Welsh Pony & Cob Society of Australia Inc.

RISK MANAGEMENT DOCUMENT

2026

P.O. Box 762, Pakenham 3810. Victoria.

AFFINITY
Insurance Brokers

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Welsh Pony & Cob Society Australia Inc.
OVERVIEW OF RISK MANAGEMENT

What is Risk Management?

Risk management is the process of identifying, analysing, evaluating and treating risk. This process applies to the activities undertaken by the National Office and Committee of Management in the administration of the Society and to those activities undertaken by RPGs.

What are the Key Elements of the Society's Risk Management Policy?

- To ensure that Office Staff and Committee of Management are familiar with Risk Control Methods relating to the Society's Administration.

- Supply of risk management documents to all RPGs.
  These documents are to be on hand at all WPCS Aust Inc. events

- **Election of Safety Officer for each RPG. The Officer is responsible for checking the safety of venues where WPCS functions are to be held. The officer is empowered to take the necessary steps to ensure the entire premises are safe for everyone (spectators, participants and animals). See attachment A.**

- The Safety Officer must have at all events – contact details in local area for relevant services in case of emergency ie. Hospitals, ambulance, horse ambulance transport, CFA, police, vet etc.

- Ring stewards / Marshallers must have at hand at all times, an 'Incident Records' book, and record **all** incidents, and notice outcomes. Recording the incident, in full, including relevant conversations and full contact details for the recorder and witnesses, is a mandatory aspect of the Society's risk management policy. **This is essential for insurance purposes.**

- If a member does not heed the advice of the steward/marshaller, this should be noted. After three offences (not heeding advice) this members should be reported to COM, with full details from Incident Records book, for follow up.

- A review of any safety issues or incidents, is to be held at the Delegates Meeting at the Annual WPCS Conference each year.

- Show regulations and Judges rules are to be reviewed annually, or when necessary.

Welsh Pony & Cob Society Australia Inc.
RISK MANAGEMENT POLICY

Policy:

- Our policy is to use best practice in risk management, to support and enhance activities in all areas of the WPCS, and to ensure that risk management is an integral part of our decision making processes. This is not only good practice, it is also essential to ensure the Society is placed in the best possible position to meet its statutory requirements, and for insurance purposes, if any litigation is brought against the Society. To ensure the Society minimises risks to its members, we are also committed to adhering to the AHIC (Australian Horse Industry Council) Code of Practice for the Horse Industry, which sets out a minimum standard of risk management for horse activities.(see www.horsecouncil.org.au)We will use a structured risk management program to minimise reasonably foreseeable disruption to operations, harm to people and damage to the environment and property. We will identify and take advantage of opportunities as well as minimising adverse effects.

- We will strive to continually improve on our risk management practices.

Rationale:

- The Welsh Pony & Cob Society, and its Regional Promotional Groups, continues to work towards meeting the safety needs of their respective members and volunteers at events, as effectively as possible. A systematic process of evaluation will provide information on which to base plans for improvement, by reducing risk factors for accidents.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To create a team approach to risk management and safety issues at all WPCS run events.
- To prevent accident & injuries and at Society run events, and in the National Office workplace.
- To develop a culture of continuous improvement.

Implementation:

- All RPG's will be provided with the WPCS Risk Management Plans.

- **Training:** RPGs will be provided with training/education in risk management and in any relevant statutory requirements, such as The Volunteers and the Model Work Health and Safety Act. This training may be face to face, on-line, or a combination of both approaches.

- **Collect Information:** All incidents reported/injuries will be investigated by the Committee of Management, and in the workplace or at the event, by the Safety Representative who will take immediate action to avoid a recurrence if possible. All reports will form a Register of Injuries.

- At Shows / events, each marshalling steward is to have an 'incident records' book with them at all times.

- **Analyse Data:** The Committee will analyse all of the above data to ascertain accident patterns, identify risks, determine priorities, and in consultation with RPG's and members, develop a strategic plan to be implemented to eliminate or control any identified hazards. The Committee will ensure any plans are implemented.

- **Prevention :** Risk Management Plans will be reviewed annually. A review of any incidents that have occurred will take place, with the aim of prevention of such happening again. The Show Rules and Regulations of the WPCS will be regularly reviewed, and amended when necessary, in regard to wearing of protective and appropriate clothing and headgear, safe saddlery and equipment, and appropriate, safe behaviour of members and other exhibitors and guests at WPCS run events.

Evaluation:

- An annual Risk Management / Safety review will be conducted by the Committee, in consultation with RPG's at the delegates meeting each year.
The outcomes of this review will be passed on to all RPG's, and included in Action, for the information of all members

ADMINISTRATION RISK MANAGEMENT

RISK CATEGORY	EXAMPLES OF SPECIFIC RISKS	RISK OF:
General Management	RISK AREAS	RISK CONTROL METHOD
Risks associated with a committee's general operation	*Business planning	Completing to an adequate standard, required management and business plans
	*Contract management	Adequately managing contracts
	*Project implementation	Adequately implementing projects.

