

# Safety Plan Kapiti College Interschool Equestrian Event - 2021

Team Manager Meeting 9am in the Kotare Room

<b>Activity:</b>	Interschool Equestrian Event	<b>Date:</b>	31st of March 2021	<b>Teacher In Charge</b>	Jeanette Summers
<b>Class Level:</b>	Years 1 - 13	<b>Key contact:</b>	Jeanette Summers: 0275434532	<b>No. of Adults</b>	Most entries will come with at least one adult.
<b>No. of Children:</b>	50-70 entries approx	<b>Location:</b>	Queen Elizabeth Park Paekakariki	<b>Transport</b>	Own Private Transport
<b>Start Time</b>	9.30am - gates open 8am	<b>Finish Time:</b>	Approx: 5pm	<b>Approved By</b>	Tony Kane/ Reg Goston

## Accident/ Emergency Procedures

### Procedure for human injury/ First Aid Plan

**Simple** - Qualified First Aiders: Ali Fitzmaurice: 0211944573 and Code 1 Event Medic available on site

**Serious - Medical Help** : Team medical centre 04-297 3000, Coastlands ShoppingTown Paraparaumu.

**Emergency -Dial 111** Notify teacher in charge who will liaise with the schools Jeanette Summers: 0275434532

- In the event of serious injury Code 1 will care for the patient until an ambulance arrives on scene.
- Bystanders will be asked for statements.
- If the injury is on the XC the competitors will all be stopped and brought in from the course.
- If the injury is on the SJ or in the parking lot crowds will be moved from the scene and a cordon put in place.

### Procedure for horse injury

**Simple** - Owners to deal with

**Serious/ Emergency - Vet** : Vets on Riverbank 06 364 6942 **4WD +Float for removal from course:** Jeanette 0275434532

Notify teacher in charge who will liaise with the schools Jeanette Summers: 0275434532

**Note: there will be no ambulance or vet on site at QEP.**

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong	Whose responsibility is it?	When/where will it be done?	Emergency plan
<b>To and from QEP</b>					
Driving Accident	Driver not qualified Driver error Driver being distracted Driver speeding Passenger/horse behaviour Road Hazard Lost	Ensure drivers are licensed. Vehicles are registered. Driver to follow road rules. Children to be wearing seatbelts at all times. Children to be instructed on sensible expectations. Directions given beforehand. Horses secure.	Teachers/ Parents/ Children	Before leaving school. On the journey.	Follow First Aid Plan

<b>At Event</b>					
<b>COVID-19</b>	Somebody who has COVID-19 attends the event.	<p>L2- Restrict Entries to Manawatu and Wellington Regions.</p> <p>L2- Check attendees at the gate. No extra people allowed on site.</p> <p>L2- Management of parking areas keeping riders as separate as possible.</p> <p>L2- No Prize Giving or Scoreboard to prevent congregation. A live spreadsheet will be shared.</p> <p>L2- Limit entry to 100 people on site including organisers and spectators. Two sessions will be made. To keep to the max 100.</p> <p>L2- Require social distancing and sanitizer use. Encourage mask use.</p>	Teachers, Parents, Students	Throughout Event	Provide names and contacts to GOVT for contact tracing.

		<p>L1-Provide COVID tracer app QR code.</p> <p>L1-Hand sanitizer required at entry and provided throughout location.</p>			
<p><b>Rider Injury from a Fall or horse handling incident</b></p>	<p>Unsafe Behaviour</p> <p>Inadequate supervision</p> <p>Gear not correctly assembled on the horse or rider.</p> <p>Rider not correctly walking the course and planning their round.</p> <p>Skill level inadequate for conditions.</p>	<p>Children wear safety helmets with red tag.</p> <p><b>Back protectors</b> recommended, although not compulsory in SJ and <b>compulsory in XC</b> (Must be up to current safety standards).</p> <p>Children entered at appropriate heights. They are experienced in jumping previously as determined by parents upon entry.</p> <p>Team managers ensure riders correctly walked the course. Manager to check child is happy with the course and height of the jumps.</p> <p>Children instructed on responsible risk taking and sensible behaviour.</p>	<p>Personal responsibility</p> <p>Parents</p> <p>Team Manager</p>	<p>On site</p>	<p>Follow First Aid Plan</p> <p>Fill out incident report for ESNZ/ GWRC</p>

