

Organising Committee Health and Safety Overview Plan

Decide on Schedule

Invite/Appoint all Officials and Judges

Book in Medical and Veterinary Cover. 8 weeks prior to event:

Send Schedule and List of appointed Officials, Judges & Medical Personnel to Eventing Sport Manager for approval. **OC Event Planning:**

List changes needed from previous event.

Risk and Hazard identification. List & make Risk Management Plan (RMP)

RMP Liason with land owners and other users. RMP plan for Officials Committee, riders & Volunteers. Plan Implementation:

Traffic Management Notices/Signage Laning, Parking

Put in place Crisis Management Plan

Send RMP Info to Committee and Officials In last week Pre Event:

Emails to riders and volunteers regarding Health & Safety (RMP).

Set up signage etc.

Put RMP and Hazards List on notice boards. Set up Hazard Register. Print Incident reports.

Immediately Pre -Event:
Pre-meeting with Officials.

Crisis Management Team

Volunteer briefing.

Meeting.

Ongoing Review at Board Level:

Any recommendations for RMP Plan revision for all OCs, Rule Changes, Officials development etc.

Sport Manager,
ENZ Board,
Technical Committee,

ERA – if relevant.

Assessment of Event: Any issues noted, Recommendations back to individual OC, other OCs, and to ENZ Board & ESNZ Board if necessary. Soon After Event:

OC Debrief - make list of improvements for next event. Analyze RMP plan and amend for next event. At end of Event:

OC Debrief with Officials TD/Officials reports Incident Reports Fall Reports OC Report Rider Rep Feedback

- copies of report summaries to go to Sport Manager and to OC Run Event According to Rules and R M P plan.

If serious
Accident then
use Crisis
Management
Plan