Financial		
Risks associated with financial management or transactions	Financial Planning	Financial plan prepared and approved Annual review and reporting Annual budget preparation and auditing All unplanned for expenditure approved by committee meeting
	*Loss of revenue	Ensuring membership needs are met
	* Sponsorship	Ensuring sponsors are acknowledged
	*Fraud	Monitoring of receipts and expenditure

Asset Management		
Risks associated with management or maintenance of physical assets, buildings or equipment.	*Maintenance of assets	Maintaining assets to the adequate or expected standard.
	* Use of assets * Portable plant & equipment	Managing the use of assets adequately to ensure the protection of both the asset and users.
	* Natural hazards	Adequate insurance and maintenance of assets

Liability		
Risks associated with legal action against the Committee or its members	* Public liability	Adequate insurance cover and Risk Management Strategies in place
	* Professional indemnity	Adequate insurance cover
	* Inaccurate public information, committee members or staff giving	Ensure advice given is correct, office procedures in place to ensure correct information given

Service Delivery		
Risks associated with the provision of membership services	*Membership services	Delivering Services expected by the membership

Compliance		
Risks associated with non-compliance with Acts and Regulations	* Legislative compliance, e.g. GST, OHS, Trade Practices and related provisions	Being aware of relevant legislation, compliance with Acts, Building Regulations.
	* Breach of fiduciary duty.	Keeping up to date with changing requirements.
	ATO non-profit status	Adhering to requirements to retain non-profit status

Change Management		
Risks associated with the operational changes to committee management arrangements	*New Committee	Committee acting in accordance with condition of appointment. A breakdown of committee management arrangements
Skill mix	*New staff	Ensure new staff have required skills, or are given adequate training, information and monitored.

Environment		
Risks associated with the management and integrity of the built or natural environments	*Pollution - contamination waste, emissions, etc	Monitor effluent dispersal from Administration Buildings

Personnel		
Personnel	Job Description	Written job descriptions
Risks associated with the staff, volunteers and contractors	*Occupational hygiene	Occupational Health & Safety Officer appointed from staff. Level 2 First Aid Training to be undertaken by OH&S O.
	*Workplace injury *Hazardous activities	Meet OHS requirements
	Insurance	Insurance for volunteer workers Workers Compensation insurance requirements met

Technology		
Risks associated with the management of technological systems or processes	*IT capacity	IT system capacity adequate for needs of administration
	*IT failure	Regular back ups of information made, and stored in fire proof safe Adequate insurance cover

Data Management		
Risks associated with data management	*Procedures	Well documented data management procedures
	*Version control	Documents and associated forms controlled to ensure that only current versions are in use
	*Securing and retaining records	All records to be secured and controlled as indicated in state and federal legislation
	*Loss of data	Back up, electronic or otherwise

RISK MANAGEMENT AND EVENTS

RISK CATEGORY	HAZARD IDENTIFICATION	LIKELIHOOD OF OCCURENCE	RISK CONTROL METHOD (refer AHIC doc)
SHOWS / SEMINARS / ***OPEN DAYS /*** **ACTIVITY DAYS**	Collision of horse with another competitor on entrance to rings	Moderate	Organisers \ judges to ensure adequate room in ring area for safe margin between competitors. Marshallers to ensure separate entrances to rings for competitors, and that these are kept free of people and horses. Organisers/judges to ensure clearly defined boundaries between rings.
	Collision of horse with judge or steward	Moderate	Judges & stewards should be aware of where all horses are, and that they are under adequate supervision. Ring should be run in a safe manner, and any horses appearing to be a danger to competitors should be told to leave the ring. **See – Judges rules**
	Collision of horse with spectators	Moderate	Show organisers must ensure that there are safe distances set aside in areas for spectators
	Collision of horses with other competitors, spectators etc. outside show ring	Moderate	Safe areas to be set aside for marshalling of horses, with separate areas for spectators to move around, away from marshalling horses. Clear separate entrances and exits to and from the ring.
	Injury to horse or handler due to bad competition surface or weather conditions	Moderate, depending on competition surface conditions	Organisers/judges to check competition surface for obstacles, slippery conditions or unlevel ground. Workouts must be adjusted accordingly and adjusted if weather conditions change adversely.

RISK CATEGORY	HAZARD IDENTIFICATION	LIKELIHOOD OF OCCURENCE	RISK CONTROL METHOD (refer AHIC doc)
SHOWS / SEMINARS / OPEN DAYS / **ACTIVITY DAYS**	Injury to rider while at show venue	Moderate	Show organisers to ensure all competitors comply with WPCS of Aust. Inc. rules regarding correct hats, and appropriate footwear and clothing. – *Show regulations* Age limits to handlers/riders of stallions Disqualification from competition after rider fall
SHOWS / SEMINARS / OPEN DAYS / ACTIVITY DAYS & ALL EVENTS	**Dogs** – Injury to people or horses / other livestock or animals due to dog attacks – Injury to people or horses / other livestock or animals due to being startled / frightened by a dog	Moderate	Dogs must be on a leash (often specified as short-lead) at all times and managed by a competent person. Restricted Areas: Dogs should be kept away from horse warm-up arenas, stabling, and high-traffic horse areas to avoid collisions and, in rare cases, aggression. Behavioural Control: Dogs must not be allowed to bark, chase, or lunge at people or animals. Dogs that are creating a nuisance (e.g. barking or lunging at people and animals) must be removed from the premises if so directed.
	Risk of injury including Concussion – *see page 27* 'If in doubt, sit them out' - *see page 27 for the link to* **Australian Guidelines**	Moderate	All safety recommendations must be followed. First Aid Provision at the required level must be available, Level 2 First Aid qualified person. The First Aid Provider role is a 'dedicated role' with no other duties or involvement at the even such as exhibiting, being responsible for young children,

	for Youth & Community Sport		etc. They must be able to attend any incident immediately without distraction. First Aid Kit with all local emergency contact numbers available Refer to the WPCSA Concussion Guidelines for incidents where concussion is a possible outcome. The First Aid Provider will assess the person for signs of possible concussion. The recommendations of the First Aid Provider regarding further participation at an event must be followed by the affected person.
SHOWS / SEMINARS **PARKING / STABLING AREAS**	Damage to vehicles and other property by horses	Moderate	*Do not allow vehicles (other than those of exhibitors) to park in areas in close proximity to horse stabling / tying up areas.*
FOOD / REFRESHMENT SALES AT WPCS RUN EVENTS	Food spoilage, contamination, food poisoning	Moderate	Each RPG to nominate a Food Safety Officer All RPGs and relevant volunteers to be given a copy of Food Safety Program, and to familiarise themselves with safe food handling procedures, ie. Storage, suitable foods for resale. All RPG's to follow relevant State Food Handling practices and requirements.
AT ALL EVENTS	Possible litigation due to incidents / injuries	moderate	Sight copy of facility / venues (including private properties) Public Liability Insurance Certificate of Currency.
ALL EVENTS	Biosecurity incident	High in high risk area	Biosecurity Horse Health Declarations to be provided where required. Quarantine shut down policy in place with all contact numbers

