



### RISK MANAGEMENT POLICY – effective **January 2025**

#### 1.0 PURPOSE

The purpose of this policy is to identify the potential for harm and proactively planning to prevent, reduce or remove the risk, including child abuse, such as:

- Having a clear understanding of where and how the Association/club may be vulnerable and the potential risks this may pose to Club Members.
- Being proactive to reduce the likelihood of risks emerging or escalating
- Adopting a risk management approach and developing a risk management plan.

#### Definition of Risk Management

Risk management is the systematic process of:

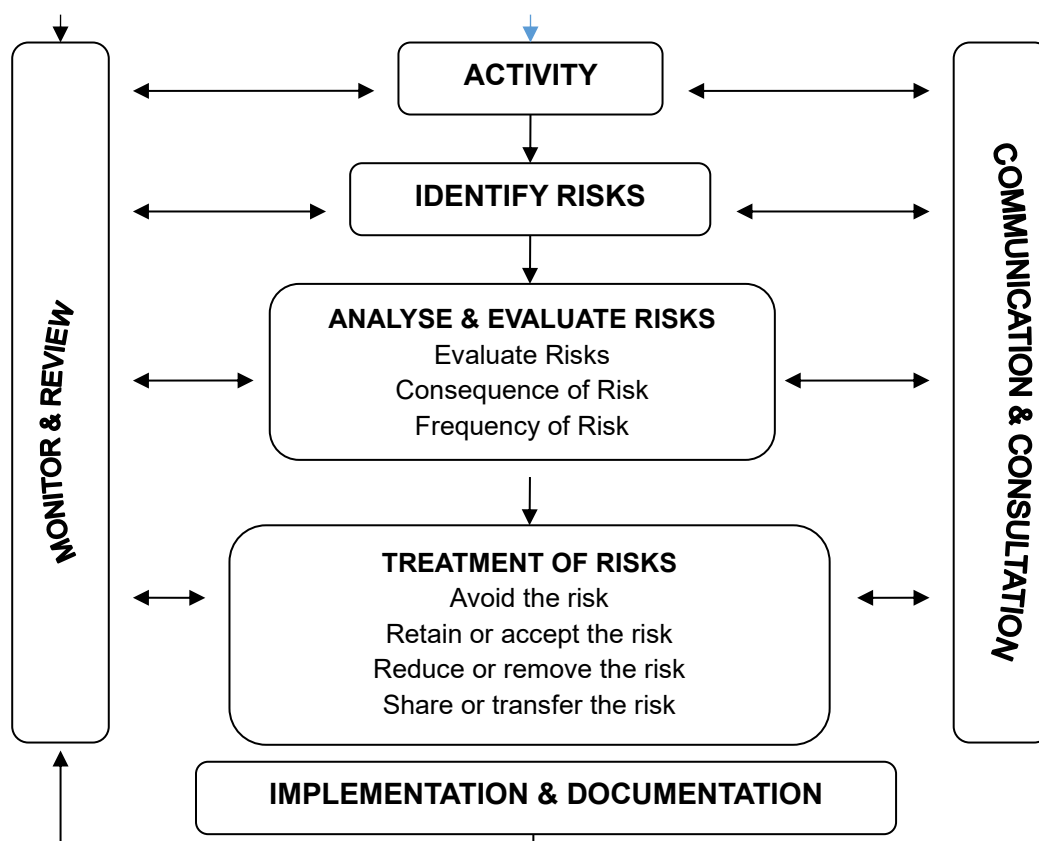
Identifying, assessing, and mitigating threats or uncertainties that can affect the Horse Riding Clubs Association of Victoria (HRCav).

#### 2.0 INTENT OF POLICY

This policy is intended to protect the interests of the HRCav, its members and associated stakeholders, by defining the requirements expected by the HRCav and Member Clubs in the management of risk during Club activities and events.

#### 3.0 UNDERSTANDING RISK MANAGEMENT

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





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### 4.0 THE HRCAV RESPONSIBILITIES TO RISK MANAGEMENT

- 4.1 The HRCAV will provide support and guidance to member clubs in the development of Risk Management plans/policies.
- 4.2 The HRCAV will monitor the club's compliance to the policy.
- 4.3 Will provide HRCAV Representatives and Technical Delegates in line with the Event rules.

### 5.0 RISK MANAGEMENT AT CLUB LEVEL

- 5.1 Clubs have a responsibility to provide a safe and enjoyable environment for members, volunteers and the general public.
- 5.2 All Clubs are expected to adopt safe practices in line with this policy and the HRCAV rules.
- 5.3 Clubs are required to develop a Risk Management assessment, which is to be review each year at/or in the month following the Clubs AGM.
- 5.4 Risk Management Assessment reviews are also required when clubs circumstances change, such as new grounds.
- 5.5 When developing a assessment the club is required to consider the following;
  - 5.5.1 **Operational / Hazard:** safety at rallies, activities and events
  - 5.5.2 **Financial:** protection and handling of Club funds
  - 5.5.3 **Legal / Compliance:** adherence to HRCAV rules, legal responsibilities.
  - 5.5.4 **Reputation:** protecting the reputation of the Club and the HRCAV
- 5.6 The Clubs Risk Management Assessment to include;
  - 5.6.1 Name of Club
  - 5.6.2 Date of the assessment
  - 5.6.3 Review date – no more than one year from the assessment date.
  - 5.6.4 The Office Bearers responsible for approving the assessment
  - 5.6.5 Role of the Risk Management Officer (RMO)
  - 5.6.6 Risk Management at Club Rallies and Activities such as
    - 5.6.6.1 Administration of Risk Management policy at Club activities
      - Ground and equipment Risk assessment
      - First Aid Facilities/Personal at Rallies
      - AED defibrillator maintenance and awareness (where applicable)
  
      - Procedure to be followed in the event of an accident
      - Post incident reporting
      - Instructors' Responsibilities
      - Event Secretary responsibilities
      - RMO responsibilities
      - Organising Committee responsibilities
      - Catering providers responsibilities
      - Volunteer Coordinator responsibilities
      - Club Policies and Rules in addition to the HRCAV rules.
- 5.7 Clubs must use the risk matrix as part of their risk assessment as detailed in this Policy.
- 5.8 Take all action necessary to mitigate the risk.
  - 5.8.1 If the risk is extremely serious despite attempts at mitigation, activity to be postponed or cancelled.



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### Risk Matrix

#### PROBABILITY RATING TABLE (Table A)

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

#### CONSEQUENCE RATING TABLE (Table B)

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

#### RISK LEVEL TABLE (Table C)

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



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### SAMPLE RISK ASSESSMENT 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 behaviour of members having negative affect on reputation of Club	Very serious	All members to sign AMDS. Promote code of conduct and Member Protection Policy. 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



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### **Related Policies;**

- Member Protection Policy
- Concussion Policy
- Child Safety and Wellbeing Policy
- Sexual Harassment Policy and Procedures

### **Related Forms and Checklists;**

- Risk Management Assessment Template
- Risk Management General Checklist
- Incident Report
- Concussion Injury Advice
- Crisis Management Template
- Rally Day Check list
- Event Checklist
- HRCAV Risk Management Maintenance/repair form
- Emergency Plan and Contacts Form
- First Aid Checklist

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