

South Australian Arabian Riders & Breeders Society Inc

# ***RISK MANAGEMENT POLICY***

June 2010

**To provide for the Safety and Welfare of Competitors, Officials, Volunteers  
and Spectators at all Events conducted by SA Arabs Inc.**



This policy is designed to identify and reduce the risk of accidents during events held by SA Arabs Inc.

It is intended to provide a reasonably safe environment for people and horses at all times, but it must be recognised that the handling and riding of horses is a dangerous activity, and can result in serious injury and loss. Neither the Club, nor any member of the Club Committee, accepts any responsibility for any loss or damage suffered by any person. All persons who handle or ride a horse, or who attend on any premises at which the Club is conducting an event, do so at entirely their own risk.

All members / participants are expected to read and abide by all club policies, particularly our Risk Management Policy.

**LOSS PREVENTION AND CONTROL** is primarily concerned with pre loss consideration - not post loss "patching up".

Loss Prevention and Control is as the name states - it seeks to identify and evaluate risks before they become losses.

Members of the Committee have the responsibility to protect and manage the Club property. As such, it is necessary for them to carry out the ongoing role of risk identification and evaluation and prevent personal injury and suffering before the damage or injury occurs.

This policy is to be reviewed annually at the first Management Committee meeting after the Annual General Meeting of SA Arabs Inc.

## General

- The Club will appoint a committee member to the position of Safety Co-ordinator to be responsible for safety and risk management at events.
- At Club events, the Safety Co-ordinator and the delegated official of the day, or any committee member in attendance on the day, each have the authority of the Club Committee to make any decision necessary in relation to any matter concerning safety.
- The Safety Co-ordinator and a member of the committee should inspect all areas of the venue that are likely to be used. If necessary, they will discuss any potential hazards that require attention before the event is run.
- Checklist ( appendix A ) will be completed by the Safety Co-ordinator prior to the commencement of any event. This checklist must be retained and forwarded to the Club secretary for retention in the Club records.
- Inspections of higher risk areas ( eg spectator areas, catering and eating areas ) should be repeated during the event as appropriate.
- All events must follow the rules of the Arabian Horse Society of Australia Ltd.
- Volunteers and other event personnel should have the required experience and knowledge or be appropriately instructed and supervised before commencing duties.
- All event personnel should know and understand safety procedures.
- There should be a list of emergency services contact details.
- First Aid kits and basic veterinary tools should be on site and easily accessible.
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- Dogs are not encouraged at club events. However if present, they must be on a lead at all times. Dogs that are creating a nuisance ( eg barking or lunging at people or horses) must be removed from the premises if so directed.

## **Venue**

- The Venue should meet all safety requirements of the event.
- Arenas should be clearly defined and use appropriate surrounds. If “star pickets” are used they must be capped.
- Parking areas should be safe and of sufficient size to permit safe movement of vehicles at all times.
- Spectators attend at their own risk. However, this risk must be managed by providing safe viewing areas.
- Vehicle, spectator and horse traffic should be kept separate and should be controlled or at least, clearly marked where they intersect.
- Horse accommodation (stables, yards ) should be of a suitable structure complying with current standards for horses.
- Horse warm up areas should be adequate for the number of horses and must be kept free of public spectators. Separate areas for lunging should be provided.

## **Float Parking**

- Vehicle drivers should ensure that horse floats are parked a sufficient distance from other floats to enable a horse to be tethered to each float, and to move around without coming so close to another horse as to permit one horse to kick the other, or to damage vehicles.
- Parking should be organized in a way that does not block the exit for others.
- All horse should be tethered in accordance with good practice.
- Any horse that is behaving in a manner considered to be dangerous to any person may be required to leave an event.

## **The Public**

- There are no restrictions on members of the general public attending any Club event. It should be assumed that members of the general public are not familiar with the behaviour of horses and do not know how to handle them, or know how to behave in their presence. Accordingly, persons riding or handling a horse should be especially alert for the presence of members of the general public ( including in particular children).
- Members of the public should not, as a general rule, be permitted to enter an area that is occupied by horses / riders. This will include parking areas; areas where horses are tethered or being walked, stables and warm up areas.

