



# **PEEL METROPOLITAN ADULT RIDERS CLUB INC. RISK MANAGEMENT PLAN**



**CONTENTS**

**1.0 INTRODUCTION..... 1**

**2.0 GENERAL..... 1**

**3.0 VENUE..... 2**

**3.1 ARENAS..... 2**

**3.2 PARKING ..... 3**

**3.3 SPECTATORS ..... 3**

**3.4 CAMPING ..... 3**

**3.5 HORSE ACCOMMODATION ..... 3**

**3.6 WARM-UP AREAS..... 4**

**3.7 CANTEEN ..... 4**

**3.8 DOGS ..... 4**

**3.9 CLUB CODE OF CONDUCT..... 4**

**4.0 EMERGENCY CONTACTS ..... 4**



## 1.0 INTRODUCTION

Peel Metropolitan Adult Riders Club Inc. is a relatively small group of adult riders (approximately 45 participants at any one time) formed to provide instruction to its members in a relaxed and social environment. The focus of its activities is the monthly rally, with the possibility of an occasional low-key closed competition. This Risk Management plan is formulated to reflect the nature of our activities. Should the group choose to organize open events for a larger number of participants; an individual Risk Assessment and Management plan will be required for those events.

## 2.0 GENERAL

- The Club Committee will appoint a member to take responsibility for safety and risk management at rallies and events run by the Club (**Safety Officer/Risk Management Officer**). The Safety Officer, with assistance from the organizing committee and all riding members, will inspect the venue and equipment for potential hazards at the start of rallies or events and see that any necessary changes are made before riding commences. The Safety Officer will have the authority to make any decision necessary in relation to any matter concerning safety.
- The Safety Officer and organizing committee will maintain ongoing vigilance throughout the rally/event with particular attention to higher risk areas e.g. ensuring that arena and entry gates remain closed except during ingress and egress.
- All members will be issued with a set of **Club Rules and Regulations**, the principle of which will be to provide them with a set of guidelines for safe participation in Club activities. They will be expected to take responsibility for ensuring that they adhere to these rules and regulations.
- All members will be responsible for ensuring that their gear (both saddlery and personal protective gear) is in safe and serviceable condition. Helmets complying with current Australian standards and appropriate footwear are compulsory for all riders. Where there are any disputes regarding suitability of equipment, the EWA gear-checking manual is to be used as a guide.
- Appropriately accredited/experienced coaches will undertake instruction at rallies.
- Disruptive or dangerous mounts: If a horse exhibits behavior deemed liable to cause danger to a rider, to another horse or to spectators, the rider will be asked to leave the lesson for 10 minutes. If the rider is able to successfully settle the horse and regain control, he/she may rejoin the lesson. If not, the rider will need to withdraw from the lesson altogether.

For safety reasons, any horse being ridden outside of a scheduled lesson is to keep to a walk only, on the grassed area. There is to be no schooling of horses outside of lessons.

Should the mount need to be lunged, all lunging must be done in the round yard provided, with rider using necessary safety gear (helmets, gloves and appropriate footwear).

- No stallions or rigs are to be permitted.
- Organisers of any event will ensure that volunteers and other event personnel know and understand safety procedures and have the relevant experience/knowledge, or that they receive suitable briefing/training prior to the event.
- All participants are to sign **waiver/release forms**.
- All riders are strongly advised to carry on them, or provide to the committee, information on current medical conditions (e.g. allergies, epilepsy, and asthma) which could affect emergency treatment in the event of accidents. All riders/members/coaches will be asked to complete a "personal information card" that is stored in the club rooms and is easily accessible if required.



# PMARC RISK MANAGEMENT PLAN

Page: 2

- The Club Committee will have an appropriate **crisis management strategy**. This includes maintaining a list of emergency services contact details (ambulance, doctor, vet) and readily accessible, appropriately equipped human and equine First Aid kits.
- The Committee will prepare a fire response and evacuation plan and ensure that it is put into action in the event of a fire.  
  
Firebreaks are maintained by Peel Metropolitan Horse and Pony Club. Both the Pony Club and the Adult Riders Club maintain a No Smoking policy within the fenced Club House area. Signage is in place.
- An **Incident Book** will be maintained and all unusual occurrences must be recorded for future safety considerations. In the event of an accident to a horse, rider or spectator, an Incident Report will be recorded. This will state the date, time and place of the incident, the name of the rider(s) or spectator(s) involved, details of the incident and any witness reports, including contact details of rider(s), spectator(s) and witness(es). Incident Report forms are to be used in the event of any fall even if there appears to be no damage to horse or rider at the time.
- **Biosecurity:** In the event of a suspected disease outbreak and the possible spread of any notifiable disease, any horse showing signs or symptoms must be removed from the venue.

## 3.0 VENUE

In general, the activities of Peel Metropolitan Adult Riders Inc. are to be held at the grounds of Peel Metropolitan Horse and Pony Club, King Rd, Oldbury.

