



EQUESTRIAN SPORTS
NEW ZEALAND

INFORMATION FOR ESNZ OFFICIALS WITH REGARD TO HEALTH AND SAFETY

- All officials trained by ESNZ disciplines and FEI training programmes are covered by ESNZ public liability and statutory liability cover at all events as long as they are full financial members and they have current official's status on the ESNZ database.
- To check your status log onto the ESNZ website at <https://www.nzequestrian.org.nz/community/officials/>
- You must ensure you look after yourself and take all precautions to be safe at all times.
- Any actions you take must not cause harm to another person.
- You must not turn a blind eye to anything at the event you are officiating at. Negligence is not defensible. If you tried to fix something it is a whole lot better than not doing anything.
- You must report incidents through ESNZ's official reporting system – preferably the online report but the OC should also have hard copies to complete. If they do not have one you must let ESNZ know ASAP. It is vital that incidents are reported as this data is later used by ESNZ and major incidents are tracked.
- If the event you are officiating at is not an ESNZ area or club run event, or an A and P show, then you need to ensure the event has the correct procedures in place, it takes Health and Safety seriously and it has secured its own public and statutory liability insurance cover before you agree to officiate.
- You must make sure you have attended an event briefing prior to the start of the event so you are clear about your role and what needs to happen in an emergency.

PRESS RELEASES AND REPORTING OF INCIDENTS

No statement should be released without the initial consultation with ESNZ CEO and relevant staff. The crisis management procedure should be outlined by the organising committee prior to the event beginning.

A holding statement should be used as follows:

We can confirm there was a serious accident today at [venue]. An investigation is taking place and we will advise you as soon as we can on the details of the incident. All further inquiries should be made to [ESNZ CEO, the Police or other as is seen fit on the day].

NOTE: Indication of the severity of the accident should only be released after official authorisation by the CRISIS TEAM MANAGER (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 fence judges (for eventing) 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 CTM.

Note: Check rider has not won a prize in another class to prevent embarrassment at a prize giving or ceremony.



FOLLOWING A CRISIS (refer crisis management plan)

1. CTM informs OC chair and ESNZ CEO or Chair or nominated representative in the absence of the CEO.
2. ESNZ CEO will inform the insurance company of the details of the incident.
3. ESNZ CEO will handle press inquiry from media.
4. The President of the Ground Jury to work with the event ad hoc committee 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 will notify the FEI of any death or serious accident.
7. The ESNZ CEO, the event TD, the CTM and the organising committee chair will meet to discuss the incident and what needs to be done next.
8. All learnings should be communicated throughout the sport.
9. The ESNZ CEO will determine whether WorkSafe NZ needs to be advised.

OFFICIALS CHECK LIST

Yes	No	Official
<input type="checkbox"/>	<input type="checkbox"/>	Is there a comprehensive information brief from the host organisation? Have you attended a pre-event briefing.
<input type="checkbox"/>	<input type="checkbox"/>	Do you know who the Health and Safety contact person is and are you able to contact them at any time?
<input type="checkbox"/>	<input type="checkbox"/>	Does the event have an emergency contact person/number for all competitors?
<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of your requirements to ensure the area for competition is safe and appropriately marshalled/stewarded.
<input type="checkbox"/>	<input type="checkbox"/>	Do you know how to report an injury or accident? Do you have the forms for recording all serious harm incidents?
<input type="checkbox"/>	<input type="checkbox"/>	Do you know what the crisis plan says in the event of a serious harm injury or death. Do you know what your role would be in that?
<input type="checkbox"/>	<input type="checkbox"/>	Do you know what special clothing, hats, sunscreen or PPE you should wear and if you need to bring any food or water or other?
<input type="checkbox"/>	<input type="checkbox"/>	Do you know what to do in case of an emergency? Have you been briefed on where the First Aid is, the ambulance is and how to call them in an emergency?
<input type="checkbox"/>	<input type="checkbox"/>	Do you feel confident the tasks you are asked to do will not affect you adversely or any health conditions you might have?
<input type="checkbox"/>	<input type="checkbox"/>	As an official you must not dismiss anything that could be considered unsafe or risky. You must deal with it and report it. Turning a blind eye will never stand up in a prosecution.