

Australian Tentpegging Association

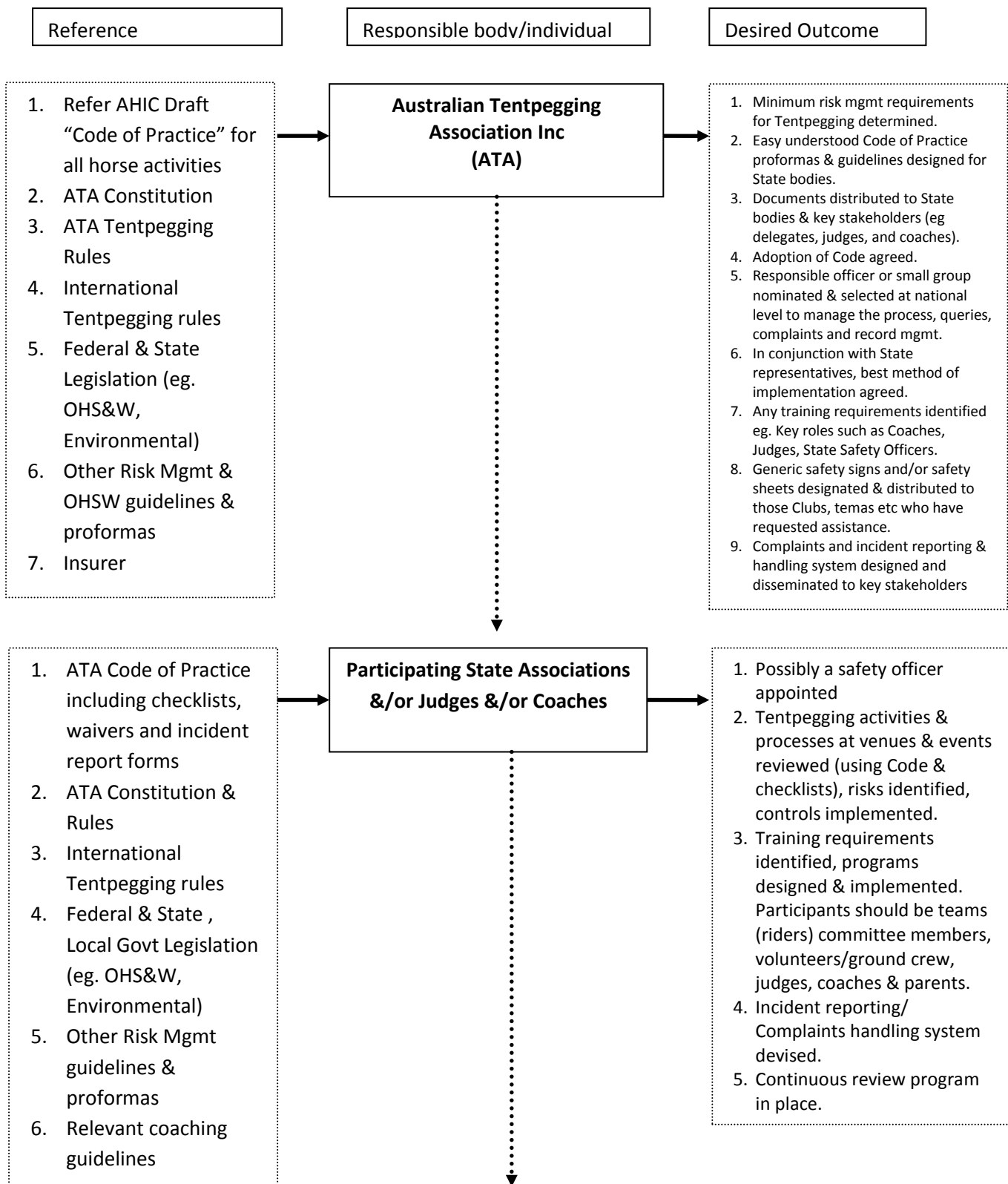


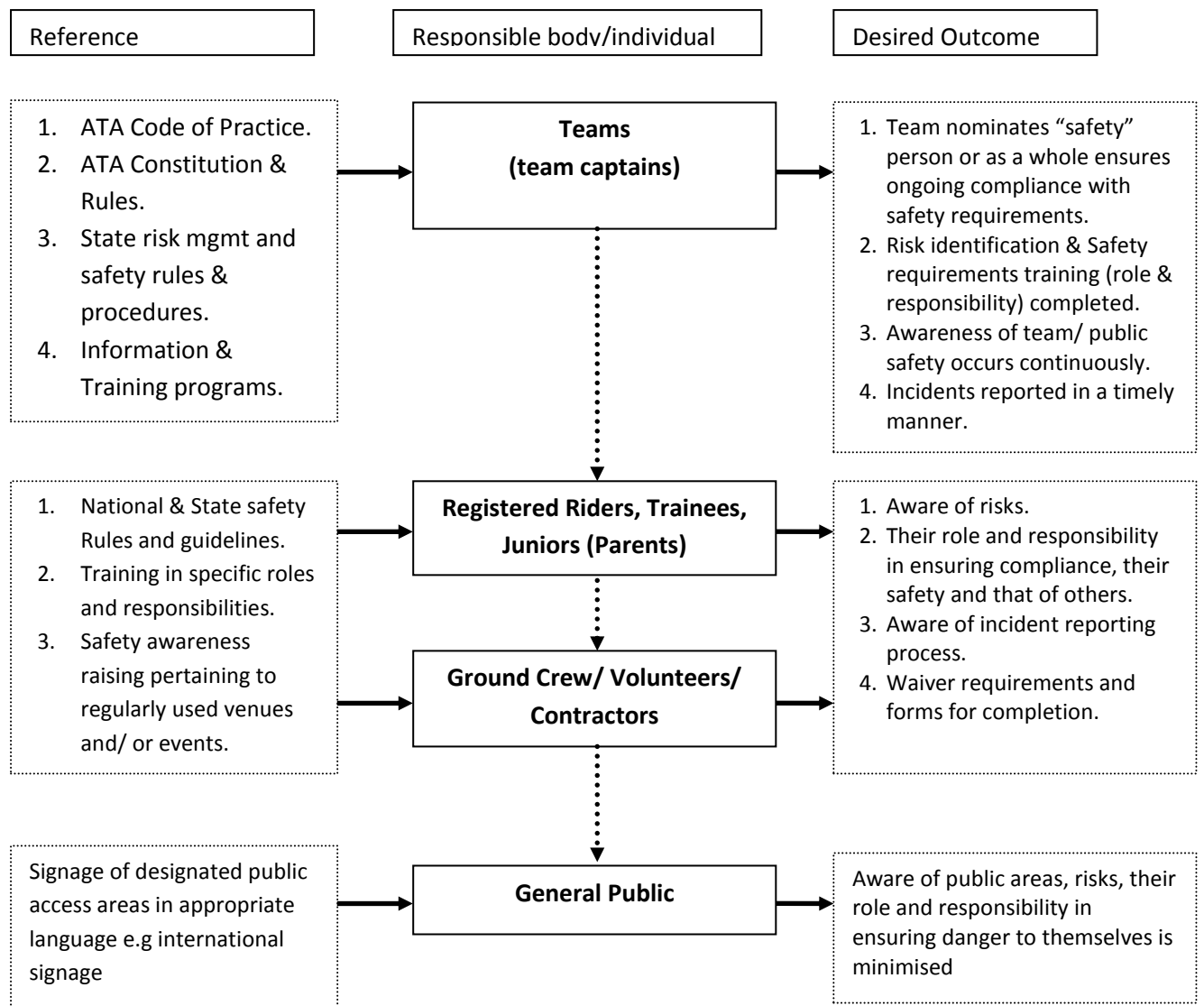
Code of Practice

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Code of Practice Hierarchy





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1. Requirements

1.1.General

These requirements are aimed at reducing or eliminating risks to both participants and spectators in Tentpegging events.

The requirements of this Code relate to the use of horses and the need to control or prevent unintended interactions between horses, people and property.

The Australian Tentpegging Association (ATA) Code of Practice has been developed, using the Australian Horse Industry Council (AHIC) Code of Practice as the basis.

1.2.Risk and Prosecution

All horse operations e.g. dressage and eventing must follow legislation i.e. compulsory workplace safety, but they may also choose to voluntarily implement this Code.

Following a legislative requirement will provide you with a defence in a prosecution for a breach of an obligation i.e. duty of care. Following an advisory standard or an industry code of practice will also provide you with a basis of a defence in a prosecution for a breach of an obligation. If you do not follow an advisory standard or an industry code of practice, you must show that you took reasonable precautions and exercised proper diligence in choosing a way to manage exposure to the risk.

These requirements are designed to help clubs meet their obligations. Clubs may also need to make risk assessments specific to individual circumstances associated with grounds, events, environmental factors etc.

1.3.Structure of the Requirements (relative to Tentpegging)

The requirements are in 2 parts:-

