

RISK MANAGEMENT GUIDELINES

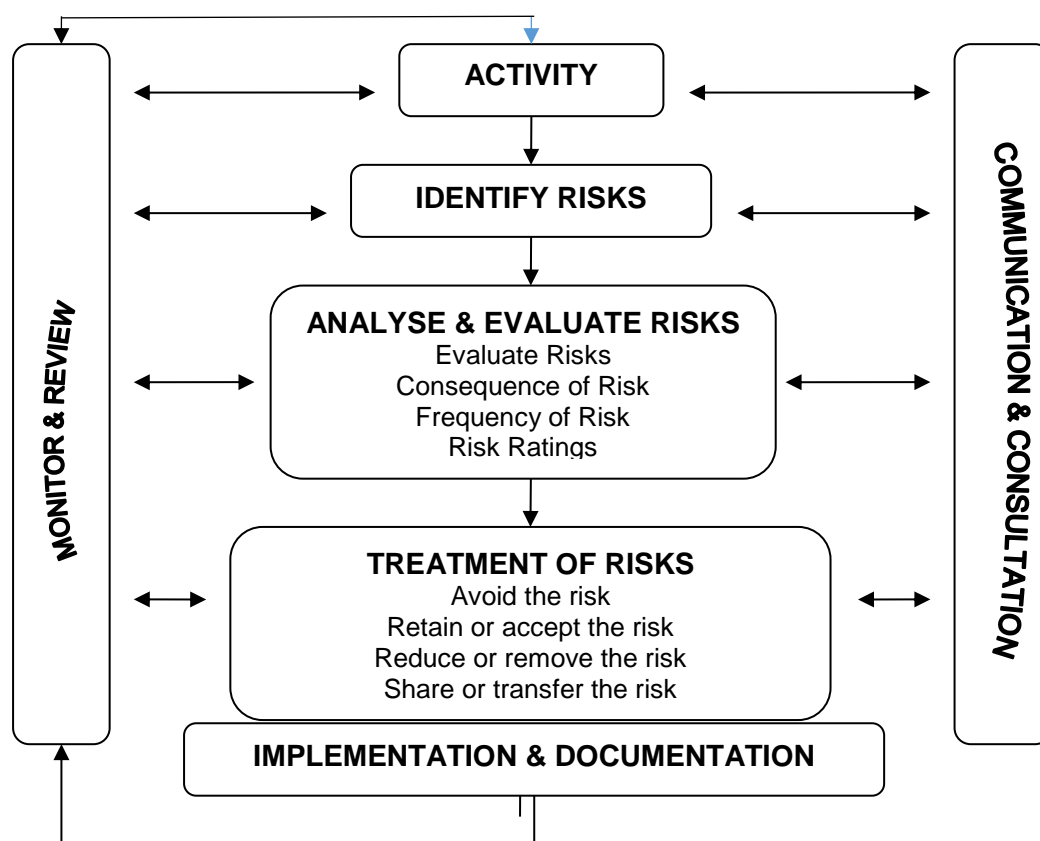
1. RISK MANAGEMENT AT CLUB LEVEL

All forms of equestrian participation involve some level of risk and the aim of this document is to assist Clubs in developing sound risk management policies and practices for Club activities and events.

Clubs have a responsibility to provide a safe and enjoyable environment for members, volunteers and the general public. All Clubs are expected to adopt safe practices in line with these guidelines.

The attached draft Risk Management Policy is provided to assist Clubs in developing their own Policy. It lists actions addressing a range of risks at Club level. You may wish to add further items to address additional risks identified by your Club. If you are not in a position to comply with a listed action you should contact the HRCAV office for advice. Alternatively, complete the 'Risk Analysis form' to assess the associated risk and determine whether the activity should proceed.

2. UNDERSTANDING RISK MANAGEMENT



Risk management is the process of identifying, analysing, evaluating and treating risk.

3. ADDRESSING RISK MANAGEMENT ISSUES

Step 1: Identify risks at your Club

Record identified risks on a Risk Analysis form (Form 8)

CONSIDER THE FOLLOWING AREAS OF RISK
Operational / Hazard: safety at rallies, activities and events
Financial: protection and handling of Club funds
Legal / Compliance: adherence to HRC AV rules, legal responsibilities.
Reputation: protecting the reputation of the Club and the HRC AV

Step 2: Analyse the seriousness of identified risks using the following tools

Risk is assessed as a combination of PROBABILITY AND CONSEQUENCE.

Use the following tables to determine the seriousness of the risk

- **Table A** – Probability (what is the likelihood of an incident occurring?)
- **Table B** – Consequence (how serious would the consequences of an incident be?)
- **Table C** – Risk Level (using your assessments of Probability and Consequence – determine the level of risk)

PROBABILITY RATING TABLE (Table A)

Almost certain	<ul style="list-style-type: none"> Will probably occur, could occur several times per year
Likely	<ul style="list-style-type: none"> High probability, like to occur in a year
Possible	<ul style="list-style-type: none"> Reasonable likelihood ie: may occur
Unlikely	<ul style="list-style-type: none"> Plausible, could occur
Rare	<ul style="list-style-type: none"> Very unlikely but not impossible

CONSEQUENCE RATING TABLE (Table B)

Catastrophic	<ul style="list-style-type: none"> Death or permanent injury. HRCav and Club would be permanently disbanded
Major	<ul style="list-style-type: none"> Serious bodily injury Serious property damage HRCav and Club severely affected
Moderate	<ul style="list-style-type: none"> Casualty treatment. Minor property damage Considerable effort to rectify situation.
Minor	<ul style="list-style-type: none"> First aid only Easily remedied
Negligible	<ul style="list-style-type: none"> Very small impact, easily rectified by normal processes

RISK LEVEL TABLE (Table C)