EVENT PLANNING CHECKLIST

Event Name:
Location: **Date:**

Are there designated areas for?	**Yes**	**No**	*See over* ***Notes***
	Tick ✓		
➢ Competition (including warm up areas)	❑	❑	
➢ Spectators (separated from horses & vehicles)	❑	❑	
➢ Competitor parking (floats, trucks etc.)	❑	❑	
➢ Public parking (guest & spectator vehicles etc.)	❑	❑	
➢ Horses (yards, stables, laneways etc.)	❑	❑	
➢ First Aid (competitors/general public/access by emergency vehicles & services)	❑	❑	

Inspection of Competition/ Activity Areas (including warm up areas)	**Yes**	**No**	*See over* ***Notes***
➢ Are each of these areas free of hazards and obstacles? (Rocks, sticks, overhanging branches, rubbish…)	❑	❑	
➢ Are the surfaces safe and appropriately prepared for their intended use? (Slippery, too wet, too dry, dust, level, ploughed, suitable depth…)	❑	❑	
➢ Are the fences and gates appropriate for the activities? (Keeping livestock in, spectators out, numbers of competitors…)	❑	❑	
➢ Is there signage identifying each of these areas and their intended use? (Competitors Only, No Dogs, Warm-up Arena, Marshalling Yard…)	❑	❑	
➢ Is there appropriate signage at <u>all</u> access points to competition areas? (No Entry Competitors Only…)	❑	❑	

Inspection of Spectator Areas (separated from horses & vehicles)	**Yes**	**No**	*See over* ***Notes***
➢ Are each of these areas, including roads & tracks free of hazards & obstacles? (Rocks, sticks, overhanging branches, rubbish, uneven surfaces …)	❑	❑	
➢ Seating & grand-stands are properly erected and separate from livestock access? (Check access to seating areas, that access to under grandstands is restricted…)	❑	❑	
➢ Food, eating & drinking areas are separated from livestock? (Livestock should not have access to these areas…)	❑	❑	
➢ Access to food areas, toilets & public parking is free of hazards & obstacles? (Check for varied weather conditions, night lighting, trip hazards…)	❑	❑	
➢ Are fences or barriers properly erected? (Check for nails, broken rails, rail heights…)	❑	❑	
➢ Is there signage identifying each of these areas and their intended use? (Spectators Only, No Horses, No Vehicles…)	❑	❑	

Inspection of Parking Areas	Yes	No	*Notes*
➢ Are competitor and spectator parking areas separated?	❑	❑	
➢ Are loading and unloading areas for livestock separated from the general public?	❑	❑	
➢ Is supervision of parking areas required?	❑	❑	
➢ Has traffic flow and pedestrian flow been addressed?	❑	❑	
➢ Is there signage identifying each of these areas and their intended use? (Competitors Only, ← Public Parking, Floats and Trucks → …)	❑	❑	

See over

Inspection of Livestock Yards & Stable Areas	Yes	No	*Notes*
➢ Are fences and rails secured properly? (Safe, appropriate height, no hazards…)	❑	❑	
➢ Is adequate water available?	❑	❑	
➢ Do the gates & latches work properly?	❑	❑	
➢ Can escaping livestock be contained effectively? (Perimeter fencing, gates closed, emergency procedures …)	❑	❑	
➢ Is there signage identifying these areas and restricting access? (No Entry Competitors Only…)	❑	❑	
➢ Is the facility able to be quarantined in case of biosecurity incident?	❑	❑	
➢ Identify isolation area for sick livestock.	❑	❑	

See over

General	Yes	No	*Notes*
➢ Can officials be identified clearly?	❑	❑	
➢ Is there a designated and signed “Assembly Area” in the event of an emergency?	❑	❑	
➢ Is there a plan for the treatment or removal of injured stock?	❑	❑	
➢ Is there a map of the facility identifying each of the designated areas?	❑	❑	

EVENT PLANNING CHECKLIST

This form has been completed by _____Date_____

On behalf of the _____ RPG, an affiliate of the WP&CS of Australia Inc.

Audit Notes & Comments

Notes	**Designated areas**
1	
2	
3	
4	
5	
6	

Notes	**Competition/ Activity Areas (including warm up areas)**
7	
8	
9	
10	
11	

Notes	**Spectator Areas (separate from horses & vehicles)**
12	
13	
14	
15	
16	
17	

Notes	**Parking Areas**
18	
19	

20	
21	
22	
Notes	**Livestock Yards & Stable Areas**
23	
24	
25	
26	
27	
Notes	**General**
28	DPI or equivalent biosecurity requirements met, where required. Horse Health Declarations show full details of owners, horses and PIC numbers.
29	Quarantine policy in place with all relevant contact numbers.

Attachment A -

Participation by Competitors

Prevention of injury or Damage (to people or property of others):

1. Event organisers must appoint a Safety Officer. Safety offices are empowered to take the necessary steps to ensure the entire premises is safe for everyone (spectators, participants and animals).

2. Safety Officers and event organisers will appreciate any assistance to their Risk Management.

3. There must be TWO incident books, which include multiple copies of Attachment B Event Incident Report Form. One incident book should be with the Chief Gate Marshall / Steward and one with the Event Office – to record all incidents reported or witnessed.

