



Horse Sports 2019 Risk Management Plan – Part A

Willow Tree Public School

Willow Tree Public School for 16 March 2018

Doc: Event Risk Management Plan – Section General

Name of workplace: Willow Tree Public School

Name of workplace manager: Jane McKenzie

Risk assessment focus: Safe conduct of horse sports activities- event to be held at Quirindi Showground, Quirindi NSW on Friday 22 March 2019

THE PRINCIPAL or PRINCIPAL REPRESENTATIVE ON THE DAY, WILL AMEND THIS RISK MANAGEMENT PLAN AS REQUIRED THROUGHOUT THE DAY IF AND AS RISKS ARISE

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
Horse and rider ability should be matched to minimise the risk of incident and injury.	Horse may not be suitable for riders ability resulting in injury	<ul style="list-style-type: none"> Parent/horse owner provides written confirmation on entry form of horse/rider combination suitability for the event Team Manager verbally confirms horse/rider combination suitability with parent/horse owner and raises any concerns with official gear checker Official gear checker listens to concerns raised by Team Manager /s, assesses and makes decision regarding horse rider participation 	3	Procedures and role in procedures communicated to: <ul style="list-style-type: none"> Team Managers through written advice to home school for Team Manager and at induction Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process Horse Sport Authorised Personnel ie. Official Gear Checkers, Steward, Marshalls etc, by Senior Qualified Pony Club personnel at the assessment of capability to undertake role/engagement to undertake the role and/or at Horse Sport Authorised Personnel Induction 	Horse Sport Co-ordinator, Principal and Senior Qualified Pony Club personnel Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel Senior Qualified Pony Club Personnel and Principal	Prior to Event Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program Prior to event and on the morning of event prior to activities

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Horse may not be fit for purpose		<ul style="list-style-type: none"> Qualified/authorised Pony club Personnel monitors horse/rider combination suitability throughout the event <p>Reference: Procedure Information Section 1</p> <ul style="list-style-type: none"> Parent/horse owner provides horse details with entry form and reports any concerns with the horse being fit for purpose for the event Qualified Pony Club Personnel will do a desktop assessment of the details provided on the Horse Details – Horse For for Purpose Confirmation Form and associated information Qualified Pony Club Personnel will assess the horses' fitness for purpose through a practical assessment Team Manager verbally confirms horse/rider combination suitability with parent/horse owner and raises any concerns with official gear checker Official gear checker listens to concerns raised by Team Manager/s, assesses and makes decision regarding horse/rider participation Throughout the event qualified/authorised Pony club Personnel monitors the suitability of: 		<p>Full implementation of control measures occurs through implementation of the Gear Check, Horse/Rider Combination Suitability and Horse Health Procedure and associated Gear Check and Horse/Rider Suitability Confirmation Form and this Risk Management Plan</p> <p>Procedures and role in procedures communicated to:</p> <ul style="list-style-type: none"> Team Managers through written advice to home school for Team Manager and at induction Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process Horse Sport Authorised Personnel ie. Official Gear Checkers, Steward, Marshalls etc, by Senior Qualified Pony Club personnel at the assessment of capability to undertake role/engagement to undertake the role and/or at Horse Sport Authorised Personnel Induction <p>Full implementation of control measures occurs through implementation of the Horse Fit for Purpose Procedure and Horse Details – Horse for Purpose Confirmation Form and associated information and this Risk Management Plan</p>	<p>Horse Sport Team</p> <p>Horse Sport Co-ordinator, Principal and Senior Qualified Pony Club personnel</p> <p>Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel</p> <p>Senior Qualified Pony Club Personnel and Principal</p>	<p>Prior to and during the event</p> <p>Prior to and during the event</p>

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		<ul style="list-style-type: none"> The horse being fit for purpose; and, horse/rider combination <p>Reference: Procedure Information Section 1</p> <p>No stallions are permitted at the event.</p>				
Ensuring appropriate equipment is used for horse and rider	Failure to use appropriate equipment for horse and rider will increase the risk of serious injury	<p>Equipment for each horse/rider combination team, will be inspected by Team Managers and Official Gear Checkers at the pre-activity/ies gear checks and after any gear changes throughout the event.</p> <p>Reference: Procedure Information Section 1</p> <p>Students will not be allowed to participate without appropriate personal protective equipment, clothing and saddlery. Riders who fail to observe these rules will be disqualified.</p>	4	<p>Procedures and role in procedures communicated to:</p> <ul style="list-style-type: none"> Team Managers through written advice to home school for Team Manager and at induction Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process Horse Sport Authorised Personnel ie. Official Gear Checkers, Steward, Marshalls etc, by Senior Qualified Pony Club personnel at the assessment of capability to undertake role/engagement to undertake the role and/or at Horse Sport Authorised Personnel Induction <p>Full implementation of control measures occurs through implementation of the Gear Check, Horse/Rider Combination Suitability and Horse Health Procedure and associated Gear Check and Horse/Rider Suitability Confirmation Form and this Risk Management Plan</p>	<p>Horse Sport Co-ordinator, Principal, home school and Senior Qualified Pony Club personnel</p> <p>Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel</p> <p>Senior Qualified Pony Club Personnel and Principal</p> <p>Horse Sport Team</p>	<p>Prior to Event</p> <p>Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program</p> <p>Prior to event and on the morning of event prior to activities</p> <p>Prior and during the event as scheduled prior to activity/ies</p>
Horse welfare	Horses need to be looked after to prevent increase risk	<p>Gear Check, Horse/Rider combination Suitability and Horse Health Procedures</p> <p>Ref: Procedure Information Section 1</p>	4	<p>Procedures communicated to:</p> <ul style="list-style-type: none"> Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and 	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club	Prior to Principal endorsement of Horse Sport Event under Principal

