

INTRODUCTION

This Risk Management Plan has been created for the Snowy Mountains Interschols Equestrian Competition, to be held from 27 April through 30 April, 2019 at the Station Resort, Jindabyne. It is based on the Risk Management Plan used by Equestrian NSW for Equestrian Events.

The purpose of this Risk Management Plan is to manage all risks to be as low as reasonably practical through the following approach:

- The identification of potential factors and types of risks to which those in attendance at SMIEC are exposed and detail these in a risk management register showing a potential risk rating and what measures are in place or planned to address each identified risk.
- Clear assignment and understanding of accountabilities for key personnel involved in risk management.
- Where a harmful or damaging incident covered by this policy occurs, the SMIEC Operations Manager and colleagues ensure that the incident is fully investigated and reported to the SMIEC Organising Committee.

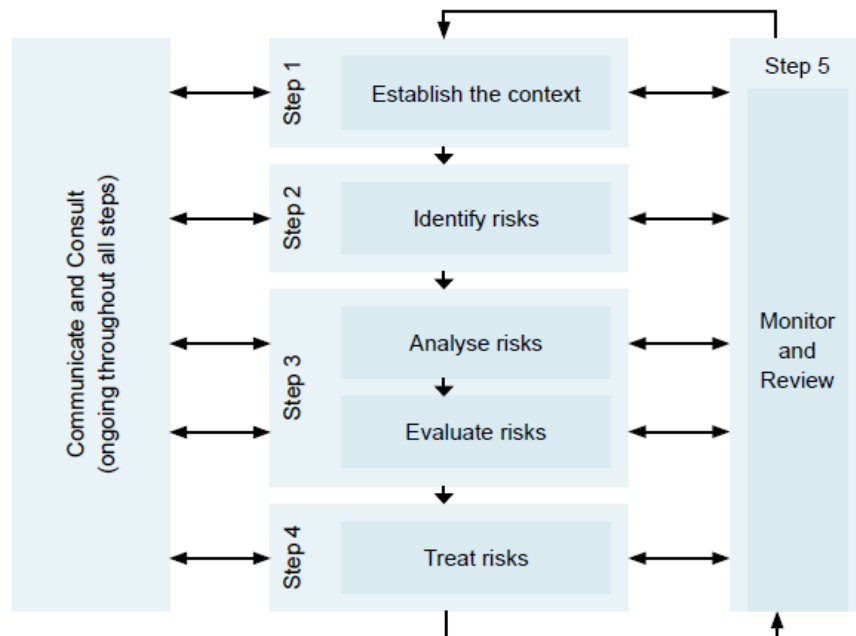
PLAN CONTEXT

This plan was developed with reference to:

- IS 31000 – Risk Management Principles
- The Australian Sports Commission Risk Management Process

Both standards contain the following process.

RISK MANAGEMENT PROCESS



RISK MATRIX

The following likelihood/impact and scale/definitions were adopted from the model recommended by the Australian Sports Commission.

Table 1– Likelihood Scale

Rating	LIKELIHOOD: The potential for problems to occur
5	ALMOST CERTAIN: will probably occur, could occur several times per year
4	LIKELY: high probability, likely to arise once per year
3	POSSIBLE: reasonable likelihood that it may arise over a five-year period
2	UNLIKELY: plausible, could occur over a five to ten year period
1	RARE: very unlikely but not impossible, unlikely over a ten year period

Table 2 – Loss or Damage Impact Scale

Rating	POTENTIAL IMPACT: In terms of the objectives of the organisation
5	CATASTROPHIC: most objectives may not be achieved, or several severely affected
4	MAJOR: most objectives threatened, or one severely affected
3	MODERATE: some objectives affected, considerable effort to rectify i.e. sport injury – requires medical attention and has some impact on participation in sport and/or other activity
2	MINOR: easily remedied, with some effort the objectives can be achieved i.e. sport injury requires first aid treatment and prevents immediate participation in sport and/or other activity
1	NEGLECTIBLE: very small impact, rectified by normal processes i.e. sport injury but does not prevent participation

Table 3 – Risk Matrix

Impact	Likelihood				
	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Negligible (1)	L	L	L	M	M
Minor (2)	L	L	M	M	M
Moderate (3)	L	M	M	H	H
Major (4)	M	M	H	H	E
Catastrophic (5)	M	M	H	E	E

Table 4 - Risk Ranking

Ranking	Code	Comment
Low		Observation
Medium		Must have measures in place
High		Must have an assurance program to ensure measures are in place and effective.
Extreme		Shall not be tolerated

This Risk Management Plan does not detail Low Risks, so that efforts are prioritised to managing Medium, High and Extreme risks.

