

EQUESTRIAN VICTORIA

EVENT RISK MANAGEMENT POLICY

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Responsible person	CEO	Scheduled review date	May 2022

1.1 RISK MANAGEMENT AT EV EVENTS

Risk management involves minimising risks facing Equestrian Victoria, Affiliates and their members, whether financial loss, physical injury, damage or abuse. It is an integral part of good event management, particularly in higher-risk sports like Equestrian.

If risks aren't controlled potential consequences can arise from those risks whereby EV or Affiliates could be sued or fined for failing to comply with various legal obligations.

Consequences can include but are not limited to;

- Financial liability – limiting funds that can be channelled back into the sport.
- Physical injury to members, coaches, officials, volunteers or the public.

Each potential affiliate is required to submit a risk management policy to EV on application. Risk management guidelines for affiliates and event organisers can be found on <https://www.vic.equestrian.org.au/event-risk-management>.

Equestrian Victoria's Risk Management policy run in conjunction with Equestrian Australia and FEI Risk Management policies <https://inside.fei.org/fei/disc/eventing/risk-management>.

1.2 RISK MANAGEMENT IN GENERAL

The Organising Committee must appoint a committee member to be responsible for safety and risk management at the event (Safety Officer/Risk Management Officer). At club events and other activities, the Safety Officer and the delegated official of the day, or any committee member in attendance on the day, each have the authority of the Club Committee to make any decision necessary in relation to any matter concerning safety.

The Safety Officer, the Venue Manager and at least one other member of the organising committee must inspect all areas of the venue that are likely to be used. If necessary, they will discuss with the venue manager/property owner any potential hazards that require attention before the event is run. Inspections of higher-risk areas (e.g. spectator and catering areas) should be repeated during the event as appropriate.

All events follow EA or FEI rules. This includes "unofficial" and "associate" classes where intent of the rules must still be applied.

Volunteers and other event personnel must have the required experience and knowledge or must be trained and supervised before commencing duties. All event personnel should know and

understand safety procedures. Unusual occurrences must be recorded for future safety considerations.

The Organising Committee must have appropriated crisis management documentation. There must be a list of emergency services contact details. First Aid kits and basic veterinary tools should be on site and easily accessible. All participants should sign waiver/release forms.

Dogs must be on a lead at all times. Dogs that are creating a nuisance (e.g. barking or lunging at people and animals) must be removed from the premises if so directed.

Caterers and food outlets should be compliant with the *Food Act 1984* which controls the sale of food in Victoria.

1.3 RISK MANAGEMENT REGARDING EVENT PERSONNEL

Working with Children Checks

Equestrian Victoria has an obligation under the *Working with Children Act 2005* (the Act) not to engage or continue to engage with any person in child-related work who doesn't have a valid Working with Children's check, unless they are exempt under the act or have lodge an application for a Check that's currently being assessed.

All event personnel, including officials (judges, stewards, measurers etc.) are required to hold a current WWC card.

List of exemptions for holding a current WWC card is:

- People under the age of 18 years.
- Parents who volunteer in activities that their child normally participates in.
- People 'closely related' to each child they have contact with in their activity.
- 18 or 19-year-old students volunteering in activities organised by their educational institution.
- Visiting workers who do not usually live in Victoria, and do child-related work in Victoria for a period of up to 30 days and do not do any other child-related work in Victoria in the same calendar year.
- Visiting workers who do not usually live in Victoria and hold an equivalent interstate WWC Check and do child-related work in Victoria for a period of up to 30 days in the same calendar year.
- Victorian, or Federal police officers who have not been suspended or dismissed.
- Teachers currently registered with the Victorian Institute of Teaching.

1.4 RISK MANAGEMENT REGARDING VENUE

The venue must meet all safety requirements of the event. Arenas must be defined clearly and use appropriate surrounds and signage.

Parking areas must be safe and of sufficient size to permit safe movement of vehicles at all times.

Spectators attend at their own risk. However, the risk must be managed by providing safe viewing areas. Ample signage should be displayed.

Entry to and exit from the venue should be safe for trucks and floats. Vehicle, spectator and horse traffic should be kept separate and should be controlled or at least clearly marked where they intersect.

Camping – Where electricity/gas is available these must be stored appropriately and all cables/pipes properly covered and or fenced. Similar precautions relating to electricity and gas apply elsewhere.

Stables/Yards must be of a structure complying with current standards.

The warm up areas must be adequate for the number of horses and must be kept free of public spectators.

Electric fencing must be sign-posted.

Appropriate emergency personnel (doctor, veterinarian, etc.) should attend where required by the rules of the Safety Officer.

1.5 RISK MANAGEMENT REGARDING FLOAT PARKING

Drivers must ensure that horse floats are parked a sufficient distance (around 9 metres) from other floats to enable a horse to be tethered to each float and to move around without coming so close to another horse as to permit one horse to kick the other or to damage vehicles. If a tethered horse is known to have a propensity to kick or engage in any activity that might be a danger to a passer-by, that horse must be attended by a suitable experienced person at all times whilst it is tethered.

