

MURRUMBATEMAN ADULT RIDING CLUB

RISK MANAGEMENT POLICY

POLICY

1. Murrumbateman Adult Riding Club will exercise its Duty of Care to its members and the Murrumbateman Community by implementing an inclusive process of risk identification, assessment, and prioritisation of controls within reasonable and practicable limits.
2. The Club's risk assessment and management processes reflect the International Standards Organisation's Risk Management Standard (ISO) 31000 which is underpinned by the following principals and managerial framework:

PRINCIPLES

3. Extant committee and club management process are implemented in accordance with the Equestrian Australia (EA) Rules. The club acknowledges that risk management is:
 - a. Integral part of the organisational process;
 - b. Part of all decision making;
 - c. Fundamental to addressing uncertainty;
 - d. Based on the best information available;
 - e. Incorporates both human and cultural factors;
 - f. Transparent and inclusive; and
 - g. Able to facilitate ongoing system improvement.

FRAMEWORK

4. The Club's Risk Management Framework is underpinned by the principles above which give the committee its mandate and commitment to the Club's risk management processes. The practical framework and process guidance for identifying and measuring risk to which the club is exposed, is articulated in paragraphs 5-7 below. The Club's committee acknowledges the following parameters which inform the risk management framework for the Club:
 - a. **Responsibility.** The Club's committee is responsible for leading and assuring the implementation of the Club's risk management policy through the effective and efficient conduct of the Club's activities and administration.
 - b. **Pro-Active Management of Risks.** The Club's committee is responsible for identifying hazards that could reasonably affect club members and for managing the associated risk ,and to bring those risks to within tolerable thresholds.

c. **Planning for Success.** The Club's committee is responsible for developing the annual plan for training days, competitions and fund raising activities, and critical governance processes (*committee meetings, financial audit, AGM etc*) which contribute to the Club achieving its goals and objectives.

d. **Detailed Activity Planning.** The Club's committee oversees the complete assessment and appreciation of the risks associated with activities and will identify necessary controls to mitigate the risks in an activity. The committee will delegate responsibility for the conduct of specific training days or activities to suitable individuals and ensure the recording and briefing of the control tasks by the responsible member to improve understanding of the tasks and outcomes required. This practice therefore, authorises the responsible member to act in the interests of the committee and the Club.

e. **Accountability.** The Club's Code of Conduct articulates accountabilities and expectations of the committee and the members, and highlights that accountability for the safe and effective conduct of activities applies to members as well as the committee. The Club's Code of Conduct is at **Annex A**.

f. **Reporting.** In order to improve the system for delivering safe and healthy equestrian related activities for the club's members, a system of pro-active 'near miss' and reactive 'incident' reports is required. A 'near miss' occurs when standing controls fail, or are found in retrospect to be inadequate, as a result of an incident that did not however see anyone or any animals hurt. Likewise no damage was done to equipment or facilities and no damage occurred to the environment or the club's reputation. Effectively, there but for good luck, an incident resulting in hurt or loss could however be envisaged as a result of failed or non-existent risk controls.

i. **Pro-active Reports.** Near miss reports record the occurrence and describe the standing controls that did not work, or with the benefit of hindsight, identifies controls that were not in place. They allow the critical analysis of a situation. The aim of near miss reporting is to identify causal factors from which standing risk profiles and future risk management plans can be adjusted to ensure the club learns from the near miss. Pro-active reporting of 'Near Misses' represent an outstanding learning opportunity and may have positive reputation outcomes.

ii. **Reactive Reports.** Incident reports record an incident where loss or damage did occur, and its impact on individuals and / or their horse, and examines the controls that failed or were not present. The analysis of incident

reports allow the identification of causal factors, from which standing risk profiles and future risk management plans can be adjusted to ensure the club learns from the incident.

g. **Improvement.** **ISO 31000** relies on organisations to acknowledge and implement performance monitoring and improvement strategies so that the risk management process continuously improves. In Murrumbateman Adult Riding Club this will be achieved by conducting 'Hot Debriefs' with principal volunteers after each activity, and where practicable, formally briefing the committee within a month of the findings so that actions can be taken to improve future activities, while the process is minuted for audit / assurance purposes. In order to keep this policy relevant, the policy will be reviewed annually by the Club's executive and recommended changes reported to the Annual General Meeting.

h. **Assurance.** In order to demonstrate its commitment to implementing this policy, the Club will seek an annual independent review of the process and the club's safety performance, with a report to be delivered to the committee for tabling at the Annual General Meeting.

RISK THRESHOLDS

5. In order to standardise the assessment of risk throughout the club, descriptors of the Club's level of risk tolerance and risk assessment tools have been customised to suit the Club and these are at **Annex B**. After due consideration the, tolerable threshold of risk for all the Club's activities was set at no higher than 'Moderate' in the following domains of risk:

- a. Business outcomes;
- b. Health, safety and wellbeing of its people and their horses;
- c. Finances and equipment;
- d. Environmental surrounds; and
- e. Reputation.

RISK MANAGEMENT TOOLS AND PROCESSES

6. It is important for the Club committee members to understand the risk rating methodology and language used to describe or quantify a risk, so that one person's description of a risk conveys the same understanding to those receiving the risk management description. The Club's agreed risk assessment tools are also at **Annex B**.

7. The following process describes the risk management process which contributes to a common understanding, and application, of the Club's Risk Management Policy:

- a. **Establish the context of the activity:** In this step it is important to fully understand the goals and objectives of the activity, the impact of expected weather conditions, the

anticipated availability of instructors and the competence of the horse / rider combinations anticipated on the day. Identifying the context accurately will allow an accurate assessment of risks and a full appreciation of risks to be undertaken in the knowledge of what is possible and what may represent a risk to the activity. Included in establishing the context is the identification of critical assumptions that need to be proved or disproved before the activity can commence. *(ie, there is sufficient space for the numbers of riders, a first aid principal volunteer is on hand and their qualification is current,)*

b. **Identify the risks:** Identify the risks presented by the activity, its surrounds and any related interaction with the community. *(risks could be electrical, biological or physical in nature or they could be legal, environmental or relate the achievement of objectives for the activity)*

c. **Assess the risk:** Assess the risk by:

- i. Identifying the activity related risks;
- ii. Identifying extant controls commonly used to mitigate the identified risks *(risks also = a 'threat' to the achievement of the club's goals); either as likelihood controls (ie, qualified instructors brings down the likelihood of an incident occurring during a lesson), a consequence control (ie, the use of a first aid officer who is able to prevent further injury or limit the loss effects of shock) or a likelihood and consequence control (ie, the speed of a rider if slow, can make it less likely to fall off a horse and if the rider falls the impact may be less than if the horse is travelling fast).*
- iii. Assessing the inherent risk of the activity using the agreed consequence and likelihood descriptors in the relevant domains of risk, with the risk matrix that reflects realistic social risk tolerance *(ie, a parent putting a child in the car and driving down the street knows intuitively that the potential consequence could be catastrophic but the likelihood is highly unlikely –therefore, driving down the road is a tolerable risk and therefore considered a Low risk activity.)*
- iv. Ensuring any risks that are assessed as higher than the agreed 'Moderate' level must be Treated further to bring the risk down to Tolerable levels.

Note 1: If after additional controls are applied, it is still assessed that the risk is intolerable, then the risk can be either Transferred *(say to an additional outside instructor to conduct the activity)* or Terminated if it is considered beyond the means of the Club to successfully manage the risk down to tolerable levels.

Note 2: The four generic risk management strategies open to the club are therefore to:

- (i) **Tolerate** the risk but ensure all existing controls are effective, and the assumptions that underpin the success of those controls are known and monitored; or
- (ii) **Treat** the risk with additional controls and ensure that all controls are effective, and the assumptions that underpin the success of those controls are known and monitored; or
- (iii) **Transfer** the risk to a higher authority (*ie, club committee for re consideration of tolerance levels for a particular activity or an insurance company*); or
- (iv) **Terminate** the activity. (*ie, cancel the activity as it is too risky to conduct the activity with insufficient resource / controls – lack of helpers, instructors, first aid attendant, horse welfare officer etc, - critical infrastructure not available – gates fencing, parking areas etc, no water available on hot, humid day*)

d. **Implement the controls:** Implement the controls by articulating responsibilities and accountabilities in **an activity specific risk management plan**. (*including responsibilities and accountabilities for ensuring the status of critical assumptions upon which the risk management plan is hinged*)

e. **Monitor the effectiveness of the controls:** During the activity, monitor the effectiveness of the controls and note controls that have not worked as envisaged and note the subsequent work-around adopted to manage the unfolding risks. (*At the completion of the activity, but before principal volunteers go home, a quick “Hot Debrief” will allow a discussion of the day and the effectiveness of controls, an assessment of the assumptions that were proved and those disproved and confirmation of near miss or incident reports for addition to the formal brief to the committee*)

f. **Review the activity:** Review the activity formally at the next convenient monthly committee meeting, with the benefit of hindsight, to see if the activity could be managed better next time and make such alterations to the risk appreciation and the subsequent controls, as is necessary to demonstrate changed behaviours and a learning culture. (*This is important as it presents an auditable trail of the Committee exercising its Duty of Care, and gives external eyes an insight into the positive risk management culture within the club.*)

ACTIVITY RISK MANAGEMENT PLAN

8. In order to assist with detailed planning for the successful management of risks during a horse related activity¹, a suite of risk management tasking statements for principal volunteers was developed as a check list of indicative controls to satisfy foreseen risks and their associated underlying critical assumptions. The checklists are at **Annex C**.

¹ and after a detailed risk appreciation

CONCLUSION

9. The Club acknowledges its Duty of Care to its members and the fiduciary duties of the committee to manage in the interests of all club members. This is, in part, exercised through adopting this Risk Management Policy as the basis for customising the Club's risk management tools and processes.

10. The Club also acknowledges that riders and families have obligations under the Code of Conduct, as does the Committee to the Club's members.

11. The Murrumbateman Adult Riding Club is committed to providing a safe and healthy environment for its riders and their horses. Therefore, in order to keep this policy relevant, the policy and the clubs risk management performance will be reviewed annually by the Club's executive and recommended changes reported to the Annual General Meeting.

Sally Jones

President

Murrumbateman

Adult Riding Club

Wayne Miller

Vice President

Murrumbateman

Adult Riding Club

Sally Townsend

Membership Secretary

Murrumbateman

Adult Riding Club

Dated August 2011

Agreed at the Murrumbateman Adult Riding Club Committee's meeting.

Dated August 2011

Annexes:

- A. Code of Conduct
- B. Risk Assessment Guidance
- C. Generic Risk Management Plan / Tasking Template

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² And able to be amended or customised by

CODE OF CONDUCT

MURRUMBATEMAN ADULT RIDING CLUB

Introduction

1. Adult riding Clubs are volunteer organisations where like minded people join together to achieve common goals and to organise safe and enjoyable equestrian related activities for riders. Pivotal therefore to the success of Murrumbateman Adult Riding Club (MARC), is the maintenance of harmonious relations between club members and organisers. Such harmonious relations will only be achieved in an environment where people treat each other with respect.

Aim

2. This Code of Conduct aims to articulate the mutual obligation placed on all club members to demonstrate the club's commitment to providing a harmonious environment, as well as articulating expectations of members and the associated responsibilities of members and club office bearers.

Goals and Objectives.

3. The Goals and Objectives of MARC are:
- a. To encourage people to ride and learn to enjoy all kinds of activities connected with horses and riding; and
 - b. To provide instruction on riding and horsemanship and to instil in the members the proper care of their animals to ensure their safety and wellbeing.

The Club's Commitment

4. MARC is committed to providing a great riding experience, appropriate to the experience and background of its diverse rider group.
5. The needs of our members are our highest priority and we endeavour to provide a rich and engaging equestrian related experience through the delivery of high quality activities.
6. Additionally, we are committed to providing a safe and supportive environment in which riders can experience rewarding and stimulating instruction.

Expectations

7. The Club's Code of Conduct sets out what members can expect from the MARC and what is expected of members in return.

The Club's Responsibilities

8. Members of MARC **may expect**.

- a. To be treated with courtesy and respect;
- b. To enjoy an environment free from discrimination, harassment or bullying;
- c. To be offered a suitable orientation to the Club and its usual business and safety practices and regulations;
- d. To be provided with information about each activity (major or minor) in appropriate, accessible format within a reasonable time of the activity commencing;
- e. To be provided with feedback in a timely manner;
- f. To be provided with a riding / learning environment that takes account of the different characteristics and backgrounds of riders;
- g. To be provided with a positive and cooperative riding / learning environment;
- h. To be provided with reasonable opportunities to participate in the functioning of the Club, particularly by being invited to provide feedback on activity content, safety controls and instruction, and participating in the Club's administration;
- i. To have access to a fair and efficient complaints and appeals process; and
- j. To have their private and confidential information properly used and protected.

Club Members Responsibilities.

9. Members of MARC are expected to:

- a. Treat club members, instructors and officials with courtesy and respect at all times;
- b. Make themselves aware of, and comply with, all MARC rules and regulations;
- c. Act in a way that respects the rights and welfare of all members and their horses;
- d. Participate actively and positively in Club activities;
- e. Be honest in all dealings with Club members and members of the public;
- f. Participate in the functioning of the Club by;
 - (1) providing feedback on activity content, safety controls and the quality of instruction; and
 - (2) volunteering to assist in the safe conduct of major and minor club activities.
- g. Treat all equipment and facilities with respect;
- h. Maintain their up-to-date contact details with the Club secretary, in order that the Club can maintain appropriate contact with them as necessary;
- i. Act responsibly and courteously towards others when representing the Club; and
- j. Act with integrity at all times.

MURRUMBATEMAN ADULT RIDING CLUB
ACTIVITY RISK TOLERANCE THRESHOLDS DESCRIPTORS
AND RISK APPRECIATION TOOLS

Introduction

1 The Raptor SSC suite of risk management tools is based on customised, industry based and accepted thresholds of risk and common descriptors for the assessment of risk. These tools and processes have been adopted and adapted to meet the needs of the Murrumbateman Adult Riding Club (MARC).

2 For the purposes of Risk Appreciations being conducted to manage the risks associated with adult riding club activities, the risk tolerance threshold definitions at Table 1 form the basis for assessing and managing tolerable levels of risk.