4. **WHAT IS AN INCIDENT? Please note:** Anything you notice that could present a problem to anyone anywhere on the premises should be reported to the Safety Officer or the event organisers. ***An injury does not have to have occurred as there may be potential consequences in the future from what appears to be a harmless event.***
Therefore: *ALL incidents, including escaped horses, physical and verbal incidents between anyone present, lost children, lost possessions, complaints or protests from anyone (these should be sought in writing). Biosecurity incidents must also be recorded.*

Any matter how trivial or minor should be recorded!

Suggestions To Control Exposures For A Safe Site

Be aware of all hazardous items, situations, or conditions that could give rise to bodily injury or property damage. Assess whether there is the remotest chance of an accident being caused by this situation

Public

1. Are public areas free of all hazards possible? (slip / trip hazards, equipment in the way, animals proximity to others, etc.)

2. Have precautions been taken to control hazards that cannot be eliminated? (barricades, sound fencing, supervision of animal areas, etc.)

3. Are spectators restricted to certain controlled areas? (parking, seating, viewing etc.)

4. Are animals separated from people and property of others as much as is practical? (stable area, fencing, loading/unloading areas, holding/warm-up/practice areas, etc.)

5. Are signs prominently posted and clearly worded to warn of all known hazards? (Restricted areas, slip fall dangers, smoking restrictions, existence of animals, etc.)

6. Is access to competition areas strictly limited to officials, competitors, emergency personnel and trainers?

7. is there a good supply of safe drinking water in well identified locations for spectators to avoid people wandering into unsecured or restricted areas?

Participants

1. Have the participants read and signed an Indemnity form?

2. Are the rules, regulations, and safety related notes available to participants?

3. Is there a good supply of safe drinking water (not a communal trough) in well identified locations for participants and horses to avoid heat stroke.

4. Are all riders wearing the proper attire (ie. hard hat with harness that complies with relevant AS/NZ standard or ASTM, boots with a heel etc.) ?

5. Are warm-up areas designated where no lunging is allowed if others are riding?

6. Check safety of footing, jumps, fence barriers, barns (ie. protruding nails etc.).

7. Be cognisant of various weather conditions, the effect on horses, individuals, and how they can perform. Be prepared to respond should conditions change. (ie. storms, lightning, hail, excessive heat or cold, time of day & light availability).

8. Are equipment checks made prior to the event to ensure it is safe and useable?

9. Have the participants provided a Biosecurity Horse Health Declaration Form, where required?

General

1. Determine the specific safety hazards for the specific competition

2. Only allow dogs on site if under control and on a leash.

3. Have a horse ambulance ie. stock trailer, vehicle and several ropes on hand and available for use in emergencies.

4. Are hazardous materials or any equipment presenting a danger well stored and out of reach of horses and

5. Is there a policy to deal with unruly or unsafe animals that are present at the event?

6. Are rules of conduct for the exercise and warm-up areas posted and enforceable?

7. Is there a quarantine policy/biosecurity incident response to deal with any biosecurity incidents, especially in high risk areas?

Suggestions To Assist In Responding To Accidents

Familiarise yourself with the following:

1. What should be the response to Accidents causing Injury or Damage?

- Halt the event.
- Obtain or provide assistance (for injured people or animals).
- Contain the situation to avoid further accident.
- Control crowds for their protection and to allow access by emergency personnel.
- Make notes as soon as possible (obtain names, addresses and phone numbers of witnesses), and complete an Incident Report Form. See attached.

2. Are Emergency phone numbers posted by phones that are at known locations?

3. Is First Aid equipment readily available and in obvious locations?

4. Is there a Paramedic / First Aid / Ambulance service at the site or available to respond?

5. Are First Aid Attendants present and easily identifiable by uniform or arm band?

6. Is congestion controlled on the premises to provide access for emergency vehicles?

7. Is there a supply of Incident Report Forms to obtain important information should an accident occur?

INCIDENT REPORT INFORMATION

All ring stewards / marshallers are to have an 'Incident Record' book on hand at all times, to record any interaction between themselves and competitors / exhibitors / spectators, recording in detail any conversation taking place, including time. (Incidents would include inappropriate dress, behaviour, etc, noting if the person involved followed the steward/marshallers instructions)

In the event of any incident, RPGs are required to follow WP&CS Aust. Inc. procedures as detailed below:

All Incidents that are potential claims need to be handled sensitively and as soon as possible after they occur. A detailed investigation needs to be carried out, with assistance from the WPCS COM.

In all cases where a person is injured or has property damaged:

- Action needs to be taken to minimise the chance of any further incidents by securing unsafe areas or facilities
- First aid and medical care should be provided immediately, and prompt and proper care provided to any injured person
- Decisions on whether the claim is genuine or false are not required from the RPG

RPGs may be notified about incidents and potential claims from a variety of sources, such as direct contact from:

- The injured party or property owner or their representative
- Police, ambulance or emergency service personnel
- Media item
- Legal representative of injured party or property owner, or
- Observation of incident by RPG member

Notification is usually by phone or letter. In some instances, the first time the committee becomes aware of such an incident is when legal action has already commenced.

WHAT TO DO ON NOTIFICATION

All claims should be referred to the National Office of the WPCS of Aust.

Any action taken should be under the guidance of the Committee of Management of the WPCS of Aust.

If the notification is in writing:

1. Make a note of how the letter or claim arrived – by mail or hand delivered. If by hand, who delivered it?
2. Do not make any remarks or comments about the incident to any person who delivered the letter or claim.
3. Do not reply to any letter or claim
4. Send the letter or claim and the relevant incident report, including any names of witnesses and any notes or photos relating to the incident to the National Office WPCS of Aust. PO Box 762, Pakenham 3810 Victoria.
5. Telephone the National Office to discuss the next steps, as soon as possible on 03 59413 288.

