



ISJ - HILLCREST CHRISTIAN COLLEGE

~ RISK ASSESSMENT ~

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| Activity: | Inter School Show Jumping | Compiled by: | Deb Lovett | Date: | 12/10/2016 |
| Location of Activity: | Ayr Hill Equestrian Centre | Reviewed by: | Brent Dennison | Date: | 11/10 2016 |
| Date of Activity: | Friday February 17, 2017 | Head of School: | Joanne Ball | Date: | |

| Identify Task <small>(What will the participants be doing?)</small> | Identify Risks <small>(What could cause injury/incident?)</small> | Likelihood | Consequence | Risk Rating* | Risk Controls <small>(Measures required to eliminate or minimise the risk)</small> |
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| Large reserve of water left by incomplete works of Melbourne Water/Street Works in construction of low flow swale at entry to gate 4 Entry and exit point for competitors and spectators. | Person slipping down slippery/muddy sloping banks into water possible drowning Loose horse slipping down the bank possible drowning/injury | Unlikely | Minor | Low | Street Works have erected a temporary Fence around the site. |
| Portable classroom located in float paddock one. Large area left | Horse shying, riders falling off, | Possible | Major | Med | Security fencing to be erected to minimize the risk and and do everything possible to make the area secure. |
| Parking, | Vehicle collision Parking in School area Parking confusion Melbourne Water Works on Swale | Possible | Insignificant | Low | Updated Map of parking and spectator areas given out to competitors on arrival Parking attendants on duty Soft areas roped off Access gates closed Tractor available for tow in wet weather Remove horses from float before leaving hard surface Gate steward to assist for two hours upon arrival time Bunting and temporary fencing erected |
| Tying and yarding horses | Loose horse in parking area, escape to road Can strike adjacent horse | Possible | Moderate | High | Parking areas fenced and gated, yards available, bring own long lead rope organisers to regularly check gates Red ribbon is standard on tail of kicking horse Gates at Gate 4, admin entrance to Equestrian, and gates at Homestead to be closed at all times – Signs to indicate this. |
| Registration | Confusion as to process and location of office | Possible | insignificant | Low | All information available via Email, Signage, printed maps, website, and parking attendant Organisers contact details displayed |
| Inclement weather e.g. high winds, hot/sunny | Heat exposure, dehydration, heat stroke, bush fire. | Likely | Minor | Medium | Refreshments available. Riders and volunteers offered water at intervals, free water via bubblers outside café, shade for spectators via trees and covered arena, watch for fire warnings and smoke on day |
| In case of cold wet weather | Cold exposure | | | | Shelter available, classrooms, stables and competitors vehicles/horse floats/trucks |