3 The customized Risk Matrix and supporting Likelihood and Impact Descriptors are at Tables 2, 3 and 4 respectively.

Table 1- RISK TOLERANCE THRESHOLDS

Risk Index	Risk Level	Tolerance
1-2	Extreme	Intolerable – Risks assessed as Extreme will automatically cause a cessation of all activities until an urgent, formal re-assessment of the risks is conducted and the risk mitigated to Moderate or below is confirmed by the Club Committee.
3-5	High	Intolerable without Treatment: Risks assessed as High will automatically cause a cessation of specific and related activities until an urgent, formal re-assessment of the risks are conducted and the risk mitigated to Moderate or below before continuation of the activity.
6-9	Medium	Intolerable without Treatment. Risks assessed as Medium will automatically cause a cessation of specific activities until a formal re-assessment of the risks are conducted and the risk mitigated to Moderate or below before continuation of the activity
10-16	Moderate	Tolerable with Periodic Review: Exposure to the risk may continue once it has been assessed, mitigated to As Low As is Reasonably Practicable (ALARP), and is subject to periodic review to monitor the risk drivers / foundation assumptions. Moderate risk equates to society's acceptance of risk on a junior sport football field. The decision to tolerate Moderate risk is a Club Committee responsibility.
17-25	Low	Acceptable with Periodic review: Exposure to the risk is tolerable without additional controls. Controls are still subject to periodic review to ensure controls are working and the risk does not increase. A Low Risk Level in this context equates to societies Risk Tolerance Levels; i.e, no greater than that experienced driving children in a car to school

B-2

Table 2 – RISK LEVEL MATRIX

	IMPACTS				
LIKELIHOOD	Catastrophic	Critical	Serious	Disruptive	Minor
Almost Certain	1 - Extreme	2 - Extreme	5 - High	9 - Medium	16 - Moderate
Likely / Probable	3 - High	4 - High	8 - Medium	14 - Moderate	22 - Low
Occasional / Possible	6 - Medium	7 - Medium	12 - Moderate	15 - Moderate	23 - Low
Rare / Unlikely	10 - Moderate	11 - Moderate	13 - Moderate	20 - Low	24 - Low
Highly Improbable	17 - Low	18 - Low	19 - Low	21 - Low	25 - Low

Table 3 – LIKELIHOOD DESCRIPTORS

LIKELIHOOD	DESCRIPTION	EXAMPLES
Almost Certain	Occurs regularly during the rally / activity. Standard and specific controls are always applied	Inexperienced rider exposed to new situation on a green horse.
Likely / Probable	Has occurred during previous rally / activity. It will occur without adequate and specific controls.	Riders loses balance causing the horse to become confused / agitated and harder to control .
Occasional / Possible	Is sporadic but not uncommon. It might happen at a training day or during an activity. Specific controls are needed	Rider loses synchronized movement with the horse causing the rider to lose balance and be unseated .
Rare / Unlikely	Could occur at some time. Often requires a combination of circumstances Certain specific controls required	Saddle tree breaks causing extreme discomfort to the horse
Highly Improbable	Not likely to occur but not impossible	Horse falls during training and requires destruction. Lightning strike

Table 4 – IMPACT DESCRIPTORS

IMPACT CATEGORIES	IMPACT LEVELS				
	Catastrophic	Critical	Serious	Disruptive	Minor
Activity Objectives	Failure to achieve all objectives	Failure to achieve some objectives	Failure to achieve non-critical aspects of the activity	Ability to achieve objectives reliant on re-allocation of resources or adjustment of timings	Objective achievement not jeopardised
Personnel	Death or permanent disability	Temporary disability > 30 days; Injury or illness may be compensable	Temporary disability < 30 days. Emergency treatment. Admission to hospital	Temporary injury requiring non-emergency treatment at a medical facility	First aid treatment on site.
Resources	Loss or damage of equipment or facilities that impacts on sustainability of the Activity and future activities; Loss of > 10% of operating budget	Loss or damage to equipment or facilities that impacts on the achievement of critical aspects of the Activity. Loss of between 10 and 5 % of operating budget	Loss or damage to equipment or facilities requiring amendment to the Activity schedule. Loss of between 5 and 2% of the operating budget.	Loss or damage to equipment or facilities that disrupts the Activity. Loss of between 2 and 1 % of the operating budget	Loss or damage to equipment or facilities that can be resolved on the day. Loss of < 1 % of the operating budget
Environment	Irreparable damage requiring over 2 years to remediate	Extensive damage requiring 12 months to remediate	Significant damage 6-12 months to remediate	Some damage 1-6 months to be repaired	Little or no environmental damage – Damage can be remediate naturally in a month
Reputation	Long term damage to Club reputation - media coverage	Medium term damage to Club reputation – local media coverage	Short term damage to Club reputation – potential for local coverage	Local short term damage to Club reputation	Insignificant damage to the Club's reputation

RISK CONTROL CHECKLISTS

1. In order to implement the MARC Risk Management Policy, a suite of checklists and principal volunteer prompts / memory joggers have been developed to assist in the systematic management of risks deemed tolerable for the club.
2. The checklists attached cater for routine training days and more organisationally complex events and competitions. Appendix 1 is to be used for complex activities and Appendix 2 is to be used for routine training days.
3. The new member's safety brief is at Appendix 3. The new members brief is to be read in conjunction with the Code of Conduct.

Appendixes:

1. MARC Safety and Conduct Brief for complex activities or competitions
2. MARC Safety and conduct Brief for Routine Training Days
3. MARC New Rider's Safety Brief

MURRUMBATEMAN ADULT RIDERS CLUB
ACTIVITY AND CONDUCT BRIEF CHECKLIST
MAJOR / MINOR ACTIVITY

Type of Activity – Training Day / Fun Activity / Competition:

Date of Activity:

The Activity Coordinator is:

Setup Commencement Time:

Activity Start Time:

Break Timings:

Activity Finishing Time is:

The Club's Objectives for the Activity are:

- 1.
- 2.
- 3.

