



RISK ANALYSIS AND MANAGEMENT SHEET

Organiser: Solway College, Masterton
Activity: Solway College Inter-School Dressage Event
Venue: Masterton A & P Showgrounds, Fleet Street, Masterton

Date: Monday 19 October

RISKS Accident, Injury & Other Loss	<ul style="list-style-type: none"> • Injury to competitors/spectators • Injury to animals • Out of control animals • Pre-existing medical problems • Allergic reaction to animals/plants/insects/environs • Dehydration, hypothermia, hyperthermia, sun-stroke • Death by Accident • Fire/Earthquake 		
	PEOPLE	EQUIPMENT	ENVIRONMENT
DANGERS	<ol style="list-style-type: none"> 1. Injury by falling, collisions with people falling, breaks, strains, sprains, cuts, unconsciousness. 2. Lack of knowledge of pre-existing medical conditions – asthma, diabetes, allergies. 3. Dehydration, sun-stroke, hypothermia. 4. Death by Accident – eg; major fall, being kicked or trampled by horses/ponies. 5. Fire/Earthquake 	<ol style="list-style-type: none"> 1. Lack of first aid equipment and personnel. 2. Lack of safety equipment, riding boots and helmets. 3. Riders MUST be wearing appropriate helmets at all times while mounted. <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 NOT BE ADMITTED 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>http://www.nzpca.org/asset/downloadasset?id=d6b8e283-b01f-4432-a022-91ff5dfa670c</p>	<ol style="list-style-type: none"> 1. Ground conditions unsafe. 2. Weather conditions inappropriate. 3. Ground Entry security
RISK MANAGEMENT STRATEGIES	Normal Operation	<ol style="list-style-type: none"> 1. Schools to provide their own, adequate first aid kit. 2. Designated first aid officer and ice available. 3. Equine Vet available in the event of an emergency. 4. Walkie-Talkies supplied to key event personnel. 	<ol style="list-style-type: none"> 1. Venue checked by event convenor. 2. Cancellation procedure established. 3. Ground Entrance (Fleet St) – Gates will be closed. Manned entry of the gates will be between 7.30- 8.30am on the Event Day.

	Emergency	<ol style="list-style-type: none"> 1. Phone access to emergency providers 111 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. 3. Coordinate with adult and emergency vehicle if assistance is required 4. Wairarapa Hospital Details: Te Ore Ore Rd, Lansdowne, Masterton ph 06-9469800 5. Contact school, parent/caregiver of injured child. <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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