RISK CATEGORY – HORSE AND RIDER WELFARE						
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Risk Ranking
Fall of Horse and/or Rider	<ul style="list-style-type: none"> Collision with an obstacle Slip on the flat 	<ol style="list-style-type: none"> Events are run under Equestrian Australia Rules, which define jump dimensions and speeds. Cross country and Jumping course design done by qualified and competent Course Designers (CD). Jumping courses inspected and signed off by qualified and competent official. Riders required to wear PPE (approved helmet etc). The competent official may change the jumping courses and time to suit the conditions. A rider briefing is conducted prior to the XC competition to advise course conditions. Judges monitor every horse and rider to ensure safe riding. The Judge or course official may instruct a rider to stop if riding out of control. Fall of rider requires check by paramedic Paramedic and Doctor on standby for rapid response. Vets on standby for rapid response. Horse ambulance on course. Crisis Management Plan in place. All riders must be members of Equestrian NSW and are therefore covered for personal accident insurance and public liability. 	<ol style="list-style-type: none"> Organising Committee/Operations Manager Organising Committee/XC coordinator/Operations Manager Organising Committee/Course Builder Organising Committee/Team Manager Organising Committee Event Secretary EA Rules Technical Delegate Judges Judges Judges Operations Manager Operations Manager Organising Committee Organising Committee Organising Committee 	5	3	H
Collision between Horse/Rider and Motor Vehicle	<ul style="list-style-type: none"> Official's Motor Vehicle driven onto the XC course 	<ol style="list-style-type: none"> Limited motor vehicles allowed in designated competition areas and horse stabling and yard areas Horse and rider combinations to move between competition areas following designated routes Horse and rider combinations to move between competition areas at a walk. 	<ol style="list-style-type: none"> Organising Committee Team Manager 	3	3	M
Injury to Spectator	<ul style="list-style-type: none"> Collision with horse Spectator not following the requests of crossing marshals Slip on rough terrain 	<ol style="list-style-type: none"> Spectator pathways clearly marked Spectator crossings manned by marshals. Frequent public announcement to use designated crossing points. Signs instructing spectators to use designated crossing points. 	<ol style="list-style-type: none"> Organising Committee Organising Committee Announcer Organising Committee Operations 	2	3	M

		5. Horse and rider combinations to move between competition areas following designated routes Horse and rider combinations to move between competition areas at a walk.	5. Team Managers			
--	--	--	------------------	--	--	--

RISK CATEGORY – COMPETITION – Showjumping						
Showjumping Coordinator: Sue West						
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Risk Ranking
Hazard on Jump Course	Undetected hazard on course	<ul style="list-style-type: none"> Course inspections prior to the event and on morning of event All obstacles are measured to ensure all jumps are at or below the specified height All jump elements to comply with EA regulations 	<ul style="list-style-type: none"> Showjumping Coordinator 	2	3	M
Injury to spectators	Spectator on course during competition	<ul style="list-style-type: none"> Spectators directed to stay off course/ out of competition, and directed to designated viewing areas Access to warm up area limited. 	<ul style="list-style-type: none"> Showjumping Coordinator, and marshalls and volunteers under their direction, during the event 	2	3	M
Rider entered in unsuitable grade	Incorrect entry by competitor/team manager/parent and/or guardian.	<ul style="list-style-type: none"> Team Managers are responsible for ensuring riders are capable of competing at the level entered. Marshalls and event organisers may stop any combination in accordance with EA rules. 	<ul style="list-style-type: none"> Team Manager Showjumping Coordinator 	3	3	M

