



CONNEMARA

PONY BREEDERS SOCIETY OF AUSTRALIA INC.

CPBSA. RISK MANAGEMENT GUIDE

This Document is designed to enable the CPBSA Inc. Committee, and members who are involved in the management of Society and Action group activities to work, compete and be involved in an organisation that is cognisant of the need to develop a program which has as its objectives the need to identify risks which could affect the Society's Insurance cover, evaluate those risks, the seriousness of the risks as seen and act accordingly to prevent the likelihood of such Risk occurrence or minimise that risk and educate those members and participants of the need to be conscious of a strict Risk management activity in all Society functions.

COMMITTEE RESPONSIBILITY.

All Committee members are responsible to ensure that they are aware of the contents of the Society's Insurance policy and requirements, the ramifications of the Policy and be prepared to act in a managerial capacity to identify risks areas, evaluate the scope of the Risk, act to prevent or minimise the foreseen risk from occurring, educate all competitors or attendees at the function and prepare the necessary documentation required by this document for future study and action, either by the Society or the Insurers.

ADMINISTRATION

As Director of the function planned, or as the Society representative at any function, have available:

- Copy of CPBSA Insurance policy;
- Copy of the CPBSA Risk management Guide,
- Copy of the EFA Risk management Policy document,
- Copies of CPBSA Rules applicable to that type of function.

Be responsible for:

Planning of strategies for risk management for that function.

Inspect, evaluate risks and act accordingly to minimise or prevent risk occurrence.

Be responsible for ongoing risk control throughout the function.

Prepare necessary forms re the Risk management as required and forward to the Secretary of the CPBSA within 7 days after the event.

FUNCTIONS

PREMISES:

- *Building permits*
- *Fire prevention regulations*
- *Public Liability*
- *Exit and entrance plans*
- *Emergency Services availability*
- *Phone numbers of possible services required*
- *Furniture suitability and maintenance*
- *Electrical safety all area*
- *O.H. & S. policy requirements*
- *First Aid facilities*
- *Dog control requirements*

ACTIVITIES - outdoor

COMPETITIVE AREAS –GROUND

- *Surface conditions*
- *Hazards free area - holes, water areas, other obstacles etc*
- *Fencing suitability to control and protect*
- *Size suitability for activities*
- *Jumps repair, condition, suitability for activity*
- *Holding areas suitability*

SPECTATOR AREAS

- *Suitable for purpose*
- *Clear of obstacles*
- *Barriers available as required*
- *Viewing structures safe, appropriate maintained etc*
- *Signage available to control*
- *Animals barred - dogs, notices etc*

VEHICLE AREAS

- *Designated areas*
- *Signage available Free of obstructions*
- *Free of Horse traffic*
- *Other controls as per areas requires*

MANAGEMENT OF ACTIVITIES

- Code of conduct available for perusal
- Training of officials - prior - during - debriefing
- Disclosure forms available
- Signage of hazard areas prepared in advance
- Site layout, directions, code of conduct, Saddle- dress etc requirements present
- Dog control requirements made clear to all entrants to Activity

MANAGEMENT OF RIDERS/ COMPETITORS/ JUDGES

- Code of conduct - rules of events present and available to competitors on ground
- Rules sent for appropriate clothing on day - Inspection to confirm
- Memo to Judges re clothing - footwear, non flowing garments, head wear etc
- Competitors - Footwear, Riding gear saddles, bridles, reins etc. inspection prior to event

TRAIL RIDES

Official in Charge to be responsible for checking the route is suitable for the event and participant

Participants

- *Horse suitable*
- *Condition of riding gear appropriate*
- *First aid availability on course*
- *Emergency collection procedures*
- *Radio/phone contacts on course*
- *Holding areas suitable*
- *Safe keeping of vehicles etc during ride*
- *Rider - base contact during ride.*

OTHER ACTIVITIES

The State representative, or other designated person, is responsible for applying the Risk Management policy to any event or Activity which the Society or Action group conducts The same Inspections, risk control and summary is requires for these events as detailed Above.

REVIEW OF EVENTS

At the completion of any event conducted by the Society or Action group, the Activity Risk management Assessment form together with an Incident Analysis Form (if necessary) is to be sent to the federal Secretary For assessment and filing within seven (7) days of the completion of the event.