If the notification is verbally – either direct or by telephone:

1. Make note of the date and time and who made the report, and the date and details of the reported incident.
2. Ask the person to submit their claim in writing
3. Do not make any remarks or comments about the incident to the person making the report.
4. Telephone the National Office to discuss the next steps, as soon as possible on 03 59413 288.

If confronted by an angry or upset person it is important not to take their comments personally, and to:

- Remain calm
- Treat the person politely
- Take notes about what they are saying
- Do not admit responsibility for any incident
- Ask the person to submit the claim in writing to you
- Contact the National Office of the WPCS of Aust. about the incident and follow the course of action recommended.

It is most important that you remain calm and treat the person politely.

WHAT TO DO ON NOTIFICATION

Whether the notification is in writing or verbally, to help reduce the likelihood of unnecessary claims being made, there are a number of things that should not be done:

- **Do not** admit responsibility for any incident. But do show empathy for the injured party
- **Do not** offer to pay any medical or other expenses. But do call an ambulance if needed.
- **Do not** agree that any equipment or facilities were to blame
- **Do not** blame other RPG members, employees or other parties.
- **Do not** argue or discuss the cause of the incident with the injured person or witnesses
- **Do not** conduct the investigation or fill out the incident report in the presence of the injured person
- **Do not** discuss the incident at any time with people who have not been positively identified as being authorised by the WPCS of Aust. if in doubt, telephone the National Office.
- **Do not** discuss the incident with the media, prior to receiving instructions from the National Office of the WPCS of Aust.

INCIDENT AND CLAIM REPORT

Regardless of how an incident is detected, or whether or not a claim has been made, immediate action should be taken to have it investigated and reported on by an appropriate RPG committee member. The committee member's responsibility is to investigate the facts of the incident and report on the, NOT to make a decision on the validity or otherwise of the claim or potential claim. The committee should seek assistance from the National Office of the WPCS Of Australia Inc.

It is essential that as much information as possible is gathered as soon as possible. The longer the time lapse between the incident and the investigation, the less likely it is that information will be available or accurate. It is important that a report is made of potential as well as notified claims because a claim may not arise until many years after an incident occurred. It is also important that full names and contact details of witnesses and relevant RPG members are completed fully on the form.

OTHER IMPORTANT INFORMATION

Where new witnesses or information is found (at any time after the incident) notify the National Office as soon as possible.

Note as much information as you can about the injured person. For example:

- What the injured person said was the cause of the incident
- Type of clothing worn by the injured person
- Whether spectacles or contact lenses were worn
- Type and condition of footwear
- Whether a walking aid was used
- Emotional state of injured person prior to incident
- Whether the injured person was intoxicated or under the influence of drugs

INCIDENT REPORT FO_____RPG

This report applies to accidents and to any other incidents at an event. Complete the first half of the form in case of accident. Complete the second part where there is any other incident which might have potential consequences, eg physical or verbal incidents between people present, lost children, lost possessions, escaped horses, written complaints or protests or a biosecurity incident.

Site/Venue of Incident *Exact location overleaf....*

Address:

Phone: **Fax No:** **Email:**

Contact Person: **Date of Incident:**

Accident Report

Time of Accident:

Horse Name

❑ **own**
❑ **hired**

Weather conditions:

Person in charge of and/or supervising injured party:

Numbers under supervision:

INJURED PERSON DETAILS: Exhibit Number: _____

Name:

Address:

Phone: **Date of Birth:** **Experience in riding**

Beginner/moderate/experienced

ACCIDENT OCCURRED WHILE:

❑ Mounting
❑ Cross Country
❑ Dismounting
❑ Unmounted Activity
❑ Jumping in Arena
❑ If other please detail
❑ Flat work/Dressage
❑ Trail Ride

INJURY LOCATION:

❑ Head (Skull, Face, Jaw, Ears)
❑ Eyes
❑ Neck
❑ Trunk (Chest, Abdomen, Buttock, Pelvis)
❑ Spine
❑ Arm (Shoulder, Elbow, Forearm, Wrist, Hand, Finger, Thumb)
❑ Leg (Hip, Thigh, Knee, Ankle, Foot, Toe)
❑ Other _____
❑ Internal
❑ Heat Stress

INJURY SEVERITY:

❑ First Aid (Continued to ride)
❑ First Aid (Went home)
❑ First Aid (sought medical attention after leaving)
❑ Ambulance
❑ Doctor's or Dental Treatment
❑ Hospital Treatment (Admittance)
❑ Fatal
❑ Other (please detail)

INCIDENT REPORT_____RPG

WITNESS DETAILS:

Name:				
Address:				
Phone(s)		**Date of Birth:**		❑ Staff member ❑ Volunteer / Other rider ❑ Other (specify)

ACCIDENT SUMMARY	Description of accident, exact location, observations of signs and symptoms of injuries, treatment and follow up and outcome; include times and names of those involved in treatment at all stages.

INCIDENT SUMMARY Description of incident, include times and names of those involved in the incident and outcome..

Signed		**Date:**	

☐ Please find attached a signed waiver

☐ Please find attached supporting documentation

STANDARD OPERATING PROCEDURES

EXPLANATION

The Welsh Pony & Cob Society of Australia is an organisation, established in1969 for the purpose of maintaining a studbook for Welsh Ponies and Cobs, including Part Welsh, and to promote the Welsh Pony & Cob Breed.

The Society's National Office is located at 20–14/17 Hogan Court Pakenham,Victoria Australia 3810.
The Office is open five days per week, from 9 am to 5 pm, manned by three office staff.
The Society is managed by a Committee of Management, consisting of 12 members, from all regions throughout Australia. The members have 2 year terms on the committee.