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| | | | | | Weather on the day predicted to be 25 degrees, partly cloudy, with a late chance of rain, winds of 1 – 5 kms. No chance of bush fire. |
| Staff volunteers setting up, packing up | Staff and Volunteer helper inexperience Inappropriate staffing, volunteers | Likely | insignificant | Low | Spectators and staff briefed appropriately prior to event, with clearly defined roles and work times know who to ask for help, mobile numbers in classroom staff, volunteers have WWC, guidance from senior staff and experienced personnel |
| Recording location of Hillcrest Students attending the event as either volunteers or students visiting | Student maybe unaccounted for | Likely | Moderate | Low | Equestrian staff have revised measure to keep location of students. Regular checking of the attendance roll. Emails to all school sections to allow students to attend with staff supervising. |
| Inappropriate activities for certain participants medical conditions | Pre Medical conditions of staff, volunteers, spectators, and participants | Likely | Major | Extreme | First aid Staff on duty Allergy information available at Café First aid staff trained in anaphylaxis Key Medical details of Hillcrest students kept by Equestrian coordinator and supplied on indemnity form First aiders to enquire about conditions, or search for tags in case on non-responding patient |
| Participant Supervision Rider conducting themselves poorly Danger of straying | Inappropriate behaviour causing harm or injury. Missing person | Unlikely | minor | Low | Parent supervision is assumed at horse events. Not deemed a school excursion but rather a sporting event where participation is heavily reliant on parent support and presence throughout the day, since parent provide transport to and from the equestrian event via privately owned horse transport. Child is under the direct care and supervision of the parent at all times. |
| Child safety Protection Policy necessitates the welfare and protection of all children at the venue/event, and to assess the risk of child abuse | Child abused at competition Child identified as an at risk child | Unlikely | Moderate | Low | Staff and contractors of Crest take the protection of children seriously. They have read the standards and attending information session surrounding the new standards. Staff have been briefed and on alert to possible instances surrounding the standards. Crest staff are also in discussion with participating schools to ask them about their commitment to the standards at the interschool events held at Ayr Hill Equestrian Centre. |
| Check all helmet standards comply to the new standards for EA competitions | Helmets may fail if involved in impact for a fall | possible | moderate | Low | Competitors emailed about new standards. Advise is on VEIS website and ISJ website. Signs are at the venue to remind riders of new standards. Spot check will be made by judges, and ring stewards. |
| Riding in warm up arenas | Crowded arenas, slippery, hard or rough terrain Spectator and horse collision, or kick | Possible | Moderate | Medium | Large grass and sand warm areas provided Staggered timetable reduces crowding Limited number of riders in arena at any given time Sand arenas separated from spectators, Enclosed warm ups away from spectators Walk ways separated by bunting to allow safe passage of pedestrians, away from horses. |
| Competition riding arenas | Slippery, hard or rough terrain | Unlikely | Minor | Low | Sand arenas watered and harrowed prior to event, regularly smudged and rolled, assess condition of terrain prior to set up. Top up of sand on all arenas on week prior. Course builder check final surface |

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| Participant/ spectator behaviour | Unsafe acts/ Behaviour of participants | Possible | minor | Low | Such acts are brought to the attention of the Organising Committee and appropriate action taken up to and including removal from the venue |
| Slippery surface in traffic areas | Pedestrian/horse may slip on areas of high traffic or muddy access points | Possible | minor | Medium | Additional rock placed in high traffic areas. Drainage areas cleared prior to day |
| Unsuitable horse, rider, and or gear combinations | Rider falls | Possible | Major | High | Grading process assists in appropriate riding/horse combinations Organiser has right to refuse entry to arena, and can ask to dismount First aid on site officer and kit for injured rider, call ambulance if suspected spinal image All riding behind fenced areas to avoid loose horse in school, or on Soldiers Rd Riders participate under EV rules posted on website 'Schools to Check own gear' clearly stated on entry form Judges aware of illegal gear |
| Inappropriate Horse and Rider Combination | Rider endangers other riders, spectators, or horses | Possible | Major | High | Organiser has right to remove from warm up arenas, and or venue |
| Horse spooks | Rider falls | Possible | Major | High | First aid available as above |
| Horse Kicking | Horse strikes out at pedestrian | Possible | Major | High | First aid available as above Separate spectator, horse areas provided |
| Lunging on unsuitable terrain | Horse slips | Unlikely | Minor | Low | Organiser has right to refuse lunging activity, or state lunge at own risk |
| Emergency access | Equipment, vehicles in way of emergency access Bogged ambulance | Possible | Minor | Medium | Keep gates clear, organiser to monitor during day, numerous access points Tractor/4wd available for tow |
| Disagreement with judge/organiser | Argumentative behaviour | Possible | Insignificant | Low | Judges decision is final, appeal process documented Accredited judges contracted for arenas |
| Communications | Distance between key people, and difficult to find | Possible | Insignificant | Low | Organisers phones charged and on, numbers available on documentation, and in classroom: Peter Hornsey 0403 090 202 Brent Dennison 0447 048 824 Deb Lovett 0407568 388 Luke Smithard 0448813990 Runners, pencil used |
| Food being prepared on site | Food spoiling, past use by | Possible | Minor | Medium | Person in charge of Café has FHC and Follows appropriate FH procedures Regular stock take and check of use by dates |
| Food being sold for consumption | Food spoiling | Possible | Minor | Medium | Food storage equipment, all compliant and tongs, gloves used Clean as you go |
| First aid availability | Inappropriate access to first aid | Unlikely | Moderate | Medium | Dedicated uniformed qualified officer minimum level II with equestrian event experience Designated signed area, announcer to remind of area, and also on map Back up qualified first aiders available amongst organisers if |