1. 'Top level' generic requirements that relate to all horse related activities, in the case of Tentpegging this may be practices arranged by a club but where there is no requirement for the riding activities to be supervised, and
2. Specific requirements for Events (organised competitions) and Coaching (where the expertise of a coach is required to supervise/instruct riding activities).

In order to comply with this code, clubs must implement all the general and specific requirements relevant to all activities associated with Tentpegging and when they occur, those listed for events and coaching. In addition, there are requirements for a specific activity e.g. Skill at Arms, these will usually be covered by specific rules of the ATA.

Notwithstanding any provisions of the code, all clubs have a duty of care to all participants, staff, and spectators therefore additional requirements should be instigated by an individual club to cover a risk/hazard not included in this document.

Each individual club must review their operations on a regular basis to ensure that their activities and procedures meet requirements.

Each requirement has the same level of importance as any other.

1.4. Legislation

This code should not conflict with any other statutory requirements. Where there is an overlap, statutory requirements take precedence.

The Code of Practice for the horse industry is a voluntary, self-regulatory code. It has no legislative force, although its form and provisions comply with the Trade Practices Act.

A list of legislation that is most applicable to horse establishments includes:

State Government

Workplace OH & S
Fire Regulations
Food Preparation
Health Regulations
Toilet Facilities
Employment Awards
Environmental Protection

Local Government

Planning Permission
Weed Control
Building Regulations
Electrical Installations
Plumbing Installations

1.5. Definitions

For the purposes of this Code the following definitions apply:

