

Risk Management for Pony Club Events

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EVENT CHECKLIST (SAMPLE)

Check list for the event	<input checked="" type="checkbox"/>
Induction and Training – briefing organised for officials	
<u>Rules and regulations</u> rider equipment: minimum standards set and gear checks; skill prerequisites for participation at various levels(grading); authority for officials to remove unsafe horses &/or riders; dogs excluded; limited access to certain areas	
Presence of appropriate First Aid resources: ambulance/designated First Aid officer/access and egress available for emergencies	
Insurance – is the event being held in conjunction with another organisation? Which policies apply to the event?	
Separation of public with suitable barriers (bunting/fences/signage/marshals: type depends on size of event)	
Separation of vehicles/floats from public Separate areas for warm up	
Designated personnel: (risk and safety management, gate keepers, security, communications, course and equipment maintenance, finances, admin)	
Assessment, approval and maintenance of spectator facilities (seating, toilets, food and drinks, parking)	
Provision & maintenance of appropriate arena surfaces, fencing, yards	
Traffic control for spectator access, separation of horses and public, warm-up rings, vehicles (trucks & floats) signage, bunting,	
Appropriate barricade to prevent escape of animals from grounds (fences, gate keepers, signage)	
Training of officials (rules and responsibilities, risk management, child safety, horse welfare)	
Formal documented risk management and risk assessment on event, checklists and records	
Reporting of incidents (training, availability of online access for reports, paper substitute)	
Minimum food handling requirements, contracts for sub-contractors	
Registration for members, include waivers for non-member participants	
Complaints process	
Animal Welfare rules and management procedures (injured/ill/lame/unfit horses; access to veterinarian), Biosecurity	
Debriefing of officials and volunteers after event	

MANAGING RISK AT YOUR EVENT

STEP 1 - IDENTIFY RISKS

For rallies overall and again for events, gather a representative group of your club, brainstorm the risks and write them down using the list below as a prompt.

People

- An accident with a horse, such as a fall (inexperienced horse riders, poor combination of horse and horse rider)
- Anti-social behaviour of a passer-by/spectator/other horse riders
- A significant health issue of a participant or spectator (heart attack).

Environment (Venue)

- A fall due to adverse conditions (e.g., poor arena preparation, slippery surface, bad weather).
- A fall from a horse due to an unpredictable event (e.g., loose dog scaring the horse).
- An uncontrolled action by a horse (e.g., horse escapes float parking area)
- Interaction with a third party (e.g., horse escapes and causes a road accident).

Equipment

- A fall or other injury relating to inadequate equipment (e.g., chair collapses).
- Horse welfare issues (heat stress, long hours on horse transport)
- Legal obligations: adequate fire protection, storage and use of hazardous goods, child safe environments.

Financial Issues

- Loss of assets; theft.

Miscellaneous

- Illness of key people
- Failure of equipment, eg jumps trailer
- Vermin damaging feed/equipment.

STEP 2 - IDENTIFY ACTIONS TO ADDRESS THE RISKS

What can be done to minimise the risks identified? For example;

Risk Group	EXAMPLES OF RISK	EXAMPLES FOR Minimisation Strategies	People responsible
Riders	Injury caused through falls from loss of balance of the rider or horse falling	Rules re <ul style="list-style-type: none"> • use of approved helmets • rules for competition: prerequisites for participants' skill levels (grading) • ambulance/First Aid • on site training for officials, • accident reports & debriefing • warm up areas separate from the public and vehicles • waivers • officials can remove dangerous combinations of horse and rider 	
	Injury caused by <ul style="list-style-type: none"> • horse reacting to unfamiliar surroundings or occurrence • unruly or unexpected behaviour of horses. 	Rules re: <ul style="list-style-type: none"> • elimination of dangerous horses • rules for competition: grading/ prerequisites for participants' skills • First Aid available • officials can remove dangerous combinations of horse and rider • training for officials • limitations to where horses may be ridden 	
	<ul style="list-style-type: none"> • Injury through effects of environment (poor surfaces/ loose dogs /flapping tents etc.) 	<ul style="list-style-type: none"> • policies for control (or exclusion) of dogs • appropriate surfaces • appropriate use of equipment , • ongoing maintenance, checklists & records 	
	<ul style="list-style-type: none"> • Injury through failure of equipment 	<ul style="list-style-type: none"> • Gear checks • Equipment check & monitoring (jumps/yards etc.) • Course inspection 	
	<ul style="list-style-type: none"> • Interaction between competitors/ spectators/ intruders 	<ul style="list-style-type: none"> • Security personnel • Access to outside authorities eg Police • Restricted areas & signage • Critical incident plan 	

