

## **Risk Management Policy**

**Procedure developed by:** Kylie Roesler, Chief Instructor/FH&PC Secretary & Jen Kay, Treasurer

**Approved by:** FEC Committee

**Date:** 10/10/2020

**Next review due:** 10/10/2023

Summary	This procedure describes how risks are acknowledged, eliminated or reduced by Fleurieu Equestrian Clubs
Policy reference	This policy supports the legislative requirements Work Safe Australia, Return to Work SA, PCASA and EA requirements
Related Policies	<a href="#">FEC Biosecurity Policy 2020</a> <a href="#">FEC Child Safe Environment Policy 2020</a> <a href="#">FEC Code of Conduct 2020</a> <a href="#">FEC Extreme Weather Procedures 2017</a> <a href="#">FEC Falls and Concussion Policy 2019</a> <a href="#">FEC Hot Weather Policy 2017</a>
Applies to	This policy applies to Fleurieu Equestrian Clubs members, volunteers and visitors

Version: 1.0

Date: 10/10/2020

**Policy description:** Risk management involves minimising potential risks facing both Fleurieu Yankalilla District Equestrian Club and Fleurieu Horse and Pony Club membership types, whether appearing in the form of financial loss or physical injury or damage or abuse.

**Areas of responsibility:** The **committee** will implement this policy and ensure that the policy is easily accessible to all members and visitors. The policy and its procedures will be regularly reviewed and updated.

All members, volunteers and visitors are responsible for understanding and adhering to the various policies and procedures associated with Risk Management.

**Policy details:**

Components of risk management: Risk management includes a number of steps summarised as follows:

- **identifying risks** which threaten the wellbeing of FEC
- **assessing** the importance of those risks and the consequences to FEC if they are ignored - the focus generally is on safety issues and minimising potential litigation
- designing a process to **eliminate or minimise** those risks
- **documenting** these steps in a risk assessment
- taking all possible steps to comply with that process
- constantly **reviewing the process** so that it can be improved and grow to suit the needs of the club

Safety risk minimisation: To decrease physical safety risks at club rallies and events, a range of strategies will be used including;

- a committee member will be responsible for safety and risk management at each event. Details of the designated Safety Officer for the day will be posted on the notice board outside the club rooms. This may be the same person as the designated First Aid Officer
- a first aid kit (horse and human) is on site and located in the club room
- a fire extinguisher and fire blanket will be available at the club rooms
- the Chief Instructor and Safety Officer will do a routine risk assessment on grounds and equipment prior to an event or rally
- falls will be managed and documented as per the FEC Falls and Concussion Policy
- a gear check is required for all Pony Club riders prior to participation
- dogs must be on a lead at all times
- parking areas will be designated for floats when numbers of participants deem this necessary
- children must be in the care of a parent or designated adult
- new horse and/or rider combinations will be assessed by the Chief Instructor prior to joining a group

Litigation risk minimisation: The committee will ensure the club abides by relevant federal, state and local government by-laws

- all members will sign a waiver to acknowledge they are aware of the risks before riding. This will be done as part of the membership process and renewed annually
- events will be run under EA or PCASA rules as appropriate
- only financial club members, day members or those with a personal EA membership may ride on the grounds at a rally or event – proof of currency may need to be provided
- all riders must nominate an emergency contact and a copy of contacts will be available to the Safety Officer

- gear checkers ensure that riding gear meets PCASA/EA requirements but it is up to the rider to ensure gear is safe and fitted correctly
- an incident report form must be completed for all incidents and accidents that occur on the grounds. Falls have a specific form
- FEC will maintain its status as an incorporated body and regularly review and update its constitution

Financial loss risk minimisation:

- a treasurers report will be tabled at committee meetings, this will include expenditure, bank totals and any significant cost pressures
- an annual financial report will be given at the AGM
- equipment and buildings will be insured. Coverage will be reviewed annually

**Monitoring compliance and breaches:** Risk management is an ongoing process to be continually reviewed and updated at all levels. Documentation of this process is an integral part of the process and should be kept on file for future reference at all levels.

The committee will review this policy every three years unless circumstances change. The Risk Management Plan will be reviewed annually and major events will have written risk assessments recorded.

**Dissemination of policy:** A copy of this policy is to be kept on the club grounds and available on the website. Details will be shared on social media as appropriate.