Term	Meaning
ATA Rules	Rules specifically developed by the ATA for the equestrian sport of Tentpegging under which competitions are run, for the purposes of the Code it will also include any competitions organised by the ATA which are run under International Tentpegging Rules
Arena	An enclosed, fenced area where events such as cutting, campdrafting, jumping, dressage, Tentpegging, coaching take place. Usually has an associated spectator area (although spectators need not be present at every event).
Horse	Includes horse, Galloway, hack, pony, mule, jenny, donkey and other equines.
Must, shall	A mandatory requirement of this Code
Club	An incorporated body affiliated with the ATA
Operator	The individual with responsibility for the organisation and day-to-day operation of the establishment or event. (This person may also be the owner)
Organisation	A company, commercial firm, club or association that stages the event. They may also provide the venue.
Participants	Individuals who are participating in an activity or event and riding leading or driving a horse. They include competitors, grooms, paid performers, pupils and customers.
Should	Recommended but not mandatory.
Staff & Officials	Persons, paid or volunteer, full time or part time, who are carrying out duties under the direction of the operator. e.g. helpers, ground crew.
Coach	Refer Specific Requirements for All Activities Involving Coaches (this document)
Judge	Qualified ATA Judge

Waiver	An acknowledgment of risk form that when signed by a participant provides indemnity against a claim for compensation should an incident or injury occur resulting in some form of damage. Where the participant is under the 17 years of age (refer ATA constitution for definition of senior rider), a guardian must sign the form.
Hazard	Something that has the potential to cause harm.
Risk	The potential for, and probability of, an incident occurring
Incident	Accidents and physical injuries; near misses where there is no actual physical injury, or have the potential for psychological trauma (horse bolting)
Incident report	A form used to record a reported incident and/or injury that provides the basis for further investigation and fixing (control) of identified hazards.
He, His Him	Where this term is used in the document it should be read as referring to any gender

2. General Requirements for all Horse Related Activities (associated with Tentpegging)

2.1. Horse and Participant Equipment

All riders must wear properly fitted helmets that comply with AS/NZS 3838, EN 1384, or ASTM F1163 and are less than five years old from the date of manufacture. Helmets that have had significant impact must not be used. 'Properly fitted' includes the use of a chinstrap.

When the club permits a rider to use a 'non-complying' helmet, organisers must take into consideration the skill and experience of that rider and the potential of head injuries following a fall. It is suggested that the rider be asked to sign a 'waiver or acknowledgement of risk' form.

Appropriate footwear must be worn at all times when riding. This footwear must enable the uninhibited removal of the foot from the stirrup iron, and must also prevent the foot from sliding forward and through the stirrup iron.

An acceptable alternative to correct footwear is achieved with covered stirrups.

When handling horses from the ground footwear should be worn that protects the top of the foot – not thongs etc

Clothing worn by riders should provide protection from them in the event of an accident. This clothing should not cause stress or fright to the horse. Dress rules may apply for specific activities.

Advice on dress and footwear should be available to potential participants.

All equipment used on the horse must be matched to the activity.

Tentpegging mounts are required to have an approved breastplate.

Saddles are to be securely attached to the horse in a manner that keeps the saddle properly in place, and must have at least two points of attachment, the following are deemed suitable:-

- Double buckle girth, or
- Girth and surcingle, or
- Double wrapped latigo.

No rider will be permitted to continue if in the opinion of the Judge it constitutes unsafe practice.

2.2.Premises

Clubs are responsible for ensuring buildings used in competition comply with appropriate State and Local Government safety regulations. This is important in relation to fire control systems, food preparation areas, etc.

Where practical, and taking into consideration the likelihood of an uncontrolled horse gaining access to a roadway and causing accident or injury, all premises must have secure perimeter that reduces the risk of a horse escaping. Where fencing is not practical, alternate means must be provided for avoiding uncontrolled horses gaining access to roads.

In order to reduce the potential for uncontrolled, and hence unsafe, interactions between horses, humans and property including vehicles, signs must be installed that:-

- Indicate the different areas of the premises,
- Permit or restrict access, and
- Indicate potential dangers to the safety of both humans and horses.

Signs must be clear and readily understood.

Where horse activities are being conducted crossing public roadways i.e. on showgrounds, signs must be installed to adequately warn pedestrians and motorists.

All events are to have access to an approved and correctly maintained First Aid Kit. The kit should be as close as practical to the horse arena, and officials and helpers are to be made aware of its location.

All arenas must have informative communication links for contacting emergency services. This link is to be as close as practical to the horse arena and all officials and helpers are to be made aware of its location.

Clubs must, as far as practicable, ensure all public areas are free of hazards, particularly slip, trip and fall hazards that may cause injury to horses and the public.

Similarly, clubs must ensure that all specialist areas, such as arenas, mounting yards, lunging, washing down areas, coaching areas and stable areas are free of potential hazards.

2.3.Staff

Competencies of helpers involves with horses must be such that they can confidently manage and handle interactions between horses and humans so that accidents, either to themselves, spectators or competitors, are avoided. Consideration must be given to legal age limits for being in charge of an activity.

In the case of Tentpegging, officials and helpers must be between the ages of 16 years and 70 years to be covered by insurance.

The ATA must develop a training program for each role in their operations. The primary objective of this program is to improve the competencies and skill of the officials and helpers in their assigned areas.

At least one official at any event should have a current Senior first Aid certificate. Failing this a St John member in attendance or a land line/mobile phone communication to an ambulance service would be acceptable.

Each club must have an induction process for new officials and helpers. The primary objective of this induction process is to ensure these people are aware of safety and operating procedures for the event being undertaken.

2.4.Horses

Clubs are responsible for ensuring the safety of riders and the public is not to be compromised by the presence of, or inappropriate use of, horses that show dangerous or aberrant behaviour. Officials and helpers must take any action necessary to identify and/or control such horses.

It is the club's responsibility to ensure as far as practicable, horses and those controlling them are matched and matched to the activity being undertaken. If it becomes apparent that there is significant likelihood of an accident or injury to the rider, other riders, or to the public, then officials must take appropriate action to avoid this occurring.

