

**STANDBRED PLEASURE & PERFORMANCE
HORSE ASSOCIATION of VICTORIA**

RISK MANAGEMENT POLICY

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DEVELOPING THE RISK MANAGEMENT POLICY

The Committee of the Standardbred Pleasure and Performance Horse Association of Victoria considered all of the activities the Association offers to its members and identified the various risks that might be associated with those activities.

Risks were not categorised as being greater or less than others are. The Committee believes that any foreseen risk should be addressed and accounted for in the Risk Management Policy.

The Risk Management Policy details all known actions that are necessary, for the various activities offered to SPPHAV members. In order to minimise risk at these activities, the actions relevant to the activity will be performed prior to, during and after the activity.

The Risk Management Policy will be amended whenever a possible risk, which is not covered in the Policy operating at the time, is identified and assessed.

New activities will undergo a similar assessment and be added to the Risk Management Policy as they arise.

1 RISK MANAGEMENT

This Risk Management Policy will be adhered to for all events, activities, functions organized and held for and by the Standardbred Pleasure and Performance Horse Association of Victoria Inc. (SPPHAV).

- SPPHAV Committee Members are all deemed to be officers of the Risk Management Policy.
- Notification of risk, perceived risk and future management issues are to be lodged with the Risk Management Officer.
- Any SPPHAV Risk Management Officer will report, as necessary, to meetings of the SPPHAV Committee.
- The SPPHAV Committee will deal with each issue raised.
- The SPPHAV Committee will be responsible for all additions to the Risk Management Policy and will ensure, at all times, the Policy is adhered to.
- All issues of risk to the SPPHAV, in all areas, will be dealt with.

2 EVENTS / ACTIVITIES

- SPPHAV State Championships in Showing
- SPPHAV State Championships in Dressage
- SPPHAV State Championships in Showjumping
- Champagne Dressage Series
- The Mark Sagona Memorial Show – Standardbred ring only.
- The Standardbreds for Breast Cancer Show – Standardbred ring only.
- Leading out at any harness race meeting.
- Any training clinic offered and held by the SPPHAV.
- Any gymkhana offered and held by the SPPHAV.
- Any pleasure ride offered and held by the SPPHAV.
- Any demonstration by members of the SPPHAV.
- Meetings of the Committee and / or membership of the SPPHAV.
- Any other activity offered and held by the SPPHAV.

3 VENUES

- Only venues with appropriate insurance cover will be used for SPPHAV activities / functions.
- Perimeter fences must be suitable to contain all horses.
- All gates that are to be used for entrance and exit must be manned or closed at all times.
- The arena / competition area must be checked that it is fit and safe for the intended use. Suitable protection from the sun should be available.
- Arena / competition areas should be suitably fenced or marked with appropriate entrance/exit areas clearly marked to exclude pedestrians and spectators.
- Designated areas i.e.: float parking, public car parking, horse-exercising areas should be notified and clearly sign posted (for their purpose).
- Walkways for pedestrians and exhibitors to be separate and clearly signed.
- Sub-contractors i.e.: caterers, trade stalls etc. must have their own public liability insurance, food handler's certificates and health permits.
- All electric leads must be tagged and safely kept off the ground, using insulated carriers or tape.
- Emergency vehicles must have unobstructed entrance and exit from the venue.

4 PARTICIPATION

4.1 General

- All stallions/colts must only be handled by persons 18 years old, or over.
- All stallions/colts must be double tied when tied to floats or trucks.
- The use of the horse and float identification discs is compulsory at all times.
- It is the stallion owner's/rider's responsibility to ensure that all possible safety precautions are taken.
- All stallions/colts owners are required to follow the Equestrian Australia Stallion Safe Practices Guidelines. Not following those guidelines will result in the horse being required to leave the event.
- All mares, geldings and foals must wear correctly fitting headgear and be under control at all times.
- Officials and stewards have the authority to remove any horse that they consider is not under control.
- All equipment used i.e.: saddles, bridles, harness etc. must be suitable for the activity to be undertaken and in good repair.
- When mounted or in the driving seat, all riders and drivers must wear properly fitted ASA approved helmets with chinstraps fastened. Helmets are required to be less than 5 years old.
- In harness classes where Period Costume is a component of the exhibit, helmets are exempt so long as the driver has signed the appropriate waiver. Drivers of these vehicles are required to limit the speed of their horse(s) to a minimal speed at all times, unless asked to show pace in a working harness class.
- Any helmet that suffers a serious blow must be replaced.
- Members are to report the replacement of a helmet to the Risk Management Officer or a member of the SPPHAV Committee before participating in ridden or harness activities put on by the Association.
- All riders must wear appropriate footwear and have correct fitting stirrups.
- Riders, under the age of 18 years, are not to wear long boots in any ridden event / activity / show class.
- Dogs must be properly tied, or on a leash, at all times. Barking or overly excitable dogs should not be brought to activities and will be asked to be removed from the venue.
- Appropriate first aid must be present at each event. A moderate first aid kit is the minimum requirement and all officials must be made aware of the location of the kit.
- An effective means of communication with emergency services must be available at all times.
- No unconfined, naked flame will be allowed at the venue and all fire regulations will be observed.
- All officials will be briefed at least 30 minutes before the commencement of the event.
- As soon as possible after the completion of the event, a debriefing session will be undertaken with senior Committee members and / or officials to identify any problems, their resolution, and areas of improvement for future events.

