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**Essential Risk Management Summary – ESNZ Registered Coaches**

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| --- | --- | --- | --- | --- |
| **Facility and Coaching Checklist** | | **✓/X** | **Date assessed** | **Further action** |
| **FACILITIES** | | | | |
| **Parking areas** | * Safe and controlled area with easy access for floats and trucks   *Points to consider: suitable loading/unloading areas, large enough for turning, secure fencing with gates closed, surface safe to ride on, separate spectator car parking* |  |  |  |
| **Arenas**  **Indoor/Outdoor** | * Safe, well maintained facilities * Suitable enclosed * Surface is of good condition/even terrain   *Points to consider: properly enclosed, adequate protection from elements, posts/rails not broken or protruding, appropriate drainage/ventilation/ lighting, surface consistent, free of debris, hazards clearly marked and/or removed* |  |  |  |
| **EQUIPMENT** | | | | |
| **Lesson equipment** | * Safe and suitable for activity * Well maintained   *Points to consider: markers not dangerous when stepped on, poles/rails min 9cm diameter, cups allow rails to roll out, cross country fences inspected for hazards before use* |  |  |  |
| **Rider attire** | * Safe and suitable for activity * Appropriate standard (especially helmet) * Correctly fitted   *Points to consider: body protectors worn for all jumping/cross country activities, long hair tied up, jewellery removed, boots and helmet correctly fitted* |  |  |  |
| **Horse equipment** | * Safe and suitable for activity * Appropriate standard * Correctly fitted   *Points to consider: bandages sewn or secured with tape, stitching and leather in good condition, straps in keepers, clearance of pommel from wither, stirrups correct size* |  |  |  |
| **ASSESSMENT** | | | | |
| **Rider assessment** | * Suitable experience for activity * Special needs * Parental/guardian consent for under 18 years of age   *Points to consider: disclaimer completed/signed, medical disclosure provided, previous experience and standard of riding established and inspected* |  |  |  |
| **Horse assessment** | * Suitable to – rider’s size and experience; activity * Sound and fit   *Points to consider: rider size relative to horse, existing injuries, age, education, condition/fitness established* |  |  |  |
| **ADMINISTRATION** | | | | |
| **Lesson content** | * Follows ESNZ/FEI format * Appropriate for rider/horse experience and activity   *Points to consider: horse/rider standard evaluated, content is suited, follows suggested format/rules and regulations, safe control at all times* |  |  |  |
| **Accident report** | * Incident reporting online if at NEC grounds * Incident procedures in place |  |  |  |
| **General** | * Relevant documents completed * Parental/guardian consent for under 18 years of age   *Points to consider: rider information recorded and filed, disclaimer signed, helmet of correct ESNZ standard* |  |  |  |