

#	Risk Event There is a risk that ...	Location Risk is Present at...	Uncontrolled Risk Assessment			Controls / Mitigating Actions	Residual Risk Assessment			Responsibility	Action date	Reference Document (If required)	
			L	C	Risk Rating		L	C	Risk Rating				
1	Financial Loss Outcome= Viability of event effected		3	4	18	Event budget developed by Event Director ED	Any funding and sponsorship sourced and confirmed; regular financial monitoring.	1	1	1	Event Director, (ED) Organising Committee (OC)	Ongoing	
2	Insufficient Delegation and reporting Outcome = Reputation/Viability of event effected		3	4	18	Meetings called and minutes taken and circulated. Discipline Coordinators appointed. Policy and protocols developed and shared	Comply with any EA rules and Covid requirements in developing policy and procedures. Appoint key roles and delegate responsibility. Risk Management Officer	1	1	1	Event Director		
3	Food- Contamination Outcome = Consumers ill /food poisoning.	Trade area	4	4	19	Licensed Food vendors only on site for sales of Food to riders and supporters. Food Handling Regulations complied with Sight Permit and Public liability cover	Halt Distribution of contaminated food-if necessary, remove the Vendor.	1	4	14	WPNEC		WPNEC Venue risk management
4	Fire Outcome = Injury to infrastructure, People and Horses	Anywhere	1	5	20	Isolate Fire and evacuate area Call fire services	ED or their rep and RM Officer	1	5	20	WPNEC		WPNEC Venue risk management
5	Trip Hazards for Public- Trade /Food Area Outcome= Injury to persons	Trade/Food area	2	5	21	Remove where possible. Cover cables by matting. Place signage and barriers where applicable Check lighting adequate	Remove. Repair and Isolate Hazard	1	4	14	Event Director		
6	Inadequate Waste removal Outcome= damage to reputation and ill health.	Anywhere	3	4	18	Assess placement of rubbish bins across entire venue Arrange for emptying through out event	Bring in more Bins if required	1	3	11	WPNEC Trade/ Food area		
7	Inadequate sanitation for campers and public Outcome= damage to reputation and ill health	Toilet bathrooms	3	2	8	Portable toilets if needed. Covid cleaning standards Clean and service permanent shower/toilet facilities over duration of event Provide adequate numbers	Bring in more portables if participants exceed estimates.	1	3	11	EV Staff on behalf of WPNEC		
8	Extreme Weather Outcome=Disruption from wind and or Injury due to slippery conditions	Anywhere	3	3	13	Monitor prior to event	Have gravel , bark chips for mud control if required. Revise isolation of areas as required. Tie down loose objects. Cease work and /or competition if necessary	1	3	11	WPNEC Staff available ED, TD and OC		
9	Medical Emergency in General Event Area (not as part of competition) Outcome= Increased Injury due to delayed response	Anywhere	2	4	18	Have Publicised First Aid- emergency phone number for people or horses at venue- as required.	Medical staff on site with vehicle, horse ambulance available.	2	2	11	Refer General Medical Response Policy		
10	Spectators/ Prams/ Dogs /Bicycles too close to Horses(in general.) Outcome= Injury to people and horses	Warm up areas/rings	3	4	18	Safe Viewing areas- arenas fenced. Designated competitor warm ups, competition areas and access in for horses	Install signage, erect temporary fencing if required. Marshals to control competition & warm ups	2	2	11	Discipline Coordinators, Marshals and RM officer		
12	Loose Horses at Venue Outcome= Injury to people and horses	Anywhere	5	4	22	Keep Gates closed and demarcation of competition arenas from vehicles, roads wherever possible.	Contain horse and Official (with Radio to call)for Announcement of horse whereabouts over PA; Take horse to designated spare yard.	3	4	18	Closest Official or Horse escort (if on XC)		
14	Warmup and arenas - Inadequate surface (too wet) or holes in surface Outcome= Injury to horse or rider	Jumping	3	4	18	Surface assessment prior to competition	Fill holes rotate arenas if possible	4	4	14	WPNEC/Coordinators		
15	Judges boxes- steps (or lack of) is trip hazard- visibility for judge impaired through windows No temperature control Outcome= Injury to judge/competition	Jumping judges boxes	2	3	12	Check visibility access to boxes	Confirm boxes are ok with judges	1	3	11	Organiser		
19	Minor Rider Fall in warmup or competition arena Outcome- Minor injury to rider	Jumping area or road	3	2	8	First Aid support situated near dressage and show jump	Implement Medical response protocol and safety checks of Arena surfaces prior commencing	2	2	12	Relevant coordinators and TD		

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21	Major Rider Fall in warmup / competition arena Outcome- Major injury to rider	Jumping arenas or on road	2	4	18	Event Medical team radioed to incident	Call for 000 ambulance if required	1	4	14	Relevant coordinators in consultation with Doctor.		