4.2 State Championship Event / Show / Harness Race Meetings / Gymkhana / Training Clinic

- All competitors and visitors must park in designated areas
- Horses must move at walking pace at all times when outside the exhibition ring or exercise area.
- All handlers must wear closed footwear at all times.
- Only properly licensed drivers may move any motorised vehicle at the venue.
- All officials must be clearly identifiable with vests and badges.
- In the event of an emergency the public address system and / or signs will direct competitors, the public and / or spectators to safe areas.

4.3 Public Exhibitions / Demonstrations

- Only horses known to have suitable temperaments and behaviour will be selected for public exhibitions / demonstrations.
- Only riders / handlers with appropriate experience will be asked to participate at public exhibitions / demonstrations.
- There will be a minimum of 2, but preferably 4, on ground leaders with any horse changing location at a public exhibition / demonstration.
- The SPPHAV will not ask members to demonstrate their horses at a public exhibition / demonstration where there is no public liability insurance in place.

4.4 Pleasure Rides

- Pleasure rides will only be held on National Trails, Shire designated tracks, rail trails or trails designated for such activity.
- There will be a minimum ratio of 1:5 leaders to horses at any pleasure ride offered by the SPPHAV

5 TRAINERS / INSTRUCTORS

Any person receiving compensatory payment for leading an event or activity must be able to produce evidence of his or her own personal public liability insurance cover.

6 INCIDENTS

- Officials must prepare a written report on any accident or incident on forms provided for this purpose.
- Any reported accident or incident will be reviewed and fully documented, as soon as possible.
- All accident or incident reports will be kept for a minimum of 7 years or, if the injured party is a child, until the child is at least 18 years of age.

7 INCIDENT RESULTING IN A SERIOUS INJURY

7.1 Of a Person

- The Risk Management Officer is to immediately assess whether an ambulance is required.
- If an incident indicates a possible serious injury, the injured person must be immobilised on the ground and kept warm, to help prevent shock, until the appropriate medical assistance arrives – ambulance or doctor.
- Under no circumstances should the person be allowed to get up until the appropriate medical assistance arrives.
- If the incident resulted in a horse becoming loose, all activity must cease until the horse is secured and removed from the activity arena.
- All activity in the arena must cease until the injured person is able to leave the arena or has been taken from the arena by an ambulance.

7.2 Of a Horse

- In the event of a horse being injured, the Risk Management Officer or another member of the Committee is to immediately assess whether a veterinarian is required and advise the owner, or a member of the owner's party of this.
- If the horse suffered a broken leg, the owner (or a member of the owner's party) must be advised of this and the police, or veterinary assistance called to put the horse down.
- The member will be responsible for any costs associated with the incident / injury.

8 INCIDENT RESULTING IN A DEATH

8.1 Of a Person

- If an incident results in the death of a person, the Risk Management Officer must call the police immediately.
- All activity will be immediately suspended.
- All witnesses to the incident are to remain available until after the police have considered the situation and given the OK to leave.

8.2 Of a Horse

- If the incident results in the death of a horse, the Risk Management Officer or another member of the Committee is to immediately assist the owner, or a member of the owner's party, with the removal of the horse from the arena and, later, the venue.
- All activity will be immediately suspended.
- The owner of the horse will be responsible for any costs associated with the removal of the horse.

9 WAIVERS

- Waivers may be used but do not guarantee immunity.
- In the case of a minor, a parent or guardian must sign waivers.

10 STATEMENT OF RESPONSIBILITY

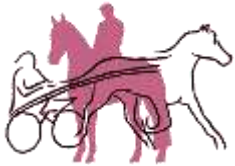
The following Statement of Responsibility will be inserted into all programs / application forms offering participation at any event offered by the SPPHAV.

IF AT ANY TIME YOU ARE UNSURE OF YOUR ABILITY TO PERFORM / COMPLETE AN ACTIVITY, YOU SHOULD CONSIDER DISCONTINUING THAT ACTIVITY OR SEEK ADVICE FROM THE JUDGE, LEADER, OR A MEMBER OF THE SPPHAV COMMITTEE.

11 CONSUMPTION OF ALCOHOL

Members representing the SPPHAV at a race meeting or other public demonstration are not to consume any alcohol whilst:

- on or near their horse
- near any other horse
- within the stable / stalls facility at a race track



**STANDBRED PLEASURE & PERFORMANCE HORSE
ASSOCIATION of VICTORIA**

INCIDENT REPORT

ACTIVITY / FUNCTION:.....

LOCATION:.....

DATE:.....

TYPE OF INCIDENT:.....

PERSON MAKING THIS REPORT

REPORT (Please give a clear, precise report on the incident that has occurred and of the outcome – if known.)

.....
.....
.....
.....

HELMET AFFECTED Yes / No

.....
.....

CLOSING REPORT AT NEXT COMMITTEE MEETING

.....
.....
.....

Signature of person making report:

Date: