**Health & Safety Management Plan**

**Enter Name of Event**

**Enter Venue**

**Hosted by Enter Host Club**

**Enter Date of Event**

**Introduction & Description of the Event**

Enter name of club, under the leadership of the enter name of President of OC, is hosting the enter event name event on the enter date. The event is based at address of venue with the marked course being run on the surrounding properties, road verges, and forestry – delete or amend as necessary. The venue will officially be open for competitors from date and time base opens and closes date and time base closes.

The event competitions start on day, date and time pf pre-ride briefing or vetting, whichever comes first with the rider’s briefing followed by the first vet inspection of horses entered in the competitions commencing date of first day’s competition. The horses are also examined for identification and to establish that their health status is up to requirements.

The first competition officially starts at date and time of first class. This competition is over distance kilometres which are ridden in number of loops phases of varying lengths. At the end of each phase each horse must pass another veterinary inspection before continuing on the next phase. They also have a compulsory rest period of 40 - 50 minutes in between each phase.

All competitions follow the same procedures throughout the weekend.

Each day’s competitions are as follows:

Saturday: List classes being held

Sunday: List classes being held

For the entire event there will be estimated enter estimated number of entries horses and riders entered.

The marked course entails enter number of different loops different loops some of which are ridden twice depending on the distance of the competition as follows:

Amend as necessary Loop 1 = km Loop 2 = km Loop 3 = km

1. **Event co-ordinator & officials:**

Organising Committee: President of OC & Phone Number

Member of OC & Phone Number

Member of OC & Phone Number

Member of OC & Phone Number

Member of OC & Phone Number

Member of OC & Phone Number

Veterinary Services Manager Name of Treatment Vet & Phone Number

Course Marker: Name of Course Marker & Phone Number

Technical Delegate: Name of TD & Phone Number

President Ground Jury: Name of PGJ & Phone Number

Chief Steward: Name of Chief Steward & Phone Number

The Technical Delegate (TD) is responsible for the checking of the course & event venue for safety & health regulations. This is to be done during the preceding weeks of the event & if satisfied that all is correct & safety requirements have been met then he/she hands control over to the Ground Jury at the Officials’ Meeting prior to the Rider’s Briefing. The TD then continues to act in an advisory capacity to the other officials throughout the event and deals with all technical and course issues which may arise.

1. **Safety on Course:**
2. Roads: All road crossings will have the signage as per the Traffic Management Plan, approved by enter name of council District Council.
3. Check Points: Radio operators will be placed at strategic points on the course who will have direct radio contact to the main base should an emergency arise.
4. All competitors are made aware of all road crossings, hazards & other important facts regarding the course at the riders’ briefing as well as being reminded of the road rules and their responsibility to adhere to them. Anyone caught breaking these rules will be disqualified from the event. Any hazards on course will be noted in the written brief given to all riders together with a copy of the course map. (Delete this last sentence if there is no written brief and map given to competitors)
5. All riders, officials, course markers & other personnel involved with the event will be required to wear sensible safe footwear at all times (i.e. no jandals or open toed sandals).
6. There will be no smoking at ride base or on the course. Amend if smoking is allowed
7. The course is accessible for emergency vehicles. Amend if necessary
8. Most of the riders carry cell phones which have enter details of phone coverage. If none then delete
9. **General Health & Safety:**
10. Insurance: The Organising Committee, enter name of club, is affiliated to ESNZ Endurance, a discipline of Equestrian Sports NZ who has Public Liability Insurance of $5,000,000. All competitors are either full or community members of Equestrian Sports NZ.
11. Medical: The following which is the minimum requirements for endurance events in NZ will be adhered to:

|  |  |  |  |
| --- | --- | --- | --- |
| **ESNZ Endurance Events – Minimum Standard of Medical Care** | | | |
| Event Type | Officer 1  Minimum Qualification | Officer 2  Minimum Qualification | Equipment |
| FEI & Endurance Championship Events | Holder of current First Aid Certificate | Holder of current First Aid Certificate | Rapid Response Vehicle  First Aid Kit  First Aid Room |
| CEN Endurance Events & CTR Events | Holder of current First Aid Certificate | Not required | Rapid Response Vehicle  First Aid Kit |