Consequence	Likelihood of occurrence				
	Almost certain	Likely	Possible	Unlikely	Rare
Catastrophic	Extremely serious	Extremely serious	Extremely serious	Very serious	Serious
Major	Extremely serious	Extremely serious	Very serious	Serious	Not serious
Moderate	Very serious	Serious	Serious	Not serious	Not serious
Minor	Serious	Not serious	Not serious	Not serious	None
Insignificant	Serious	Not serious	Not serious	Not serious	None

Step 3 – Evaluate the risk and determine mitigation strategies*Enter the details on the Risk Analysis form.***SAMPLE RISK ANALYSIS FORM**

Risk Group	RISK	Risk level As per table 3	Mitigation Strategies	Risk outcome following mitigation
Riders / handlers At rallies	Falls of horse or rider	Extremely serious	ASA helmets and boots. Grouped according to ability. Separate warm up area. Activities supervised by coach or experienced person.	Serious
	Loose dogs causing horse to misbehave	Very serious	No dogs. Dogs on lead at all times	Not serious
	Cars and floats using venue causing accident	Serious	Designated parking areas. Horses to be led in parking area. Separate traffic from riding areas.	Not serious
	Disruptive horses causing chain reaction/fall	Extremely serious	Assistance from coach or experienced member. Removal from lesson. Provide ground work classes.	Not serious
Spectators	Being knocked over by an undisciplined or loose horse	Extremely serious	Warning of loose horse. Spectators separate from riding areas.	Serious
Property	Damage to vehicles	Very serious	Designated parking areas. Set distance between floats to allow room to tie horse	Not serious
General public	Horse escaping from venue and causing damage to people or property outside of it	Extremely serious	Gates to be kept closed.	Not serious
Club governance	Poor behavior of members having negative affect on reputation of Club	Very serious	All members to sign AMDS. Promote code of conduct. Warning. Disciplinary action	Not serious
Club governance	Misappropriation of Club funds	Very serious	2 signatures required for transactions. Regular Treasurer reports. Approval process for payments.	Not serious
Riders	Extreme heat	Very Serious	Cancellation of activity	None

Step 4: Take action to mitigate the risk.*If the risk is extremely serious despite attempts at mitigation, activity to be postponed or cancelled.*

Record actions and follow up. Discuss risk and formalize mitigation strategies at your next meeting.

Risk Management Manual and Plan

For

(Insert Club Name)



NAME OF CLUB _____

DATE POLICY LAST REVIEWED _____

CLUB PRESIDENT

NAME: _____ **SIGNATURE** _____

CLUB RISK MANAGEMENT OFFICER

NAME: _____ **SIGNATURE** _____

***CLUB CHILD SAFETY OFFICER**

NAME: _____ **SIGNATURE** _____

*applicable if Club accepts junior members

Risk Management Policy

- 1. Aim**
- 2. Definitions**
- 3. HRC AV Club Administrative Requirements**
- 4. Membership and Insurance Requirements**
- 5. Administration of the Risk Management Program**
- 6. Role of the Risk Management Officer (RMO)**
- 7. Club Policies and Rules**
- 8. Risk Management at Club Rallies and Activities.**
 - 8.1. Administration of Risk Management policy at Club activities**
 - 8.2. First Aid Facilities at Rallies**
 - 8.3. Procedure to be followed in the event of an accident**
 - 8.4. Post incident reporting**
 - 8.5. Instructors' Responsibilities**
- 9. Risk Management at HRC AV Events**
 - 9.1. Event Secretary responsibilities**
 - 9.2. RMO responsibilities**
 - 9.3. Organising Committee responsibilities**
 - 9.4. Catering providers responsibilities**
 - 9.5. Volunteer Coordinator responsibilities**

FORMS

- 1. Risk Management General Checklist**
- 2. Rally Day Checklist**
- 3. Event Checklist**
- 4. HRC AV Incident Report Form**
- 5. HRC AV Follow-up Maintenance/Repair Form**
- 6. Site Plan**
- 7. Emergency Plan and Contacts**
- 8. Risk Analysis form**

Risk Management Policy

1. Aim

- 1.1. To establish a Risk Management System aimed at providing a reasonably safe environment for members, horses, volunteers, and the general public at venues where HRCVA Club activities and competitions are held;
- 1.2. To maintain a low level insurance risk for the HRCVA's insurance providers;
- 1.3. Recognise and minimise the potential risks;
- 1.4. Prevent accidents/ injuries/ loss and
- 1.5. Limit the possibility of liability

2. Definitions

- 2.1. **Accident:** an occurrence causing physical harm or damage to person or property, brought about unintentionally
- 2.2. **Activity:** the pursuit or undertaking of sporting or leisure interests involving horses
- 2.3. **Arena:** an area specifically designated for competition, training or tuition or performance based activities involving horses
- 2.4. **Child** – person under the age of 18 years
- 2.5. **Club:** the organisation/club named in this Policy
- 2.6. **Committee:** elected members responsible for the management of the Club
- 2.7. **Equipment:** apparatus used in the conduct of activities, lessons and events (eg: jumps)
- 2.8. **Event:** an organised series of activities held in the one place at the one time. Events have a defined start and end and may involve both participants and spectators. Payment for entrance may or may not be required.
- 2.9. **Fall of rider:** incident whereby rider makes unintentional contact with the ground or solid object
- 2.10. **Fall of horse:** incident whereby horse's shoulders and quarters make unintentional contact with the ground.
- 2.11. **Hazard:** an inanimate object or situation capable of causing an accident
- 2.12. **Incident:** an occurrence which has resulted in, or if repeated could lead to, damage or injury to property or persons.
- 2.13. **Instructor:** person providing tuition
- 2.14. **Lesson:** period of organised tuition
- 2.15. **Participants:** individuals who are participating in an activity and are riding or handling a horse.
- 2.16. **Rally:** activity organised by Club normally involving tuition
- 2.17. **Rider:** a person on a horse and who is responsible for controlling the horse
- 2.18. **Gear:** saddlery and equipment
- 2.19. **Spectators:** people watching, but not participating in, activities. Includes family, friends and members of the public
- 2.20. **Venue:** the buildings and grounds used by participants and spectators for activities and events

