

Risk Assessment Plan

Scone Horse Sports Day - Monday 4 May 2015

The risk assessment plan identifies hazards within the following areas:

- Set up
- Competitor Arrival and Departure
- Interaction
- Rider Safety
- Canteen

The risk assessment plan considers the probability and consequences of each hazard - with both having a rating of 1-5. Probability refers to the likelihood of an instance occurring and consequences being the severity and implication of the instance occurring. The following represents the legend for the entries in the risk assessment plan:

Probability

- 1 - will occur frequently
- 2 - likely to occur and frequently
- 3 - likely to occur but infrequent
- 4 - possibly occur but infrequent
- 5 - not likely to occur

Consequences

- 1 - severe trauma including major injury and/or death
- 2 - high level trauma and/or major injury
- 3 - moderate trauma and/or injury requiring professional medical intervention
- 4 - minor trauma and/or injury requiring first aid
- 5 - no expected trauma or injury

The probability and consequence rankings are multiplied together to give a collective score with 1 being the most critical risk to be concerned with and a score of 25 representing the lowest risk issue to be concerned with.

The risk assessment plan provides a risk management strategy for dealing with each of the risks identified in the plan, either an explanation of how the Horse Sports Committee deals with the problem, an avoidance strategy and/or a control strategy to minimize the risk.

Activity Scone & District Horse Sports Risk Assessment	Hazard	Initial Risk			Control Measures	Risk after intended Controls & Measures		
		Prob	Con	Risk Rating		Prob	Con	Risk Rating
<u>Set up</u>								
Inspection of grounds	Holes, obstructions, fencing, ground surface not adequate and may be of some risk	3	4	12	Safety Officer to inspect grounds and get Council to repair identified hazards, including grass mowing, filling in holes, removing obstructions and general maintenance.	5	5	25
Setting up Jumping & sporting events	Lifting of heavy equipment	3	4	12	Safety Officer to ensure adequate volunteers to erect jumping course & sporting events	5	5	25
Setting up fenced area	Driving in star pickets Star pickets - sharp edges	4	4	16	Use of star picket driver by person of sound physical ability only Fence caps will be used on all star pickets	5	5	25
Canteen & Spectators area	Injury to horse, rider or spectators	2	3	6	To be designated a horse free area	5	5	25
Running the event	Inexperience of volunteers on Committee leading to unidentified risks/hazards	4	2	8	Committee made up from horse knowledgeable people from Scone Pony Club and Scone Grammar School. Volunteers that are either qualified Pony Club instructors or long time Pony Club members will be managing Jumping and overseeing other events	5	5	25
<u>Competitor Arrival & Departure</u>								
Arriving & Departing	Collision with another vehicle, person or animal	2	2	4	Speed limit to be kept at walking pace. Parking attendants to be located at entry and within park to monitor & direct traffic	5	5	25
Parking	Collision with another vehicle, person or animal	2	2	4	Parking attendant to direct competitors to parking spaces. Parking will be designated in areas around competition field and on Western Side of the gully.	5	5	25

Exercising of horses prior to event	Unsuitable gear, not checked by Team Manager leading to rider fall	2	2	4	Schools & Team Managers are instructed that competitors are not allowed to mount until gear check has been completed. Condition of entry includes that Team Manager must have suitable horse knowledge	4	5	20
<u>Interaction</u>								
Animal/Spectator	Spectator could be trodden on, kicked or knocked over by horse	3	3	9	Designated Horse Free areas for spectators. Spectators will not be allowed on competition field - will be bunted off. Team Managers will be instructed to ensure all competitors parents are aware of rule and Marshalls will monitor	5	5	25
Animal/Animal	Kicking horse	4	3	12	Riders to be instructed to keep a horse length distance from the horse in front. To be monitored by Marshalls	4	5	20
<u>Rider Safety</u>								
Injuries to Competitors	Riding falling off, being bitten or kicked or being injured in any way	3	3	9	All riders will be instructed to wear PCA or EA approved helmet and riding boots. Helmets to be worn whilst on and around horse. Team Managers responsibility to complete gear checks prior to mounting and on change of gear. Competitor and parents to ensure horse and rider combination have adequate experience to compete at event. Qualified First Aid Officer will be in attendance for duration of event	4	4	16
Injuries to Competitors	Horse/rider combination that do not display adequate control causing additional risk to self and other competitors	3	3	9	Marshalls will be on the lookout for horse/rider combinations in trouble. Marshalls have the authority to ask the competitor to dismount to control the situation. All Marshalls are horse knowledgeable. Ring Master has the authority to ban competitor from competing if it is deemed necessary for safety reasons.	4	4	16

					Qualified First Aid Officer will be in attendance for duration of event			
Injuries to Horse	Being bitten or kicked, horse falling or injuring itself in anyway	3	3	9	Condition of entry is that horse & rider combination are capable of safe riding. All gates leading to public roads will be closed ensuring loose horses are contained within the Park. Designated animal welfare officer will be in attendance.	4	5	20
Competitors moving around Park	Competitors racing between events. Kicks, falls	2	3	6	Competitors will be instructed that they must walk between events - Marshalls and Ring Master will observe and instruct. Each ring will have its own marshalling area. Competitors will be marshalled in age group prior to event and will be taken to ring events by Marshalls. Maximum of 12 riders on hack ring at any one time. All sporting events are run under adult supervision - Marshalls will be circulating to assist in need. Younger age groups will have Marshall escorting them to each sporting event	4	4	16
Jumping Competition	Increased risks with falling off. Inexperience riders jumping	2	3	6	Jumping event run under PCA NSW rules. All competitors jumping must submit a current PCA jumping card for the horse/rider combination. Course is designed and judged by PCA approved instructor who has PC and EFA experience in Show jumping course design and judging. Jumping course is bunted off and equipment is of PCA standard	4	4	16
<u>Canteen</u>								
Burning & Cutting Hazards	Burns resulting from using hot water, oven, pie warmer and BBQ. Cuts sustained from using sharp utensils	3	4	12	Only adults and Senior Hospitality Students will be allowed to use appliances and utensils. Number of canteen attendants to be limited to ensure ample working room. All competitors will be served across a serving counter - will not be allowed in the canteen working area. Canteen workers are SPC parents or senior Hospitality Students with adequate Food Handling experience.	4	5	20