In most cases the Judge would handle this.

Despite riders supplying their own horse and equipment, the duty of care still lies with the club or organisers.

Each club must promote human conduct of horse use and management, with proper consideration for the horse's health and welfare.

2.5.Operations

In situations where spectators and members of the public can gain access to horse areas, information must be available advising of potential risks associated with horses and horse activities.

- Advice must include any restrictions applying to behaviour, prohibited areas or specific actions that may lead to injuries or an incident,
- Advice should be readily available in a clear and easy to understand form,
- Advice could be provided in the form of signs, notices, or by medium of a Public Address System.

The uncontrolled, interaction of spectators and horses must be avoided. Clubs should provide areas for spectators that are clearly separated from those areas where horse activities take place.

Separation is most likely to be achieved by fencing, which must act as an effective physical deterrent. Where fencing is not practical, alternate means must be provided for avoiding uncontrolled interactions.

Alternates to fencing can include temporary barriers, marshals or signage.

Where vehicles, horses spectators and competitors are present on the same premises, all clubs must develop a traffic management plan with the objective of avoiding accidents between them. The traffic plan must address as a minimum the following:-

- Effective separation of vehicles, parked or moving, from horses, spectators and competitors,
- Safe vehicle entry and exit from any public road, and
- Safe conduct of horse riding or leading on access roadways that are also used by vehicles.

All incidents (refer definitions) that are brought to the attention of officials or that require treatment by officials are to be recorded in an incident report.

Incident reports are to be reviewed by the club as soon as practicable after the incident and action taken to rectify the cause of the individual incident, where the cause of the incident is under control of the club.

On a regular basis all incidents are to be reviewed for trends and appropriate corrective action taken to reduce the likelihood of similar incidents re-occurring. Reviews and action taken are to be recorded. Incident reports and reviews are to be retained for a minimum of seven years.

Insurance advice is that claims, arise three or more years after the incident, and the incident report will provide invaluable evidence of what occurred together with names and addresses of witnesses.

All incident forms (copy) are to be forwarded to the ATA for discussion and action, where necessary at delegates meetings. The ATA will maintain a control register of these reports.

The ratio of officials, helpers and coaches where applicable to competitors/participants, should be set at a level that allows adequate supervision of all competitors/participants and the ability to rapidly and adequately respond to emergency situations. In determining this ratio, consideration should be given to the following:-

- Experience of participants,
- Age of participants,
- Course,
- Distance from emergency services.

Activities or events that involve riding or leading horses on thoroughfares, where there is a likelihood of encountering vehicular traffic, must be conducted in a manner that reduces the possibilities of an accident with motor vehicles, spectators, or other users of the roadway.

A club who regularly uses a public road or is organising a competition, which requires competitors to cross public road, must develop a written set of procedures to be followed when using public thoroughfare. These procedures must be explained to officials and riders.

Clubs must develop a set of processes and procedures that address the issue of a competitor or member of the public failing to comply with a reasonable direction, the intention of which is to prevent possible injuries or accidents. Officials are to be advised of such procedures and if necessary trained in specific responses.

All clubs should endeavour to develop a culture of continuous improvement, through the use of officials and volunteer training, competition reviews, activity reviews, review of incident report statistics to improve the safety and enjoyment of all those involved.

3. Specific Requirements for all Events

3.1.General

An event is an organised series of activities usually held in the one place at the one time. It has a defined start and end, have prior publicity, and involve both participants and spectators. The spectators may only be club members, friends or family and a payment for entrance may or may not be required.

Certain events can be regarded as high risk, where there is high action, high speed, strong competition and often a large number of competitors and spectators. Tentpegging is a high-risk sport. However, the greatest risk, particularly at Agricultural shows and similar major events, comes from interaction between the public and the horse.

These requirements cover many horse sports i.e. polocrosse, Campdrafting, Showjumping etc.

Even though these requirements mention a specific position it does not have to be a separate person/role. One individual may assume the responsibility of a number of roles.

Since events usually include a wide range of non-horse related activities that may impinge on the safety of the horses, participants and spectators, requirements has also been included to address these risks.

Many events are staged at locations where those responsible for the horse activities have little control over issues such as premises, crowd control, vehicular access and so on. In these situations, the organisers responsible for the horse events should make sure that, for those activities where they have direct and immediate control and responsibility, their activities comply with the Code. They should also bring to attention of the operator of the entire event, those aspects which don't comply with the Code, and which present risks to the competitors, horses, staff and spectators. The horse organiser and the event operator should work together to develop a long term plan to bring the event facilities and operations into line with the Code.

3.2.Horses and Participant Equipment

Riders must wear attire as specified in the rule book covering their particular event. Where no dress rules are specified, clothing must be sufficient to give adequate protection in the case of a fall or collision.

Complying helmets, breastplate and footwear is a must.

All weapons must be stored in a safe manner, with lances having a cap placed over the point and swords secured in their scabbard. This applies at all times when not being used in the competition.

3.3.Premises

Where the public has access to stables, stable doors must be full, possibly using mesh or grill for the top portion.

Where full stable doors are not available, consideration should be given to barring public access. Where public is allowed then there must be clear, legible, easily understood signs warning of the dangers of touching a horse.

Where used, jumps and overhead equipment must be safe and safely constructed. If in the opinion of the Judge, the jumps and/or overhead equipment is unsafe, the event will be cancelled.

All performance arenas must have their surfaces flat, and be clear of obstacles, potholes and similar dangers.

In addition to the general requirement regarding arena surfaces, when specialised events are being held e.g. skill at arms a further assessment of potential dangers needs to be undertaken, and the arena cleared of items that may impact on the safety of the event.