3. Club Administrative Requirements

- 3.1. The Club is registered as an Incorporated Association.
- 3.2. **A COPY OF THE CLUB CONSTITUTION IS HELD BY THE SECRETARY AND IS MADE AVAILABLE TO MEMBERS UPON REQUEST**
- 3.3. The Club Constitution covers the management and operation of the Club
- 3.4. **Committee members are provided with a copy of the Club Constitution.**
- 3.5. **The Club Constitution is referenced to determine correct processes and procedures for handling complaints, disputes and grievances.**
- 3.6. **The Club Constitution is referenced to determine rules relating to Club governance including Committee requirements, Annual General meeting and Special General meeting**
- 3.7. The Club Constitution covers all areas addressed in the 'Model Rules' (issued by Consumer Affairs Victoria)
- 3.8. The Club abides by the HRC AV Rules as described in the HRC AV Manual.
- 3.9. The Club recognizes the HRC AV Code of Conduct and applies this Code to Club members.
- 3.10. The roles of Committee members are as defined in the HRC AV Manual
- 3.11. The Committee meets on a regular basis
- 3.12. Accurate minutes of Committee meetings are kept
- 3.13. A financial policy covering accounting and reporting procedures is in place
- 3.14. The Committee closely monitors financial matters
- 3.15. A suitable expenditure authorisation process is in place
- 3.16. An annual budget is prepared
- 3.17. The items listed on the Club Risk Management checklist at Appendix 1 are actioned.
- 3.18. This document and attachments are regularly reviewed and updated as required.

4. Membership and Insurance Requirements

- 4.1. The Club Liability Insurance Fee and annual administrative levy is paid annually to the HRC AV.
- 4.2. The HRC AV is notified of Office Bearers details within 14 days of the Annual General Meeting
- 4.3. **The Club Renewal form is forwarded to the HRC AV at the start of the HRC AV year.**
- 4.4. Members' insurance and levy fees are forwarded to the HRC AV within 7 days of receipt
- 4.5. All members are required to sign the HRC AV Annual Membership Disclaimer Statement. Members not signing this statement are not permitted to participate in Club activities or events.
- 4.6. Members' green membership cards are stamped and signed by the nominated Club official to indicate that the member has paid due fees and signed the Annual Membership Disclaimer Statement.
- 4.7. New members are issued with a receipt upon payment of fees. Membership cards are endorsed prior to issue.
- 4.8. All riders participating in Club activities and events have signed the appropriate disclaimer.
- 4.9. All persons are required to wear an ASA approved riding helmet as per HRC AV rules and riding boots whilst mounted.

5. Administration of the Risk Management program

- 5.1. Known or recognised hazards and safety concerns have been identified and processes are in place to manage these hazards
- 5.2. A Risk Management Officer (RMO) appointed by the Committee has overall responsibility for administration of the program.
- 5.3. The Committee receives regular reports from the RMO on risk management issues and actions items requiring attention as required.

- 5.4. Club members are encouraged to actively participate and report any item/issue that has potential to cause harm to members, children, volunteers, spectators, horses and property.
- 5.5. The RMO reviews arrangements and conditions as per the Rally Day checklist (appendix 2) prior to each rally and issues which represent a possible health and safety risk are addressed.
- 5.6. If the RMO is not present at any Club activity or event, the duties are delegated to the Club President or Club Secretary. In the absence of RMO, President or Secretary, a member of the Committee undertakes the duties of the RMO. Where the term RMO is used in this document it refers to the RMO or their nominated deputy.
- 5.7. Members with recognised first aid qualifications who are willing to act as First Aid Officer at rallies and events are identified.
- 5.8. The Club promotes a child safe environment. A Child Safety Officer has been appointed *(required at Clubs which include junior members).
- 5.9. The following documentation is available at Club activities and Competitions:
 - HRCav Rules Manual
 - Risk Management policy
 - HRCav Summary of Insurance Policies (Public Liability & Personal Accident)
 - Copies of Members Personal details – including Medical details and emergency Contact details
 - Incident Report form

6. Role of HRCav Risk Management Officer (RMO)

- 6.1. The RMO is authorised to review and implement the Risk Management Requirements as outlined in this Policy with the full co-operation of the Club's Committee and members.
- 6.2. The RMO shall conduct a safety inspection prior to the commencement of each Club Rally and before each Competition held by the Club.
- 6.3. The RMO shall provide regular reports to the Committee and identify safety issues or hazards that require attention.
- 6.4. At Club events, and Competitions, inspections of higher-risk areas (e.g. spectator areas, riding areas and catering areas) are repeated during the event as appropriate.
- 6.5. The RMO shall ensure all Risk Management records are kept

7. Club policies/rules

- 7.1. The Club has in place policies and rules relating to health and safety of members, child safety, volunteers and the general public. These policies/rules are reviewed and amended as required. Details covering the following issues are provided to all members and relevant persons:
 - 7.1.1. Child safety - HRCav Child Safe Policy applied
 - 7.1.2. Stallions at rallies
 - 7.1.3. First Aid
 - 7.1.4. Group lessons safety and enjoyment
 - 7.1.5. Fitness to participate with regard to safety and competency.
 - 7.1.6. Members Code of Conduct
 - 7.1.7. Permitted saddlery and equipment
 - 7.1.8. Emergency response plan
 - 7.1.9. Cancellation of rallies due to weather or other hazards
 - 7.1.10. Dogs at club rallies & activities
 - 7.1.11. Responsible alcohol consumption
 - 7.1.12. Emergency disease response – note: Horse Venue Biosecurity Workbook can be down loaded by clicking the 'Biosecurity' tab on the AHIC website www.horsecouncil.org.au

8. Risk Management at Club Rallies and Activities

8.1. Administration of Risk Management policy at Club activities

8.1.1. The Club gives an undertaking to ensure that organizing personnel know and understand safety procedures and policies.

