

Tasmanian Eventing Association

RISK MANAGEMENT MANUAL

Introduction

This details procedures necessary to:

- a) Reduce the risk of accidents during equestrian events organised by **Tasmanian Eventing Association (TEA)**, and
- b) Identify the degree of risk within selected phases of competition and training.

Background

It is part of Equestrian Australia Inc. Policy for Affiliation of Equestrian Clubs & Associations (EA-TAS) that each affiliated association prepares a risk management policy and manual.

Assumptions

1. Horse sports are inherently risky;
2. Accidents can be limited by careful planning and attention to detail;
3. It is difficult to plan for foolishness but the risks can be reduced;
4. Risk management is an ongoing exercise;
5. All TEA members, officials and helpers are affected by accident outcomes.

Methodology

Risk management as applicable to TEA has several parts:

- A. The formal allocations of responsibilities for risk reduction for all events and within event disciplines;
- B. The introduction of Risk Management as an integral part of TEA constitutional meetings;
- C. The appointment of a 'Site Manager' with over-all responsibility for reducing risk;
- D. Formal tabling of potential risk as a whole and by discipline;
- E. Evaluation of risk

THE PLAN

- i. All events are organised and run within the rules of the EFA and or the FEI;
- ii. Officials, judges are drawn from lists accredited by bodies affiliated to the EFA;
- iii. Helpers are recruited for:
 - a) Their experience, expertise or
 - b) Are formally instructed and supervised
- iv. No competitor can start in any TEA event without current membership of the EFA and/or the Tasmanian eventing association - TEA;
- v. All riders must sign a disclaimer form prior to their involvement in any competition or training
- vi. Event convener will manage all risk through the Site Manager and individual discipline coordinators.
- vii. A safety inspection of the total site must be made with the Site Manager and at least two other members of the organising committee who will then discuss with the property owner hazards which require attention before the event is run.
- viii. Attached guidelines will be expanded on an ongoing basis.

SITE

The site selected must meet the requirements for the event in terms of safety:

- Arena(s)
- Safe horse warm-up areas
- Parking
- Horse accommodation
- Spectators
- Competitors
- Doctor

- Veterinarian
 - Crisis management documentation
1. Arenas must be defined clearly and meet adequate dimensions for competition
 2. Parking must be safe and of sufficient size to permit safe movement of vehicles at all times
 3. Horse accommodation (stables, yards) must be of a structure complying with current standards for horses
 4. Spectators attend at their own risk. However this risk must be managed by providing safe viewing areas
 5. The horse warm-up area(s) must be adequate for the number of horses and must be kept free of public spectators
 6. Where electricity/gas is available these must be stored appropriately and all cables/pipes properly covered and/or fenced
 7. All obstacles used in competition must conform to the rules of the event and be acceptable for siting and approach
 8. Use of electric fencing must be sign posted
 9. Any changes to rules for competition must be posted on notice boards and secretary's tent at least thirty minutes prior to any competition element to which they refer. Public address announcements should be made in respect of these notices if PA equipment is available.
 10. Unusual occurrences must be recorded for future safety considerations

DRESSAGE

1. Arenas must be defined clearly and meet adequate dimensions for competition
2. The horse warm-up area(s) must be adequate for the number of horses
3. An appropriately experienced marshal will
 - Control the number of horses in the warm-up area to avoid potential accidents;
 - Look over rider and horse equipment for conformation with the applicable rules.
 - Advise spectators of appropriate viewing areas
4. Unusual occurrences must be recorded for future safety considerations and reported to the Site Manager.

SHOW JUMPING

1. Arenas must be defined clearly and meet adequate dimensions for competition
2. An area of approximately 70M x 70M is usually sufficient.
3. Judge and course builder must be accredited by recognised authority
4. Judge, and in the case of an element of a one or three day event, the Technical Delegate must inspect and approve the course prior to the commencement of jumping .
5. The horse warm-up area(s) must be adequate for the number of horses and must be free of public spectators
6. An appropriately experienced marshal will
 - Control the number of horses in the warm-up area to avoid potential accidents;
 - Look over rider and horse equipment for conformation with the applicable rules.
7. Practice fences must be flagged. Number of rail picker-uppers limited
8. Potential hazards can be, among others:
 - Unnecessary cups in the wings
 - Incorrectly positioned ground rails
9. Unusual occurrences must be recorded for future safety considerations and reported to the Site Manager.

CROSS COUNTRY

1. Course designer must be accredited by recognised authority
2. A Coordinator / TD are responsible for
 - Safety control
 - Supervision of XC fence judges
 - Training of new XC fence judges
3. Coordinator / TD conduct pre-start briefing of XC judges and safety crew.
4. Coordinator /TD check courses for:
 - Flagging
 - Jump specifications
 - Footing, both take-off and landing
 - Alignment

5. Coordinator / TD liaises with rider/safety committee and confers with Course Designer for appropriate action(s) from criticism or complaint
6. Establish separate XC warm-up area when show jumping is being run concurrently
7. Unusual occurrences must be recorded for future safety considerations and reported to the Site Manager.

RISK

Simplistically Public Liability insurance provides cover for the insurer, the insurer's officials (full-time or casual) and property owner(s). This insurance covers these persons against risk of claims for accidents brought about by their error or mismanagement individually or collectively.

Correctly conducted risk management reduces and probably eliminates the majority of potential dangers to competitors, their supporters and spectators. Properly undertaken and regularly reviewed and revised this procedure should go a long way to eliminating risk and resulting in cheaper Public Liability insurance.

The issue of Public Liability insurance is complicated by some large settlements of claim, the need to test the claim in the courts and the spread of the claim to multiple defendants,

A look at some risks highlights the degree of risk and suggests remedies. With experience other areas may be identified.

These are classified as H high, M medium and L low

Non flagging of practice jumps	rider/horse collisions ...H Experienced marshal does not open warm-up area until fence flagged
Crowded practice arena	rider/horse collisions ...H Experienced marshal limits number in warm-up area
Riders queuing for SJ start	injuries (kicks) ...M-L Experienced marshal limits numbers, keeps separate
Grooms in jump practice areas	injuries compounded by numbers ...M Limit number of helpers giving instruction and/or picking up rails
Spectators in jump practice areas	injuries ...M Keep spectators to viewing area outside defined warm up areas
Unused cups in wings	risk ...L Judge, jump marshals
Ground rails incorrectly aligned	risk ...M Judge, jump marshals
Dislodged flag (s) on CC course	risk ...L Jump judge, section coordinator
Fall of rider	risk ...H Closest official makes assessment and radios in for appropriate support Serious accident official should limit direct contact to ensuring non-obstruction of airways

There must be others. These are used as examples of action/planning which can considerably reduce the risk element.