Confirm with instructors / judges the participants in their class / activity during the day and ensure a workable balance of numbers and skills are agreed.

Additional Principal Volunteers for the Activity may be:

Instructors / Judges:

First Aid Volunteer:

Grounds Coordinator / Horse Welfare Volunteer:

Catering Volunteer:

Announcer:

Important Locations to be identified by participants:

Entrance and Exit:

Parking Locations:

Parking Considerations (spacing, orientation etc)

1-C-2

Horse or Vehicle No-Go areas:

Critical Gates to be Shut:

Activity administrative areas: (first aid location, announcer's location, registration, canteen, toilets, water points, equipment storage or holding areas, horse wash bays, etc)

The announcer can be found in the vicinity of

Emergency Assembly Areas if applicable are:

Activity Specific Areas (eg, showjumping warm-up area, dressage area and warm-up areas, eventing start gate,

No-Go areas include

Pedestrians: Kitchen, BBQ when cooking,

Horses: Pedestrian high traffic areas;

Cars, Trucks and Floats: No parking or manoeuvring near water taps, pipes or tanks (maintain a 2 meters buffer zone),

Weather conditions expected today are:

Cold – signs and symptoms of Hypothermia

Hot - signs and symptoms of Heat Exhaustion / Stroke

At the conclusion of the activity there is a requirement to re-stow the equipment. The following people are asked to remain behind until the end of the activity to ensure our equipment is re-stowed back into the shed, in such a manner that is it easily retrieved when next it is needed.

Names from roster:

Manure removal policy:

Safety Factors

Confirm the importance of horse welfare before, during and after the activity to ensure their safety and comfort and the safety of everyone around horses.

1-C-3

All infrastructure and equipment relating to this activity has been checked and deemed safe by the Ground Coordinator and myself.

Any member can stop proceedings if they deem an unfolding situation to be a major safety issue. The incident or near miss is to be reported to the Activity Coordinator for appropriate consideration and action.

Today's first Aid Volunteer for this activity is _____ and I can confirm that they are a current first aider and that their first aid kit is fully stocked.

☐ **The local hospital is aware of the activity and emergency numbers are with the First aid Volunteer and the Activity Coordinator,**

☐ **Activity related infrastructure has been inspected and is deemed safe for the activity.**

☐ **During the activity Horses are to be controlled at all times and suitably restrained when tied.**

☐ **Tack and equipment is not to be left where it can cause a trip hazard for members, the public or the horses.**

☐ **During the activity all designated gates are to remain shut to ensure a loose horse does not get into high traffic areas.**

☐ **Drinking water:**

Human consumption:

Horse consumption:

☐ **Incident report forms are located with the First Aid volunteer and will be used to record incidents and near misses. The Activity Coordinator or First Aid volunteer are responsible for filling in and reporting incidents and near misses.**

During bigger activities, safety and activity coordination announcements are to be made through the Announcer.

☐ **During the activity if any judge, member, instructor or principal volunteer becomes ill they are to report to the First Aide Volunteer who will inform the Activity Coordinator if the person has a critical role that can no longer be fulfilled.**

☐ **Safety signage is erected to assist with control of the activity. All participants are to adhere to the signposted requirements / risk controls for the activity. Failure to do so may result in recalcitrant's being asked to leave the activity.**

☐ **Toilets have been inspected and are deemed suitable for use, any deterioration in their condition should be reported to the Activity Coordinator**

1-C-4

☐ I need to remind all participants it is MARC Policy that no member is to ride a horse at this activity under the influence of alcohol or illicit drugs.

☐ Any new members need to confirm they have received the New Member's Brief before the activity commences. If any new members have not received the brief let me know now and we will arrange for it to be given.

Late arrivals are to be given this brief before they can join the activity.

☐ Children are to be suitably supervised throughout the day.

☐ Dogs are to be on a leash and controlled at all times.

☐ What to Do If:

Minor injury sustained in the course of the activity – See the first Aid Volunteer –
Fill in an Incident report

Suspected serious injury sustained during the activity –

Stop the activity in the near vicinity and ensure no other risks can materialise, (eg, remove horses from the vicinity)

Stabilise the member or members hurt and seek First Aid Volunteer – do not try and move the injured member.

Provide the First Aid Volunteer with whatever assistance they ask for.

First aid Volunteer to fill in an incident report with the Activity Coordinator after the member /s have been processed

A fatality is suspected. **(NOT TO BE BRIEFED TO PARTICIPANTS BUT TO BE CONSIDERED BY ORGANISERS)**

First Aid Volunteer or members on site are to provide CPR and continue to do so until the Ambulance arrives and the paramedics can take over.

Witness statements are to be taken by the Activity Coordinator.

All unsafe behaviours and situations will be noted in the Activity Coordinators "Hot Debrief" and where necessary incident or near miss reports will be raised for committee consideration.

Conclusion

Safety at today's activity is everyone's responsibility. Our Principal Volunteers are here to help the activity run smoothly and safely.

1-C-5

Remember if you see something you feel is unsafe feel free to stop the activity and we can discuss the actions to be taken once the situation is safe again.

**MURRUMBATEMAN ADULT RIDERS CLUB
ACTIVITY AND CONDUCT BRIEF CHECKLIST
ROUTINE TRAINING DAY**

Type of Activity – Training Day:

Date of Activity:

The Activity Coordinator is:

Setup Commencement Time:

Activity Start Time:

Break Timings:

Activity Finishing Time is:

The Club's Objectives for the Activity are:

- 1.
- 2.
- 3.
- 4.

**WITHIN THE CONTEXT OF THE TRAINING DAY – CHOOSE WHICH OF THE
PROMPTS BELOW ARE NEEDED**

Confirm with instructors the participants in their class / activity during the day and ensure a workable balance of numbers and skills are agreed.

Additional Principal Volunteers for the Activity may be:

Instructors / Judges:

First Aid Volunteer:

Grounds Coordinator / Horse Welfare Volunteer:

Catering Volunteer:

Important Locations to be identified by participants:

Entrance and Exit:

Parking Locations:

Parking Considerations (spacing, orientation etc)

2-C-2

Horse or Vehicle No-Go areas:

Critical Gates to be Shut:

Activity administrative areas: (first aid location, announcer's location, registration, canteen, toilets, water points, equipment storage or holding areas, horse wash bays, etc)

Emergency Assembly Areas if applicable are:

Activity Specific Areas (eg, showjumping warm-up area, dressage area and warm-up areas, eventing start gate,

No-Go areas include

Pedestrians: Kitchen, BBQ when cooking,

Horses: Pedestrian high traffic areas;

Cars, Trucks and Floats: No parking or manoeuvring near water taps, pipes or tanks (maintain a 2 meters buffer zone),

Weather conditions expected today are:

Cold – signs and symptoms of Hypothermia

Hot - signs and symptoms of Heat Exhaustion / Stroke

At the conclusion of the activity there is a requirement to re-stow the equipment. The following people are asked to remain behind until the end of the activity to ensure our equipment is re-stowed back into the shed, in such a manner that it is easily retrieved when next it is needed.

Names from roster:

Manure removal policy:

Safety Factors

Confirm the importance of horse welfare before, during and after the activity to ensure their safety and comfort and the safety of everyone around horses.

All infrastructure and equipment relating to this activity has been checked and deemed safe by the Ground coordinator and myself.

2-C-3

Any member can stop proceedings if they deem an unfolding situation to be a major safety issue. The incident or near miss is to be reported to the Activity Coordinator for appropriate consideration and action.

Today's first Aid Volunteer for this activity is _____ and I can confirm that they are a current first aider and that their first aid kit is fully stocked.

- ☐ The local hospital is aware of the activity and emergency numbers are with the First aid Volunteer and the Activity Coordinator,
- ☐ Activity related infrastructure has been inspected and is deemed safe for the activity.
- ☐ During the activity horses are to be controlled at all times and suitably restrained when tied.
- ☐ Tack and equipment is not to be left where it can cause a trip hazard for members, the public or the horses.
- ☐ During the activity all designated gates are to remain shut to ensure a loose horse does not get into high traffic areas.
- ☐ Drinking water:
 - Human consumption:
 - Horse consumption:
- ☐ Incident report forms are located with the First Aid volunteer and will be used to record incidents and near misses. The Activity coordinator or First Aid volunteer are responsible for filling in and reporting incidents and near misses.
- ☐ During the activity if any member, instructor or principal volunteer becomes ill they are to report to the First Aide Volunteer who will inform the Activity Coordinator if the person has a critical role that can no longer be fulfilled.
- ☐ Safety signage is erected to assist with control of the activity. All participants are to adhere to the signposted requirements / risk controls for the activity. Failure to do so may result in recalcitrant's being asked to leave the activity.
- ☐ I need to remind all participants it is MARC Policy that no member is to ride a horse at this activity under the influence of alcohol or illicit drugs.
- ☐ Any new members need to confirm they have received the New Member's Brief before the activity commences. If any new members have not received the brief let me know now and we will arrange for it to be given.
- ☐ All unsafe behaviours and situations will be noted in the Activity Coordinators "Hot Debrief" and where necessary incident or near miss reports will be raised for committee consideration.

☐

Late arrivals are to be given this brief before they can join the activity.

☐

Dogs are to be on a leash and controlled at all times. (Unsupervised children will be sold to the circus)

What to Do If:

Minor injury sustained in the course of the activity – See the first Aid Volunteer for treatment– Fill in an Incident report

Suspected serious injury sustained during the activity –

Stop the activity in the near vicinity and ensure no other risks can materialise, (eg, remove horses from the vicinity)

Stabilise the member or members hurt and seek First Aid Volunteer – do not try and move the injured member.

Provide the First Aid Volunteer with whatever assistance they ask for.