<b>Horse Fall or injury</b>	<p>Unknown holes in the ground causing the horse to stumble.</p> <p>Rider mis-judge jump</p> <p>Horse or rider overfaced</p> <p>Rider going at incorrect speed for the conditions.</p> <p>Horse misbehaviour</p>	<p>Team manager to ensure riders correctly warmed up themselves and their mounts.</p> <p>Children supervised in the warm up arena and in the ring.</p> <p>Team manager to check the pony is correctly saddled and girth tightened before they jump. Gear check before cross country.</p> <p>Manager talks through appropriate pace to approach the jumps.</p> <p>Manager to provide appropriate instruction. Follow ESNZ rules and be aware of these.</p>	Rider Team Manager Parents	On Site	Vet called immediately
<b>Illness &amp; injuries</b>	<p>Asthma</p> <p>Allergic reactions</p> <p>General sickness.</p> <p>Pre-existing medical condition</p>	<p>Check health considerations of the group prior to departure.</p> <p>Have inhalers for asthmatics.</p> <p>Take any other medication required.</p>	Parents/Teachers/ Children/ Team Manager	Prior to departure and throughout the day	Follow First Aid Plan.
<b>Horse or child getting hit by a car. Public Domain, open gates direct to roads</b>	<p>Not following instructions Over excitement,</p> <p>Inattention to actions</p> <p>Irresponsible behaviour</p> <p>Horse spooking or pulling back from truck and fleeing. Rider falling and horse taking off through gates.</p>	<p>Introduce rules for behaviour and road safety before arrival and revisit on arrival.</p> <p>Create awareness it is a public domain.</p> <p>Be alert to unexpected happenings</p> <p>Responsible behaviour</p> <p>Adults to be alongside children</p> <p>Adults to check the correct safety knot is used to tie up ponies to trucks/floats. Marked rings and roped off pathways</p> <p>Gates to the road remain closed.</p>	<p>Personal responsibility</p> <p>Parents</p> <p>Team Manager</p>	On arrival	Follow First Aid Plan

<b>Loose dogs spooking horses, horse bolting</b>	Loose dogs spooking horses causing pony to bolt - possible injuries to people and animals	Be aware of others using the park. Call out to dog owners if in danger. Request dogs be on a leash.	Personal responsibility  Adult parents	On arrival Throughout Event	Close off area if possible. Follow First Aid Plan & Vet Plan if required.
<b>Member of the public wanders onto course</b>	Possibility of getting in the way of the cross country as this is a public park. Injury to pedestrian, rider or horse.	Be aware of surroundings and others in the park. Jump judges to politely warn pedestrians on the xc.	Jump Judges Personal responsibility	Throughout event	Place signs around the area to warn public
<b>Wet Weather</b>	Poor assessment of weather conditions. Unexpected weather conditions. Can get wet, cold, hypothermia	Check the weather forecast before leaving. Staying inside trucks/inside while not competing. Check children have appropriate wet weather gear.	Parents	At site.	Follow safety procedures and responses for hypothermia.
<b>Reactions to insect bites, bees</b>	Bites, stings.	Insect repellent available. Awareness of allergic reactions.	Adults	At site,	First Aid Antihistamine tablets

<b>Getting lost / hiding</b>	<p>Team getting separated</p> <p>Wandering off from designated areas.</p>	<p>An Adult to remain with the team at all times.</p> <p>Team uniforms to easily identify our children.</p> <p>Park boundaries and warm up areas to be stipulated once we arrive at the site.</p> <p>Warm up with the team manager.</p>	<p>Personal responsibility Adult leaders</p> <p>Team Manager</p>	<p>Monitoring throughout day</p> <p>Teacher In Charge</p>	<p>Search Immediate area. Notify TIC. Leave 2 parents looking in the area. Ensure supervision of others. Call Police if needed. TIC to contact school/parents. Incident Report</p>
<b>Sunburn/Dehydration</b>	<p>Children not wearing hats or sunblock.</p> <p>Children not drinking enough water.</p>	<p>Children required to wear sun hats at all times if not riding.</p> <p>Sunblock available and reminders given to children to use.</p> <p>Shade available.</p> <p>Ensure children have water bottles.</p>	<p>Personal Responsibility</p> <p>Parents</p> <p>Team Manager</p>	<p>On site</p>	<p>Medical assistance given immediately.</p>
<b>Civil Defence Emergency</b>	<p>Catastrophic event</p>	<p>n/a</p>	<p>Teacher in charge</p> <p>Parents</p> <p>Adults</p>	<p>On site</p>	<p>In the event of a Civil Defence emergency, tune into your Local Radio Station for information Assemble at the assembly point on Whareroa Road. This will be pointed out at the manager briefing.</p>