The grounds and equipment are regularly maintained to ensure the safety of the Pony Club's members. Furthermore, the grounds are sufficiently expansive to allow plenty of space for our modest membership, divided into several small groups, to operate safely without impacting on each other at rallies. Greater attention to all aspects of safety management will be necessary should the Adult Riders Club decide to hold open competitions or events at which significantly greater numbers of riders can be expected to participate. In such a case, an individual Risk Management Assessment and Plan would be appropriate.

## 3.1 ARENAS

Riding areas are clearly defined and separated from vehicular traffic by a gate.

Potential risks:

- Gate being left open: vigilance necessary.
- Uneven arena surfaces: inspect and repair or isolate affected area.
- Fencing in poor state of repair: inspect and repair or isolate.

Discipline-specific considerations:

Dressage: Arena surrounds and letter markers must be safe.

Show Jumping: Course designer/instructor must have appropriate experience in course design. He/she must inspect and approve the course once built.

Potential risks include: unnecessary cups on jump wings, incorrectly-positioned ground poles, loose cups under wings, arena crowded with helpers/bystanders. The number of helpers in the arena must be kept to a minimum.

Cross Country Jumping: Instructor must inspect for safety and approve any jumps to be used, including footings on take-off and landing.



## 3.2 PARKING

There is a large parking area, well maintained, which allows for easy access and safe movement, and easily accommodates the number of floats required by our membership. It is separated from the main road, and from the yards and arenas, by gates. There is ample room for a truck or vehicle/float combination to stop outside the entry gate, well off the main road, for the purposes of opening/closing the gate. There is a separate area for spectator/official parking close to the Club House.

Potential risks:

- Gates being left open: vigilance necessary.
- Assistance with parking will be required if events are run at which there is a large number of participants.
- Float parking: Need to ensure adequate space between floats (approx 9 metres) to enable a horse to be tethered to each float and move around without coming close enough to another horse or vehicle to cause damage to it. Alternatively, horses should be yarded in the yards provided.
- Parking should be organized so as not to block the exit for other users of the car or float parking areas.
- Horses which kick or behave dangerously while tethered: supervision by owner or owner's experienced representative required.

## 3.3 SPECTATORS

There are no restrictions on members of the public attending rallies and events organised by Peel Metropolitan Adult Riders Club Inc.. It should be assumed that members of the public might not be familiar with the behaviour of horses, nor know how to handle them. Accordingly, persons riding or handling a horse should be especially aware of the presence of members of the general public, (particularly children). Spectators attend at their own risk. The Club House has an excellent raised viewing area separated from the arenas by a sturdy fence. There is also a fenced spectator viewing area for the show jumping arena.

Potential risks:

- Spectators wishing to view any show jumping will tend to gather near that arena. Spectators will be asked to view show jumping activities within the fenced spectator area that has been specifically built for spectator safety.
- Spectators are not always safety-aware. Safety Officer/Committee members need to be vigilant with respect to the movements of spectators.

## 3.4 CAMPING

There are no facilities and camping is unlikely to be a part of the Club's activities.

## 3.5 HORSE ACCOMMODATION

There are ample yards to accommodate all members. A considerable proportion of these are sited within a separate enclosure, which ensures that horses which get loose from their yard are not a risk to riders.

Potential risks:

- Horses which are aggressive in close proximity to one another: members to be asked to yard their horses away from others.
- Horses which get loose when yarded: members to be asked to rope off the back of the yard to prevent this happening
- All horses must be tethered in accordance with good practice.



## 3.6 WARM-UP AREAS

In general, warm-up will be an integral part of a rally lesson and will take place in the designated group and arena. At an event, part of the Risk Management plan would need to include management of this issue. The number of horses in any arena or warm-up area must be appropriate and controlled to avoid potential accidents.

## 3.7 CANTEEN

The Club will not have access to the pony club canteen except for washing up. We will operate an urn for tea and coffee as well as a fridge.

- Electrical faults: regular inspection of cords/plugs to ensure equipment in safe condition.
- Scalds/burns: ensure ice pack available at all times.

## 3.8 DOGS

No dogs are to be permitted on the grounds at any time. Signage to that effect is in place.

## 3.9 CLUB CODE OF CONDUCT

All riders, members and visitors to the grounds must comply with the Club Constitution and Code of Conduct. A copy of these may be obtained from the Club Secretary.

## 4.0 EMERGENCY CONTACTS

Ambulance/Fire/Police:	000	
Rockingham General Hospital:	9592 0600	
Veterinarians:	Larkhill Vets	95243838
	Oakford Equine Hospital	9397 1114
	Baldivis Vet Hospital	9524 1466
	Serpentine Veterinary Hospital	9525 2197
	Oldbury Veterinary Hospital	0417 478 007