The Society has 12 Regional Promotional Groups throughout Australia. These enthusiast groups consist of members of the WPCS of Aust. The Groups run under the guidance of the WPCS of Aust., adhering to a set of rules and regulations set by the Committee of Management. These rules and regulations are reviewed regularly.

The RPGs help to promote interest in the Welsh Breed, and this includes regular meetings open to all members of the Society in their area, and the running of seminars, shows, activity and information days, as well as fundraiser to help fund these activities. The RPGs are also a point of contact for members looking for advice or information.

There is also a Victorian All Welsh Show Committee, A Performance Competition Organiser and A Victorian Foal Futurity Organiser. These groups / organisers also operate under the guidance and regulations of the WPCS of Aust.

The National Society and all the above groups operate with Public Liability Cover, through Affinity Insurance Brokers.

TERMS USED IN THE S.O.P (Standard Operating Procedures) and RISK MANAGEMENT DOCUMENT

WPCS of Aust. Inc - Welsh Pony & Cob Society of Australia Incorporated
RPG – Regional Promotional Group
Members – financial members of the WPCS of Aust. Inc including honorary, life, full and associate members
Collecting Ring – the area exhibitors and horses use, prior to entry to their event
Judge – the officially appointed Judge of the event, approved by the WPCS of Aust. Inc. COM prior to the event
Stewards – officially appointed assistance to the judge (full names to be noted in RPG minutes prior to event)
Handler / Exhibitor – person, not necessarily a member, who is holding / leading the horse during, and prior to and after and event
Rider – person, not necessarily a member, who is riding a horse at an event
Waiver – legal disclaimer form to be signed by all handers / exhibitors / riders prior to acceptance of entry at an event, acknowledging there is risk associated with participation in horse events run by the WPCS of Aust. Inc.
Practice / warm up areas – areas for the exercise of horses, restricted entry to horse handlers / riders only

STANDARD OPERATING PROCEDURES

PRIOR TO EVENT

1. At your RPG meeting, minute the full names of organisers / volunteers / helpers.

2. Notify the National Office of WPCS of Aust. of the event, using Insurance Notification Form (6 weeks prior to event)

3. Inspection of grounds for suitability of event to be held
   - check that an event can be held safely in the facilities, for competitors, exhibitors, spectators and organisers

If the venue owners / managers require information re. the Public Liability Insurance Cover, arrange with the National Office giving them a minimum of 3 weeks' notice to arrange.

ON THE DAY OF THE EVENT

1. A quick meeting with all organisers / volunteer / helpers to go through the events of the day, ensuring all of the above are familiar with the WPCS of Aust. Risk Management Documents, and that recommended procedures are being followed.

2. Make sure the Health and Safety Officer has a list of organisers / volunteers / helpers contact numbers (mobile phones) if available.
   - the H&SO should have a list of local emergency numbers ie. Ambulance, doctor, hospital, fire, vet, police on hand at all times. A copy should be attached to the First Aid Kit.
   - a comprehensive approved First Aid Kit
   - a Level 2 First Aid trained person should be on hand during the event, ie Red Cross, St Johns or similar trained person

3. Entry secretaries to ensure all handlers / exhibitors / riders have signed a waiver prior to acceptance of entry to event. Handlers / exhibitors / riders to be supplied with a colored sticker to be displayed prominently.

4. Entry secretaries to ensure all exhibitors have fully completed and provided Biosecurity Horse Health Declarations where required.

5. Ensure entries to rings are all marshalled, with signage specifying where exhibitors / competitors must enter and depart, at separate entrances if possible. No handler/ exhibitor / rider is to be allowed entry into a ring without the marshaller ensuring they have a colored sticker, proving they have signed a waiver.

6. Marshallers to be clearly identifiable with an arm band.
   Make sure marshals are aware of their duties. Marshals should have an 'incident' book to note any inappropriate behaviour, or refusals to comply with your regulations.

7. Ensure that spectator areas are clearly marked, in a safe area away from the exhibitors / competitors.

8.. Ensure that car parking / float parking areas are separate as possible, and that cars and floats are parked in safe areas around stabling facilities if applicable. Have signage around stabling areas clearly stating that these areas are for exhibitors only, not spectators.

9. Speak to any contractors (food, goods offered for sale or on view etc) and nominated photographers (only those nominated / invited by RPG to be allowed to operate on grounds) to ensure they have the required public liability insurance, and that they know what is expected of them, and they have clear instruction on where they will be set up.

10. Where applicable, have gear checks to ensure correct helmets and equipment is being used. (Please note the five year limit for approved helmets is five years from the date of manufacture, not purchase)

11. Immediately after the event is finished, a meeting between all organisers / volunteer / helpers to discuss the days events, and any incidents or points of improvement needed to be addressed.

SUGGESTED SIGNAGE FOR WPCS EVENTS

To be displayed on minimum of A3 size paper, laminated and prominently displayed

ENTRY TO VENUE

Please note that on entry to this venue, for the purpose of attending an event held under the regulations of the WPCS OF AUST. INC.

All spectators / exhibitors / acknowledge and agree that neither the WPCS OF AUST. INC, participants, officials, volunteers, medical personnel, any persons, promoters, sponsors, advertisers, owners and lessees of premised used to conduct the event(s) will be under any liability for your death or any bodily injury, loss or damage which may be sustained or incurred by you as a result of being present at this event.

All spectators / exhibitors / present at this event acknowledge that equestrian events are dangerous and that accidents causing death, bodily injury, disability and property damage can and do happen, and you enter at your own risk.

All dogs must be restrained on a leash, under the control of a competent person.

ENTRY TO STABLE / WARM UP / EXERCISE AREA

WARNING !

Spectators are not permitted in this area. This area is ONLY for riders and handlers of horses.