Injury to horse	Fall or collision on course or in warm-up area	<ul style="list-style-type: none"> • First Aid officer and horse ambulance on site • Paramedics and vets on standby to attend • Nearest official or volunteer to contact Operations Manager. • Operations Manager enacts emergency procedure • Access to warm up area limited 	<ul style="list-style-type: none"> • Showjumping Coordinator, and marshalls and volunteers under their direction, during the event. • Operations Manager 	2	3	M
Unsuitable equipment (horse or rider)	<p>Incorrect preparation by competitor and support</p> <p>Equipment does not comply with EA competition rules</p>	<ul style="list-style-type: none"> • Combination will not be allowed to proceed. • An opportunity may be given to address the issue and re-present, at the discretion of the Showjumping Coordinator. 	<ul style="list-style-type: none"> • Team Manager (gear check) • Showjumping Coordinator 	2	3	M

RISK CATEGORY – COMPETITION – Sporting						
Sporting Coordinator: Krista Mower						
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Risk Ranking
Hazard on Course	Undetected hazard on course	<ul style="list-style-type: none"> • Course inspections prior to the events. • Barrels as per ABRA regulations, other sporting equipment in good order 	<ul style="list-style-type: none"> • Sporting Coordinator 	2	3	M
Injury to spectators	Spectator on course during competition	<ul style="list-style-type: none"> • Spectators directed to stay off course/ out of competition, and directed to designated viewing areas • Competition areas clearly marked 	<ul style="list-style-type: none"> • Sporting Coordinator 	2	3	M
Rider entered in unsuitable grade	Incorrect entry by competitor/team manager/parent and/or guardian.	<ul style="list-style-type: none"> • Team Managers are responsible for ensuring riders are capable of competing at the level entered. • Marshalls and event organisers may stop any combination in accordance with EA rules. 	<ul style="list-style-type: none"> • Team Manager • Sporting Coordinator 	2	3	M

Injury to horse	Fall or collision on course	<ul style="list-style-type: none"> • First Aid officer and horse ambulance on site • Paramedics and vets on standby to attend • Nearest official or volunteer to contact Operations Manager. • Operations Manager enacts emergency procedure • Access to warm up area limited 	<ul style="list-style-type: none"> • Sporting Coordinator • Operations Manager 	2	3	M
Unsuitable equipment (horse or rider)	<p>Incorrect preparation by competitor and support</p> <p>Equipment does not comply with EA competition rules</p>	<ul style="list-style-type: none"> • Combination will not be allowed to proceed. • An opportunity may be given to address the issue and re-present, at the discretion of the Sporting Coordinator. 	<ul style="list-style-type: none"> • Team Manager • Sporting Coordinator 	2	3	M

RISK CATEGORY – COMPETITION – Team Penning						
Team Penning Coordinators: Ian Arnold and Glen Dixon						
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Risk Ranking
Hazard on Course	Undetected hazard on course	<ul style="list-style-type: none"> • Course inspections prior to the events. • Use of appropriate Team Penning equipment 	<ul style="list-style-type: none"> • Team Penning Coordinator 	2	3	M
Injury to spectators	Spectator on course during competition	<ul style="list-style-type: none"> • Spectators directed to stay off course/ out of competition, and directed to designated viewing areas • Competition areas clearly marked 	<ul style="list-style-type: none"> • Team Penning Coordinator 	1	4	M
Rider entered in unsuitable grade	Incorrect entry by competitor/team manager/parent and/or guardian.	<ul style="list-style-type: none"> • Team Managers are responsible for ensuring riders are capable of competing at the level entered. • Marshalls and event organisers may stop any combination in accordance with EA rules. 	<ul style="list-style-type: none"> • Team Manager • Team Penning Coordinator 	2	3	M

SMIEC Risk Management Plan – 2019

Injury to horse	Fall or collision on course	<ul style="list-style-type: none"> • First Aid officer and horse ambulance on site • Paramedics and vets on standby to attend • Nearest official or volunteer to contact Operations Manager. • Operations Manager enacts emergency procedure • Access to warm up area limited 	<ul style="list-style-type: none"> • Team Penning Coordinator • Operations Manager 	3	3	M
Unsuitable equipment (horse or rider)	<p>Incorrect preparation by competitor and support</p> <p>Equipment does not comply with competition rules</p>	<ul style="list-style-type: none"> • Combination will not be allowed to proceed. • An opportunity may be given to address the issue and re-present, at the discretion of the Team Penning Coordinator. 	<ul style="list-style-type: none"> • Team Manager • Team Penning Coordinator 	2	3	M
Injury during erection and dismantling of yards		<ul style="list-style-type: none"> • Done by volunteers under the supervision of Perisher maintenance staff adhering to WH&S guidelines. 	<ul style="list-style-type: none"> • Perisher Supervisor 	2	3	M
Injury to spectator by cattle		<ul style="list-style-type: none"> • Cattle kept in controlled yards • Yards compliant with industry specifications 	<ul style="list-style-type: none"> • Team Penning Coordinator 	2	3	M
Injury while handling cattle		<ul style="list-style-type: none"> • Cattle to be handled by experienced stock handlers only 	<ul style="list-style-type: none"> • Team Penning Coordinator 	3	3	M

RISK CATEGORY – COMPETITION – Stock Horse Events						
Stockhorse Coordinator: Danielle Ternes						
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Risk Ranking
Hazard on Course	Undetected hazard on course	<ul style="list-style-type: none"> Course inspections prior to the events. Barrels as per ABRA regulations, other Stock Horse equipment in good order 	<ul style="list-style-type: none"> Stock Horse Coordinator 	2	3	M
Injury to spectators	Spectator on course during competition	<ul style="list-style-type: none"> Spectators directed to stay off course/ out of competition, and directed to designated viewing areas Competition areas clearly marked 	<ul style="list-style-type: none"> Stock Horse Coordinator 	2	3	M
Rider entered in unsuitable grade	Incorrect entry by competitor/team manager/parent and/or guardian.	<ul style="list-style-type: none"> Team Managers are responsible for ensuring riders are capable of competing at the level entered. Marshalls and event organisers may stop any combination in accordance with EA rules. 	<ul style="list-style-type: none"> Team Manager Stock Horse Coordinator 	2	2	M
Injury to horse	Fall or collision on course	<ul style="list-style-type: none"> First Aid officer and horse ambulance on site Paramedics and vets on standby to attend Nearest official or volunteer to contact Operations Manager. Operations Manager enacts emergency procedure Access to warm up area limited 	<ul style="list-style-type: none"> Stock Horse Coordinator Operations Manager 	2	3	M
Unsuitable equipment (horse or rider)	<p>Incorrect preparation by competitor and support</p> <p>Equipment does not comply with competition rules</p>	<ul style="list-style-type: none"> Combination will not be allowed to proceed. An opportunity may be given to address the issue and re-present, at the discretion of the Stock Horse Coordinator. 	<ul style="list-style-type: none"> Team Manager Stock Horse Coordinator 	2	3	M

RISK CATEGORY – COMPETITION – Dressage						
Dressage Coordinator: Kim Kleven						
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Risk Ranking
Hazard in Arena	Undetected hazard in Arena	<ul style="list-style-type: none"> • Arena inspections prior to the event • Equipment in line with EA regulations and in good order 	<ul style="list-style-type: none"> • Dressage Coordinator 	1	2	L
Injury to spectators	Spectator in Arena during competition	<ul style="list-style-type: none"> • Spectators directed to stay outside arena, and directed to designated viewing areas • Competition areas clearly marked 	<ul style="list-style-type: none"> • Dressage Coordinator 	1	3	L
Rider entered in unsuitable grade	Incorrect entry by competitor/team manager/parent and/or guardian.	<ul style="list-style-type: none"> • Team Managers are responsible for ensuring riders are capable of competing at the level entered. • Marshalls and event organisers may stop any combination in accordance with EA rules. 	<ul style="list-style-type: none"> • Team Manager • Dressage Coordinator 	2	1	L
Injury to horse	Fall or collision in arena	<ul style="list-style-type: none"> • First Aid officer and horse ambulance on site • Paramedics and vets on standby to attend • Nearest official or volunteer to contact Operations Manager. • Operations Manager enacts emergency procedure • Access to warm up area limited 	<ul style="list-style-type: none"> • Dressage Coordinator • Operations Manager 	1	3	L
Unsuitable equipment (horse or rider)	<p>Incorrect preparation by competitor and support</p> <p>Equipment does not comply with EA competition rules</p>	<ul style="list-style-type: none"> • Combination will not be allowed to proceed. • An opportunity may be given to address the issue and re-present, at the discretion of the Dressage Coordinator. 	<ul style="list-style-type: none"> • Team Manager • Dressage Coordinator 	2	2	L