8.1.2. The **Club Secretary/Treasurer** shall

- ensure all participants riding at Club Rallies and Activities are financial members of the club, and have signed the Annual Membership Disclaimer Statement.
- provide an up to date list of members for each rally
- ensure that Risk Management Documentation (per item 5.9) is present at all club activities.

8.1.3. The **Club Rally coordinator** shall

- Ensure that instructors in charge of any junior member/s have current Working With Children Check cards.
- Inform the instructor of the Clubs expectations with regard their role in relation to risk management
- Arrange for evaluation of new or returning horse and rider combinations for the purposes of determining level of competency and fitness to participate in planned activities.
- Address any concerns re safety of horse and rider combinations. Arrange appropriate activities for combinations deemed unfit or unsafe to participate.

8.1.4. The **RMO** shall:

- Perform the pre rally venue risk management check and implement immediate risk management strategies to address potential hazards.
- Report any potential hazards and repairs or maintenance required to the Venue owner/s for appropriate action
- Ensure/follow-up on any items noted, to ensure they have been fixed, repaired or replaced.
- Address any risk management concerns highlighted by instructor prior to commencement of the planned lesson/activity.
- Ensure that Incident Reporting has been completed if required.

8.1.5. The Rally/Activity Coordinator or RMO is to be familiar with the use of a Fire Extinguisher.

8.1.6. Any Committee Member who delegates a duty or task to another member or volunteer shall ensure the person has the knowledge and understanding to safely perform required tasks.

8.1.7. Every attempt shall be made to group riders according to the level of experience and ability of the horse and rider combination.

8.1.8. New members shall be assessed (not necessarily under the Level Assessment rules) for safety and competence prior to participating in group lessons.

8.2. First Aid Facilities at Rallies

8.2.1. A stocked First Aid Kit is available and easily accessible at each rally/club activity;

8.2.2. A basic First Aid Kit for horses is on site and easily accessible;

8.2.3. People with first aid qualifications are available at Club Rallies.

8.2.4. **An Automated External Defibrillator (AED) is available or access to nearest AED confirmed**

8.2.5. Emergency Services and Local Medical/Vet Numbers are easily located and visible.

Refer Appendix 7 – Emergency Contacts and Response. Multiple Vet and Doctor numbers are listed.

8.2.6. Club ground location – Road Names, (nearest Main Roads/Highways), Melways Reference, and Venue Phone Number (if applicable) are recorded and easily referenced.

8.2.7. Mobile phone or land line phone is available at Club Rally/activity.

8.3. Procedure to be followed in the event of an accident

- 8.3.1. Halt the event or activity, if required, for safety reasons.
- 8.3.2. Alert nominated First Aid provider
- 8.3.3. Obtain or provide assistance for injured people or animals. Refer to emergency numbers mentioned in 8.2.4 above.
- 8.3.4. Contain the situation to avoid further injury or accident.
- 8.3.5. Control crowds for their protection and to allow access by emergency personnel.
- 8.3.6. Keep horses away from injured people.
- 8.3.7. Do not admit responsibility or volunteer information which may be incriminating.
- 8.3.8. Make notes as soon as possible (names, addresses & phone numbers of witnesses etc.)
- 8.3.9. Complete an HRCav "Incident Report Form" including witness details. Keep original on file for future reference.

8.4. Post incident reporting

- 8.4.1. Club forwards a copy of the **HRCav Incident Report Form** to the HRCav Office PO BOX 209 Nunawading 3131 with preventative ideas and feedback
- 8.4.2. Copy to Club Secretary to retain with Club records (7 years)
- 8.4.3. RMO shall provide a report on incident at Club Meeting to review incident, assess response and identify future risk management strategies.

8.5. Instructors' Responsibilities

8.5.1. Instructors employed by the Club are expected to abide by the following requirements

- employ safe practices in the conduct of lessons
- instructors may not ride members' horses at rallies, clinics or during lessons
- report any safety concerns to the RMO for mitigation.
- if teaching children, be able to show proof of a valid Working With Children check. Ensure adults present.
Avoid physical contact unless necessary for rider's safety, explain procedure to child before beginning physical contact.
- be suitably qualified or experienced to undertake tuition of members

8.5.2. Instructors have the support of the Committee if they request a rider leave a lesson due to safety or welfare concerns. Examples of situations considered to be safety or welfare related include but are not limited to:

- Failure of member to address safety issues relating to gear.
- Failure of member to abide by the directions of the instructor.
- Failure of member to meet the minimum level of competency to participate in planned activity
- Horse's behavior is disruptive or posing risk to the safety of rider or other members in group
- Obviously lame, injured or exhausted horse

8.6. Members' Responsibilities

8.6.1. Members are notified of and are expected to abide by the following requirements.

- Gear must be in safe condition, fit the horse and be suitable for the planned activity.
- Be aware of and show consideration towards members who may not be confident and/or have inexperienced horses.