All horses must be tethered in accordance with good practice.

Any horse that is behaving in a manner considered to be dangerous to any personnel may be required to leave an event. Any horse so required to leave will be taken to have scratched from any competition for which it is entered on that day; the horse will not be permitted to be ridden in that competition.

Parking should be organised in a way that does not block any exits for any vehicles wanting to leave the venue. Appropriate signage should be displayed.

1.6 RISK MANAGEMENT REGARDING THE PUBLIC

There are no restrictions on members of the general public attending any Club event. It should be assumed that members of the general public are not familiar with the behaviour of horses and do not know how to handle them or how to behave in their presence. Accordingly, persons riding or handling a horse must be especially alert for the presence of members of the general public (including in particular children).

Members of the public should not, as a general rule, be permitted to enter an area that is occupied by competitors. This will include parking areas, areas where horses are tethered or being walked, stables, wash bays and warm up areas. Ample signage to distinguish between public and competitor areas should be displayed.

1.7 HOT WEATHER POLICY

Horses exercising and competing in hot environmental conditions can be affected by heat stress.

When environmental heat conditions are adverse, exercising horses require appropriate cooling measures to safeguard their welfare. The primary responsibility for the welfare of horses competing and exercising during hot weather lies with the rider of the horse. Riders must always take action to prevent, manage and treat heat stress in their horses.

Event organisers are responsible for providing adequate facilities and information that riders need to safeguard the welfare of horses. Access to ice and cooling water during competition is a compulsory requirement that arises under certain environmental conditions.

To assess the risk of heat stress in horses, the FEI uses the Wet Bulb Globe Temperature (WBGT) Index.

WBGT information is published on the Bureau of Meteorology (BOM) website under their Thermal Comfort Observations webpages http://www.bom.gov.au/info/thermal_stress/ for each Australian State and Territory with regional indices.

The complete Hot Weather Policy can be found on the Equestrian Australia website <https://www.equestrian.org.au/news/ea-policy-hot-weather-policy>.

2. EVENT RISK MANAGEMENT CHECKLIST

	Responsible Person	Action	Completed	
Venue Hire/Lease				<ul style="list-style-type: none"> • If leasing or hiring, check the Lease/Rental contract, especially for insurance requirements and for disclaimers by the lessor. • Insurance cover of the venue. • Services provided by owner/manager. • Hire of additional facilities (temp stables, marquees, tents, temp seating etc.). • Risk inspections of the site.
Hiring Equipment				<ul style="list-style-type: none"> • On-site vehicles, third party insurance (Golf buggies, etc.). • Equipment & Vehicle lease/rental contract and its provisions. • Best location for equipment in respect to refuelling, fuel leaks/spills, service access.
Contractors (for services / performances)				<ul style="list-style-type: none"> • Service providers have provided evidence of insurance cover. • If event is a ticketed event, consider cash security requirements. • If security required, are they experienced and licensed? • Briefing of security officers on functions, rights, and responsibilities. • Liability waivers/disclaimers.
Records & Documentation				<ul style="list-style-type: none"> • Ample supply of "incident report" forms and disclaimers / waivers distributed to relevant staff for issue to competitors, etc. • Incidence Management Procedures. • Evacuation Procedures. • Illness / Injury Procedures. • Staff have been made aware of procedural requirements. • Liability waivers. • Appropriate/Ample signage.
The Venue				<ul style="list-style-type: none"> • Adequate light if operating at night (for arena's, walkways, camping & parking areas, etc.). • Standby lighting in event of power failure. • Warning and directional signage (Spectator areas,

				<p>spectator directions, “exclusion zones” etc.).</p> <ul style="list-style-type: none"> • “No Smoking” signs posted; restrictions enforced. • Rubbish Bins (Recycling where possible). • Disabled access and facilities (“accessibility”). • Slip, trip and fall inspection in pedestrian / spectator areas. • Footing and arena side/fence inspection. • Toilets and other facilities clean and open. • Portable toilets in place and ready. • Camping facilities are in place and working (power, lighting, water etc.). • Inspection of spectator areas and seating areas. • Emergency equipment, assembly areas. • Bus parking, drop off/pick up zones.
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REFERENCES

- Victoria State Government Department of Treasury and Finance (2015, March) - *Victorian Government Risk Management Framework*. Retrieved from www.dtf.vic.gov.au
- Working with Children’s Check Victoria www.workingwithchildren.vic.gov.au
- Vicsport (2018) – *Good Governance Framework and Toolkit*. Retrieved from www.vicsport.com.au
- Equestrian Australia (2018) - *EA Hot Weather Policy*. <http://www.equestrian.org.au/policies>
- FEI (2014) – *FEI Eventing Risk Management Policy and Action Plan*. www.fei.org
- Australian Government Bureau of Meteorology. www.bom.gov.au