RISK CATEGORY – COMPETITION – Hacking and Novelty Classes						
Showhorse Coordinator: Kylie Douch						
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Risk Ranking
Hazard in Ring	Undetected hazard in Ring	<ul style="list-style-type: none"> Ring inspections prior to the events. 	<ul style="list-style-type: none"> Hacking Coordinator 	2	3	M
Injury to spectators	Spectator in ring during competition	<ul style="list-style-type: none"> Spectators directed to stay / out of competition area, and directed to designated viewing areas Competition areas clearly marked 	<ul style="list-style-type: none"> Hacking Coordinator 	2	3	M
Rider entered in unsuitable grade	Incorrect entry by competitor/team manager/parent and/or guardian.	<ul style="list-style-type: none"> Team Managers are responsible for ensuring riders are capable of competing at the level entered. Marshalls and event organisers may stop any combination in accordance with EA rules. 	<ul style="list-style-type: none"> Team Manager Hacking Coordinator 	2	2	M
Injury to horse	Fall or collision on course	<ul style="list-style-type: none"> First Aid officer and horse ambulance on site Paramedics and vets on standby to attend Nearest official or volunteer to contact Operations Manager. Operations Manager enacts emergency procedure Access to warm up area limited 	<ul style="list-style-type: none"> Hacking Coordinator Operations Manager 	2	3	M
Unsuitable equipment (horse or rider)	Incorrect preparation by competitor and support Equipment does not comply with EA competition rules	<ul style="list-style-type: none"> Combination will not be allowed to proceed. An opportunity may be given to address the issue and re-present, at the discretion of the Hacking Coordinator. 	<ul style="list-style-type: none"> Team Manager Hacking Coordinator 	2	3	M

RISK CATEGORY – Competitors						
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Risk Ranking
Child abuse	Unwelcome contact	<ul style="list-style-type: none"> All those attending the event, including organisers, volunteers, competitors, team managers and parents/guardians of competitors must comply with Equestrian Australia’s Member Protection Policy and Disciplinary By Laws (available on the Equestrian Australia web site under About EA). All stakeholders to report any concerns to the Operations Manager Operations Manager to report all incidents to Principal of SMGS for mandatory escalation and reporting. 	All attendees Operations Manager SMGS Principal	2	3	M
Cyber Bullying	Unwelcome posts on facebook Twitter etc	<ul style="list-style-type: none"> All members of Equestrian NSW must comply with Equestrian Australia’s Member Protection Policy and Disciplinary By Laws. Any incident to be reported to the Operations Manager. 	Operations Manager	3	3	H
Inappropriate Images of Competitors	Professional photographers on site.	<ul style="list-style-type: none"> All professional photographers will have Working With Children accreditation. 	Organising Committee	2	3	M
Abuse of Officials, other Competitors and Spectators		<ul style="list-style-type: none"> All competitors, team members and other attendees must comply with Equestrian Australia’s Member Protection Policy and Disciplinary By Laws. All matters will be dealt with by the Organising Committee. 	Competitors, Team Managers and other attendees Organising Committee	3	2	M

RISK CATEGORY – BIOSECURITY						
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Risk Ranking
Horse/human contracts a serious illness	<ul style="list-style-type: none"> Horse-to-horse contact Horse-to-human contact 	<ul style="list-style-type: none"> No horses or dogs with signs of illness are to be brought onto the grounds. Competitors are required to advise the event organisers immediately if a horse is sick, to stop all non-essential contact with the sick horse and not allow children to have close contact with the sick horse. Competitors are responsible for cleaning up manure from yards and placing it in designated areas. Everyone handling horses should wash or sanitise hands between contacting different horses. <p>In the unlikely event of a biosecurity incident, the Operations Manager will:</p> <ul style="list-style-type: none"> Advise the organising committee of the situation. Meet with the directly affected parties to advise the actions to be taken, including isolating the horse/s, contacting vet and authorities. Contact the emergency disease hotline and the DPI. Take directions from the DPI. Identify all parties who may have had contact with the sick horse. Act as the main point of contact between the authorities, the organising committee and competitors/parents. Prepare media/public statements as required. 	Competitors, Team Managers and other attendees Organising Committee	2	4	M