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| | | | | | needed. |
| Trade sites | Danger of marquees falling on people, blowing away on set up, or spooking horses | Possible | Minor | Medium | Trade Vendors help each other, organiser to meet and rule on appropriate set up and pack up times, and procedures and help if required. Use sheltered areas, depending on wind conditions Each vendor supplies certificate of currency for insurance purposes. |
| Toilets blocking due to over use of toilet paper | Raw sewerage overflowing from system into public areas | Possible | moderate | Low | New toilet paper dispensing system installed changing continuous roll of paper to interleaved paper. |
| Water supply | Loss of pressure of both systems | Possible | Insignificant | Low | Potable and river water supplies checked by maintenance on day prior to event, and report if critically low. Caretaker/Staff knowledgeable on systems |
| Transmittable Equine Disease | Quarantine lockdown | Unlikely | Moderate | Medium | Tracking of information of horses to and from property is listed at time of entry. Quarantine procedures followed |
| Construction Vehicles, Trucks and Cars proceeding at higher than recommended speed along Rivercrest gate 5 access road. | Horse may be startled causing rider to fall | possible | moderate | low | Contractor advised that a horse competition is in progress and to alert drivers to stick to speed limit. Rivercrest advised that competition in progress |
| Horses in pedestrian zones | Spectator injured by horse | Possible | Moderate | High | Venue Map issued with welcome letter to competitors Three zones throughout the venue, spectator only, horses only, Mixed horses and spectators. Appropriate signage Appropriate gates closed Regular checks form organising committee |
| Rider Falling from horse | Rider injured | Possible | Moderate | Medium | Qualified and dedicated First aid officer available and procedures in place for such accidents Bunting off area if appropriate, stop all riding until injured rider has been tended to. Assess rider's suitability if more than one fall in close time frame. |
| Horse falling during competition | Rider injured. Horse injured | Possible | Significant | Moderate | Risk of trauma to young or inexperienced people. Procedures in place to handle critical incident. Cancel balance of events in the ring immediately. Younger riders shielded from incident. Spectators cleared from area. Horse shields put up. Veterinarian Alert Exec Principal VET on call with sedation and lethal injection if required Debriefing procedures for staff/participants. Launch social media comment Follow-up procedures in place with concerned parties Horse euthanasia policy in place for Venue. |
| Junior riders competing on grass polo field. Movement from parking to competition arena | Horse getting loose Horse spooking at construction zone, vehicles, and spectators. Rider becoming nervous Spectators damaged by horse Horse kicking | Likely | Moderate | High | Gates kept closed at all times. Signs out on appropriate gates. Exit gate at far end of polo field would alleviate the risk of collision/injury |

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| Riders and competitors moving between ring along Melbourne Water pipeline construction trench | Horse shying Risk of injury to horse and rider | Possible | Moderate | Low | Area surrounded by bunting. Signage attached outlining gates to be closed at all times. Signs stating mixed area proceed with care. |

Comments/Outcomes/Benefits

Allows Young riders a safe and encouraging environment in which to improve their riding skills. Allows knowledgeable riders an opportunity to improve a performance horse prospect. Allows young equestrians opportunities for volunteer and VET cert II requirements, Promotes sportsmanship, fitness and horsemanship, promotes growth of Equestrian facility.
