

Equestrian Victoria

Risk Management Checklist for Squads, State Teams & Events



To support the safety of our Squads and State Teams, Equestrian Victoria has created a checklist outlining some of the risk management items for our Squad organisers to consider during the planning process.

The information provided below is designed to enable our Squad organisers to easily identify some of the risk and safety measures needed for Squad days and facilitate safe Squad days.

For further information about risk and safety and templates for risk management or the IRP/SIMP, please feel free to contact Adriana and Amy from the Equestrian Victoria office.

TASKS	
PREPARATION	
Event Directors, Team or Squad Managers must appoint someone as the Risk Management Officer. They would need to provide a brief to event staff and risk investigators on the Risk Management Plan, Serious Incident Management, and Incident Response Plans at least 2 weeks prior to event and organise daily briefings + hazards reviews before event commencement. <i>*Investigators will ideally not be involved in the event as officials or stewards etc.</i>	
Review the Risk Management Toolkit	
For information about Health and Safety Training , view the information provided on the Equestrian Australia website.	
Become familiar with the EA National Event/Activity Medical Reporting Procedure	
Confirm any existing assembly points at the venue and ensure that evacuation procedures are considered.	
Review scope of event/clinic/squad. <i>Review schedule and facilities to be used in preparation of the Risk Management Plan.</i>	
Book in medical and/or first aiders. You will require a qualified medical professional who can perform first aid duties in each area that has riding scheduled. You can review the list of potential providers on the EA website and verify their commercial licensing status on the Department of Health website under list of providers . <i>Review Annex D in the Eventing Rules for the requisites of Eventing risk management and safety.</i>	

TASKS		
Ensure that all attending Coaches/Officials are Equestrian Australia accredited.		
Notify local hospital, fire department, SES, and ambulance services of the event, if planning the event during a period of hazardous weather conditions or expecting a high volume of attendees. Ambulance Victoria will need to be called or emailed to confirm that the event is only a notification and not a booking, if you don't need ambulance services onsite.		
For Squads held during Summer, please refer to the EA Hot Weather Policy .		
DOCUMENTS & FORMS FOR COMPLETION		
Finalise the Risk Management Plan. The Risk Management Template can be acquired from EV (please email adriana@equestrianvictoria.com.au). <i>Larger events will need to complete a SIMP/IRP Plan also. A template for the SIMP/IRP can be acquired from EV.</i>		
Complete and review the EV Child Safety Event Checklist. <i>This can be found on the Interschools Victoria website and the Equestrian Victoria website under Child Safe.</i>		
FOR SQUAD DAYS		
Document all locations of potential fire hazards (eg. power points, trees and greenery, loose hay etc.)		
Complete a hazard assessment of the venue prior to set up. <i>*Apps like iAuditor allow you to share and save PDF copies of your hazard reports and customise assessments by editing questions and uploading images.</i>		
FOR SQUAD ATTENDEES - COMMUNICATIONS		
Ensure that attendees are aware of any existing risks or hazards onsite that may affect their safety or wellbeing (eg. fire risk rating, fire hazards, snakes or flooding etc.)		
Communicate appropriate emergency plan (and assembly points), weather policy and plan, safety procedures, and child safety reporting procedures.		
REPORTING AND MANAGING INCIDENTS		
An online Form 08 must be completed for any incidents by the medical team and the Event Organiser must notify the State Branch. Medical teams can be provided with a physical copy of the form and provide the print out to the Event Director. The Event Director must send the forms to the State Branch.		
For Eventing incidents, view the EA Policy and Procedures for Managing Serious Eventing Incidents and complete Form 08 .		

Contacts

Equestrian Victoria	
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Equestrian Australia	
General Enquiries	safety@equestrian.org.au
For urgent enquiries and serious incident reporting	0481 162 596

*Requirement for Major events only.