Entry into this area is dangerous and accidents causing death, bodily injury, disability and property damage can and do happen.

COLLECTING / MARSHALLING AREA

IMPORTANT!

The only persons / horses allowed in this area are those who have signed a waiver, and are entered in the next event. The official marshalls have the right to request any person / horse leave if they deem that person / horse a risk to the safety of themselves or others. Entrance to this area when not appropriate may incur disqualification from your event.

ENTRY SECRETARY AREA

Please Note :

Entry to this event is subject to the handler / exhibitor / rider signing a WPCS OF AUST. INC. Waiver. On signing of waiver, you will be provided with a sticker. This sticker is to be displayed prominently. Without this sticker as proof of signing of waiver, noted by the official marshall, entry into events will not be allowed.

All handlers / exhibitors / riders enter under the rules and regulations of the WPCS OF AUST. Inc and agree to abide by these rules

(COPY OF RULES TO BE CLEARLY DISPLAYED)

SPECTATOR AREAS

PLEASE NOTE

This is a spectator only area.
No horses are allowed in this area, at risk of disqualification from their event.

CONCUSSION –

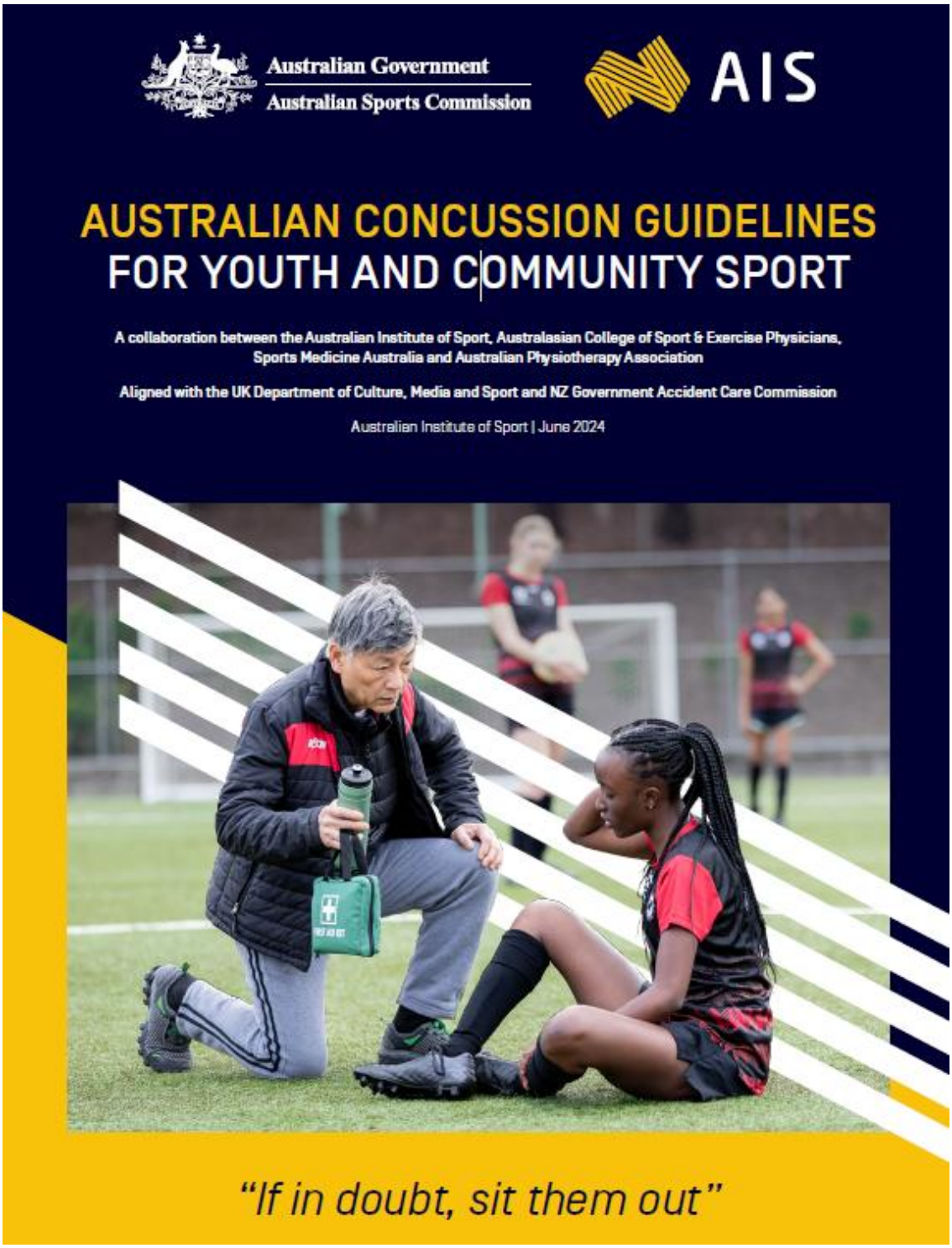
Any time there is a head injury and suspected concussion the First Aid Provider must be consulted by the injured person and their recommendations followed by the injured person. If the person is a minor, their caregiver must follow the First Aid Providers recommendations. Following a head injury or knock to the head, children and adolescents may be more susceptible to concussion and take longer to recover. The Concussion Recognition Tool 6 (PDF) can be used to assist identification of suspected concussion. It is not designed to diagnose concussion.