- Park safely – keep a distance of approximately 9m between your vehicle/float and others.
- Pass vehicles, pedestrians or mounted persons at a safe pace.
- Where possible ride and lunge in enclosed area away from parked vehicles.
- Ensure horses are tied up safely and securely. Never tie a horse up to float that is not attached to car.
- Be appropriately attired, including approved safety helmets and riding boots at all times whilst mounted. Boots to be smooth soled and heeled.
- Members to respect and keep a safe distance from other horses.
- Stallion owners to determine club policy relating to stallions before bringing to a rally. Stallion ID kits must be used at all times during Club rallies and the horse must not be moved around venue without a bit. Stallions must be securely double tied or kept in a float, horse truck, stable or steel yard when not being ridden to ensure safety for all horses.
- The RMO or instructor to be notified of any potential hazards
- If horse is unsettled or erratic to the extent that it is affecting the safety of other riders in a group, member is expected to remove horse from the situation.
- Put the welfare of their horse above personal considerations
- Abide by rules and regulations of the Club. Abide by all reasonable requests of officials and instructors
- Abide by the HRCav/Club code of conduct
- Notify the Rally Coordinator of any issues which may affect ability to safely participate in planned activities (eg: health, confidence, injury, competency issues).
- All children participating in club activities are to be accompanied by a parent/guardian or adult nominated by parent/guardian

9. Risk Management at official HRC AV Events

Note: the following requirements are in addition to requirements applicable to Club rallies.

All HRC AV official competitions are to comply with the rules for the event as covered in the HRC AV Manual. Any unofficial events are to be conducted as far as possible in accordance with HRC AV rules or the intent of the rules. Members of the organising committee are required to familiarize themselves with the HRC AV rules relating to the event.

9.1. Event Secretary responsibilities

9.1.1. Ensure a liability clause is printed on each event entry form and program.

9.1.2. Ensure that riders are current financial members of an affiliated HRC AV Club prior to riding by

- Sighting a validated Membership card or
- Verifying membership via the HRC AV database

9.1.3. On the day – ensure all entry forms and documentation (as per item 5.8) is on hand

9.2. RMO responsibilities

9.2.1. The nominated RMO (and/or appointed assistant/s) is required to be present from the time the gates open until the last person has departed the venue.

9.2.2. Pre event review of potential risk management issues and implementation of risk management strategies

9.2.3. Venue check and address safety issues prior to commencement of competition.

9.2.4. Incident reporting

9.2.5. Address risk management issues as they arise at the event

9.3. Organising Committee responsibilities

9.3.1. Event run in accordance with HRC AV rules

9.3.2. Effective communication system available for Officials (walkie-Talkies, mobile phones)

9.3.3. Appropriate First Aid person/s in attendance.

9.3.4. Emergency Phone Numbers available in the Secretary's office.

9.3.5. Access to Mobile Phone or land line available.

9.3.6. Appointment of gate or car park attendants if required to ensure safety of attendees.

9.3.7. Bio security measures in place and Emergency Disease response formulated

9.3.8. Adverse weather policy determined

9.3.9. Ample area for competition and warm up allowing for appropriate spacing of working and warm up areas and separation from public.

9.3.10. Appropriate signage

9.3.11. Ample parking space available

9.3.12. Clean water supply available

9.3.13. Toilet facilities clean and in good repair

9.3.14. Safe area for spectators

9.3.15. Service providers have appropriate insurance cover

9.3.16. Bio security and disaster plans formulated.

9.4. Catering providers responsibilities

9.4.1. Relevant food permits obtained

9.4.2. All foodstuffs purchased from reputable suppliers with high standards of quality control

9.4.3. Adequate refrigeration for perishable foods

9.4.4. Raw foods stored separately from cooked foods

9.4.5. Cooking/serving utensils, plates etc used for raw foods not used for cooked foods.

9.4.6. Disposable gloves for food handlers

9.4.7. No wooden chopping boards or utensils

9.4.8. Adequate cleaning supplies

- 9.4.9. Appropriate sanitizing/cleaning procedures in place.
- 9.4.10. Hand washing basin, soap and paper towels provided.
- 9.4.11. Local government health regulations adhered to
- 9.4.12. Food handlers aware of responsibilities relating to hygiene. Hair nets or hair tied back.
- 9.4.13. Valid WWCC checks if applicable

9.5. Volunteer Coordinator responsibilities

- 9.5.1. Ensure volunteers have sufficient knowledge to undertake their duties.
- 9.5.2. Ensure that volunteers whose duties require them to have direct contact with children have current WWCCs. Eg: show ring steward, gear check, check in desk.
- 9.5.3. All volunteers and officials are briefed prior to commencement of duties.
- 9.5.4. Ensure volunteers and officials health and safety is address including:
 - Sufficient breaks
 - Provision of water and meals as appropriate
 - Shelter and/or clothing appropriate for the conditions
 - Age and physical capabilities considered when allocating tasks

10. CovidSafe requirements

- 10.1. A CovidSafe Officer has been appointed**
- 10.2. The Club has a CovidSafe Plan for rallies and activities**
- 10.3. The Club has a CovidSafe Plan for competitions**
- 10.4. The CovidSafe Plans are reviewed regularly to ensure compliance with current restrictions and requirements**

FORM 1 RISK MANAGEMENT GENERAL CHECKLIST

GENERAL	Person responsible	Date completed
Club Annual fee and insurance paid		
Annual Membership Disclaimer Statement signed by all Club members		
Club incorporation current		
Club policies & rules determined regarding <ul style="list-style-type: none"> • Child safety as per HRCV Child Safe Policy • Stallions at rallies • Group lessons safety and enjoyment • Members Code of Conduct • Permitted saddlery and equipment • Emergency response plan • Cancellation of rallies due to weather or other hazards • Dogs at club rallies & activities • Alcohol consumption • Emergency disease response • Fitness to participate 		
Non permitted activities identified		
Known or recognised hazards identified and processes in place to address these		
Risk Management Officer (RMO) appointed		
Role of RMO recorded		
Deputy RMO role determined		
Organising personnel know and understand safety procedures.		
Members, visitors and instructors made aware of relevant Club Policies and rules.		
Fully stocked First Aid kit available		
Fully stocked Horse First Aid kit available		
Phone no.s of local Doctor, Ambulance, Police and Fire readily available		
Members' relevant medical details and emergency phone no. recorded		
'Incident Report' forms available and completed as required.		
Persons requiring Working with Children Checks identified and proof of check sighted.		
Instructors aware of expectations and responsibilities		

