

Scone & District School Horse Sports 30 April 2021

Horse Fit for Purpose Procedures

Riders and horses cannot participate in activities without receiving approval through the Horse Fit for Purpose Procedures.

Horse Fit for Purpose – Prior to the Event

Prior to acceptance of the horse rider participation:

- parents/horse owners are to complete, sign and return the Horse Details – Horse Fit for Purpose Confirmation Form; and,
- a Qualified Horse Authorised Person will make a desk top assessment of details provided on the Horse Details - Horse Fit for Purpose Confirmation Form and associated information pending final assessment on the morning of the event.

Horse Fit for Purpose – Assessment On the Day

Further assessment of horse fit for purpose suitability will occur by the Team Manager and Qualified Horse Authorised Person through:

- discussion with the parent/horse owner as part of the Horse Health, Horse Rider Combination Suitability and Gear Check;
- practical assessment on the morning of the event as per attached Horse Fit for Purpose Assessment Practical Assessment Procedure; and,
- ongoing monitoring throughout the event by Pony Club Authorised Personnel and Horse Sports Committee.

Whilst undertaking the Horse Fit for Purpose discussion with parent/horse owner and practical assessment the Team Manager and Qualified Horse Authorised Person will complete the Horse Details- Horse Fit for Purpose Confirmation Form.

Team Managers and/or Qualified Horse Authorised Person

Team Managers and/or Qualified Horse Authorised Person will discuss with the parent/horse owner the horse:

- fit for the purpose;
- horse health including illness or injury;
- rider combination; and,
- welfare procedures for the event.

The Team Manager will document that the discussions that have occurred on the Gear Check and Horse Rider Combination Suitability Confirmation form and verbally advise the allocated Official Gear Checker. The Team Manager will also advise the Senior Steward of any Horse Fit for Purpose concerns.

Qualified Horse Authorised Person

If the Team Manager has not raised concern/s the:

- Qualified Horse Authorised Person will then undertake a practical assessment to ensure the horse is fit for purpose for the event;
- Horse Details – Horse Fit for Purpose Confirmation Form will be completed by the Qualified Horse Authorised Person; and, if appropriate,
- approval will be granted for the horse to participate in the event.

If, however the Team Manager has raised concerns, the Qualified Horse Authorised Person will address the concern/s through:

- further discussion with the parent/horse owner and rider; and,
- practical assessment.

If concern/s have not been resolved, the Qualified Horse Authorised Person will advise the Chief Steward. If appropriate, following

consultation with the Qualified Horse Authorised Person, the Chief Steward and Principal will advise the parent or guardian of the rider of the decision to not allow the horse and rider combination to compete and the reasons why .

As recommended in the Safe Work Australia “*Guide To Managing Risks When New And Inexperienced Persons Interact with Horses (June 2014)*”, Team Managers should, through discussion with the horse owners, not permit new or beginner riders to ride horses that:

- are nervous or reactive
- have a tendency to rear, buck, pig root, bite people or horses, kick people when being handled or ridden, shy, bolt or any other behavior which might unseat an unbalanced rider
- are highly trained and sensitive
- are non-compliant and unresponsive
- regularly trip or stumble

Final decisions with regard to Horse Fit for Purpose will be the responsibility of the Scone and District School Horse Sports Qualified Horse Personnel.

Horse Fit for Purpose Appeals/Disputes

Horse Fit for Purpose appeals/disputes will be dealt with (if required) by Scone & District School Horse Sports Management Team.

Final decisions regarding Horse Fit for Purpose appeals/disputes will be the responsibility of the Scone and District School Horse Sports Qualified Horse Personnel.

Communication Strategy

Team Managers/Supervising Teachers –

- the Horse Fit for Purpose Procedure and associated Horse Details – Horse Fit for Purpose Confirmation Form together with the Horse Health Declaration will be emailed to schools for Team Managers prior to event
- the Horse Fit for Purpose Procedure and the associated Horse Details – Horse Fit for Purpose Confirmation Form will be verbally communicated at the Team Managers Induction Meeting on the morning of the event, prior to commencement of the event

Riders –

- The Team Manager will explain Horse Fit for Purpose Procedure at the Team Induction
- The Horse Fit for Purpose Procedure is available on the school website

Pony Club Authorised Personnel –

- the Horse Fit for Purpose Procedure and Horse Details – Horse Fit for Purpose Confirmation Form will be emailed/distributed to Pony Club Authorised Personnel prior to event
- at the Pony Club Authorised Personnel Induction Meeting, prior to commencement of the event, the Horse Fit for Purpose Procedure, requirement for practical assessment and completion of the Horse Details - Horse Fit for Purpose Confirmation Form will be verbally communicated to the Pony Club Authorised Personnel

Parents –

- The Horse Details- Horse Fit for Purpose Confirmation Form will be forwarded to parents
- The Horse Fit for Purpose Procedure is available on the school website

Are there any hazards identified that have not been managed within the Risk Management Plan? Yes / No

If so:

- what is the hazard?
- hazard/s is being addressed through appropriate control measures and documentation maintained refer to

Forms and documents to be used in conjunction with this process:

- Pony Club Gear Check rules
- Doc: 1d Horse Details – Horse Fit for Purpose Confirmation Form
- Doc: 1a Gear Check, Horse Rider Combination Suitability and Horse Health Procedure
- Doc: 1b Gear Check, Horse Rider Combination Suitability and Horse Health Confirmation