Rings in the arena must be separated and identified using temporary barriers (bunting) with entrance and exit walkways clearly defined.

During competition, effective barriers must be used to separate the public from the horses. This may include fencing, a defined open space of sufficient width, or officials controlling horses and spectators.

Spectators are not to stand at the end of runs in direct line with approaching horses and riders.

Where steel fencing is used as a barrier it must be properly constructed in accordance with the maker's recommendations.

Where star droppers are used for temporary fencing they must be capped with proper safety caps.

Electrical cables, hoses, ropes or similar items must not be laid on the ground in areas accessible to the public, or in walkways used by horses.

Walkways between stables must be wide enough to allow two horses to safely pass abreast. Minimum width is three (3) meters.

Walkways and passageways must be free from obstruction and kept clean at all times. Manure is to be removed from internal walkways as soon as possible.

3.4. Staff

Peg handlers are to be instructed in the safety of their job prior to the event.

Peg handlers **must not**:-

- Sit or stand in direct line of approaching horses and riders, they are to stand in line with the judges and central ground crew.

Peg Handlers **must**:-

- Remain standing/seated in line with the central ground crew, until the section has brought its weapons to the lowered position,
- Remove the pegs from the weapons and drop the pegs on the ground,

- Walk clear of the section,
- Only recover the pegs when the section has cleared the area,
- Be mindful of the potential of unexpected movement of horses whilst the section has its weapons in the lowered position.

There is to be a minimum of staff on the designated arena. This will be at the Judges discretion.

Officials should wear appropriate identification (badges) to assist riders and spectators in locating officials in the event of an emergency.

Where sub-contractors are employed at a competition, the club must ensure that they have current public liability insurance.

3.5.Horses

At all times horses must be under control (ridden or led) or securely tethered or stabled.

It is the responsibility of the organising club to ensure all riders and handlers do not engage in, or be knowingly involved in, cruelty to a horse.

3.6.Operations

The public must be excluded, either permanently or when being used by horses, from the walkways between the stables and marshalling yard, and between the marshalling yards and the arena.

Vehicles must not park between the stables, marshalling yards and arenas, or, where stables are not being used, between the designated horse/float tethering area and the arena.

3.7. Officials may control crown/vehicle movement.

Where adverse ground conditions occur, club officials and Judges must decide on changes to the program. Danger to competitors and horses are the considerations here.

At the completion of each event, a de-briefing session should be undertaken by officials to identify and correct any problems, which may have arisen. These should be recorded for future reference. Incident Report Forms may be used.

3.8. Other related requirements

Each club must appoint a Safety Officer (risk manager) to evaluate risk for the competition and institute appropriate measures to control those risks. He would work in conjunction with the Judge, however it is anticipated that his responsibilities would be confined to outside the arena.

Dogs must be excluded from the event, kept on a leash or securely tied up at all times.

All exits from buildings are to be clearly sign posted and remain unobstructed.

All electrical installations and wiring are to be carried out by licensed electricians.

All electrical boxes on poles or posts in arena and marshalling areas are to be fenced off.

Where designated washing areas are used, the public must be excluded.

Clubs must institute a responsible service for alcoholic beverages and comply with liquor licensing laws.

If in the opinion of a club official or Judge a staff member or competitor is affected by liquor or drugs and may be of risk to himself or others, the “offender” will be denied access to the arena.

Free and unobstructed access to the grounds must be provided for emergency vehicles.

4. Specific requirements for All Activities Involving Coaching

4.1. General

This section applies to coaching, either private or as part of a group. It also includes coaching that may be carried out as part of a more extensive activity. There are some subsidiary requirements depending upon whether the participants supply their own horse gear, or whether the horse and gear is supplied.

4.2. Rider and Horse Equipment

All participants must wear footwear that complied with this code including helmet and breastplate.

Participants must sign an informed acknowledgement of risk form (waiver) prior to undertaking any coaching. Where a participant is less than 17 years, a parent or guardian must sign a waiver. The form will explain the risk involved and the conditions of participating. Refer appendices for preferred form.

Where the participants supply their own tack the coach must inspect it and ensure that the condition of the gear is suitable for the task. If the coach considers that the tack may constitute a risk to the safety of the participant, the coach must refuse the participant, or provide alternative tack.

4.3. Staff

Participants, whether mounted or unmounted must be under direct supervision near horses.

All coaches that have direct supervision of participants must be qualified for the activity that they are supervising.

Those in charge of any activity directly involving horses must be 18 years or older.

The following coach qualifications are required:-

1. Coach/Instructor must:-

- Be a minimum of 18 years of age,
- Have completed NCAS level 1 or equivalent qualification, and
- Hold a current Senior First Aid Certificate or have somebody present with equivalent qualification.

Responsible for:-

- The overall safety of participants, helpers and horses,
- Allocates participant to horses, supervisors mounting,

- Assessors rider competence, accepts responsibility for matching horses to riders,
 - Instructs participants, conducts lesson, controls participant's compliance,
 - Supervises helpers and makes decisions on safety issues.
2. Assistant Coach/Instructor
- Should be a minimum of 16 years of age.

Assists participants with:-

- Mounting procedures,
 - Horse control, and
 - Provides instruction under supervision of the Coach/Instructor.
3. Lesson assistant:-
- Must be a minimum of 16 years of age,
 - Leads horses,
 - Assists with saddling and grooming,
 - Assists participants with horse control,
 - Assists participants in understanding horse control,
 - Provides instruction under the supervision of the Coach/Instructor.