VENUE		
Fully fenced. Fencing in good repair.		
'Keep Gate Closed' sign on gate/s		
Star posts capped		
Rubbish and waste materials removed		
Horse riding areas clearly defined and separate from parking area and spectators		
Safe and secure area to tie or yard horses		
Identification of conflicting activities within venue eg: gun club, model aeroplanes, harness training.		
Fire hydrants available and regularly serviced		
Access to drinking water		
Buildings/structures in good repair and safe		
Club house kitchen/canteen safe and good hygiene practices followed		
Parking space sufficient to allow space between floats and separate area for cars		
Toilet Facilities		
Lighting conditions adequate.		
Toilets maintained, hygienic and adequately stocked.		
Waste bins provided and placed adequately.		
Floors dry.		
RIDERS		
HRCV membership and insurance paid		
Non members – Disclaimer statement signed		
ASA approved helmets and riding boots worn		
Gear correct fit and in safe condition		
Aware of Club policies and Members' Code of Conduct		

FORM 2 RALLY DAY CHECK LIST

DATE:	TYPE OF ACTIVITY:	RISK MANAGEMENT OFFICER:
	COMPLETED	ACTION REQUIRED
GENERAL		
New / first time members identified and level of experience determined New & returning combinations identified and fitness to participate determined.		
First Aid officer identified		
Children accompanied by parent/guardian or adult nominated by parent/guardian		
Instructors aware of their responsibilities		
First Aid kit available		
Horse First Aid kit available		
Automated External Defibrillator (AED) available or access to nearest AED confirmed		
Fire hydrants available		
Mobile phone or alternative telecommunications available		
Phone no.s of local Doctor, Veterinarians, Ambulance, Police and Fire available		
Members' relevant medical details and emergency phone no. available		
'Incident Report' forms available and completed as required.		
Clean water supply		
Buildings/structures/ facilities in good repair and safe		
Identification of conflicting activities within venue eg: gun club, model aeroplanes, harness training.		
Equipment in good repair		
Gates closed		

Unrestricted venue access and exit		
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Club house kitchen/canteen safe and good hygiene practices followed		
Toilet Facilities		
Lighting conditions adequate.		
Toilets maintained, hygienic and adequately stocked.		
Floors dry.		
HORSE RELATED		
Horse riding areas clearly defined and separate from parking area and spectators		
Sufficient space between floats		
Sufficient space for activities		
Riding areas clearly defined and sufficient space between areas		
Surfaces safe for riding		
Identification of fractious or potentially dangerous horses and appropriate steps taken to address safety issues		
Group lessons – riders grouped according to combination’s level of experience and ability		
Saddlery and gear check		
ISSUES ARISING AT RALLY OR ACTIVITY	ACTION TAKEN	

FORM 3

EVENT CHECKLIST

Important note: HRC AV rules and regulations for Events address risk management issues. Members of the organising committee have a responsibility to thoroughly review the HRC AV rules relating to their event and ensure compliance. HRC AV affiliated Clubs conducting unofficial events are expected to comply as far as possible with the HRC AV rules or the intent of the rules.

Additional considerations. To be read in conjunction with Checklist for Rallies

GENERAL	Person responsible	Date completed
Rules relating to the event reviewed by Organising Committee members and steps taken to ensure rules complied with		
HRC AV Manual up to date and copy on hand		
Completed HRC AV entry forms lodged by all competitors		
Competitors' membership and performance cards checked as valid		
Emergency Disease outbreak contingency plan in place.		
Emergency Management Plan completed		
Disaster plan in place		
Adverse weather policy determined		
Policies advertised on program re <ul style="list-style-type: none"> • dogs at venue • helmets and boots whilst mounted • disclaimer statement 		
Sufficient breaks for officials and volunteers		
Suppliers/Contractors have insurance cover. Proof of insurance provided.		
Spectator control on XC course – special requirements in place		
Safety announcements over PA		
General First Aid area provided		
Appropriate first aid providers in attendance		
Use of mechanical equipment and/or vehicles operated by appropriately trained/licensed people		
Show Jumping courses inspected and approved by Course Builder.		

Navigation ride course 'test ridden' and direction sheets checked prior to the day.		
Volunteers whose duties require them to have direct contact with children have valid WWCCs		
VENUE & EQUIPMENT		
Sufficient buffer zone between competition arenas with fencing/barriers as required		
Dressage Arena surrounds complying with HRCV rules		
Sufficient area for <ul style="list-style-type: none"> • competition arenas, • warmup areas, • parking of floats with space to tie horses • separate parking for cars • safe access for pedestrians 		
Cross country course accreditation process completed		
'Keep Gate Closed' sign on gate/s		
Clear access for emergency vehicles		
Crowd control measures in place		
Gate Control and Vehicle parking controls in place		
Parking areas controlled or clearly defined.		
Identification of conflicting activities within venue eg: gun club, model aeroplanes, harness training.		
FOOD OUTLETS		
Contractors carry their own insurance.		
Liquor licenses displayed.		
Staff uniforms/clothing clean		
Hair covered/hat or cap worn		
Use of gloves or tongs when handling food		
Others to handle money/coupons		
Food areas are kept clean.		
Valid WWCCs for contractors whose duties require them to have direct contact with children		

FORM 4

HRCAV Incident Report

PLACE WHERE INCIDENT OCCURED:

Place:

Address:

Phone: Fax No: Email:

Contact Person: Date of Incident:

Time of Incident:

Weather conditions:

Person in Charge: Number under supervision:

INJURED PERSON DETAILS:

Name:

Address:

Membership Number: Phone: Date of Birth:

Indemnity Signed? YES / NO

ACCIDENT ACTIVITY:

- | | | |
|---|--|--|
| <input type="checkbox"/> Mounting | <input type="checkbox"/> Dismounting | <input type="checkbox"/> Trail Ride |
| <input type="checkbox"/> Flat work Riding | <input type="checkbox"/> Jumping | <input type="checkbox"/> Cross Country |
| <input type="checkbox"/> Unmounted Activity | <input type="checkbox"/> Other - please detail | |