|  |  |
| --- | --- |
| **Additional Requirements** | |
| **Rapid Response Vehicle** | To be supplied by the Organising Committee. Can be Quad Bike, 4WD vehicle etc but must be able to access all parts of the course. |
| **First Aid Kit** | Minimum of a St John’s General Kit or equivalent plus blankets, pillow & disposable gloves. |
| **First Aid Room** | Shelter such as a tent, caravan with a stretcher, chairs, blankets pillow etc. |
| **Cell Phone Coverage** | It is essential that emergency services can be contacted at any time either direct from the site of an accident or by a relayed message via the ride base. |
| **Contact between Medical Personnel & Officials** | The Medical Personnel for an event must have contact either by cell phone or radio with the TD/CS and PGJ. |
| **Duties of Medical Personnel** | The primary responsibility of the Medical Personnel at the event is First Aid care.  They must be available for the duration of the event to attend to medical emergencies. They MUST NOT ride on the day they are on First Aid duty. |
| **Emergency Contact Details** | Name & contact details of the nearest Doctor or Medical Centre must be available at the ride base. |

1. Emergency Services: There is an ambulance based at enter location of nearest ambulance, approximately enter distance kilometres from ride base and the fire service is based in enter location of nearest fire appliance, approximately enter distance kilometres from ride base. The Rapid Response number of ride base is enter rapid response number
2. **Crisis Management Procedure Plan**

A Crisis Management Procedure Plan has been completed. The Crisis Team Manager is **enter name.**

1. **Organising Committee Guidelines**

The Organising Committee Guidelines Checklist has been completed by **enter name** as the President of the Organising Committee.

