

# MURRAY RIDING CLUB Inc.

## RISK MANAGEMENT PLAN (RMP)

### 1. Purpose

The purpose of this document is to detail the Risk Management Plan (RMP) of the Murray Riding Club

The RMP describes the key risks to the Organisation that have been identified as well as the strategies for managing or mitigating those risks.

### 2. Categories of Risk

The key categories of risks that will be addressed within this RMP are:

1. Horse Event Safety – Risks to Horses, Riders/Handlers and Spectators
2. Non-Horse Related Event.
3. Financial Risks
4. Information Loss or Corruption
5. Physical Asset Security

### 3. Horse Event Safety

This category of risk refers to all risks associated with the conduct of a Murray Riding Club event that involves the horse related activities. It does not refer to the conduct of an event of which the Murray Riding Club are a sponsor but is not the event organiser.

Risks to consider at a horse event include risks to horses, riders/handlers and spectators.

*Horse safety takes precedence over considerations of classification, sighting, performance testing or competition.*

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## 1.1 Event Co-Ordinator

An Event Co-Ordinator will be appointed for each event. The Event Co-Ordinator has overall responsibility, on behalf of the Group, for the safe conduct of an event. The Event Co-Ordinator is to conduct an audit of the physical event venue prior to the commencement of an event to ensure that the venue complies with the requirements of this RMP.

The Event Co-Ordinator has the authority to cancel the event or to prohibit the participation of any horse, rider or handler should they not comply with the minimum safety requirements as detailed in this RMP. Event participants or their connections may lodge a complaint with the Committee should they believe they have received unfair treatment.

The Event Co-Ordinator is to prepare a report for any action taken against individuals or horses.

## 1.1 Waiver

Riders and participants at Murray Riding Club events are responsible for their own safety and the safety of the horses in their care.

All participants in a Murray Riding Club event (riders and handlers), or their guardian should they be under the age of 18 years, are required to complete a waiver. This waiver is to acknowledge the risks associated with horse events and to require the participant to comply with instructions from officials at any event.

Murray Riding Club members are able to complete the waiver annually.

## 1.1 Horse and Rider/Handler Equipment and Clothing

### Ridden Events

Ridden events include performance testing, displays and ridden competitions. Horse and rider equipment and clothing for any ridden event must comply with the EA (Equestrian Australia) rules for the equivalent official EA event.

Equipment and clothing for riding clinics are to be guided by the EA rules. Additional training equipment may be used with the agreement of the trainer and the Event Co-Ordinator. Riders clothing, including boots and helmets, must comply with the EFA

minimum safety requirements. White/cream jodhpurs and jackets are not required, unless specified on the entry form. Clothing must, however, be suitable for the purpose.

## **Lead Events**

All horses (except foals) must be able to be led and controlled in a bridle or halter. Equipment must be in good condition and appropriate for the type and age of horse being presented as well as the activity being undertaken.

A dressage whip or crop may be carried. Lunging whips may be used when horses are being free run.

When handling horses footwear must be worn that provides protection to the top of the foot should it be stepped on by a horse. The sole of the footwear should provide be appropriate for the conditions and the event. Handlers in lead classes are not required to wear a helmet.

Clothing worn by handlers must also be appropriate for the event. Skirts and dresses are not recommended under any circumstances as they can inhibit movement, thereby impacting safety.

The technical delegate has the right to request participants change equipment or clothing should the Event Co-Ordinator consider it unsafe for the event and conditions.

## **1.1 Event Venue**

The group will operate primarily from the Murray Equestrian Park governed by the Murray Equestrian Association –in Coolup W.A., however, the event venue may be a public equestrian facility or may be the premises of an individual member. The manager or owner of any venue is responsible for ensuring that the venue complies with the requirements of this RMP.

The Event Co-Ordinator has the responsibility to conduct a risk assessment of all venues prior to the commencement of an event.

### **Competition Area**

1. The ground surface must be in good condition and free of obstructions such as holes, rocks, water troughs and other obstructions.
2. The fencing of the competition area must be appropriate for the event being undertaken
3. The competition area must be an appropriate size for the number of participants
4. Any jumps or other equipment must be in good repair and safe condition
5. The holding/practice area for competitors must be free from ground obstructions and appropriate for the number of competitors.

### **Spectator Area**

6. The designated spectator area ground surface must be free from obstructions as with the competition area.
7. All spectator traffic areas must be clear and safe.
8. Any viewing structures must be in good condition and well maintained.
9. Spectators must be separated from horses by an appropriate barrier. Should a physical barrier not be available marshals are required to direct spectators away from horse traffic areas.

### **Vehicle Area**

1. Vehicles are to be parked in a designated vehicle parking area
2. The designated vehicle parking area should allow safe access for horses to horse traffic areas
3. The vehicle parking area must be suitable for its purpose and where appropriate horse transport parking should be separated from spectator parking.
4. There must be a suitable area for the loading and unloading of horses.

### **Fencing**

1. In consideration of the nature of the activity and the likelihood and consequences of a horse escaping from the premise perimeter fencing is required or such other measures that will discourage horses from attempting to jump out of, or otherwise escape from , the premises.
2. Alternatives to perimeter fencing include internal fencing or operational procedures that staff and participants comply with.
3. In the absence of fencing the Event Co-Ordinator must be satisfied that the operational procedures are appropriate to the risk presented.

## Weather and Temperature

1. Consideration should be given to the appropriate protection required for horses, participants and spectators from weather conditions.
2. Wherever possible shade should be available at the event venue for spectators. This need not provide full shade protection while spectating.
3. Water for horses must be available at all event venues. This may be in the form of a dam, river or creek (as long as there is suitable access), trough or a tap. It is not required to provide buckets.
4. Water or other beverages must be available for spectators, participants and officials. These can be available for purchase. A source of water fit for human consumption satisfies this requirement.
5. Should there be specific environmental hazards associated with the event venue participants should be notified of these hazards prior to the event. E.g.: biting insects, likelihood of extreme hot or cold weather.

## 2. Non Horse event

Events and meetings conducted by Murray Riding Club are subject to the following:

1. The coordinator of the event or meeting is responsible for ensuring that exits are available in the event of fire.
2. All floors are to be free of obstructions.
3. Electrical cables should be taped to the floor should tripping be an identified risk.

## 3. Financial Risks

1. All payments to be made by cheque except for:
  - a. Show prize money may be drawn as a single cheque with payments to individual class winners in cash.
  - b. Petty cash – a petty cash float is to be maintained by the Treasurer.
2. All payment to be supported by documentation from the supplier or where this is not available the payment is to be documented by the Treasurer in a form suitable for providing a level of confidence that the payment is legitimate Society business.
3. All payments from Group funds are to be approved by the Committee
4. All use of merchandise stock, other than sale, or prizes is to be approved by the Committee.

### Receipts

1. Receipt to be raised for all payments
2. HHSA rep at event to carry receipt book and issue receipt if payment accepted.

## 4. Information Loss or Corruption

Key information:

Membership information  
Financial information  
Correspondence

## 5. Physical Asset Security

Computers  
Merchandise  
Brands

Annual stock take, by someone independent of the person holding the assets. Ideally this would be undertaken by 2 people who are independent of the executive committee, who are the holders of the majority of assets.