctor, vet etc) should attend where required by the rules or the safety officer. It is the responsibility of the designated Safety Officer to make the decision to call the doctor, vet or ambulance if the need arises.

#### **Parking Areas:**

- Vehicle drivers must ensure that horse trucks and floats/trailers 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 organised 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 dangerous to any personnel or spectators 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 the 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).
- Member 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, and warm up areas.

**Equipment:** Equipment used by the club will be of suitable material and that rails are the correct size and markers are clear and not dangerous. Obstacles are to be constructed to Australian National Working Equitation requirements.

### **Emergency Contacts**

These Emergency Contacts must be posted on a notice board at each competition, for easy access by Organisers and Volunteers. It is also recommended that Organisers and other Officials on the day of the competition have these numbers programmed into a mobile phone.

#### **Ambulance 000**

#### **Vets**

#### **Scone Equine Group**

Denman 6547 2222

Muswellbrook 6543 2000

Scone 6545 1333

#### **Dartbrook Equine Veterinary Clinic**

6545 1522