## Other

- Whenever possible the Safety Officer will assess the venue, identify any potential Hazards and take action to avoid or minimise these. Ground surfaces should be level and obstacle free, extreme muddy conditions could pose a danger & should be carefully evaluated before use.
- Rings are set in such a way as to avoid crowding on the Ring or to avoid competitors entering another ring's space.
- Judges and Ring Officials are to be made aware of this Policy and the need to follow Safety Practices, eg keeping Heat numbers within required limit to avoid overcrowding in the ring.
- In the event of a horse being out of control, all Rings should be halted until control is restored.
- The announcer should be supplied with details of any safety matters that need to be conveyed on the day to those attending.
- Appointed stewards should be capable of the monitoring of safety standards applying to equipment for the horse and clothing of the rider and ensure they are complied with.

## **Hot Weather Policy**

When the forecast temperature at 10 am, from the Bureau of Meteorology (*BOM site*) one day prior to the event is 30 degrees Celsius or higher, (The BOM website is [www.bom.gov.au/weather/sa/](http://www.bom.gov.au/weather/sa/) or phone 1900 955 365 )

The Club shall :-

- Provide adequate shade at ringside for Judges and Stewards
- Provide seats for all Stewards and Judges at ringside
- Provide cool refreshments at ringside for Judges and Stewards
- Ensure Judges & Stewards wear suitable sun hats. (a small supply to be available in case of need)
- Provide hourly announcements to notify exhibitors to be alert about heat exhaustion and where a tap is located for water for livestock;
- The club will consider judging through the lunch break in consultation with the Judge/s.
- Standard “hot weather” dress rules are to be applied

Where the forecast temperature is 38 degrees Celsius or higher, in addition to the above the following will also apply:-

- Judges / Stewards to take sufficient breaks between classes
- A responsible person is to be appointed to regularly (1/2 hourly ) check stable / float areas to ensure no animals are becoming distressed.
- Warm up areas are to be monitored to ensure no horses are overworked
- Judges are to be instructed to keep all workouts to a minimum

## **CHILD SAFE POLICY**

SA ARABS Inc is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our committee members and volunteers and encourage their active participation in building and maintaining a secure environment for all participants

## **Health and Safety Brief to be announced prior to each event.**

S.A.A.R.A.B.S.Inc is a responsible Organisation and as such is continually striving to provide a safe working environment.

- Working with horses is inherently dangerous.
- Your first responsibility is to yourself, so ensure your work area is as safe as it possibly can be.
- Spectators/Exhibitors are to be reminded of safety concerns, especially around ring entrances and exits.
- Report all accidents/incidents to the Show Secretary.
- Suggestions to improve safety are always welcome.

### **S.A.A.R.A.B.S. Inc. CHILD SAFE POLICY**

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| <b>Risk Management Check List</b>   | Appendix A               |                          |
|---|--------------------------|--------------------------|
|   |                          |                          |
| <b>1. General Conditions of the grounds</b>   | <b>OK / NA</b>           | <b>Needs Attention</b>   |
| Are the grounds in good order ? Level (no serious potholes )  | <input type="checkbox"/> | <input type="checkbox"/> |
| Dry (no wet or boggy patches) ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Trimmed (no long grass, overhanging bushes, dangerous trees) ?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Clean (no junk or waste present) ?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the grounds clear of any dangerous or obscure objects ? (e.g. wire, broken glass etc. Inspection required)              | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          |
| <b>2. Are car parking arrangements marked out and adequate?</b>   | <b>OK / NA</b>           | <b>Needs Attention</b>   |
| Passenger cars and horse floats?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have marshals been organised to control vehicle traffic ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are parking allotments sufficiently separated from spectator areas, footpaths and horses to avoid congestion and accidents? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have the traffic marshals been instructed on their authority, speed limits, special parking permits etc ?                   | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          |
| <b>3. Is pedestrian access safe?</b>  | <b>OK / NA</b>           | <b>Needs Attention</b>   |
| Access to/from the car park ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is drainage adequate to prevent mud patches forming in pedestrian areas ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are ground conditions OK (level, dry and free from tripping hazards, also independent of the main vehicle traffic flows) ?  | <input type="checkbox"/> | <input type="checkbox"/> |

