

## **HSAA RISK MANAGEMENT PLAN**

Every day Committees of affiliated HSAA Clubs face decisions that will affect the safe running of their horse shows and ultimately the cost of insuring these events. This responsibility is expressed as having a **'DUTY OF CARE'** and should be taken seriously by all show committees.

To help these committees the HSAA has developed a check list to help you evaluate your **RISK MANAGEMENT PLAN** in that it will identify those risks associated with horse activities which may result in injury to people or property. This list is by no means exhaustive.

### **The basic components of Risk Management are:**

- a) **Risk identification**
- b) **Measurement of Risk**
- c) **Management of the Risk.**

After considering each of the above, there are two outcomes:

1. **A loss control prevention program**
2. **Risk financing**

### **Strategies of Risk Management**

When reviewing the risks associated with horse events these strategies should be used:

1. **Risk avoidance.** (Means avoid the risk, change the activity and remove any risk of injury or damage to property).
2. **Risk reduction.** (Identify the risk and make a decision to reduce the impact of the risk).
3. **Risk acceptance.** (Accept the risk that cannot be reduced because it is inherent part of the activity).
4. **Risk transfer.** (Transfer the risk to another party or organisation e.g. Local food canteen).
5. **Risk insurance.** (Risks that cannot be avoided which need to be covered by insurance).

### **Rating the Risks:**

- a) **CATASTROPHIC** --- Death, Loss of one or more Functions (Sight, Arm etc.)
- b) **CRITICAL** --- Severe injury, hearing loss, severe illness, property damage.
- c) **MAJOR** --- Reportable accident, person unable to work or continue lifestyle for more than seven days.
- d) **MINOR** --- Minor illness or injury, bruising, minor sprain. Property damage, broken window etc.
- e) **NEGLIGIBLE** --- First aid, cut finger etc.

The likely hood of injury or damage and how serious will the consequences be.

<b>CONSEQUENCE</b>	<b>FREQUENT</b>	<b>OCCASIONAL</b>	<b>UNLIKELY</b>	<b>IMPROBABLE</b>
<b>Catastrophic</b>	Extremely serious	Extremely serious	Very serious	Serious
<b>Critical</b>	Extremely serious	Very serious	Serious	Not serious
<b>Major</b>	Very serious	Serious	Not serious	Not serious
<b>Minor</b>	Serious	Not serious	Not serious	None
<b>Negligible</b>	Serious	Not serious	None	None

**Rating of Risks.**

<b>High</b>	Extremely serious,	Very serious	immediate action required
<b>Medium</b>	Serious, Not serious	Action needed, responsibility allocated to individuals	
<b>Low</b>	None	No real consequence, manage these issues	

**CHECK LIST OF RISKS.**

Venue for show.

1. Check the lease for insurance requirements and disclaimers by the lessor. ....
2. Sight Insurance certificate of the Venue.....
3. Services provided by venue.....
4. Hire of additional facilities. Temp stables, seating etc. ....
5. Risk inspection of site. ....
6. Arena footings inspected, even surface, no glass or holes.....
7. Maintenance of arena surface during competition, Drag and water.....
8. Arena fencing in good condition and adequate. ....
9. Warm up area fenced and separate from spectators.
10. Appropriate signage around arena and warm up areas. ‘Caution Horses no entry’ .....
11. Adequate parking area for trucks and horse floats. ....
12. Safe horse unloading areas near stables .....
13. Safe stables with services nearby, water, light, wash bays, manure bins etc.....
14. Clear stable aisles, no clutter .....
15. Signage in place. NO SMOKING, No Horse to be tied in aisles, etc. ....
16. Security in place around stables if appropriate.....
17. Fire extinguishers and fire hoses in place throughout venue.....

18. Adequate lighting throughout complex.....
19. Evacuation plan for horses.....
20. Access and exit plan for horse traffic.....
21. Stabling plan for horses.....
22. Noticeboard with Safety notices and emergency contact phone numbers.....
23. Suitable Show office with power, light etc.....
24. Camping area suitable with ample power outlets and safety trip switches.....
25. Does the camping area have clear access to clean toilet and shower amenities.....
26. Will the amenities be cleaned and serviced regularly. (Toilet paper, hand towels).....
27. Will the camping area be well lit at Night.....
28. Will Signage be displayed around Camp sites 'NO HORSES, No Dogs etc.....
29. Adequate litter bins and regular removal of rubbish from site.....
30. Ensure no power cords are across access roads or pathways and power cord have been tagged.....
31. Will all areas be patrolled by security personal (Stables, Camping, traders and office).....
32. Will Competitors and Guardians sign Insurance waivers (Acknowledge the Risks).....
33. Will competitors be briefed by management prior to competition (Does & don'ts) .....
34. Emergency evacuation plan explained to competitors and displayed prominently.....
35. Emergency assembly points identified and clearly displayed.....
36. Have all possible emergencies been identified (serious injury to participants, officials, spectators & horses etc.).....
37. Spectator parking and viewing areas clearly sign posted & separate to competition & camping areas.  
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38. Are controls in place to limit alcohol and drug use before or during competition .....
39. Staff trained in the various aspects of running the event.....
40. Has suitable insurance cover been arrange for the event.....  
  - Personal injury for competitors.....

Personal injury for officials.....

Legal expenses.....

Cross liabilities.....

Property/ equipment.....

Public liability.....

41. Promotion plan been prepared for event .....

42. Who is responsible for media liaison.....

43. All press releases checked by organising committee.....

44. Media personnel provided with safety briefings & guided to safe locations.....

45. Finance available for the show.....

46. Financial transaction pertaining to the show recorded.....

47. Person responsible for the recording all transaction.....

48. Safeguards in place to protect financial assets of show.....

49. Communication system in place and working (Stables, camping, spectator areas & competition & warm up arenas.....

50. Back up communication system for emergencies (telephone, mobile phone).....

51. First aid station in place and manned during show.....

52. Clear access to competition, warm up arenas & stables for emergency vehicles.....

Name of Affiliate/Club.....

Signature:.....

President/Secretary