There must be a ratio of Coaches/Instructors/Assistants/etc to participants of no less than 1:8 in any activity directly involving horses. All lessons involving horses must have a Coach/Instructor directly supervising the activity. Theory lessons can be conducted in larger numbers and under the supervision or an Assistant Coach/Instructor if participants do not have horse contact.

Where the participant:instructor ratio is greater than 1:8 the new ratio must be based on a risk assessment which takes into account issues affecting the safety of the participants including :-

- Nature of the lesson,
- Rider experience,
- Age of riders.

4.4. Horses

When allocating the order in which horses work in the lesson consideration must be made to their social behaviour and herd order.

Horses should be schooled to reduce their tendency to catch up by increasing speed.

Horses should not be worked for more than 6 hours per day in an arena.

4.5. Operations

Coaches/Instructors can only teach to the level for which they are qualified.

The coach must ensure that all participants understand the rules for riding and the correct protocol when close the other riders.

Participants should be taught how to behave around horses, how to approach a horse and how to lead a horse.

Participants should be taught how to check their saddlery for correct fitting and adjustment.

Coaches etc, should communicate clearly to participants and prepare them for changes of pace and direction.

Riding surfaces must be checked regularly and suitably maintained.

5. Subsidiary Requirements for Private Coaching or Instruction

5.1. General

Clinics may be done either privately or in groups. They may be for profit or not. The main criteria are that the participant supplies the horse and the majority of the riding equipment and that the participant is under instruction. The venue may be on private land, public space or club grounds.

5.2. Premises

The operator and/or the Instructor must undertake a risk management check of the venue before providing instruction. This must be done thoroughly the first time that the venue is used and a spot check each time after. The items of most concern are :-

The riding area, which must:-

- Have a surface that provides secure footing,
- Be kept free of obstructions including other animals,
- Have fencing to keep spectators and horses apart,
- Be of a size suitable for the number of participants,
- Have equipment that is in good repair,
- Minimise the risk of horses escaping onto roadways or into public areas.

6. Appendices

6.1. Waiver Form

This form is to be signed by all competitors, however, where a rider is less than 17 years of age, a guardian must sign the form.

Refer ATA constitution/rules.

“There is no minimum age for competitors. However, upon reaching 17 years of age a competitor is no longer able to compete in junior events.”

Waiver form located on pages 18 of this document.

Australian Tentpegging Association Inc

DISCLAIMER STATEMENT

CLUB/COACH NAME:.....

CLUB/COACH ADDRESS:.....

EVENT:.....

(hereafter referred to as "EVENTS(S)")

I acknowledge and agree as a condition of participating that neither the club/coach, participants AT A and its state bodies or any subdivision thereof, officials, volunteers, medical personnel, any persons, promoters, sponsors, advertisers, owners and lessees of premises used to conduct the EVENT(S), shall be under any liability for my death or any bodily injury, loss or damage which may be sustained or incurred by me, as a result of participation in or being present at the event, except in regard to any rights I may have arising under the Trade Practices Act 1974.

I acknowledge that equestrian activities are dangerous and that accidents causing death, bodily injury, disability and property damage, can, and do happen.

BY SIGNING HEREUNDER I CONFIRM HAVING READ AND UNDERSTOOD THE CONTENTS OF THIS DISCLAIMER.

Print Name Here

Sign Here

Dated

.....

PARENT/GUARDIAN CONSENT FOR UNDER 17 YEAR OLD PARTICIPANTS

I,..... being the parent/guardian of the above named,

....., confirm that I have read the whole of this document and have taken all necessary actions to ensure I am aware of the activity which the above named, will be asked to participate in and consent to him/her participating. In doing so, I acknowledge that equestrian activities are dangerous and that accidents causing death, bodily injury, disability and property damage, can, and do happen. I agree that neither the club/coach, participants, ATA and its state bodies or any subdivision thereof, officials, volunteers, medical personnel, any persons, promoters, sponsors, advertisers, owners and lessees of premises used to conduct the EVENT(S), shall be under any liability whatsoever for the death or any bodily injury, loss or damage which may be sustained or incurred by the above named or by me in being present at the Event, except in regard to any rights I may have arising under the Trade Practices Act 1974. (Cth) (or similar State legislation),

By signing hereunder I confirm having read and understood the contents of this disclaimer.

.....

NAME(BLOCK LETTERS)

.....

SIGNED

DATED THIS.....DAY OF.....201.....

6.2. Incident Report Form

Original to be completed and maintained by the “club” and a copy sent to the ATA.

Incident report form located on pages 20 of this document.

Australian Tentpegging Association

Incident Report

Time	Date	Place	Ground Conditions
Description of Incident: what caused the incident; specific locality e.g wash bay; medical required; specific damage			

Signature of Person Preparing Report: _____

Print Name: _____

Position: _____

Name and Address Injured Parties:			
Name:		Name:	
Address:		Address:	
		Phone:	

Witnesses:			
Name:		Name:	
Address:		Address:	
Phone:		Phone:	

Judges Officiating:			
Name:		Name:	
Address:		Address:	
Phone:		Phone:	

Organisation Controlling Event:	Name:	
	Address:	
	Contact person:	
	Phone:	

Action Taken:

Recommendations:

Note: The person completing this form is responsible for it being forwarded to the Secretary of the Australian Tentpegging Association.

6.3. Risk Assessment and Action Taken Checklist

FOR ALL GENERAL HORSE ACTIVITIES INCLUDING EVENTS AND COACHING

Used to identify and remove/control hazards. Not all requirements listed will apply in every circumstance, the lists have been designed to cover all requirements listed in the Code. However, there may be some hazards that will apply only to a particular event or ground etc. If this is the case and they are not listed then it must be added to the checklist with actions taken documented.