1. **Hazard Management:**

**Based on the following Risk Assessment Format, the Endurance Event being held at enter venue has assessed accordingly.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood –** how likely is it that the hazard or event will occur & the result in impact? (Use your judgement & experienced knowledge of the hazard or event to assess, include the history of the occurrence resulting in harm or damage.) | | | | | | | | | **+** | **Consequences –** How serious could the result of impact be? What would be the worst case scenario? | | | | | | **=** | | **RISK** | | |
| **Consequences – Severity of Impact** | | **Likelihood – of the consequences occuring** | | | | | | Letter + Number = Risk | | **A**  **Rare** | **B Unlikely** | | **C Possible** | | **D**  **Likely** | | | | **E**  **Often** | |
| **People** | **Environment** | | **Reputation** | | **Public Safety** | **Never heard of** | **Heard of** | | **Has occurred** | | **Happens several times a year** | | | | **Happens often in a year** | |
| **First Aid Treatment** | **Insignificant adverse effects on the environment** | | **Local Public awareness & Interest** | | **Potential for harm to public or to public property/environment** | 1 Slight | | **1** | **2** | | **4** | | **7** | | | | **10** | |
| **Medical Treatment Restricted work** | **Minor adverse effects on the environment. No lasting effects.** | | **Local Public concern. Local media interest** | | **Minor injury to public or limited damage to public property/ environment** | **2 Minor** | | **3** | **5** | | **8** | | **11** | | | | **15** | |
| **LTI, long term health effects** | **Significant adverse effect on the environment &/reportable to regulator** | | **Regional public concern** | | **Serious harm to public or short-medium term impact on public property/environment** | **3 Moderate** | | **6** | **9** | | **12** | | **16** | | | | **20** | |
| **Disability, long term health effects** | **Major adverse effects on the environment. Reportable to regulator.** | | **National public impact. Adverse national media attention** | | **Multiple injuries or single life threatening incident. Significant damage to public property/environment** | **4 Major** | | **13** | **14** | | **17** | | **21** | | | | **23** | |
| **Fatality** | **Very severe adverse effects on the environment. Reportable to regulator** | | **International concern. Adverse international media attention** | | **Fatality or multiple life threatening injuries to member(s) of public. Widespread damage.** | **5 Extreme** | | **18** | **19** | | **22** | | **24** | | | | **25** | |
| **Hazard** | | | **Description** | | **Controls** | | | | | | **Risk Level**  **amend accordingly** | | | | | | | |
| **Consequence – severity of impact** | | **Likelihood** | | | **Risk Score** | | |
| Emergency Service Access | | | The maximum distance of any part of the course in relation to the closest general & civil emergency services is enter distance km for ambulance and enter distance km for fire service | | Event emergency response services will consist of: - Rapid Response vehicle   * Trained first aid personnel minimum 2 * Name & contact details of nearest doctor on duty & emergency response numbers are displayed at the event base * Most competitors will carry cell phones. | | | | | | 2 | | C | | | 8 | | |
| Fire | | | During a period of dry conditions the issue of cigarette butts/matches igniting a fire is increased. | | No smoking is permitted at the ride base or on the course. This will be noted in the rider brief & any riders caught breeching this rule will be disqualified. Amend as appropriate | | | | | | 3 | | B | | | 9 | | |
| Farm Access | | | Normal daily farm work that may occur during the time of the event.  Delete this section if not based or riding over farms | | * All involved with the event to respect the farm property, leaving all gates as they found them & being careful when around other stock * All farmers in the area will be aware the event is on if their property is being used. * Any uneven ground &/or hazards found on any farmland will be marked & will be inspected for safety by the TD prior to the start of the event. The TD has the right to cancel or postpone the event if the course is not up to the required standard. * All farm hazards will be clearly marked to minimise the risk of accidents &/or injuries to horses & riders | | | | | | 3 | | B | | | 9 | | |
| Road Crossings | | | List names of roads being crossed, number of times crossed and if being crossed in daylight or dark. Delete this section if no road crossings | | * A traffic management plan has been drawn up & signed off by Opus delete Opus if not State Highways are being crossed and the name of council District Council. * All of these crossings will be signposted as required by the traffic management plan. * All riders MUST give way to all traffic at these crossings and will be reminded at the rider’s briefing. They must cross directly when clear of traffic. | | | | | | 4 | | B | | | 14 | | |
| River Crossings | | | Enter names of any rivers being crossed, number of times being crossed and if crossed in daylight or dark. Delete this section if no river crossings | | * All riders will be advised of the river crossings at the rider’s briefing. In the event of high rainfall and increased water levels the rivers will NOT be crossed. | | | | | | 4 | | C | | | 17 | | |
| Railway Crossings | | | Enter if railways crossing are in daylight or dark. Delete this section if no railway crossings | | * All riders will be advised of the railway crossings at the rider’s briefing. All riders MUST stop if oncoming trains are sighted. | | | | | | 3 | | A | | | 6 | | |
| Road Verges | | | The riders will be riding along approximately enter distance metres of road verge. Verges are wide or narrow and are on a minor, major or both road | | * This will be sign posted as required by the traffic management plan. * All culverts & other road side hazards will be well marked for the riders to see & they will be notified of these hazards at the riders briefing. | | | | | | 2 | | A | | | 3 | | |
| Night time visibility | | | As some of the events start in darkness with the main event starting at enter start time, visibility of the riders & horses to any traffic on the roads is important | | * All riders wear back numbers as identification which will have high-viz reflector material on them amend if necessary * All riders to have some form of lighting e.g. head lamp or torch | | | | | | 3 | | B | | | 9 | | |
| Add any other significant hazards | | |  | |  | | | | | |  | |  | | |  | | |

1. **Course & Venue Sign Off:**

The course will have the final assessment done on enter day and date

I, name of TD have assessed the safety & condition of the course and event venue and confirm that it adheres to the ESNZ Endurance standards & the requirements of this Health & Safety Management Plan.

Signed

Date:

Official Status: Technical Delegate