



HEALTH AND SAFETY 2016

GUIDELINES FOR RISK ASSESSMENT IN EQUESTRIAN EVENTS

EVENT RISK MANAGEMENT



- This is a process to
 - Identify risks
 - Set an acceptable level of risk
 - And to take steps to keep the risk to that level

WHAT IS RISK?



- Risk is defined as the chance of something happening that will have an impact upon objectives
- It includes hazards and causes that might potentially harm someone.
- The possibility of injury is a risk
 - Some causes might include faulty equipment, the condition of the facility in use, unclear instructions, skill levels of participants, tiredness, untrained staff, volunteers, poor planning,

RISKS IN EQUESTRIAN SPORT



- It is clear that most equestrian sport involves some level of risk at competition level and on the ground.
- It is not the purpose to remove the intent of the competition or the event – it just means the risk has to be managed.
- Organisers have a responsibility to take reasonable steps to ensure safety.
- “you don’t have to build the Queen Mary to punt on the River Avon; but neither would you navigate the Huka falls on a lilo”.

WHAT ARE REASONABLE STEPS?



EIGHT STEPS TO RISK MANAGEMENT



1. Identify the event
2. Identify risks and their causes
3. Identify controls
4. Conduct risk analysis (consider likelihood, examine impact, determine risk level)
5. Evaluate risks (is the risk acceptable)
6. Write the plan
7. Implement and communicate
8. Monitor and review



1. OUTLINE THE EVENT

- WHAT, WHERE, WHEN AND WHY
- WHO WILL IT IMPACT?
 - Participants, spectators, grooms and helpers, children on site, media, authorities, other organisers, first aid etc
- WHO IS IN CHARGE OF THE EVENT?
 - List key contacts

2. IDENTIFY RISKS AND CAUSES

BELOW ARE SOME EXAMPLES BUT THIS IS BY NO MEANS AN EXHAUSTIVE LIST.
ALL EVENTS SHOULD CARRY OUT THEIR OWN ASSESSMENT.



- **Identify risks** – brainstorming session with the committee, review records of past events, talk to other event organisers, engage participants and volunteers, inspect venues and equipment, attend other events, hire a consultant if you need to, assess ESNZ rules and regs, talk to officials.
- **List causes**
- **Identify any potential legal issues**
- **Ensure you know who you need to co-ordinate and consult with**
- **Types of risk might include:** slipping, tripping or falling, fire risks and evacuation procedures, moving machinery, vehicles on site, electricity, noise levels, poor lighting, heating or ventilation, risk from activities (ie: horse bolting from the ring), crowds and spectators mingling with horses, consumption of alcohol.
- **Environmental factors** – roads, open water and drains, water quality, climate and weather events, the condition of the grounds.

DUTY OF CARE



- Everyone has a shared duty of care to keep people safe.
- The one thing that will not be accepted is negligence.
- For negligence to be established there must be proven that:
 - There was a duty of care
 - The duty of care was breached
 - The breach caused the injury.

3. IDENTIFY THE CONTROLS



- IDENTIFY AND SELECT CONTROLS TO TREAT RISKS
 - ISOLATE/AVOID (avoid a location, isolate the source with barriers etc)
 - MINIMISE/REDUCE (restrict certain activities – identify minimum skills)
 - TRANSFER/SHARE (get insurance, engage a specialist)
 - ACCEPT/RETAIN (acknowledge the risk is part of the event and manage it the best way possible)

CONTROL EXAMPLES



- Rules
- Briefings/information
- Signage
- Planning and preparation
- Appropriate venue/facilities
- Barriers
- Ticketing
- Emergency plan
- Site map
- Marshalls and officials
- Communication system
- Protective clothing
- Staff training
- Medical support
- Road closure
- Lighting and power
- Water available/sunscreen
- Info in newspaper or programme

4. RISK ANALYSIS



- DETERMINE THE RISK LEVEL
- CRITICAL – CRISIS MANAGEMENT TEAM ACTIVATION REQUIRED
- HIGH – MANAGEMENT ATTENTION REQUIRED
- MEDIUM – MANAGEMENT RESPONSIBILITY
- LOW – ROUTINE PROCEDURES

LIKELIHOOD – WILL IT HAPPEN



Score	Scale	Frequency	
1	Rare	May occur in exceptional circumstances	Less than 5% chance
2	Unlikely	Could occur at some time	5-29% chance of occurring
3	Possible	Will occur at some time	30-59%
4	Likely	Will probably occur	60-79%
5	Almost certain	Will definitely occur in most circumstances	80% chance it will occur during the event

IMPACT ASSESSMENT?