INJURY LOCATION:

- | | | |
|---|---|--|
| <input type="checkbox"/> Head (Skull, Face, Jaw, Ears) | <input type="checkbox"/> Spine | <input type="checkbox"/> Neck |
| <input type="checkbox"/> Trunk (Chest, Abdomen, Buttock, Pelvis) | <input type="checkbox"/> Arm (Shoulder, Elbow, Forearm, Wrist, Hand, Finger, Thumb) | <input type="checkbox"/> Eyes |
| <input type="checkbox"/> Leg (Hip, Thigh, Knee, Ankle, Foot, Toe) | <input type="checkbox"/> Internal | <input type="checkbox"/> Other - please detail |

INJURY SEVERITY:

- | | | |
|--|---|---|
| <input type="checkbox"/> First Aid (Continued to ride) | <input type="checkbox"/> First Aid (Went home) | <input type="checkbox"/> First Aid (sought medical attention after leaving) |
| <input type="checkbox"/> Ambulance | <input type="checkbox"/> Doctor’s or Dental Treatment | <input type="checkbox"/> Hospital Treatment (Admittance) |
| <input type="checkbox"/> Fatal | <input type="checkbox"/> Other | |

WITNESS DETAILS:

Name:	<input style="width: 100%;" type="text"/>		
Address:	<input style="width: 100%;" type="text"/>		
Phone:	<input style="width: 90%;" type="text"/>	Fax No:	<input style="width: 90%;" type="text"/>
		Date of Birth:	<input style="width: 90%;" type="text"/>

INCIDENT SUMMARY

Signed: **Date:**

**This is not an official insurance Claim Form. Any insurance claim must be made by the injured party.
Club to retain original for period of 7 years. Copy to be forwarded to HRCA**

FORM 5

HRCAV RISK MANGAGEMENT
MAINTENANCE/REPAIR FORM

Name Of Club:		Name of Risk Management Officer	
Venue Address:			
Contact Phone Numbers:			
Nature of Repair required:			
Reported to Venue Owner - details	Date Reported: Name of Person reported to:		
If repair done by Club Member -	Date Repaired: Name of Person who performed repairs:		
Repair/Maintenance verified after completion:			
Name of Risk Management Officer:			
Signature	Date:	Follow Up action required Yes/No:	

FORM 6

SITE PLAN – PREMISES OR EVENT

Please supply a plan showing the physical layout of area being used, which takes into account the nature of the event and will ensure its safe conduct.

INDICATE ON THE PLAN

Buildings, yards etc.

Entry and exit points

Emergency vehicle entry

Emergency services contact points e.g. telephones

Water supply

Fire equipment location

First aid kit **and equipment location**

Traffic management arrangements including

- public parking
- float parking
- control of dual access walkways

Areas where staff will be in control e.g. gates, stable entry

Layout of activity equipment e.g. jumps

Areas where signage will be in place e.g. danger, restricted access, dog restriction etc.

ATTACH PLAN TO FORM 7

FORM 7 EMERGENCY PLAN AND CONTACTS

Emergency Plan for Event / Activity / Venue of operation

EMERGENCY SERVICES CONTACT NUMBERS			
POLICE	}	000 or	LOCAL NUMBERS
AMBULANCE		<input style="width: 100%;" type="text"/>	
FIRE		<input style="width: 100%;" type="text"/>	
DOCTOR		<input style="width: 100%;" type="text"/>	
VETERINARIANS		<input style="width: 100%;" type="text"/>	
	NAME	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	NAME	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	NAME	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

ACTIVITY / EVENT CONTACT:

Name: Phone:

Staff / Officials for Emergency Contact:	Phone	Qualifications First Aid

- Please attach:
- Itinerary of activity
 - Contact points
 - Any other relevant details

FORM 7

EMERGENCY PLAN AND CONTACTS

IN THE EVENT OF AN ACCIDENT

- Stay calm
- Establish the nature of the problem
- Contact relevant emergency service
- Have a concise description of your location ready
- If a person is injured and a minor, locate their medical consent form
- Send someone to an arranged point to meet emergency vehicles
- Supervise other riders / people to ensure their safety (this may include relocating them)
- Ensure that other riders / people do not put the injured person(s) in jeopardy
- Monitor member for symptoms of concussion and apply concussions protocols if necessary – refer p4

CATASTROPHIC HORSE INJURY

If a horse is so severely injured that, on humanitarian grounds, it ought to be destroyed, the following procedure is followed:

- If the owner or his authorised representative is present, his agreement will first be obtained by the veterinarian or other person with relevant permission called to attend.
- A veterinarian may euthanise the horse by use of lethal injection. A firearm can be used to euthanise the horse. This can be carried out by a veterinarian, a knackery representative or a person **experienced in large animal euthanasia** with a firearm license.
- If the owner or his representative cannot be contacted the person in charge of the horse, acting on the advice of the official Veterinarian, may order the destruction of a severely injured horse on humanitarian grounds.
- The horse should be handled quietly beforehand to ensure it is not unduly distressed or alarmed.
- People apart from the person/s caring for the horse should be removed from the scene.
- Be aware of situations which present a danger to persons present and manage risks.

CHECKLIST: (List is indicative but may need to be extended to cover other potential risks)

	Checked (√)
Trained First Aiders are available	<input type="checkbox"/>
Local Paramedics are aware of the Activity / Event	<input type="checkbox"/>
Emergency Procedure is available	<input type="checkbox"/>
Concussion injury advice and Incident Report forms available	<input type="checkbox"/>

FIRST AID KIT:

Note: It is not possible to prescribe the contents of a first aid kit to cover all activities / events for all venues and conditions. The checklist below describes the most likely items needed for most situations. Kits must be regularly maintained

	Checked (√)
Emergency services contacts are available	<input type="checkbox"/>
Container suitability protects the contents and is visibly recognizable	<input type="checkbox"/>
Duty First Aider(s) contacts are available	<input type="checkbox"/>
Kit(s) are situated close to likely use areas	<input type="checkbox"/>
Officials / staff are aware of kit locations	<input type="checkbox"/>
<hr/>	
Adhesive tape	<input type="checkbox"/>
Adhesive strips and patches (sterile band-aids)	<input type="checkbox"/>
Basic First Aid notes	<input type="checkbox"/>
Bio disposal bags	<input type="checkbox"/>
Disposable gloves	<input type="checkbox"/>
Eye pads (sterile)	<input type="checkbox"/>
Rubber thread (elastic) or crepe bandages	<input type="checkbox"/>
Safety pins	<input type="checkbox"/>
Scissors	<input type="checkbox"/>
Sterile covering for serious wounds	<input type="checkbox"/>
Sterile; small, medium and large wound dressings	<input type="checkbox"/>
Triangular bandages	<input type="checkbox"/>

HORSE FIRST AID KIT

Rolls of bandaging tape	<input type="checkbox"/>
Rolls of adhesive bandage	<input type="checkbox"/>
Roll of cotton wool (30 cm x 375 g)	<input type="checkbox"/>
Roll of cotton gauze or crepe bandage (7.5 cm wide)	<input type="checkbox"/>
Disposable nappies or sanitary napkins to act as pressure pads to stop bleeding	<input type="checkbox"/>
Bottle of a wound-cleaning agent such as povidone iodine	<input type="checkbox"/>
Bottle of wound antiseptic	<input type="checkbox"/>
Jar of petroleum jelly	<input type="checkbox"/>
Digital thermometer	<input type="checkbox"/>
60mL syringe or an old, but clean worming syringe for flushing wounds	<input type="checkbox"/>
Container of a soothing, cooling liniment	<input type="checkbox"/>

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- Container of a soothing, antiseptic cream
- Small pack of salt for making salt solutions to cleanse wounds
- Pack of gauze swabs
- Pair of curved, blunt ended scissors
- Torch
- Pair of tweezers

ALL CHECKS COMPLETED

Name (please print) Signature Date

CONCUSSION PROTOCOLS

- All riders are to be assessed for signs of concussion following a fall.
- A rider exhibiting any of the symptoms listed in the table below may not remount under any circumstances and shall be provided with assistance by a person nominated by the organising committee.
- The nominated person shall assist with the rider's horse and equipment, organise transport to a medical facility or the concussed rider's place of residence as per the advice of medical personnel/first aid.
- At no stage shall the concussed rider be permitted to drive a vehicle.
- Any rider that is, in the opinion of medical/first aid personnel, suffering from concussion, shall be issued with a Concussion Injury Advice (Appendix 15) prohibiting them from participating in any ridden activity for a period of 21 days.
- The Concussion Injury Advice form is to be given to the person assisting the injured rider and is to be left with the injured rider.
- This ban may be lifted after 6 days upon presentation to the HRCav of a medical certificate stating the rider is fit to resume riding activities.
- All suspected or confirmed concussions are to be reported to the HRCav on an Incident Report form for recording on the rider's file.

Critical symptoms/signs	Obvious symptoms/signs	Subtle symptoms/signs
Neck pain Increasing confusion, agitation or irritability Repeated vomiting Seizure or convulsion Weakness or tingling/burning in the arms or legs Deteriorating conscious state Severe or increasing headache Unusual behavioural change Double vision	Loss of consciousness No protective action in fall to ground directly observed or on video Seizure or jerky movements after a knock Confusion, disorientation Memory impairment Unsteady on feet or balance problems Athlete reports significant, new or progressive concussion symptoms Dazed or looking blank/vacant Changed behaviour – may be more irritable, agitated, anxious or emotional than normal	Headache 'Pressure in the head' Neck pain Nausea or vomiting Dizziness Blurred vision Balance problems Sensitivity to light Sensitivity to noise Feeling slowed down Feeling like 'in a fog' 'Don't feel right' Difficulty concentrating Difficulty remembering Fatigue or low energy Confusion Drowsiness More emotional Irritability Sadness Nervous or anxious Trouble falling asleep (if applic)

HORSE RIDING CLUBS ASSOCIATION OF VICTORIA INC.**CONCUSSION INJURY ADVICE**

To be given to the **person monitoring** the concussed member and left with the member concerned.

To the person monitoring the member: this member has suffered a suspected concussion and should be checked by a doctor. Ensure that the member is closely monitored for the first **4 hours** and preferably not left alone for **12-24 hours**. Recovery time is variable and the patient will need monitoring for a further period by a responsible adult. The treating doctor will provide guidance as to this time frame.

Should there be any change in behaviour, vomiting, dizziness, worsening headache, double vision or excessive drowsiness, please contact a doctor or the nearest hospital emergency department immediately.

Member advice:

Rest (physically and mentally) until symptom free.

Recover by following your doctor's advice and gradually becoming active.

The decision regarding the timing of your return to riding should be made by your doctor.

Do not drink alcohol or take prescription or non-prescription drugs without medical supervision

Any member in receipt of a concussion advice form is prohibited from participating in any ridden activity for a period of 21 days. This ban may be lifted after 6 days upon presentation to the HRCav of a medical certificate stating that the rider is fit to resume riding activities.

INCIDENT DETAILS

Venue/Event:		
Member's name:		
Member's emergency contact	Name	Phone
Time and date of injury		
Time and date of assessment		
Assessing official/s – Medical Service name and phone		
Comments		

Copy to be attached to Incident Report.

FORM 8 – RISK ANALYSIS FORM

Date prepared:

Risk Group	RISK	Risk Rating	Mitigation Strategies	Risk Outcome