**References/attached documents**

Reference Document	Source
Risk Assessment Template/sample	To be completed prior to events other than rallies – Appendix 1
Rally Day Safety Checklist	<a href="https://www.pcansw.org.au/docs/general/80/event_safety_checklist_rally_day_2018.pdf">https://www.pcansw.org.au/docs/general/80/event_safety_checklist_rally_day_2018.pdf</a>
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Appendix 1

GENERAL RISK ASSESSMENT FORM – EXAMPLE

Risk Assessment for: Beach Excursion at Moana Beach

Date of Excursion: 30<sup>th</sup> November 2017

Workplace/Work Area: Moana Beach

Date of Assessment: 20<sup>th</sup> November 2017

<p><b>Hazards</b> What can cause harm or ill-health to staff/students/clients/visitors or damage to property? eg- Manual handling, hazardous substances, psychological, falls etc Gather all relevant information giving consideration to environmental factors, review of past records, relevant experience, industry practice/experience, published literature; specialist advice/judgment etc.</p>	<p><b>Likelihood and Consequence</b> Consider what consequences (harm) may occur (or has occurred) for each hazard identified by: <u>Evaluating</u> the probability or likelihood of harm occurring (or re-occurring) and <u>Calculating</u> or estimating the severity of the potential consequences <u>Rate the risk</u> using the Risk Matrix determine if the level of risk is E-extreme, H-high, M-medium or L-low</p>	<p><b>Hazard Controls</b> Determine the most suitable control measures for treating the hazard and implement them. Use 'Hierarchy of Control' from top down and combine multiple controls if needed to reduce risk to as low as reasonably practicable ("ALARP") <b>Hierarchy of controls</b></p> <ul style="list-style-type: none"> <li>▪ Remove or Eliminate the hazard</li> <li>▪ Substitute with something less hazardous</li> <li>▪ Engineer or isolate-design the hazard out</li> <li>▪ Administration-adopt safe work practices, operating procedures, training, signage, work organisation etc</li> <li>▪ Personal Protective Equipment (PPE)-e.g. masks, safety footwear, eye and hearing protection, high-visibility clothing, gloves etc</li> </ul>
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Hazards	Current Controls	Risk Matrix Rating			New or additional controls	E H M L Re-rate the Risk	Reference number in Hazard Register
		Likelihood	Consequence	E H M L			
<p>Ride to beach</p> <ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Hit by a car</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on designated paths, walk single file, or two abreast if room permits.</li> <li>• Cross at lights/crossings where possible, use walkers to stop traffic.</li> <li>• Cross in groups, never leave one horse on one side of the road alone.</li> <li>• Older / more experienced riders to be positioned at front, back and middle to keep riders in order.</li> <li>• Have at least 1 walker per 10 horses / rider combinations for 12-18 year olds; 1 walker per 5 horses for 10-11 year olds; riders under 10 to be accompanied by their parent or guardian.</li> <li>• First aid including students medication to be carried by walkers at all times</li> </ul>	5	E	H			

	<ul style="list-style-type: none"> <li>• At least one walker to be trained in first aid.</li> <li>• Mobile phone available in the event of an emergency.</li> <li>• Walkers to carry spare lead ropes in case horses need to be lead.</li> <li>• Car needs to follow horses to pick up manure.</li> <li>• Once on the beach, ride to move past the general population.</li> <li>• Remind riders we are representing our club, and horse riders in general, and to be polite and courteous to the general population.</li> </ul>						
Sun protection	<ul style="list-style-type: none"> <li>• Hats to be worn at all times</li> <li>• Sun screen to be applied prior to leaving and then again at regular intervals during the day</li> </ul>	4	B	L			
Dehydration	<ul style="list-style-type: none"> <li>• Riders to have their own drink bottles</li> <li>• Water available for refilling if required</li> <li>• Instructors to be supplied with water regularly.</li> </ul>	4	B	L			
Inclement weather	<ul style="list-style-type: none"> <li>• Shade available if required</li> <li>• Indoor location available in the event of excessive rain/thunder or lightning. No riding.</li> <li>• Event cancelled in the event of extreme weather conditions</li> </ul>	4	B	L	<ul style="list-style-type: none"> <li>• Monitor weather conditions on the BOM</li> </ul>		
Loss of child.	<ul style="list-style-type: none"> <li>• Parents / guardians are responsible for the safety of their own child.</li> <li>• No child under the age of 18 is to be left at camp without a parent or guardian also on the grounds. If a parent or guardian does need to leave, they need to allocate someone to stand in on their behalf and let the camp coordinator know what is happening.</li> </ul>	4	C	M			
Horse / pony hurt riding or in the yards	<ul style="list-style-type: none"> <li>• Ensure instructors do safety check prior to each lesson starting.</li> <li>• All equipment used by instructors to be in good condition.</li> <li>• Yards and paddocks used to house horses to be checked prior to camp starting.</li> </ul>	4	B	L			

