



Risk Assessment and Management Plan

VEIS Show Jumping Grand Final Saturday 18th June 2022

VEIS Dressage Grand Final Sunday 19th June 2022

General instructions

1. Complete **Event Details** on page 3. Where relevant, copies of certificates of competency and insurance details should be supplied with this document.
2. Consider the **Risk Assessment Matrix** on page 4:
 - a. List each Task/Activity involved in the Event.
 - b. Referring to the **Risk Rating Matrix** on page 4, assess the risk for each Task/Activity.
 - c. Complete the controls in place and the additional controls required for each Task/Activity:
 - If the risk is judged to be extreme, the activity should not be undertaken unless very strong controls and extreme supervision is in place.
 - If the risk is judged to be high, the activity must ensure further controls are in place. The activity should be cancelled if circumstances (such as weather) alter in a way that may increase risk.
3. The **Emergency Response Plan** should be communicated to all organising committee, judges and stewards
4. The Event **Safety Checklist** should be completed by the Safety Officer on the day
5. The Event Director/ Coordinator for the event should call **a meeting** of the committee to ensure the Risk Assessment and Management Plan process is complete and all officials are aware of any procedure.

Event name: VEIS Grand Finals

Date of Assessment	June 1st
Affiliation	Equestrian Victoria
Date (s)	Saturday 18th June Show Jumping Sunday 19th June Dressage
Location	Werribee Park National Equestrian Centre K Road Werribee
Nearest Hospital (Include Phone Number)	Werribee Hospital 300 Princes Highway Werribee PH (03) 8754 3000 The Alfred Hospital 55 Commercial Rd Prahran VIC 3181 Phone: 03 9076 2000 (03) 5986 0666
Briefly describe the event and its context	
<p>Interschool riders will compete in jumping and dressage competitions hosted by the VEIS Committee and volunteers. Both events are held at Werribee Park, a purpose built national level equestrian centre. Riders compete at the level of their choice in age groups and at primary or secondary level. Dressage is in enclosed arenas supervised by one or two judges. Show jumping courses are designed and built by qualified course builders. Qualified judges are in each ring. A parent/adult guardian will drive their own child and horse to the competition and remain throughout. First aid to paramedic level is in attendance at the event. A mobile vehicle is able to move to an incident site with two qualified medics. The nearest medical help is Werribee Hospital. There is ambulance access and emergency helicopters are able to land at the venue. A national standard veterinary hospital is located in Princes Highway Werribee. All riders who have any fall from the horse, no matter how minor, must attend First aid and gain clearance</p> <p>All riders and parents/guardians must abide by the safety rules as required by Equestrian Victoria and the organisers of the competition. They must also abide by Equestrian Federation Australia Regulations for Dressage and Show jumping. It is a condition of entry that all riders carry insurance for horse and rider.</p> <p>The venue WPNEC and Equestrian Victoria have registered the event in line with government Covid requirements and follow the mandated Covid plans. Entrants to the venue are recorded. WPNEC QR code check in will be used. This is a Child Safe event with an appointed Child Safe Officer. Permission for photography and medical alerts are requested through the online entry system. All Photographers are registered with a check through Equestrian Victoria. Judges and stewards who are not in attendance with riders have a current WWCC.</p>	

Risk Rating Matrix (Likelihood x Consequence = Risk Rating)

Likelihood	Consequence				
	Low	Minor	Moderate	High	Extreme
Almost Certain	Moderate	High	Extreme	Extreme	Extreme
Likely	Low	Moderate	High	Extreme	Extreme
Possible	Low	Low	Moderate	High	Extreme
Unlikely	Low	Low	Low	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Legend

Likelihood	Description	Consequence	Description
Almost Certain	The event will occur in most circumstances	Low	No obvious injury or illness
Likely	The event may occur in most circumstances	Minor	First aid treatment for minor cuts and bruises
Possible	The event should occur at some time	Moderate	Likely to result in time off
Unlikely	The event could occur at some time	High	Extensive serious injury
Rare	The event will only occur in exceptional circumstances	Extreme	Fatality