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
	of unpredictable behaviour. Hendra Virus and horse ill health	Horse Welfare Procedure Ref: Procedure Information Section 2 Horse/Rider Movement Strategy Plan Ref: Procedure Information Section 2		process <ul style="list-style-type: none"> Parents/Horse owners through written advice to home school for distribution to parents Horse Sport Management Team including Team Managers Riders Full implementation of control measures occurs through implementation of the: <ul style="list-style-type: none"> ✓ Gear Check, Horse/Rider combination Suitability and Horse Health Procedures, ✓ Horse Welfare Procedure and ✓ Horse/Rider Movement Strategy Plan 	Personnel Horse Sport Co-ordinator, Principal, home school Principal and Horse Sport Co-ordinator Team Manager	Endorsed Activity Program Prior to Event Prior to event Prior and during event
Grounds	Venue may not be suitable e.g. broken or damaged fences, uneven event surfaces, interaction, and, access and exit issues	Assessment of Suitability of Grounds and Verification of Completion Procedures Ref: Procedure Information Section 3 Assessment of Grounds and Set Up Procedure with Verification of Completion Procedures Ref: Procedure Information Section 3	5	Procedure communicated to: <ul style="list-style-type: none"> Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process Horse Sport Management Team Full implementation of control measures occurs through implementation of the: <ul style="list-style-type: none"> ✓ Assessment of Suitability of Grounds and Verification of Completion Procedures ✓ Assessment of Grounds and Set Up Procedure with Verification of Completion Procedures ✓ Risk Management Plan 	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel Principal and Horse Sport Co-ordinator Horse Sport Team	Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program

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Individual activities	Each activity presents unique hazards	No activities included in the program that require participants to ride without a saddle or require horses to jump As outlined in Risk Management Plan for Individual Activities Scheduled for the Day (Part B of this Risk management Plan) Ref: Procedure Information Section 4	3	. Procedure communicated to: <ul style="list-style-type: none"> Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process Horse Sport Management Team Full implementation of control measures occurs through implementation of the Risk Management Plan for Individual Activities Scheduled for the Day (Part B of this Risk management Plan)	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel Principal and Horse Sport Co-ordinator	Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program
Assessment for Activity to Proceed	Change in environment eg. weather conditions, gear, grounds set up for activity	Safety procedure to Approve Activity to Proceed Ref: Procedure Information Section 4		Procedure communicated to: <ul style="list-style-type: none"> Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process Horse Sport Management Team Full implementation of control measures occurs through implementation of the Safety Procedure to Approve Activity to Proceed and this Risk Management Plan	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel Horse Sport Team	Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program
Emergency Management	Minor Falls Serious injuries to horse or rider Fire/Bomb Threat	Emergency Procedures Ref: Procedure Information Section 5 First Aid Procedures Ref: Procedure Information Section 5		Procedure developed in consultation with and communicated to: <ul style="list-style-type: none"> Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process Horse Sport Management Team Emergency response initial procedure communicated to: <ul style="list-style-type: none"> Riders through Team Manager led Rider meetings, 	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel, Horse Sport Management Team Horse Sport Management Team, Team Managers, Commentators, Riders	Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program At commencement and during event

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		Horse Welfare Procedure Ref: Procedure Information Section 2		Information package, signage at the ground <ul style="list-style-type: none"> Spectators through Information Brochure and signage at the ground Full implementation of control measures occurs through implementation of the: <ul style="list-style-type: none"> ✓ Emergency Procedures ✓ First Aid Procedures ✓ Horse Welfare Procedures 	Spectators	
Supervision of participating students/ human resources	Inability to adequately implement human resources to operate event and manage activities Staff, volunteers, participants and general public not understanding roles, responsibilities and limits of jurisdiction Injury to students due to poor supervision	All attending schools to provide Team Mangers and requested to provide a qualified Pony Club/Equine person to assist on the day Ratio of experienced supervisors to participants 1:8 to be checked on close of entries. All Pony Club authorised horse personnel: <ul style="list-style-type: none"> possess a NSW PCA Instructors Certificate Level 1 or (NCAS Level 1 or appropriate EFA qualifications); or, are experienced working with horses and have demonstrated their ability/capability to undertake the role/s requested and expected of them at the Willow Tree Public School Horse Sport Event, to senior qualified pony club personnel Ref: Procedure Information Section 6 Induction Procedure Ref: Procedure Information Section 6 Home School Principals must sign entry forms for participating students and nominate a Team Manager who is responsible for participating students	4	Communicated to invited schools through invitation Procedure developed in consultation with and communicated to: <ul style="list-style-type: none"> Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process Horse Sport Management Team Procedure communicated to Horse Sport Management Team and volunteers <i>Numerous Supervising Teachers will be present on the day to oversee the participation of students. Each participating school is to provide a Supervising Teacher to supervise the students in their School Team. The maximum number of students in a School</i>	Principal, Horse Sport Co-ordinator Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel Principal	Prior and morning of event prior to activities Prior to event