Risk Group	RISK	Minimisation Strategies	People Responsible
Assistants / officials	<ul style="list-style-type: none"> - being knocked, kicked, or trampled by horses while assisting riders - overstepping authority - inappropriate directions resulting in incidents - inappropriate behaviour towards minors 	Safety training programs Traffic control using barricades, yard, fences, signs (Officials) Knowledge of: <ul style="list-style-type: none"> o emergency management plans o their authority & responsibilities o rules of organisation o debriefing processes o child protection policies 	
Spectators	<ul style="list-style-type: none"> - undisciplined horse - escaped horse - stands & other structures collapsing/ causing injuries - food poisoning - in-appropriate or inadequate facilities - slips, trips, falls - health problems (allergies, heart conditions) 	effective barricades appropriate to event type; signaetraining/assessment of official's responsibilities removal or confinement of dangerous horses separation of areas (warm up, events, public access) audit of buildings, stands, toilets & other facilities food handling certificates, maintenance program & checklists, emergency management plans, First Aid available	
Horses	<ul style="list-style-type: none"> • Welfare compromised 	Training of volunteers, access to professional input Hot weather Long distance required to get to activity Promote Welfare Codes of Practice	
Property	Damage to <ul style="list-style-type: none"> - vehicles - buildings Waste control	Restricted areas & enforcement of rules Traffic control Security Waste control program	
External public	<ul style="list-style-type: none"> - horse escaping beyond the perimeter of the event and causing damage 	Appropriate barricades and management of event layout Perimeter fencing, gates kept shut, Signage Gate keeper responsibilities	
Organising body	<ul style="list-style-type: none"> - Insurance claims - Participant grievances 	Insurance current and covers all aspects of event Who is the policy holder? Budget for the event Complaints process	
Participants	<ul style="list-style-type: none"> - accommodation - inappropriate facilities 	Audit of venue: checklist includes weather/ security /resources available etc. Maintenance program for site during event	

STEP 3 – APPOINT ROLES

a) An overall rally coordinator (eg DC) or event director that makes executive decisions and has a knowledgeable overview of the whole situation.

b) Support roles (one person may have a couple of roles):

- **Accommodation** (overnight caravans /trucks/showers)
- **Administration** (tickets/entries/legal requirements/rules)
- **Compliance** with the rules & regulations of PCA
- **Contingency management** (overview + insurance)
- **Environment** related issues (noise/waste collection & removal)
- **Equipment** (PA/ barricades/jumps/games)
- **Finances** (management, supplies & entries/recording systems)
- **First Aid** (appropriate for size and type of event)
- **Food & drinks** (preparation/sub-contractors/sales)
- **Horse welfare & wellbeing**
- **Induction & training** (officials/volunteers/paid staff/role descriptions)
- **Participants** (rules/program/waivers/briefings/controls/security)
- **Public Relations** (publicity/communications/behaviour of participants & spectators, complaints system)
- **Risk Management**
- **Security** (control of spectators/ participants/intruders/liaison with authorities)
- **Traffic & signage** (vehicles/arena/crowd)
- **Venue** (accessible with emergency plans/ barricades/yards/seating/arenas/appropriate surfaces for activities/toilets)

STEP 4 – SEEK ADVICE

Your zone or state office can provide feedback on your event plan.