Risk Assessment and Management Plan

This page is used to be more specific about each of the hazards identified in Section 3 to review the existing safety controls and to assess, minimise and manage the risks they pose. Please see Equestrian Australia policies and the VEIS Guidelines for hosting an event

Task/Activity	Risk/Hazard details	Risk level	Current controls	Other controls required	Person responsible
COVID PLAN	<p>Contact with infected persons</p> <p>Spread of contagious disease</p> <p>Severe illness of attendees</p>	Mod	<p>WPNEC Venue Plan if needed</p> <p>Event organisers plan as directed by Equestrian Victoria</p> <p>All entrants to venue registered</p> <p>Signage at venue and information emails to families with draw if needed</p>	<p>Entrants informed of any Event Covid Plan</p> <p>Hygiene</p> <p>Social distancing</p>	<p>Equestrian Victoria</p> <p>Event management</p> <p>Parents/riders</p>
Bush Fire/Code Red Alert	<p>If the competition takes place in the 'Bushfire Season' and in an area where fire lighting restrictions are in place. There may have been dry conditions</p> <p>A Bushfire moves through the region causing damage to the natural environment and potential damage to the man-made environment and potential damage to students.</p>	Mod	<p>Parent/guardians to be aware of the guidelines as set by WPNEC/Equestrian Victoria related to Fire Plan/evacuation of the venue and be under the guidance and instruction from Fire Brigade Officers in attendance should a fire occur. Competition will be cancelled if fires in the area.</p> <p>Event committee to Monitor the Bureau of Meteorology weather conditions throughout the day of activity.</p> <p>Event committee to monitor Fire Authority and news websites/phone app during days where potential fire weather conditions may prevail.</p> <p>Event committee to cancel an Equestrian event if the access to the venue or the competition is in an area where the likelihood of fire moves from unlikely to</p>	<p>The venue is purpose built with many areas clear of vegetation</p> <p>It is an evacuation centre</p> <p>NOT RELEVANT AT TIME OF THESE COMPETITIONS</p>	<p>Equestrian Victoria/WPNEC Management team</p> <p><i>Event Organising Committee</i></p> <p><i>Event Organising Committee</i></p>

			possible and above. Cancellation on days where Fire Authorities Code Red Alert warning issued. Follow WPNEC evacuation plan.		
Bushfire Season	Smoke from fires travelling to this area Breathing problems	Mod	Organisers to monitor Venue to check air quality First aid to be aware of issues which may occur Event Organising Committee to discuss with parents if air quality is very poor - rider and horse safety	Cancellation of sections of the competition NOT RELEVANT AT THE TIME OF THESE COMPETITIONS	Event Organising Committee Parent/Guardian
Use of facilities and Equipment	Unsafe areas, hazards, tripping hazards power, water, damaged equipment	Low	Venue has responsible for reported work defects and correction. Any rings arenas checked prior to start Equipment check for broken , unsafe Any unsafe areas or hazards to have blocked access	Even Safety Check prior to commencement	Venue WPNEC Event Organising Committee VEIS Event Safety Officer
Photography at Event	Inappropriate Images Publication of images	Low	Equestrian Victoria registers and approves photographers. High viz numbered vest Approved event photographers only allowed access. Must check in.	List of any riders with photography restrictions Any publicity doesn't link a rider with personal details	Equestrian Victoria Event Organising Committee
Attendance at event and follow-up	Bullying including cyber. Unwelcome post on social media	Low	Communication of EA Member protection policy Publication of VEIS Guidelines for Child Safe Event including EA Code of Conduct	Child Safe Officer present and contactable after the event Any reported incidents acted upon	Equestrian Victoria Event Organising Committee Child Safe Officer

