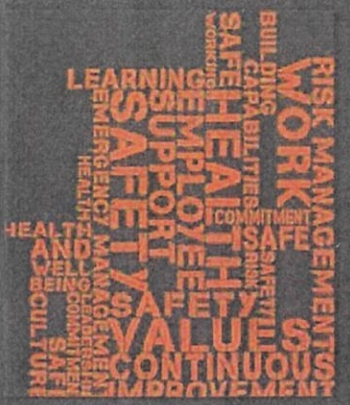




Education & Communities

Horse Sports 2019 Risk Management Plan – Part A

Quirindi Public School



Quirindi Public School for 24 May 2019

Doc: Event Risk Management Plan – Section General

Name of workplace: **Quirindi Public School**

Name of workplace manager: **John Ireland**

Risk assessment focus: Safe conduct of horse sports activities- event to be held at Quirindi Showground, Quirindi NSW on Friday 24 May 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	<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 Co-ordinator, Principal and Senior Qualified Pony Club personnel	Prior to Event
				<ul style="list-style-type: none"> 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 	Senior Qualified Pony Club Personnel and Principal	Prior to event and on the morning of event prior to activities
						Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
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 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>	


Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
		<ul style="list-style-type: none"> The horse being fit for purpose; and, horse/rider combination Reference: Procedure Information Section 1 No stallions are permitted at the event.		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 	Horse Sport Co-ordinator, Principal, home school and Senior Qualified Pony Club personnel	Prior to Event
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	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. Reference: Procedure Information Section 1 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.	4	<ul style="list-style-type: none"> 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 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	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel	Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program
Horse welfare	Horses need to be looked after to prevent increase risk	Gear Check, Horse/Rider combination Suitability and Horse Health Procedures Ref: Procedure Information Section 1	4	Procedures communicated to:	Horse Sport Team	Prior and during the event as scheduled prior to activity/ies
					Principal, Horse Sport	Prior to Principal endorsement of Horse

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
	of unpredictable behaviour.	Horse Welfare Procedure Ref: Procedure Information Section 2		<ul style="list-style-type: none"> Senior Qualified Pony Club personnel through consultation and validation of Risk Management Plan, procedures and process Parents/Horse owners through written advice to home school for distribution to parents Horse Sport Management Team including Team Managers Riders 	<p>Co-ordinator and Senior Qualified Pony Club Personnel</p> <p>Horse Sport Co-ordinator, Principal, home school</p> <p>Principal and Horse Sport Co-ordinator</p> <p>Team Manager</p>	<p>Sport Event under Principal Endorsed Activity Program</p> <p>Prior to Event</p> <p>Prior to event</p> <p>Prior and during event</p>
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	5	<p>Assessment of Grounds and Set Up Procedure with Verification of Completion Procedures</p> <p>Ref: Procedure Information Section 3</p> <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 <p>Full implementation of control measures occurs through implementation of the:</p> <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 <p>Full implementation of control measures occurs through implementation of the:</p> <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 	<p>Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel</p> <p>Principal and Horse Sport Co-ordinator</p> <p>Horse Sport Team</p>	<p>Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program</p> <p>Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program</p>

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
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	<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 <p>Horse Sport Management Team</p> <p>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)</p>	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		<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 <p>Horse Sport Management Team</p> <p>Full implementation of control measures occurs through implementation of the Safety Procedure to Approve Activity to Proceed and this Risk Management Plan</p>	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		<p>Procedure developed in consultation with and 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 <p>Emergency response initial procedure communicated to:</p>	Principal, Horse Sport Co-ordinator and Senior Qualified Pony Club Personnel, Horse Sport Management Team Horse Sport Management Team, Team Managers,	Prior to Principal endorsement of Horse Sport Event under Principal Endorsed Activity Program At commencement and during event