RISK ASSESSMENT CHECKLIST –

- Hazards may be obvious or hidden and have potential to cause harm.
- Risk the potential for, and probability of an incident occurring,
- Examine all those listed and add any others specific to your particular circumstance,
- If the 'No' column is ticked then the action taken to remove, control or minimise the hazard should be documented. Write N/A if does not apply,
- The forms must be signed and dated by the responsible person and stored for future reference by the club,
- Topics are:-
 - ..1. Horse and Participant Equipment
 - ..2. Premises
 - ..3. Staff
 - ..4. First Aid
 - ..5. Horses
 - ..6. Vehicles
 - ..7. Operations
 - ..8. Dogs
 - ..9. Liquor
 - ..10. Riders

RISK ASSESSMENT CHECKLIST – FOR ALL GENERAL HORSE ACTIVITIES INCLUDING EVENTS AND COACHING

<p>Hazards may be obvious or hidden and have potential to cause harm</p>	<p>Examine all those listed and add any others specific to your particular circumstance. If the 'No' column is ticked then the action taken to remove, control or minimise the hazard should be documented. Write N/A if does not apply</p>	<p>The forms must be signed and dated by the responsible person and stored for future reference by the club</p>
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1. Horse and Participant Equipment Date of Inspection: Performed by:

Hazard/Requirement	Yes	No	Action taken (if 'No' is ticked)
<p>Helmets</p> <ul style="list-style-type: none"> • All riders helmets comply with AS/NZS3838, EN1384 or ASTM F1163 • All riders helmets are less than five (5) years old from date of manufacture • All riders helmets are properly fitted • All riders helmets are in good condition (ie have not received significant impact) 			
<p>Footwear</p> <ul style="list-style-type: none"> • All riders are wearing appropriate footwear • Enables uninhibited removal of the foot from stirrup iron • Prevents foot from sliding through stirrup • Top of foot is protected, for when handling horses from the ground 			
<p>Clothing of riders</p> <ul style="list-style-type: none"> • Provides protection in event of accident • Does not cause stress or fright to the horse • Complies with ATA rules 			
<p>Tack is relevant to activity</p> <ul style="list-style-type: none"> • All mounts have an approved breastplate • Saddles are properly in place and secured with at least two (2) points of attachment i.e. <ul style="list-style-type: none"> - double buckle girth - girth and surcingle - Double wrapped latigo • Participants have been instructed in "what and how" to fit equipment 			
<p>Equipment is safe and secure</p> <ul style="list-style-type: none"> • Weapons stored in a safe manner • Lances have cap placed over point when not in use i.e. (when not actually competing) • Swords are secured in scabbards i.e. (when not actually competing) • Participants have been instructed in "what, when and how" to use equipment 			

RISK ASSESSMENT CHECKLIST – CONTINUED

<p>Hazards may be obvious or hidden and have potential to cause harm</p>	<p>Examine all those listed and add any others specific to your particular circumstance. If the 'No' column is ticked then the action taken to remove, control or minimise the hazard should be documented. Write N/A if does not apply</p>	<p>The forms must be signed and dated by the responsible person and stored for future reference by the club</p>
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2. Premises

Date of Inspection:

Performed by:

Hazard/Requirement	Yes	No	Action taken (if 'No' is ticked)
<p>Stables (where public has access)</p> <ul style="list-style-type: none"> • Doors are full, or • Public access is barred, or • Clear, legible easily understood warnings to the public are in place (signs) 			
<p>Buildings (used during a competition)</p> <ul style="list-style-type: none"> • Comply with appropriate State and Local Government Legislation • Exits clearly sign posted and free from obstructions 			
<p>Perimeters (are secure)</p> <ul style="list-style-type: none"> • Access to roads cannot be gained by an uncontrolled horse • Signs are installed to adequately warn pedestrians and motorists where horses cross roadways, lanes etc • Signs are installed to warn general public against entering restricted access area e.g. arena 			
<p>Public Areas</p> <ul style="list-style-type: none"> • Are free of hazards (e.g. those that cause slips, trips and falls) that may cause injury to horses, helper and public • Signs are installed to warn riders against entering a public area 			
<p>Arenas</p> <ul style="list-style-type: none"> • Must have flat surfaces • Are clear of obstacles, potholes and similar dangers • Cleared of items that may impact on the safety of the activity being undertaken • Size suits no. of riders and activity • Where more than one ring is being used at one time, they are separated and identified using temporary barriers • Public and horses are separated with effective barriers • Spectators are barred from congregating at end of runs by barriers and effective signage 			

RISK ASSESSMENT CHECKLIST – CONTINUED

<p>Hazards may be obvious or hidden and have potential to cause harm</p>	<p>Examine all those listed and add any others specific to your particular circumstance. If the 'No' column is ticked then the action taken to remove, control or minimise the hazard should be documented. Write N/A if does not apply</p>	<p>The forms must be signed and dated by the responsible person and stored for future reference by the club</p>
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2. Premises Continued

Date of Inspection:

Performed by:

Hazard/Requirement	Yes	No	Action taken (if 'No' is ticked)
<p>Walkways and Roads</p> <ul style="list-style-type: none"> • Entrance and exit walkways are clearly defined (barriers and signage or marshals) • Are kept free of obstruction • Where between stables, are a minimum of three (3) meters wide 			
<p>Barriers</p> <ul style="list-style-type: none"> • Steel fencing is constructed in accordance with manufacturers recommendations • Star droppers are capped with proper safety caps 			
<p>Electrical cables</p> <ul style="list-style-type: none"> • Not laid on ground in areas accessible to public and/or horses • Installed by a licensed electrician • Boxes, poles and posts fenced off 			
<p>Jumps and event Equipment</p> <ul style="list-style-type: none"> • Are safe for horse and rider use • Are safely installed 			
<p>Wash areas</p> <ul style="list-style-type: none"> • Free from obstacles • Access from public is barred 			

RISK ASSESSMENT CHECKLIST – CONTINUED

<p>Hazards may be obvious or hidden and have potential to cause harm</p>	<p>Examine all those listed and add any others specific to your particular circumstance. If the 'No' column is ticked then the action taken to remove, control or minimise the hazard should be documented. Write N/A if does not apply</p>	<p>The forms must be signed and dated by the responsible person and stored for future reference by the club</p>
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3. Staff (Officials and Helpers) Date of Inspection: Performed by:

Hazard/Requirement	Yes	No	Action taken (if 'No' is ticked)
<ul style="list-style-type: none"> • Officials and Helpers are aged between 16 years and 70 years • Have been advised of their roles, responsibilities and where specifically required (where it involves working with horses) have been trained to perform tasks e.g. Peg Handlers, Marshals • Officials and Helpers are easily identified • Minimal staff numbers are on the designated arena at anyone time • Sub Contractors (employed during competition) have current liability insurance • Are not performing tasks under the influence of drugs or alcohol • Judges are aware of their role and responsibility in regard to safety awareness & rising awareness with riders and ground staff • Coaches, Assistant Coaches and Lesson Assistants meet required qualifications • Coaches, Assistant Coaches and Lesson Assistants are aware of safety requirements & their role and responsibility • Correct ratio of coaches to participants 			

RISK ASSESSMENT CHECKLIST – CONTINUED

Hazards may be obvious or hidden and have potential to cause harm	Examine all those listed and add any others specific to your particular circumstance. If the 'No' column is ticked then the action taken to remove, control or minimise the hazard should be documented. Write N/A if does not apply	The forms must be signed and dated by the responsible person and stored for future reference by the club
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4. First Aid

Date of Inspection:

Performed by:

Hazard/Requirement	Yes	No	Action taken (if 'No' is ticked)
<ul style="list-style-type: none"> • Access to an approved and a correctly maintained First Aid Kit is available (this needs to be in close vicinity) • A person holding a current Senior First Aid certificate is in attendance at event, or • St John's member, or • Communication System is easily accessible to contact emergency service 			

5. Horses

Date of Inspection:

Performed by:

Hazard/Requirement	Yes	No	Action taken (if 'No' is ticked)
<ul style="list-style-type: none"> • Controls are in place to minimise interaction between horses, pedestrians and vehicles • Controls are in place to promote humane conduct of horse use • Controls are in place to take action should aberrant or dangerous behaviour occur • Where coaching occurs, suitable mounts are matched to skills of rider • Horses has been worked for required period prior to any lessons commencing 			

RISK ASSESSMENT CHECKLIST – CONTINUED

Hazards may be obvious or hidden and have potential to cause harm	Examine all those listed and add any others specific to your particular circumstance. If the 'No' column is ticked then the action taken to remove, control or minimise the hazard should be documented. Write N/A if does not apply	The forms must be signed and dated by the responsible person and stored for future reference by the club
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6. Vehicles**Date of Inspection:****Performed by:**

Hazard/Requirement	Yes	No	Action taken (if 'No' is ticked)
<ul style="list-style-type: none"> Traffic management plans are in place including safe entry/exit from any public road Designated parking areas which separate vehicles, pedestrians, horses and competitors are in place 			

7. Operations**Date of Inspection:****Performed by:**

Hazard/Requirement	Yes	No	Action taken (if 'No' is ticked)
<ul style="list-style-type: none"> Mechanisms are in place for the recording and investigation of any reported incident that may or may not result in injury Safety Officer appointed to evaluate risk and implement required controls All riders have been advised on their role and responsibilities to horses, staff, spectators, vehicles and any associated rules The required waivers have been completed and signed Review of the event is conducted Process is in place to deal with adverse conditions that may have potential to cause injury to horses, riders and spectators. 			

8. Dogs**Date of Inspection:****Performed by:**

Hazard/Requirement	Yes	No	Action taken (if 'No' is ticked)
<ul style="list-style-type: none"> Owners have been advised of control requirements 			

RISK ASSESSMENT CHECKLIST – CONTINUED

Hazards may be obvious or hidden and have potential to cause harm	Examine all those listed and add any others specific to your particular circumstance. If the 'No' column is ticked then the action taken to remove, control or minimise the hazard should be documented. Write N/A if does not apply	The forms must be signed and dated by the responsible person and stored for future reference by the club
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9. Drugs and Alcohol

Date of Inspection:

Performed by:

Hazard/Requirement	Yes	No	Action taken (if 'No' is ticked)
<ul style="list-style-type: none"> Selling and supply of alcoholic beverages complies with liquor licensing laws Staff and riders have been advised of risks, to themselves and others associated with carrying out tasks whilst under the influence. 			

10. Riders

Date of Inspection:

Performed by:

Hazard/Requirement	Yes	No	Action taken (if 'No' is ticked)
<ul style="list-style-type: none"> Have received proper instruction and advice regarding safety issues and the risk of harm and/or injury to themselves and others if protocol, policy and guidelines are not followed 			