Purchase of food at the Event	Food contamination Personal illness	Low	All food vendors at the event are registered through WPNEC. They must carry the required insurance and food handling certification	Close all food outlets if there is an issue	WPNEC Event Organising Committee
Riding/attendance at the event	Injury to rider from fall, kick etc. to head area Concussion	Mod-High	All riders to wear correct riding gear including safety approved helmet whilst riding. Designated First Aid supplied with training in concussion protocols in junior sport. Ambulance will be called if required.	Emergency helicopter landing available at venue ALL FALLS OF RIDER MUST BE CHECKED BY FIRST AID AND CLEARED TO RIDE	Parent/Guardian Event Organising Committee
Riding/attending at the event	Injury to rider –e.g. kick by horse, bite by horse, pushed over by horse Injury by horse to spectator- e.g. horse runs into spectator/parent	Mod-High	All riders to wear correct riding gear including safety approved helmet and riding boots. Riding rings are enclosed. Mobile phone for emergency contact on hand. There will be a parent or responsible adult present with riders at all times. Designated First Aid supplied. Ambulance will be called if required. If an injury occurs first aid and parent will make an initial assessment about the injury. In the case of a minor impact and the rider is capable and fit to continue in the activity, this decision will be made upon the recommendations of first aid.	Emergency helicopter landing available at venue ALL FALLS OF RIDER MUST BE CHECKED BY FIRST AID AND CLEARED TO RIDE	Parent/Guardian Event Organising Committee Emergency Medical Response Team Parent/Guardian
Riding at the event	Storm Danger	Low	Competitions will be outside on purpose built arenas- a decision will be made to cancel parts of the competition if an		Event Organising Committee

			<p>electrical storm is expected.</p> <p>The competition will cease if thunder and lightning. Move away from any trees and dismount from horse.</p> <p>Parent/guardian of riders to take responsibility for riders.</p>		Parent/Guardian
Participation and attendance at the event	<p>Personal Illness during competition.</p> <p>Competitor becomes unwell.</p>	Low	<p>Designated First Aid supplied by organisers.</p> <p>Mobile phone for emergency contact on hand. There will be a parent or responsible adult present with student riders. First aid in attendance, Ambulance will be called if required.</p> <p>Event Organising Committee to be aware of any risks from rider personal details</p>		<p>Emergency Medical Response Team</p> <p>Event Organising Committee</p>
Participation and attendance at the event	<p>Allergic reaction to allergen</p> <p>Changes to normal respiratory function - Allergic Reactions</p>	Mod	<p>Paramedic level first aid in attendance</p> <p>Riders with known anaphylactic reactions to food or stings identified on entry. Epipen to be carried by rider/parent.</p> <p>Supervising judges, stewards have mobile phones at competition. Emergency telephone numbers accessible.</p> <p>On site first aid to be called. Monitor Airway, Breathing and Circulation. Administer single shot adrenaline as required. Perform Cardiopulmonary Resuscitation as required.</p>	<p>Medical alerts requested on entry and information communicated to First Aid</p> <p>All parents present</p> <p>Emergency helicopter Landing available at venue</p>	<p>Parent/Guardian</p> <p>Emergency Medical Response Team</p>

Riding in each competition section	<p>Horse Riding Incident</p> <p>Horse shies, horse slips, rider loses balance-Fall of rider</p> <p>Horse slips, horse stops suddenly-Fall of horse</p> <p>Disobedient horse-bolting, rider bucked off</p>	Mod	<p>Paramedic level first aid in attendance</p> <p>Ring stewards to limit horse in warm up</p> <p>There will be a parent or responsible adult present with all riders. Mobile phone for emergency contact on hand. Ambulance or Vet services will be called if required.</p> <p>Approved course builders and judges. Removal of rider from competition if deemed to be unsafe.</p> <p>Qualified judges who can assess safety of riding areas.</p> <p>Helmets are compulsory for riders</p> <p>Dressage and Jumping in an enclosed arena one rider at a time. Qualified judges overseeing</p> <p>Rider to be removed from competition if deemed unsafe</p>	<p>Emergency helicopter Landing available at venue</p>	<p>Parent</p> <p>Event Organising Committee</p> <p>Judges</p> <p>Event Organising Committee</p> <p>Judges</p>
Competing at venue	Hypothermia	Mod	<p>Students to be reminded about putting on extra layers when not competing,</p> <p>Parent to be aware of the location of first aid</p> <p>Judges/ Stewards have on site first aid contact number available to them.</p>	See VEIS Adverse Weather Guidelines	<p>Event Organising Committee</p> <p>Parents</p>
Competing at venue	<p>Threat to child/Missing child</p> <p>Child is removed from the group by a known or</p>	Low-Extreme	<p>Gates at entry to venue, Long driveway and boom gate.</p> <p>All competitors have parent/guardian attending</p>	<p>Appointed Child Safe Officer and signage displayed</p>	<p>Event Organising Committee</p> <p>Parents</p>