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
	Horse Welfare Procedure Ref: Procedure Information Section 2	<p>Horse Welfare Procedure</p> <p>Ref: Procedure Information Section 2</p>		<ul style="list-style-type: none"> Riders through Team Manager led Rider meetings, Information package, signage at the ground Spectators through Information Brochure and signage at the ground <p>Full implementation of control measures occurs through implementation of the:</p> <ul style="list-style-type: none"> ✓ Emergency Procedures ✓ First Aid Procedures ✓ Horse Welfare Procedures 	Commentators, Riders Spectators	
Supervision of participating students/ human resources	<p>Inability to adequately implement human resources to operate event and manage activities</p> <p>Staff, volunteers, participants and general public not understanding roles, responsibilities and limits of jurisdiction</p>	<p>All attending schools to provide Team Managers and requested to provide a qualified Pony Club/Equine person to assist on the day</p> <p>Ratio of experienced supervisors to participants 1:8 to be checked on close of entries.</p> <p>All Pony Club authorised horse personnel:</p> <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 Quirindi Public School Horse Sport Event, to senior qualified pony club personnel <p>Ref: Procedure Information Section 6</p> <p>Induction Procedure</p> <p>Ref: Procedure Information Section 6</p> <p>Home School Principals must sign entry forms for participating students and nominate a Team Manager who is</p>	4	<p>Communicated to invited schools through invitation</p> <p>Procedure developed in consultation with and 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 <p>Procedure communicated to Horse Sport Management Team and volunteers</p> <p><i>Numerous Supervising Teachers will be present on the day to oversee the participation of students. Each participating school is</i></p>	<p>Principal, Horse Sport Coordinator</p> <p>Principal, Horse Sport Coordinator and Senior Qualified Pony Club Personnel</p> <p>Principal, Horse Sport Coordinator and Senior Qualified Pony Club Personnel</p> <p>Principal</p>	<p>Prior and morning of event prior to activities</p> <p>Prior to event</p>

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
	to poor supervision	responsible for participating students throughout the day/event. This is mandatory Nomination Procedure Induction Procedure Ref: Procedure Information Section 6		to provide a Supervising Teacher to supervise the students in their School Team. The maximum number of students in a School Team is 35 students. <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 Teams 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> <i>Supervising Teachers will also have duty of care to all students when not in the direct care of parents.</i> All Team Managers must discuss with the Department of Education staff member any concerns regarding students supervision	Teacher in Charge	During Event
Running the canteen	Food preparation may present a risk to student health Potential theft of event takings	Food Handling Procedure Ref: Procedure Information Section 7 Cash Handling Risk Management Plan Ref: Procedure Information Section 7		Procedure communicated through induction to all canteen workers prior to working with food Procedure communicated to Canteen Supervisor (P&C President)	Principal, Canteen Supervisor, Canteen workers Principal, Canteen Supervisor - P&C President	Prior to and during the event Prior to event
Zoonosis	Lack of adequate infection control	Food Handling Procedure Ref: Procedure Information Section 7 Induction Procedure Ref: Procedure Information Section 6	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 Team managers 	Principal, Horse Sport Co-ordinator, Team Manager, Supervising Teacher <i>Supervising Teacher</i>	Prior to and during the event

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
The proposed activities may present a number of general risks	Failure of staff / volunteers to follow procedures Press and media entering unsafe areas	Horse Welfare Procedures Ref: Procedure Information Section 2 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	<ul style="list-style-type: none"> Riders Implementation of procedures 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: Jane McKenzie for Quirindi Public School Horse Sports Management Team Principal: John Ireland Position: Principal						
Date: 18/02/2019						
Prepared in consultation with: Horse Sport Team, Quirindi 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:  Qualification/s:						
Position: K. Devine Level 2 Pony Club						

Location / Activity	Hazard Identification Type / Cause	Controls	Risk matrix score	Implementation of Control Measures	Who	When
<p>Name: K. Devine</p> <p>Position: Level 2 Pony Club</p> <p>Signature: <i>K Devine</i></p> <p>Qualifications:</p>						
<p>Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.</p> <p>The Risk Management Plan/s and supporting procedure documents must be reviewed for any future events</p>						

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

Quirindi Public School P&C for 25 May 2018

Doc: Event Risk Management Plan – Section General

