



## RISK ANALYSIS AND MANAGEMENT SHEET

**Organiser:** Solway College, Masterton  
**Activity:** Solway College Inter-School Dressage Event  
**Venue:** Solway Showgrounds, Solway, Masterton 5810

**Date:** Wednesday 18 September 2019

<b>RISKS</b> Accident, Injury & Other Loss	<ul style="list-style-type: none"> <li>• Injury to competitors/spectators</li> <li>• Injury to animals</li> <li>• Out of control animals</li> <li>• Pre-existing medical problems</li> <li>• Allergic reaction to animals/plants/insects/environs</li> <li>• Dehydration, hypothermia, hyperthermia, sun-stroke</li> <li>• Death by Accident</li> <li>• Fire/Earthquake</li> </ul>		
	<b>PEOPLE</b>	<b>EQUIPMENT</b>	<b>ENVIRONMENT</b>
<b>DANGERS</b>	<ol style="list-style-type: none"> <li>1. Injury by falling, collisions with people falling, breaks, strains, sprains, cuts, unconsciousness.</li> <li>2. Lack of knowledge of pre-existing medical conditions – asthma, diabetes, allergies.</li> <li>3. Dehydration, sun-stroke, hypothermia.</li> <li>4. Death by Accident – eg; major fall, being kicked or trampled by horses/ponies.</li> <li>5. Fire/Earthquake</li> </ol>	<ol style="list-style-type: none"> <li>1. Lack of first aid equipment and personnel.</li> <li>2. Lack of safety equipment, riding boots and helmets.</li> <li>3. Riders <b>MUST</b> be wearing appropriate helmets at all times while mounted.</li> </ol> <p><i>All helmets must be red-tagged (as per NZPCA / ESNZ and RAS policies). The red tag is a visual confirmation that the helmet meets accepted Safety Standards in NZ.</i></p> <p><i>Riders will be checked at the gate. If they are wearing a helmet that is not tagged, they will be required to dismount and the helmet checked. If it is non-compliant the rider will <b>NOT BE ADMITTED</b> into the arenas.</i></p> <p><i>Helmet tagging is a free service offered by NZPCA, ESNZ and RAS throughout the country.</i></p> <p><a href="http://www.nzpca.org/asset/downloadasset?id=d6b8e283-b01f-4432-a022-91ff5dfa670c">http://www.nzpca.org/asset/downloadasset?id=d6b8e283-b01f-4432-a022-91ff5dfa670c</a></p>	<ol style="list-style-type: none"> <li>1. Ground conditions unsafe.</li> <li>2. Weather conditions inappropriate.</li> <li>3. Ground Entry security</li> </ol>
<b>RISK MANAGEMENT STRATEGIES</b>	<b>Normal Operation</b>	<ol style="list-style-type: none"> <li>1. Schools to provide their own, adequate first aid kit.</li> <li>2. Designated first aid officer and ice available.</li> <li>3. Equine Vet available in the event of an emergency.</li> <li>4. Walkie-Talkies supplied to key event personnel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Venue checked by event convenor.</li> <li>2. Cancellation procedure established.</li> <li>3. Ground entrance (Fleet Street) - Fleet Street will be the only gates unlocked. Please keep these gates closed at all times.</li> </ol>

	<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Phone access to emergency providers 111</li> <li>2. Administer First Aid as necessary – minor injuries to be dealt with by accompanying adult. Major problems to be dealt with by qualified first aiders/doctors.</li> <li>3. Coordinate with adult and emergency vehicle if assistance is required</li> <li>4. Wairarapa Hospital Details: Te Ore Ore Rd, Lansdowne, Masterton ph 06-9469800</li> <li>5. Contact school, parent/caregiver of injured child.</li> </ol> <p>Procedures in place to minimise loss should the worse-case scenario happen. Schools should produce their own check-list and cross-check with below –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">*First Aid Kit</td> <td style="width: 50%;">*First Aid provider/nominated adult to handle first aid</td> </tr> <tr> <td>*Telephone access/mobile phone</td> <td>*Trip details, contact list left with competitors' school</td> </tr> </table> <p>If your school needs to make contact, a cell phone should be made available by competitors' school. If for some reason this is not possible then the school can contact Event Organisers on:</p> <p>Event Day Phone: 0272337747</p>	*First Aid Kit	*First Aid provider/nominated adult to handle first aid	*Telephone access/mobile phone	*Trip details, contact list left with competitors' school
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