	unknown member of the public.		Event Organising Committee to have a competitor list at the event and attendees Contact the local police if any untoward advances are made to students. Details are recorded.		Event Organising Committee
Competing in the event	Venue and riding surface conditions deteriorate due to weather condition- extreme heat, rain flooding	Low	Judges and stewards to assess the competition areas and speak with organisers re safety / moving of arenas Qualified judges who can assess safety of riding areas. Organisers to inform riders of changes.		Event Organising Committee Judges Event Safety Officer Event Organising Committee
Competing in the event	Physical Assault Student experiences physical assault by a known or unknown person.	Mod-Extreme	Venue has secure entry gates Contact the local police if any untoward advances are made to students. Details are recorded.	All entrants to venue recorded for tracing	Event Organising Committee
Participation in the event	Changes to normal respiratory function. Asthma – exercise induced or environmentally induced asthma may result in problems with breathing. Anxiety Response	Mod-High	Paramedic level first aid in attendance Rider to be removed from the competition if experiencing breathing difficulties. Parent in attendance. In the case of a student who is experiencing significant changes to normal respiratory function, attending first aid will be called.	Any relevant alerts noted on entry and communicated to First Aid All parents present	Event Organising Committee Parent Emergency Medical Response Team Event Organising Committee
Attendance at the event	Changes to normal respiratory function –	Low -	Paramedic level first aid in attendance	Any relevant alerts noted on entry and	Event Organising Committee

	<p>Cardiac Arrest</p> <p>Cardiac Arrest of Participant</p> <p>Cardiac Arrest of Horse</p> <p>Cardiac Arrest of Coach/Parent</p>	High	<p>Location of defibrillator machine identified.</p> <p>In the case of a rider who is experiencing significant changes to normal respiratory function and/or chest pain, to assist to transfer participant to seek advanced medical care - contact emergency services 000.</p> <p>In the case of a horse experiencing difficulties – then on call veterinarian or competitor’s personal veterinarian contacted for specialist advice.</p>	<p>communicated to First Aid</p> <p>All parents present</p> <p>Check defib location at venue</p>	<p>Committee</p> <p>Event Organising Committee</p> <p>Emergency Medical Response Team</p> <p>Parents</p>
Attendance at the Event	Critical Incident to competitor/attendee	Low - Extreme	Serious Incident Management Plan enacted if required.	Contacts for police emergency services	<p>Event Director</p> <p>Emergency Medical Response Team</p>



Emergency Response and Communication Plan Proforma

The information supports the initial response to an incident and should form part of a more detailed emergency management plan.

Features of the location

Describe the location and its geographic features

Purpose built equestrian venue accessed from major road

Gate to venue

Professionally set up arenas

Enclosed riding arenas

Parking areas for horse floats and vehicles

Separate horse warm up areas

Horse and spectator areas

Communication with emergency support

Event set walkie talkies

Mobile phone area. All families have mobile phone

Event Organising Committee has mobile phone

First aid has a phone.

How will emergency services access the group at each location?

Ambulance time 10 minutes from Werribee

Clear entry access into WPNEC grounds

Helicopter able to land

All emergency services available in area


Information required when reporting a serious accident, incident or emergency


- Number and names of rider/ attendee impacted or injured
- Suspected injuries or nature of the problem
- When it happened...Where it happened...What happened
- Current location of injured
- Present condition


Phone contacts


Emergency Services: 000


Local Emergency Services

 Ambulance 000

 Police 000

 Hospital Werribee Hospital 300 Princes Highway Werribee PH (03) 8754 3000

 CFA

 SES

 Other