Riders, helpers or others hit by a car on camp grounds.	<ul style="list-style-type: none"> <li>Remind drivers walking pace only.</li> <li>Keep cars separated from horses and walkers.</li> </ul>						
Snake bite for person or horse	<ul style="list-style-type: none"> <li>Remind all people present that snakes are part of country life.</li> <li>Keep the grounds clean and free of rubbish / junk that could house snakes (especially around the areas where humans hang out).</li> <li>Have designated first aid people present at camp at all times.</li> <li>If a snake is spotted, call a snake catcher to remove.</li> </ul>	4	D	H	<ul style="list-style-type: none"> <li>Names of designated first aid person for the day to be written on noticeboard.</li> </ul>		
Slips trips and falls at the beach	<ul style="list-style-type: none"> <li>Appropriate footwear to be worn at all times</li> <li>Area to be checked for trip hazards before commencing i.e. rocks</li> <li>First aiders available in the event of an accident</li> </ul>	4	C	M			
Medical issues	<ul style="list-style-type: none"> <li>Riders with medical needs have been identified prior to camp.</li> <li>Discretely let instructors know of any medical conditions that are acute and could effect the rider's ability to ride safely at all times (eg has a pacemaker)</li> <li>First Aid to be kept stocked and easily accessible at all times.</li> </ul>	4	C	M			
First aid	<ul style="list-style-type: none"> <li>First aid bag to be available at all times</li> <li>Trained first aiders on site</li> </ul>	4	C	M			
Food allergies	<ul style="list-style-type: none"> <li>Individual allergies have been identified prior to the day and an alternative option to be provided if required</li> </ul>	5	C	M			
Use of public toilets for children under 18	<ul style="list-style-type: none"> <li>Reinforce to young riders and parent helpers the procedures and dangers associated with using public toilets (especially if there is the general public using the grounds for other reasons, like a market)</li> <li>Encourage parents to send their child with at least one other child, and preferably also an adult.</li> </ul>	5	D	H			

	<ul style="list-style-type: none"> <li>• Children should also wait for each other and the accompanying adult</li> </ul>						
Instructors and Presenters	<ul style="list-style-type: none"> <li>• Instructors, presenters and helpers to be inducted into their duties. These may include: <ul style="list-style-type: none"> <li>○ Duty of Care</li> <li>○ Water / beach safety</li> <li>○ Toilet procedure</li> <li>○ Rider medical or behavioural issues that they may need to be aware of</li> <li>○ Sign in and sign out</li> <li>○ Extreme Weather Policy</li> <li>○ Fire Plan</li> <li>○ First Aid Kits</li> <li>○ Designated first aid person</li> </ul> </li> <li>• All instructors are to have a current Police Clearance</li> </ul>	5	B	L			

**RISK MATRIX:**

		<i>Consequence</i>				
		A	B	C	D	E
		Insignificant No treatment/ in-house first aid	Minor Medical Treatment	Moderate Significant non-permanent injury	Major Extensive permanent injury	Catastrophic Death permanent disabling injury
<i>Likelihood</i>	1	Almost certain to occur in most circumstances	High	High	Extreme	Extreme
	2	Likely to occur frequently	Medium	High	High	Extreme
	3	Likely to occur at some time	Low	Medium	High	Extreme
	4	Unlikely to occur, but could happen	Low	Low	Medium	High
	5	May occur, but probably never will	Low	Low	Medium	High

**RISK ASSESSMENT INSTRUCTIONS**

**Step-by-step guide in the use of the general Risk Assessment Form**

1. State what you are risk assessing (task or activity, plant or equipment, substance, environment/area etc)
2. Identify all the hazards and consult others (electricity, fall from height, workstation design, chemicals, voice, workload)
3. Identify current controls in place (RCD, scaffolding, ergonomic furniture, isolation, amplification systems, training, nothing? etc).
4. Use Risk Matrix to determine the level of risk for both likelihood (1 to 5) and consequences (A to D) and overall Risk Rating (low to high)
5. New or additional controls must be considered if the existing controls do not reduce the risk to an acceptable level
6. Determine additional controls and re-rate the risk.
7. Complete site Hazard Register or Action Plan.

***Review risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years)***

Completed by (name): Kylie Roesler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In consultation with (name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Risk Assessment Authorised by: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



The following section is to be completed after the completion of the task or activity

Review/Feedback Please circle Yes or No								
Were the controls effective?	Yes	No	Were there any unforeseen hazards or issues?	Yes	No	Were there any incidents?	Yes	No
Details			Details			Details		

NAME:

SIGNATURE:

DATE: