

**North Island Secondary Schools
Equestrian Championships 2023**

Event Health and Safety Plan

2-5 September 2024

Fiber Fresh National Equestrian Centre, Taupo

Purpose and Scope

The purpose of this document is to record the details of this event and to outline the Health and Safety Policy, a Risk Management Plan, and a Serious Incident Management Procedure for NISS Equestrian Championships 2024.

Location of event:	National Equestrian Centre, Taupo
Event Secretary:	Yvette Lawson – EvoEvents
Veterinarians:	WEVC
Medical:	Transitcare New Zealand Ltd 0800 MEDICS
H & S Officer	Hayley Daigle

Resources

1. Risk Management of Events. Sport & Recreation New Zealand (also available on ESNZ website, Resources/Health & Safety)
2. Equestrian Sports New Zealand/About/Rules & Gen Regs 2014 p 36: Risk Management, Health & Safety: Article 149 Health & Safety at Events
3. Health and Safety Address. Anna Sage, Sport NZ at ESNZ AGA 2015
4. The Health & Safety Work Act 2015 (replaces the Health & Safety in Employment Act 1992), which was passed into law on 4 September 2015. Some aspects of the Act came into force that day; the majority came into force on 4 April 2016
5. FEI Sport Rules by Discipline
6. FEI General Regs. Chapter 6, Article 140
7. FEI general Regs, FEI Mandatory medical Guidelines for Organisers, Article 109.10 (Gen Regs)
8. www.business.govt.nz/worksafe/information-guidance Information for Volunteers
9. Pro forma Health and Safety Policy document, for event office and programme: ESNZ Safety/Health and Safety
10. Organising Committee Briefing Guidelines: ESNZ Safety/Health and Safety
11. Event waiver template for entry forms: ESNZ Safety/Health and Safety
12. Example of hazards, equestrian events: ESNZ Safety/Health and Safety
13. Health and Safety overview chart of tasks for organising committees: ESNZ/Safety/H&S Overview Chart

Health and Safety Policy

1. To work within the guidelines of the HSW 2015 Act.
2. To comply with ESNZ General Regs Article 149: Risk management, health and safety.
3. To comply with the ESNZ discipline sport rules
4. To comply with any existing Health and Safety requirements of a specific venue (e.g. at NECs).
5. To comply with any local authority laws where appropriate.
6. To comply with the Government laws relating to the Covid-19 pandemic.
7. To strive to improve safety at competitions while recognizing it is a high-risk sport.
8. To develop and continually review a Risk Management Plan (RMP)
9. To rigorously implement the procedures outlined in the RMP.
10. To continually review the outcome of the RMP and adapt new plans accordingly.
11. To provide all officials, medical staff, volunteers and anyone who requests one, forms on which to record all incidents and accidents including any “near misses”. These should be given to the secretary at the end of each day of competition.
12. The event secretary on the day adds the details of the incidents/accidents to the OC register, so that after review, changes to the Risk Management Plan can be made if required. This is an important part of Risk Management.
13. The secretary then forwards the complete set of reports to ESNZ for review and analysis.
14. Have an appointed Health and Safety Officer. The Health & Safety officer for this event is **Hayley Daigle**

Risk Management Plan

The North Island Secondary Schools Equestrian Championships is a national multi day, multi discipline ESNZ event running from 2-5 September (4 days) at the National Equestrian Centre, Taupō

The event will attract competitors, spectators, officials, volunteers and supporters from all over the North Island.

The emergency assembly point is: the roadway above the car park/indoor with the green “assembly point” sign.

Risk to competitors.

Equestrian sport is accepted as a high risk sport, particularly in disciplines where jumping is involved. Below is a list of many potential risks and a plan to control these risks.

Risks are categorised as;

Significant or Critical S or C

High, Medium or Low – H – M – L

Risk	Categorisation	Control
Competitor kicked.	S H	<ul style="list-style-type: none"> Encourage riders to identify known kickers by red ribbon
Competitor knocked over by loose horse	S M	<ul style="list-style-type: none"> Use announcer to warn of loose horses, as well as stewards, or any other officials. Use signs to warn of the dangers of loose horses, particularly when cross-country is running.
Fall of rider from horse	S H	<ul style="list-style-type: none"> Ensure all riders, where appropriate, have qualified for the level at which they are competing (ESNZ Rules) Encourage judges and stewards to give feedback to Technical Delegates if they have any concerns about a rider's ability to participate in the competition. These officials have the ability to notify the head of the Ground Jury, and a competitor can be stopped if there are concerns. Depending on the level of competition (e.g. FEI or National class), and area of competition in which a fall occurs (e.g. warm up area), a rider may, under the rules, be allowed to continue in the competition. Officials have the ability to prevent a rider from continuing depending on the circumstances of the fall and any perceived risk to the rider if they continue. Riders responsible for maintaining their tack in good working order Ensure all tests are of the appropriate level, and that all jumping courses are designed by qualified Course Designers, and meet the required standard Ensure riders wear appropriate safety clothing (helmets to meet current standard – from 31st July 2017 helmets will be tagged to show they conform) Ensure all officials are on the current ESNZ Officials List (ESNZ/Resources/Officials)

		<ul style="list-style-type: none"> • Ensure the correct level of medical care is available at events (GenRegs Art152). Have the GPS information available to medical team. • Programmes to include the “Disclaimer of Liability” (ESNZ GenRegs Art 136). • All riders who fall from a horse must be checked by medical staff before they are permitted to compete further in the event.
Risk to riders from spectators, photographers, vehicles, acting in a dangerous manner or being in an unsafe place	S H	<ul style="list-style-type: none"> • Speed limit for vehicles, limiting vehicles near competition area, roping off spectators, managing crossings, identifying photographers.
Specific risks to competitors due to terrain, grounds, or other users etc.	S M	<ul style="list-style-type: none"> • Information given to riders prior to the event and on notices at the event.
Specific risks to officials, competitors, volunteers due to potential infection	S M	<ul style="list-style-type: none"> • Notices reminding riders about infection prevention displayed.

a. Risk to officials, spectators and volunteers

Risk to spectators, officials & volunteers of injuries from horses and other hazards that form part of the Event.	S L	<ul style="list-style-type: none"> • Ensure the correct level of medical care is available at events (GenRegs Art152). Have the GPS information available to medical team. • Designate some areas to be horse-free • Signage to advise public to keep out of truck park areas, yards, stables and areas where horses are unattended • Rope off warm up and competition areas from public • Rope off high-risk areas • Use marshals in specific high-risk areas • Use announcer to warn of loose horse • Restrict vehicles on venue, impose a speed limit on all vehicles • Where an event runs over public land, work with local authorities regarding appropriate measures such as road closures
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		<ul style="list-style-type: none"> • Where an event runs over public land, ensure signage warning of dangers is erected at every entrance to public grounds • Volunteers using quad bikes or similar to use safety helmets • Volunteers to be briefed re safety and potential dangers associated with their role • Trucks to have reversing beepers • Use of parking wardens when large numbers of vehicles at venue • Ensure all exits are kept free of parked vehicles • Hygiene maintained at a high level by adequate numbers and servicing of toilets and shower areas, separate hand-washing facility in kitchen areas, providers of food on site to be approved. Rubbish bins emptied regularly as required. • Any area under construction to be signposted accordingly and identified as a risk. • Where used, all power cords, tent pegs, guy wires are checked to ensure they are safe, secure, and out of the way in alleyways. • Ensure any trade stands do not impose a safety threat to the public. • Ensure any electrical equipment is checked regularly
Specific risks due to potential infection	S M	<ul style="list-style-type: none"> • Notices about infection prevention displayed

b. Risk to treatment providers

Risk to treatment providers (medical and veterinary)	C H	<ul style="list-style-type: none"> • Medical vehicles to be parked in a safe position approved by the Technical Delegate prior to the start of the competition • Medical personnel advised on access to various areas of the competition venue • Veterinary personnel to be provided with appropriate facilities (e.g. horse ambulance, screens & treatment area)
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		<ul style="list-style-type: none"> In the event of an accident, photographs by bystanders to be strongly discouraged and all but essential personnel kept back from the immediate area.
Specific risks due to potential infection	S M	<ul style="list-style-type: none"> Notices about infection prevention displayed

c. Risks to riders, spectators, officials & volunteers from natural disasters

Fire	C L	<ul style="list-style-type: none"> No smoking allowed onsite No lighting of fires during restricted fire season Fire extinguishers in all occupied buildings Smoke alarms in buildings used for sleeping Develop a warning and evacuation plan appropriate for the venue
Flood	C L	<ul style="list-style-type: none"> Take note of any weather warnings issued around the time of the event Develop a warning system and evacuation plan appropriate to venue
Wind	C L	<ul style="list-style-type: none"> Take note of any weather warnings issued around the time of the event. Secure any items likely to be blown over by wind. Evaluate risk of trees falling on vehicles/people and take action accordingly Be prepared to close down the event. Be prepared to assist competitors with decisions around the safety of travel. Be prepared to use whatever facilities are available to ensure safety of people and horses
Electrical storm	C L	<ul style="list-style-type: none"> Take note of any weather warnings issued around the time of the event Be prepared to close down the event, possibly on a temporary basis Ensure all volunteers, officials, spectators and competitors take shelter as soon as possible
Earthquake	C M	<ul style="list-style-type: none"> Activate the Crisis Management Team to assess injury Warn of danger from falling trees, broken electrical wires, falling buildings

		<ul style="list-style-type: none"> • Encourage the use of horse trucks as shelter until the extent of the earthquake is known and safety of travel confirmed • Use whatever facilities are available to support all people at the venue • Have access to non-power dependent radio for updates
Sun burn	S M	<ul style="list-style-type: none"> • Riders are responsible for their own use of sunscreen. Sunscreen made available to volunteers.

Monitor and Review

The Risk Management Plan will be continually reviewed, especially if there are changes in any aspect of the event that may impact on the risks.

1. Update documentation or any aspect of the RMP as required
2. Review incidents – make sure all information is being captured
3. Review any incident from an unexpected cause and develop ways to prevent/respond to this in the future
4. Gather as much information as possible from officials, competitors, volunteers

Follow up after the event.

1. Survey the riders, officials, volunteers
2. Ask for and obtain written reports from e.g. cross country judge and TD
3. Consider any other feedback
4. Write a report with recommendations for future events

Serious Incident Management Procedure:

A serious incident management (SIM) procedure plan needs to be in place in the event of a serious accident or death of a rider.

NISS Equestrian Championships 2023 SERIOUS INCIDENT MANAGEMENT (SIM) PROCEDURE

Requirements and Procedure in the event of ANY SERIOUS HARM INCIDENT

A SERIOUS HARM INCIDENT IS DEFINED AS CAUSING UNCONSCIOUSNESS, LOSS OF LIMB, BROKEN BONES REQUIRING EMERGENCY MEDICAL TREATMENT, OR DEATH OR EMERGENCY SITUATION, INCLUDING A NATURAL DISASTER.

1. Serious Incident Team Manager (STM) to take charge
2. STM to proceed to the incident site and assess the situation – Select Code to indicate serious incident situation.
3. SIM Team to be activated by STM or Chief Medical Officer.

NB it is essential that the details of the severity of the accident are not made public. This means that all radio transmissions must be carefully monitored. Cell phone communication is preferable, failing that a previously identified radio channel known only to the SIM Team.

Serious Incident Management Team:

1. Preparation.

A SIM team is to be selected prior to the start of the competition. The SIM Team will meet prior to the start of the competition so that everyone is clear about their role and the procedure that will be followed.

Team likely to include

Serious Incident Team Manager: An experienced member of the OC who is not otherwise committed – not necessarily the Event Convenor/Director.

Technical Delegate/President of GJ:

Assistant TDs: Maybe required to remain at location of incident in first instance.

Event Convenor /press liaison: Briefed on what statements should be made and when.

Chief Medical Officer: Transicare Medics.

Secretary: Required to minute any meetings

Repair Crew: If appropriate – must know location of screens

Veterinarian: Care of horse involved, and care of other riders' horses may have at event.

Chief Steward: or their representative

Family Support Person: To act as hospital liaison person together with SIM Team and to support family and arrange transport to hospital etc

Police Liaison person

Procedure

1. Technical Delegates/Officials to use code call “Code Green”.
2. Use jump number, or other specific spot to identify location.
3. Serious Incident Management team to be activated.
4. STM Manager to take charge.
5. All communication by mobile phone.

Serious Incident Management Control Centre

The Hunt Room will be used as the Serious Incident Management Control Centre (IMCC) and administrative centre for the SIMT. The Secretary is to bring appropriate competitor information – contact details, entry information, yarding details. Tea and Coffee should be available.

Place to take family/next of kin

Tbc by SIM

Place to take Official/Judge or affected public

Tbc by SIM

Helicopter Landing

TBC CMO to coordinate.

2. When a serious incident occurs

Action to be taken at incident site

1. The SIM to initiate the SIM Team response.
2. Screens around the accident while any treatment is taking place.
3. Public to be kept at a safe distance from the incident.
4. Take rider or horse into ambulance as soon as possible, subject to Medical Crew or ICP advice (Transitcare)
5. If suspected rider fatality police must be notified before moving.
6. In the event of horse fatality or rider injury, the course should be cleared as soon as possible to continue the competition.
7. If required volunteers to be taken to IMCC where they will be required to write independent statements. If there are witnesses who experienced the incident, have them come to make statements as well. IMC to coordinate. If it is a rider fatality, take official, judge or witnesses to IMCC, but it will be the police who will ask for statements.
8. Public announcer should inform the public that there is a hold up due to an incident but not go into any details. If the incident does not prove to be as serious as first thought, the announcer must tell the public that the horse and/or rider are for instance going back to the stables.
9. In the event of horse fatality or rider injury, decision to be made whether to remove the affected jump from the course.
10. If rider fatality, the fence should be left until sighted by police, photographs taken before repairs are made.

In case of human fatality

Assistant Incident Controller or Secretary to notify police. Advise no sirens please.

Police will:

- Contact next of kin and confirm this to STM.
- Compile witness statements.
- Wish to inspect the fence and a senior event official must accompany them.

STM to dispatch a representative, with mobile phone, to hospital to:

- Be a direct link with the STM.
- Arrange help with the immediate requirements of the rider's family and/or team/friends and/or horse owner.

What Happens in the event of:

Serious incident – rider injury: Course cleared – event continues

Serious incident – horse fatality: course cleared – event continues

Serious incident – rider fatality: decision on event status to be made following consultation with event OC and Officials. This group tbc at event.

Roles of crisis team management personnel:

1. SIM & TD along with assistants to ensure that procedure is followed correctly, especially any statements released to press
2. **Ange Kelly - Smith** to be the press liaison member and **ONLY they** are to liaise with press and ensure that family member's needs are taken care of. All requests should be answered by *"an investigation is taking place, and we will advise you as soon as we can on the details of the incident"*.
3. Family support person to go to hospital, providing transport for family as necessary.
4. Chief Medical Officer to control treatment of rider at the fence.
5. Secretary to provide rider information such as contact phone numbers, next of kin, liaising with Family Support Person and rider support personnel/family. Clearly the next of kin must be notified before any official information is released (police responsibility). Secretary also to provide a private area for family members and Crisis Team Members with tea and coffee available.

PRESS AND STATEMENTS:

No statement shall be released without initial consultation with ESNZ CEO and relevant staff. A "holding" statement should be used as follows:

"We can confirm that there was a serious accident today at NEC Taupō. An investigation is taking place and we will advise you as soon as we can on the details of the incident. All further enquiries should be made to Julian Bowden, ESNZ CEO."

NOTE:

Indication of the severity of the accident should only be released after official authorisation by the STM (in consultation with police if involved) and next of kin must be given every

consideration. This applies to all persons involved with the accident, including volunteers who should be kept isolated until an official statement has been issued and they should be briefed to this effect by the TDs or the STM.

Following a crisis

1. The STM to inform OC chair and ESNZ CEO or Chair or nominated representative in the absence of the CEO or the Chair.
2. ESNZ CEO will inform the insurance company of the details of the incident.
3. ESNZ CEO will handle press inquiry from national media.
4. The President of the Ground Jury to work with the event ad hoc committee (see FEI Annex IX) within 24 hours to investigate the incident.
5. The relevant sport manager must be notified as soon as possible they will then advise their relevant board.
6. The ESNZ CEO, the event TD, the STM and the organising committee chair will meet to discuss the incident and on-going actions.
7. The ESNZ CEO will determine whether WorkSafe NZ needs to be advised.

Medical Summary: Falls & Injuries			
Event Name		North Island Secondary School Equestrian Championships 2024	
Event Venue / Location		National Equestrian Centre, Taupō	
Date of Event		2-5 September 2024	
Senior Medical Officers Name (Full)			
Senior Medical Officers Mobile		Email	
Rider's Nos	Rider's Name (Full)	Injury Category & any other information (None/Minor/Serious)	Concussion Test Result Passed/Failed/Suspected

NOTES

Injury Categories: Please classify injuries according to the categories and information below:

- None: No recorded injury
- Minor Injury: one or more of the following injuries: sprains, bruises, and cuts judged not to be severe, treated on site
- Serious Injury: transferred to hospital for one or more of the following injuries: fractures, internal injury, severe cuts or lacerations, crushing, head injury

Concussion Test: All riders who have a fall must report to the medical team (medics) at the events and a concussion assessment test MUST be conducted. No rider who has had a fall can ride another subsequent horse at the event in any class until they have been checked by the medical team and have passed the concussion assessment test.