First Aid Volunteer to fill in an incident report with the Activity Coordinator after the member /s have been processed

A fatality is suspected. (BRIEFED TO PRINCIPAL VOLUNTEERS ONLY)

First Aid Volunteer or members on site are to provide CPR and continue to do so until the Ambulance arrives and the para medics can take over.

Witness statements are to be taken by the Activity Coordinator.

Preserve evidence on site if possible.

Conclusion

Safety at today's training day is everyone's responsibility. Our Principal Volunteers are here to help the activity run smoothly and safely.

Remember if you see something you feel is unsafe feel free to stop the activity and we can discuss the actions to be taken once the situation is safe again.

If at the conclusion of the activity you feel there are lessons we could learn or controls that could have worked better please speak one of the principal volunteers who will include your point /s in the Hot Debrief .

MURRUMBATEMAN ADULT RIDERS CLUB

NEW MEMBERS

SAFETY AND CONDUCT BRIEF

New members are welcome to join the Murrumbateman Adult Riding Club (MARC) and enjoy the fellowship and camaraderie we experience with our horses and members with common interests.

A requirement of joining MARC is that all members have to read and acknowledge in writing the Club's Code of Conduct.

New members are given the following information to allow them to participate fully in the Club's activities and ensure the safety of themselves, their horse and those around them.

Members need to pay an annual membership fee which covers the individuals and the club for insurance purposes and contributes to the administrative costs of running the Club. The current annual membership fee is \$ 35.00 for a single and \$50 for a couple.

ACTIVITIES

The Club generally conducts a mounted activity once a month on the third Sunday, except December. The date in October however is variable because of the Field Day commitments.

Training days

At training days, instruction is provided by a variety of EA qualified instructors and a daily contribution is required to offset payment of the instructors. Currently the daily contribution for a typical training day is \$30.00 for up to three one hour lessons.

Competitions

MARC hosts competitions each year and members are encouraged to assist with the set-up and refurbishment of the grounds after the event. The annual calendar of training days and events provides more detailed information on the events planned this year.

ORGANISATION

Committee of Management.

MARC's Committee of Management is established in accordance with the model constitution provided by the Department of Fair Trading and uses this constitution to guide its administrative processes. Office holders include the President, Vice President, Treasurer, Club Secretary, two additional functional Secretaries (Membership and Events) and Training Coordinator. Additional people may be appointed by the Committee to assist the Committee including, but not limited to, the Public Officer and the Web Master.

Committee meetings are held once a month on the first Thursday of the month – usually at the Murrumbateman Country Inn, commencing at 7:30 PM – and all club members are

encouraged to attend and participate in the administration of the Club. Annual General Meetings are held in October each year and all positions are declared vacant and new members are elected to the Committee for the following year.

The committee is responsible for the Club's risk management policy and risk management plans and as such before each training day or event / competition they nominate sufficient principal volunteers to assure the safe and effective conduct of the activity. A suite of checklists have been developed to assist principal volunteers in this task and their continual improvement is an ongoing responsibility of the committee.

Training Day Administration

Typical training day administration starts with the Club determining and publishing for its members through the web site the annual calendar of training days and events. At the committee meeting prior to the training day, the committee will nominate an Activity Coordinator for the day and authorise that person to act in the best interests of the committee to ensure a safe and effective activity is conducted.

The Training Coordinator emails members details of the next training day a week or two before hand. It is requested all riders attending book early so the number of instructors can be calculated. MARC conducts group lessons and caters for less confident riders but, if a rider feels they would prefer to start with ground work, lunging or other assistance, they need to notify the Training Coordinator so that such support can be organised, if possible.

Typically, the Activity Coordinator will be supported by a first aid volunteer and a catering volunteer. The Activity Coordinator will brief all participants on specific safety controls required on the day at the safety and conduct brief which will be delivered centrally to all members before the commencement of formal lessons with instructors.

Training days commence with a safety and conduct brief at 09:45 AM and riders disperse to their various instructors to commence riding at 10:00 AM. A 15 minute break is organised from 11:00 to 11:15 to allow for a comfort break for riders and instructors and to swap classes if that is the format for the day. Lunch is taken from 12:15 PM to 1:00 PM and the afternoon classes follow a similar pattern to the morning with the first after lunch lesson being from 1:15 PM to 2:15 PM. Some unmounted information sessions may be held at the lunch break or occasionally in the afternoon session.

If / when the Activity coordinator requests assistance it is expected that all members will do their fair share of the work to ensure the training day achieves its objectives and no individual is expected to do the bulk of the setting up or packing up of stores and equipment.

Competitions and Events

Competitions and events are planned like training days except that they tend to be more complex and require more volunteers to ensure the event's objectives are met safely.

Typically an Activity Coordinator will be appointed by the committee and other key appointments like Grounds Coordinator, First Aid volunteer, Catering volunteer, Announcer, judges and other helpers are required.

Please arrive early to an event to assist principal volunteers to set-up the activity and/or assist with the packing up of the equipment and stores at the end of the day.