## **Disclosure Statement and conditions of entry accepted upon entry into the event.**

**All Persons Enter and Ride at their own Risk.**

### **DISCLAIMER OF LIABILITY**

Neither the Kāpiti College, Eventing Wellington, Queen Elizabeth Park Rangers, Greater Wellington Regional Council nor any agent, employee or representative of these bodies accepts any liability for any accident, loss, damage, injury or illness to horses, owners, riders, spectators, land, vehicles, their contents and accessories or any other personal property whatsoever whether caused by their negligence, breach of contract, or in any other way whatsoever. There are no Veterinary Services onsite and only low-level first aid services present.

Riders under 18 years of age must be accompanied by a responsible adult and have signed permission from a parent/ caregiver to attend.

### **I agree to adhere to the following conditions:**

- My Dress and Saddlery meet the requirements in the “ESNZ Eventing Rules” pertaining to the Cross Country test for the jumping tests of this Event.
- I am a current Intermediate or Secondary School Student.
- I understand there are no veterinary or farrier services are on site today and only low-level first aid services are present.
- I understand the inherent risks of equestrian activities, in particular riding over XC fences and that these risks cannot ever be eliminated.
- I understand that the rules around horse welfare, abuse of the horse and dangerous riding apply to this Inter School Event as well as Registered Competitions.
- I respect that members of the Organising Committee overseeing this Inter School Event have the right to ask me to stop/leave the premises.
- I will remove my horses manure and any rubbish/hay before leaving.
- I understand the committee reserves the right to limit numbers, cancel or change a class.
- I understand competitors must provide a telephone number for emergency contact.
- I understand riders who are eliminated in the cross country phase CANNOT continue the cross country course and must walk back to the start keeping out of the way - this applies to all classes.
- I understand all schools must provide a phone number for a named jump judge per 4 riders- this is a condition of entry.
- I understand no dogs are allowed. The relevant rider may be eliminated if this is ignored.
- I understand no vehicles are allowed on the Cross Country course except officials & Cross Country Fence Judges.
- I understand all vehicles with horses must park in the designated float/truck area.
- I understand no rubbish or manure collection service is available at QE Park. I will take away ALL my rubbish and clean the twine, manure and hay from around my float or truck and in my yard and take it away with me.
- Scratchings will be accepted up to 48 hours prior to the event. Riders can apply for an 80% refund of entry fee—this must be done in writing to [equestrian@kc.school.nz](mailto:equestrian@kc.school.nz) accompanied by vet and/or doctors notes.
- I understand that in the event of cancellation due to government restrictions an 80% refund will be processed.

**Conditions of entry:**

Competitor or Exhibitor must comply with the appropriate Legislation and the Health and Safety in Employment Act 1992. Each Competitor and/or exhibitor must supervise and control their animals at all times and shall be liable for any hazard created, accident, illness or damage caused by the action of themselves at the venue of the Event.

**Declaration:**

By entering this event, I/we understand that, neither the Organising Committee of the above Event nor Equestrian Sports New Zealand Inc. Nor any agent, employee or representative of those bodies, accepts any liability for any accident, loss, damage, injury or illness to horse/pony owners, riders, spectators, land, vehicles, their contents and accessories or any other personal property whether caused by their negligence, breach of contract or in any way whatsoever.

I declare that I am the owner or his/her representative and that I have been authorised to make this entry. I certify that I have read, and understand and will abide by the Rules and Regulations of Equestrian Sports New Zealand and that I and my horse/pony(s) are eligible for any class we are competing in. I consent in terms of the Privacy Act 1993 to the information on this form being used by the Organising Committee and by Equestrian Sports New Zealand for all purposes connected with the administration of equestrian sport in New Zealand.

Riders, parents and schools all enter at their own risk, organisers or judges do not accept any liability for riders, horses or personal property as per conditions of entry. Photos taken during this event may be used for publicity purposes.