Score	Scale	Descriptor/injury	
1	Minimal	Bruises, grazes, participant can continue	No recovery time needed No medical assistance required
2	Minor	Contusions, sprains, lacerations, can continue	Minor first aid applied Less than one week recovery
3	Medium	Dislocation, simple fractures, cannot continue	Medical assistance required Hospital or GP involvement 1-6 weeks recovery
4	Major	Fractures, crush injury, serious injury	Emergency medical assistance required Hospitalisation More than 6 weeks recovery
5	Extreme	Brain, spinal, serious organ damage, loss of limb, permanent disability, death.	Emergency medical assistance required Hospitalisation More than 6 weeks recovery.

5. EVALUATE RISKS



RISK LEVEL	RISK MANAGEMENT ACTIONS
EXTREME	<p>Intolerable level of risk Activity should not commence or should be discontinued (if started) until the level of risk is able to be reduced. Highest event decision making authority to be informed (i.e. event management committee / event director). Re-assess risk prior to commencing the event or activity to ensure risk level is appropriate.</p>
HIGH	<p>Tolerable level of risk if all practicable measures in place Review control measures to ensure risk level is <i>As Low As Reasonable Practicable</i> (ALARP). Is there anything else than can be reasonably done to reduce the probability and/or impact of the risk? Ensure verification is undertaken that all prescribed control measures are in place in practice. Ensure all person(s) exposed to the risk are aware of the risk level. If level of risk is ALARP continue with the event or activity ensuring constant monitoring of the risk to ensure the risk level does not increase further.</p>
MODERATE	<p>Tolerable level of risk Review control measures to ensure risk level is <i>As Low As Reasonable Practicable</i> (ALARP). If level of risk is ALARP continue with the event or activity using standard operating procedures, WHS codes of practice, ongoing monitoring and review of risks.</p>
LOW	<p>Tolerable level of risk No change required. Ensure existing control measures remain in place and effective.</p>

6. COMPLETE YOUR PLAN



INCLUDE

- Documents from steps 1-5
- Emergency procedures
- How you will ensure the controls are being implemented
- How you will monitor risk management throughout your event

COMMUNICATE YOUR PLAN



WHO WITH?

- Your committee
- Event sponsors
- Event workers and volunteers
- Officials
- Spectators
- General public
- Emergency services
- Crisis management team
- Participants

HOW?

- Pre or post event surveys
- Entry forms
- Planning meetings
- Safety briefings
- Website, emails
- Information available
- Signage

7. IMPLEMENT THE PLAN



- Work through the steps in your plan
- Can you action all your controls
- Are the tasks clear and delegated to specific people
- Do those people know they have been delegated the task

- **RUN THE EVENT!**

8. MONITOR AND REVIEW



- Monitor
 - Watch what happens, keep your eye on conditions
 - Are people doing what they should?
 - Has anything changed?
 - Are people safe and enjoying the event?
- Use a checklist
- Review event and processes – what went well, what didn't work, what could be improved for next time?
- Collect feedback from participants, spectators, officials, volunteers.

PARTICIPANTS RESPONSIBILITY



- If you expect participants to accept some responsibility for risk you must make this very clear to them.
- Note it is not reasonable to pass on all risks to participants and you must still, as event organisers, do everything you can to ensure they are safe.
- How do you make it clear to participants?
 - Entry forms should contain a tick box with acceptance of their responsibility under the act to keep themselves and those around them safe, to not act in a manner that will cause harm to others and to report any hazard or risk they may identify at the event.
 - Ensure that when entering online, participants must “accept” that they understand the risks associated with equestrian events and staying on site at an equestrian event.
 - Whilst you can use waivers and disclaimers, they will not always be upheld in court. You should get legal advice about this if you plan to use these.

THANKS



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- A full set of guidelines and templates is available on the ESNZ website under “safety” on the home page.