|   |                          |                          |
|---|--------------------------|--------------------------|
| Is sign posting adequate (warnings including “danger”) ?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If turnstiles are in use, have they been inspected for mechanical damage, sharp edges etc?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are pedestrian areas safe for all classes of persons expected to attend the event (very young, old, disabled) ?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          |
| <b>4. Mechanical Services?</b>  | <b>OK / NA</b>           | <b>Needs Attention</b>   |
| <b>Note: The following questions apply to mobile electric power generators, broadcasting booth and temporary office etc (where applicable).</b> |                          |                          |
| Have electric power cables, hoses etc been buried or arranged overhead (no tripping hazards on the ground) ?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Is mechanical equipment in safe condition (guards in place etc) ?   | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          |
| <b>5. First Aid and Medical Emergency</b>   | <b>OK / NA</b>           | <b>Needs Attention</b>   |
| Is there a first aid kit on hand ?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is it adequately stocked ?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the phone numbers of medical and emergency personnel on hand and a telephone readily available?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a designated first aid officer with a first aid certificate ?   | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          |
| <b>6. Stands and Temporary Structures</b>   | <b>OK / NA</b>           | <b>Needs Attention</b>   |
| Are structures in good repair, stable and safe to occupy ?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the approaches, ramps, steps etc firm, clean and non-slip ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are handrails provided ?  | <input type="checkbox"/> | <input type="checkbox"/> |



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|--|--------------------------|--------------------------|
| Have hazards recognised from previous events been corrected ? (loose boards, slippery floors, inadequate guard rails etc?)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there any loose iron or other projections liable to injure, or cause damage to a motor car or other property?   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>7. Animal Access and Control</b>  | <b>OK / NA</b>           | <b>Needs Attention</b>   |
| Are arrangements for hitching, grooming, feeding etc, safe for riders and for spectators ? (Note: In a crowd a loose animal towing broken hitching timber can be lethal to itself and to bystanders. The Club is responsible to check the condition of fixtures) | <input type="checkbox"/> | <input type="checkbox"/> |
| Safe and secure holding or tie up provisions provided for horses ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there strict rules that dogs must be on a leash at all times at Club fixtures ?  | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                          |                          |
| <b>8. Children</b>   | <b>OK / NA</b>           | <b>Needs Attention</b>   |
| When small children attend fixtures are there any water (drowning hazards) which should be fenced?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are notices posted at dams ?   | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                          |                          |
| <b>9. Fixtures for use in events</b>   | <b>OK / NA</b>           | <b>Needs Attention</b>   |
| Have jumps been inspected for safe approach and landing areas and been built to a standard conforming with international standards of safety for course design?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is timber in good repair (no broken or splintered rails) ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do rails fit cups in such way as not to jam ?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are cups of standard design and undamaged ? (Not too deep or too tight to be an illegal design?)   | <input type="checkbox"/> | <input type="checkbox"/> |

|   |                          |                          |
|---|--------------------------|--------------------------|
| Have barrels, drums etc all be inspected to repair damage or sharp edges ?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are loading races of adequate design and in good repair?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all fixtures painted for good visibility ?  | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          |
|   |                          |                          |
| <b>10. Horses</b>   | <b>OK / NA</b>           | <b>Needs Attention</b>   |
| Have known kicking animals been identified and rostered to work clear of other horses?  | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          |
| <b>11. Personal Protection</b>  | <b>OK / NA</b>           | <b>Needs Attention</b>   |
| Is an authorised official responsible for checking correct hats, boots and other gear necessary, prior to the commencement of any competition or practice ? | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          |
|   |                          |                          |
| <b>12 - Additional Comments - Any Other Hazards Identified</b>  |                          |                          |
|   |                          |                          |
|   |                          |                          |
|   |                          |                          |
| <b>13. Actions Taken on Areas Needing Attention</b>   |                          |                          |
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**SAFETY OFFICERS CERTIFICATION**

I certify that the above checks have been performed and all areas requiring attention have had action taken to eliminate any risks.

**Show** ..... **Venue** .....

Signature .....

Name ..... (Please Print )

Date .....