APPENDIX 1 – RISK ASSESSMENT PROCEDURES IN DETAIL

Risk management is a profession and there is an established framework for evaluating and managing risks in all types of businesses and organisations. These steps may assist you to understand the language used, the theory behind PCA's recommendations and to analyse risk management at your club or event in more detail.

PRIORITISE THE RISKS

Use the next page to decide on a "rating" for each of your identified risks

1. Use the **Hazard Consequence Rating** to identify the possible consequence of the risk in the worst-case scenario-before your risk minimisation strategies are in place (e.g., a fall from a horse is classified as catastrophic as it COULD result in death...).
2. Go to the **Probability Rating Table** and work out the frequency that this worst-case scenario *actually does* occur (death usually falls in the 'remote' category, or even sometimes as 'occasional' for some horse related activities. It would be hard to argue it should be in the category 'improbable', as it can and does happen: there are 20 horse related deaths in Australia each year).
3. Use the **Consequence Rating Table** to work out the rating of the risk and then:
4. With the information from the **Priority Rating** list, place the correct letter next to each risk.

HAZARD CONSEQUENCE RATING

RATING	Resulting in....
CATASTROPHE	Death or total loss of one or more bodily functions (e.g., loss of use of arm, sight, paralysis; major property damage).
CRITICAL	Severe injury, permanent or partial loss of one or more bodily functions (hearing loss, significant property damage).
MAJOR	"Reportable" accident: person unable to continue with normal duties/lifestyle for more than 7 days.
MINOR	Minor injury or property damage (broken window, bruising, minor sprain).
NEGLIGIBLE	First aid only, less than 30 minutes of time-out due to the incident (cut needing washing and band aid).

PROBABILITY RATING TABLE

Frequent	Likely to occur frequently
Occasional	Likely to occur but <u>not</u> frequently
Remote	<u>Unlikely</u> to occur
Improbable	So unlikely you can assume it will not happen

CONSEQUENCE RATING TABLE

Consequence	Probability			
	Frequent	Occasional	Remote	Improbable
Catastrophic	Extremely serious	Extremely serious	Very serious	Serious
Critical	Extremely serious	Very serious	Serious	Not serious
Major	Very serious	Serious	Not serious	Not serious
Minor	Serious	Not serious	Not serious	None
Negligible	Serious	Not serious	Not serious	None

Extremely Serious	U= Urgent: First issues to deal with, immediately
Very Serious	H= High: As soon as possible after urgent priorities
Serious	M= Medium: Important but not high priority
Not Serious	L= Low: Important but can wait its turn
None	N=negligible Not important, if you get time consider this

PRIORITY RATING: - which are the highest rating risks for this event following your assessment above?

EVALUATE THE RISKS

- What are the standards of similar well-run events?
- Are the costs to people and/or reputation worth it?
- What is the \$ value of fixing the problem?
- What are the benefits of the activity that leads to this risk?
- If this occurs, will it impact on insurance availability in the future?
- How severe an injury is 'unacceptable' to us? (1 day off work? a week off?)
- How much financial loss is too much?
- How important is our image? (adverse publicity)
- Could we cope with litigation against us?
- What are community and membership expectations of us?

TREATING THE RISKS

Decide how you will treat this risk. Your options include:

Avoiding it by replacing the activity with a less dangerous one

Minimising risks: through a variety of strategies:

Administrative (e.g., restriction of access to certain areas, policies).

Training (volunteers are trained to understand their roles and what to look for to prevent the risks being realised).

Implementing 'Standard Operating Procedures' (to ensure the risk is managed through effective strategies being implemented). This might include having high level medical cover at the event, a vet on site.

Mechanical (physical barriers, equipment).

Transferring risks: shifting the responsibility to other parties

Retain risks: accepting the responsibility for the risk as part of a desirable activity.