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		<p>throughout the day/event. This is mandatory Nomination Procedure</p> <p>Induction Procedure</p> <p>Ref: Procedure Information Section 6</p>		<p><i>Team is 35 students.</i></p> <p><i>Principals can approach/come to agreement with a Principal from another participating school, that their school's Supervising Teacher will be responsible for both/ multiple School Team's and the supervision of those students, however this must be agreed to by the Supervising Teacher and the Host Principal for the event. In this situation the maximum number of students that a Supervising Teacher will supervise is up to 25 students, each proposal will be assessed by the Host Principal and the maximum number of students to be supervised by one Supervising Teacher may be reduced at the discretion of the Host Principal.</i></p> <p><i>Supervising Teachers will also have duty of care to all students when not in the direct care of parents.</i></p> <p>All Team Managers must discuss with the Department of Education staff member any concerns regarding students supervision</p>	Teacher in Charge	During Event
Running the canteen	<p>Food preparation may present a risk to student health</p> <p>Potential theft of event takings</p>	<p>Food Handling Procedure</p> <p>Ref: Procedure Information Section 7</p> <p>Cash Handling Risk Management Plan</p> <p>Ref: Procedure Information Section 7</p>		<p>Procedure communicated through induction to all canteen workers prior to working with food</p> <p>Procedure communicated to Canteen Supervisor (P&C President)</p>	<p>Principal, Canteen Supervisor, Canteen workers</p> <p>Principal, Canteen Supervisor - P&C President</p>	<p>Prior to and during the event</p> <p>Prior to event</p>
Zoonosis	Lack of adequate infection control	<p>Food Handling Procedure</p> <p>Ref: Procedure Information Section 7</p> <p>Induction Procedure</p> <p>Ref: Procedure Information Section 6</p> <p>Horse Welfare Procedures</p> <p>Ref: Procedure Information Section 2</p>	5	<p>Procedure communicated to:</p> <ul style="list-style-type: none"> Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process Horse Sport Management Team Team managers Riders <p>Implementation of procedures</p>	Principal, Horse Sport Co-ordinator, Team Manager, Supervising Teacher	Prior to and during the event

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The proposed activities may present a number of general risks	Failure of staff / volunteers to follow procedures Press and media entering unsafe areas	Existing Department of Education and school policies and procedures apply. Induction- communication of roles, responsibilities and procedures Ref: Procedure Information Section 6 Record and report incidents Ref: Procedure Information Section 5 Press and media have not been notified of event. Not previously attended.	5	Relevant procedures or in certain circumstances, direction to advise official will be provided through induction and some will also be advised over the loud speaker throughout the day. Allocated Official to have copy of policies and forms on the ground. Principal or Event Co-ordinator to be advised immediately if press or media at the event and appropriate procedures/communication to occur	Team manager, Supervising Teacher, Commentator, All workers/volunteers, Riders	Prior to and during the event

Relevant additional information reviewed and attached: Yes No

Plan prepared by: Willow Tree Public School Horse Sports Management Team

Principal: Jane McKenzie

Position: Relieving Principal

Date:

Prepared in consultation with: Horse Sport Team, Willow Tree Public School

Communicated to: Will be communicated to all participating schools. Horse Sport Management Team

Reference - Horse Guide etc

The above Risk Management Plan, including the Risk Management Plan for Individual Activities and all associated procedures and forms, is to be reviewed by a senior qualified Pony Club Instructor or Equine Industry professional seeking his/her advice, feedback and validation on the Risk Management Plan.

The following senior qualified Pony Club Instructor/s or Equine Industry professional/s provides validation of the Risk Management Plan including, including the Risk Management Plan for Individual Activities and all associated procedures and forms:

Name:

Signature:

Position:

Qualification/s:

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
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Name:	Signature:
Position:	Qualification/s:

Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

The Risk Management Plan/s and supporting procedure documents must be reviewed for any future events

*Note: assessments of risk vary with the particular circumstances (eg nature of the workplace, student group)

Willow Tree Public School for 22 March 2019

Doc: Event Risk Management Plan – Section General