22	Serious / Major Injury to Rider Outcome= Serious Injury/ fatality	Anywhere	3	5	23	Refer to SIMPlan	Implement SIM Plan	3	5	23	Risk Manager		
24	Difficult access for medical response vehicles dependant on location of incident Outcome - Increased injury if delay	Anywhere	3	4	18	Provide maps and brief and familiarise with arenas	Provide a person at entrance to direct if outside responder unfamiliar is called.	1	4	14	Risk Manager		
25	Vet / Swabbing - inadequately resourced Outcome- Horse and Officials welfare at risk	Swabbing Area	1	3	11	Ensure appropriately qualified people at Vet / Swabbing Station shelter for Staff Adequate room to relieve congestion	Swabbing in a private designated area	1	3	11	ED, Stewards		
28	Serious illness / Infectious Disease - horse or human	Anywhere	1	5	20	No horses with signs of illness to be bought onto grounds; PIC supplied on all entries; competitors responsible for mucking out stables and placing manure in designated areas; competitors to advise OC is horse is sick and to stop non-essential contact (horse-human and horse-horse).	In the unlikely event of a biosecurity incident the Risk Manager will: advise the OC; meet with infected parties to advise action such as isolate horse, contact vet. Identify all parties horses who have had contact; if necessary prepare public statement.	1	4	14	ED and WPNEC		
	Serious illness / Infectious Disease - human	Anywhere	1	5	20	Registered Covid safe event. Communication on schedule, reminder information and signage	All Covid protocols followed, cleaning etc. Entrants to venue must register.	1	4	14			
29	Power / Water Failure - event cannot continue	WPNEC	1	4	14	Generators installed for powered camping site	Site Management to check cause and reinstate				WPNEC		
30	Child Abuse / Approach by stranger / Inappropriate contact		3	4	18	Equestrian Victoria promotes Member Protection policy and Disciplinary Bylaws; all professional photographers must comply with EV Media Accreditation Policy and Procedure;	Child Safe Officer(s) appointed Equestrian Victoria; Note in event schedule that event is a Child Safe event; promotion around venue; incidents reported to Victorian Police	3	4	18	Safety officer		
31	Inappropriate images of children; Outcome: publication of image may be dangerous or traumatic	ALL	3	5	23	Professional photographers must be approved by EV and OC	Any child excluded from being photographed (personal or legal reasons) will be communicated to approved event photographers.	1	4	14	ED		
32	Cyber-bullying - unwelcome posts on Social Media; Outcome - trauma to participating parties		3	5	23	Equestrian Victoria promotes Member Protection policy and Disciplinary Bylaws;	All attendees to be made aware through the schedule of their obligations to report cyber-bullying to the EV CEO who will act consistent with EA Rules	1	5	20	VEIS Committee		
34	Sun Protection - Outcome sunstroke or serious medical impact	Anywhere	2	4	17	Sun Safe promotion and heat policy enacted	Not as relevant at time of this competition	1	4	14	Safety officer		
35	Smoking	Anywhere	2	3	12	WPNEC Smoking Policy actively promoted	Signage	1	3	11	WPNEC ED		
36	Excessive Alcohol Consumption by parent/guardian, officials/management, underage. Outcome: inappropriate behaviour/illness/injury	Anywhere	3	5	23	WPNEC Alcohol Policy actively promoted	No service of alcohol at the event. Consequences listed in schedule of underage drinking-elimination	2	3	13	Safety officer		
37	Any Risk	Anywhere	3	5	23	OC Members and officials will be recognisable by their wearing of a specific event lanyard	Emergency contacts will be readily displayed supplied as part of event schedule	2	3	13	ED OC EV participants		
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