Continuous Improvement of MARC Activities

All unsafe behaviours and situations will be noted in the Activity Coordinators “Hot Debrief” at the conclusion of the activity for presentation to the next committee meeting. Where necessary, incident or near miss reports will be raised for committee consideration also.

SAFETY

Everyone’s Responsibility

At all times in a MARC conducted activity everyone is responsible for the safety of themselves and the people, horses and property in their immediate vicinity. During the activity horses are to be controlled at all times and suitably restrained when tied. Riders wanting to lunge horses before riding must do so in a safe manner and away from other horses.

It is MARC policy that no member under the influence of alcohol or illicit drugs is to ride a horse at an activity.

EA Rules

All MARC activities are conducted under the guidance of Equestrian Australia rules. Members are responsible for the fitness and suitability of their horses and the tack they use – as well as its fit and comfort for the horse. If you are in doubt about such matters feel free to talk to more experienced members, the Activity Coordinator on the day or the instructors, President or Vice President.

Parking, Pedestrian-only areas and Gates

Each activity will have movement controls in place to ensure the safety of people and their property.

Parking is not permitted under the oak trees near the ‘moon shed’ as the constant compaction around the root zones has had deleterious effects on the trees in the recent past. This area is fenced off but please do not park cars, floats or other vehicles under the trees.

The area immediately in front of the moon shed is a ‘no-go’ area for unauthorised vehicles. Vehicles must not be driven in the horse-yard laneway.

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Parking for horse floats and trucks is in the paddock south of the horse yards and may flow-over to the east but should not interfere with the riding areas described below. Float entry is off Murrumbateman Road.

Horses are to be yarded rather than tied to trucks or floats except where the numbers associated with an event or competition fill the yards and horses then need to be tied to the float or truck. At no time is a horse to be tied to a float that is not attached to the tow ball of the towing vehicle. Horses must not be within kicking distance of other horses or other vehicles when tied to a truck or float.

Entry and exit gates into and from the MARC grounds must be closed whenever MARC riders have horses at the grounds for a MARC authorised and conducted event.

First Aid

Every MARC activity will have a designated First Aid volunteer. The name and location of the First Aid volunteer and the location of the first aid kit will be briefed at the commencement of each activity.

Toilets

The public toilet block adjacent the park is able to be used by MARC members at any time. If the hall is open the toilets located inside may be used. Please ensure that toilets are left in the same state as you find them. Any concerns with the health or hygiene aspects of the toilet facilities should be brought to the attention of the Activity Coordinator or First Aid volunteer.

Riding Facilities

MARC uses the fenced oval immediately north of the hall and moon shed as well as the fenced sand arena south of those facilities. The area between the tennis courts and the Sand Arena is also used for riding and should not be used for parking. Horses must not be ridden on the cricket pitch.

The cross country course is also available to be used and this is located south and to the east of the horse yards.

Catering

During training days a BBQ will operate and members will be provided with its bounty free of charge. Members are however encouraged to bring a salad or cake to share with other members during the lunch break. Soft drinks, tea and coffee, and bottled water are also available.

Announcer

During events or competitions an announcer may be needed. The Activity Coordinator and First Aid volunteer will pass important messages for the safe and effective conduct of the

activity through the announcer. The announcer will generally be located in the vicinity of the hall. All members have a responsibility to listen to announcements when they are made.

Drinking Water

The water on tap around the ground is bore water and should not be consumed by humans. It is safe for horses however. Drinking water should either be brought with you or obtained from the kitchen in the hall. MARC supplies bottled drinking water for training days and for purchase at events and competitions.

Children and Dogs

Children are to be supervised at all times and their safety is the responsibility of the adult who brought them to the activity.

Dogs are to be controlled and on a leash at all times.

Manure Policy

While the horse yards are new the committee has asked horse owners not to remove the manure in the yards but to spread it so it can act as a mulch and encourage grasses and a softer standing area for the horses.

Extremes of Weather

Members are reminded to monitor the likely effects of heat or cold on themselves and their horses and take appropriate action to ensure heat or cold related illnesses do not arise.

Emergency Evacuation Plan

MARC uses the community hall evacuation plan when conducting activities at the community grounds. The assembly areas are the main grassed / fenced oval if members are to muster, with the alternate being the area due south of the moon shed in front of the sand arena if the grassed oval is not available.

Actions in the event of an Accident or Incident.

If a minor injury is sustained in the course of the activity, see the First Aid Volunteer and ensure an Incident Report is filled in.

If a suspected serious injury is sustained during the activity:

- Stop any activity in the near vicinity and ensure no other risks can materialise (eg, remove horses from the vicinity).
- Stabilise the injured member or members and seek assistance from the First Aid volunteer. Do not try to move the injured member.

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- Provide the First Aid volunteer with whatever assistance they request.
- The Activity Coordinator is to ensure that an Incident Report is completed by the appropriate witness/person after the member /s have been attended to.

CONCLUSION

Safety and appropriate conduct at MARC activities is everyone's responsibilities.

MARC volunteers are available to help the activity run smoothly and safely. Any support you can give them will be most welcome. In time, the committee would like to think that you will also feel comfortable volunteering to assist in the conduct of other well run and fun activities.