 Event Risk Assessment and Preparedness

 Club/Committee Name:

|  |  |  |
| --- | --- | --- |
| **Location:** |  | **Event Date:** |
|  |  | Start Date:  |
| If other please describe | NA | Finish: |
| Event Coordinator: |  |  |

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# Risk Assessment & Management Plan

Please add rows and detail to your plan as required to cover all hazards identified

| Hazard Source | Is this Hazard present?(Yes/No) | Risk Rating? LowModerateHighExtreme | Risk Management PlanA risk management plan must be completed for Risks rated High or Extreme | Implemented | Communicated | Assessed |
| --- | --- | --- | --- | --- | --- | --- |
| Event Management |  |  |  |  |  |  |
| Access & Parking |  |  |  |  |  |  |
| Gates & Access |  |  |  |  |  |  |
| Roads |  |  |  |  |  |  |
| Truck /Horse Float Parking |  |  |  |  |  |  |
| Spectator Parking |  |  |  |  |  |  |
| Overnight Parking |  |  |  |  |  |  |
| Stable Access |  |  |  |  |  |  |
| Traffic Management - Vehicles |  |  |  |  |  |  |
| Vehicle routes |  |  |  |  |  |  |
| Speed |  |  |  |  |  |  |
| Judge and official vehicles |  |  |  |  |  |  |
| Traffic Management – Horses |  |  |  |  |  |  |
| Parking/ stabling to competition route |  |  |  |  |  |  |
| Horse/ vehicle crossing management |  |  |  |  |  |  |
| Camping, Stabling and Facilities |  |  |  |  |  |  |
| Camping Areas |  |  |  |  |  |  |
| Electricity Access |  |  |  |  |  |  |
| Stables |  |  |  |  |  |  |
| Toilets and Showers |  |  |  |  |  |  |
| Biosecurity |  |  |  |  |  |  |
| Biosecurity Hazards |  |  |  |  |  |  |
| Biosecurity (other) |  |  |  |  |  |  |

| Hazard Source | Is this Hazard present?(Yes/No) | Risk Rating? LowModerateHighExtreme | Risk Management PlanA risk management plan must be completed for Risks rated High or Extreme | Implemented | Communicated | Assessed |
| --- | --- | --- | --- | --- | --- | --- |
| Field of Play |  |  |  |  |  |  |
| Surfaces and surrounds |  |  |  |  |  |  |
|  Competition area location and condition |  |  |  |  |  |  |
|  Warm-up location and condition |  |  |  |  |  |  |
|  Jumps and other event equipment |  |  |  |  |  |  |
| Horse Hazards |  |  |  |  |  |  |
|  Conditions or actions that could startle horses |  |  |  |  |  |  |
| Weather |  |  |  |  |  |  |
|  Hot weather |  |  |  |  |  |  |
|  Rain |  |  |  |  |  |  |

# Emergency Preparedness Plan / Serious Incident Management Plan

|  |  |  |
| --- | --- | --- |
| Roles and Responsibilities | Have the roles and responsibilities of the following people in managing risk at the event been documented and communicated? (yes/ no/ NA) | Have the roles and responsibilities of the following people in responding to and managing incidents and injuries been documented and communicated(yes/ no/ NA) |
| Event Organiser |  |  |
| Officials |  |  |
| Stewards |  |  |
| Event Committee |  |  |
| Technical Delegate |  |  |
| Ground Jury |  |  |
| Other – please specify |  |  |
| Emergency Response |  |
|  | Yes/No | Details |
| First Aid Providers required |  |  |
| First Aid Equipment onsite |  |  |
| Emergency Response Plan |  |  |
| Reporting Processes |  |  |
| Concussion Management |  |  |