If there is any concern or suspicion of concussion, they must not continue to participate in the event for the remainder of the day –

'IF IN DOUBT, SIT THEM OUT '

Australian Guidelines for Youth & Community Sport – see the link below

file:///C:/Users/PC/Documents/All%20Computer%20Files%20June%202023/ALL%20COMPUTER%20FILES%202023%20JUNE%20&%20BACK/Documents/RISK%20MANAGEMENT/37382_Concussion-Guidelines-for-community-and-youth-FA-acc-v2.pdf



WEATHER EXTREMES
& EVENT CANCELLATION POLICY
for Welsh Pony & Cob Society of Australia Inc.
EVENTS

Rationale:

- Extremes of weather, such as very high temperatures and severe storms and / rain can pose a serious risk to judges, competitors and spectators, as well as to livestock. In such events, the necessary steps should be taken to ensure the wellbeing of humans and livestock as much as possible.

Aims:

- To educate Regional Promotional Groups in commonsense strategies in the event of weather extremes occurring at WPCS Australia approved events.
- To encourage competitors and spectators to protect themselves from possible harmful effects of extreme weather conditions
- To implement a refunds policy in the event of cancellation of events due to weather extremes

Implementation:

Planning:
Check weather forecasts for the duration and location of the activity.
Ensure all emergency contact numbers for Policy, CFA or similar authority, Ambulance; Hospital are on hand in a place known to all organisers.
Consider the implications of forecasts, warnings and associated conditions.
Be familiar with procedures for managing severe weather events.
Be aware that you should cancel, postpone or evacuate any events if the environmental conditions come close to exceeding your capabilities.
Know the 'Trigger Points' ie. Catastrophic Fire Rating, excessive high temperatures, extreme storm / lightning forecasts, that may stimulate a decision to cancel, postpone, halt or modify an event.

HOT WEATHER STRATEGIES CONSIDER

- **TIMING OF ACTIVITY**
- **HYDRATION**
- **REST**
- **PRE-COOLING** (by water saturation or the wearing of ice-vests)
- **CLOTHING** (removal of jackets & perhaps vests)

- In excessively high temperatures (35 degrees & over), where competition continues, Regional Promotional Groups are to request competitors to remove jackets whilst competing. Judges and officials are requested to do the same.

- Cool water is to be made available to all competitors outside the rings, and water is to be offered to competitors and judges, whilst in the ring.
- Competitors are to be encouraged to ensure all livestock have regular access to drinking water.
- Workouts must be adjusted where necessary to suit adverse weather conditions.
- If temperatures are extremely high, events are to be held earlier, or postponed to a cooler time of the day where possible.
- If available, shaded areas such as marquees are to be provided.
- This policy is to be read as part of the WPCS Risk Management Manual.

FIRE RATINGS

Actions Required

- On Code Red fire danger days, WPCS of Aust Inc. events identified as being within or bordering a CODE RED rated district MUST cancel or postpone the planned event.
- A nominated phone number, with a recorded message regarding the event taking place must be available.
- Details of this phone number, with the message available from 8 pm the evening before the planned event date, or earlier if possible, must be included on all show information available ie. Programs, catalogues, advertising

FIRE ACTIVITY WHEN AN EVENT IS TAKING PLACE

If it is safe, stop and observe the smoke as assess the following:

- Where is the fire?
- How big is the fire?
- In what direction is the fire moving?
- CONTACT an appropriate local authority such as the CFA and report any smoke or fire.
- Seek advice from that authority to help inform your actions.
- Agree on a regular time to communicate with an external contract for up to date information.
- Inform all participants of the authority recommendations.

STORM / EXCESSIVE RAIN STRATEGIES

STORMS / LIGHTNING

- In the event of severe lightning classes / activities are to be stopped until such time as the lightning activity lessens.
- **Standards Australia 30/30 rule – if there is 30 seconds or less from the lightning flash to the 'thunder' you are in danger and should avoid high and exposed areas. Wait**

until at least 30 minutes after the last thunder before assuming it is safe to continue the activity.

- **The '15 second' rule – this means if there is 15 seconds or less from the lightning flash to the 'thunder' you should advice attendees to get into a 'lightning position'.** **(LIGHTNING POSITION –** remove and stay away from metal objects. Spread people out, approx. 15 metres away from one another if possible. Crouch down, feet and knees together, put your head down, cover ears with hands and try to make yourself the smallest target possible while minimising your contact with the ground.
- **DO –** suspend all outdoor activities and seek safer less exposed ground
- Try to find an enclosed structure
- Get inside vehicles if possible, close the windows and avoid touching metal
- Find an area of forest / bush that is protected by a wide area of uniform trees, the smaller the better

DON'T SEEK SHELTER IN OR NEARBY:

- Shallow caves, towers, tall trees, fences, telephone lines or metal objects
- Single large trees in the open
- Rivers, lakes and other bodies of water
- Don't use communication devices

RAIN / WINDS

- When rain has been excessive, the grounds should be checked prior to, or during the events being run, to ensure conditions are safe.
- Ensure that any shelters (ie marquees, tents) erected are well anchored to the ground, in case of strong winds. If excessive winds are predicted, dismantling of shelters may be necessary.
- Workouts must be adjusted where necessary to suit adverse weather conditions.

FURTHER INFORMATION:

All weather information and warnings may be found at the Australian Government Bureaus of Meteorology www.bom.gov.au

Fire Information and warnings may be found at:
VICTORIA www.cfa.vic.gov.au
NSW
QLD
TASMANIA
SOUTH AUSTRALIA
WESTERN AUSTRALIA

WEATHER FORECASTS

Weather forecasts / warnings must be checked at least three days prior, to, and up to the event

HIRE OF FACILITIES

At the time of hire, a written agreement between the facility managers and the RPG should be negotiated, noting any costs incurred in the event of cancellation.

CANCELLATION, CHANGE OF VENUE, OR POSTPONEMENT OF EVENTS

A nominated phone number with a recorded message regarding the event taking place must be available.

Details of this phone number, with the message available from 8 pm the evening before the planned event date, or earlier if possible, must be included on all show information available ie. programs, catalogues, advertising.

REFUND POLICY

- If an event has commenced there will be no refunds.

- If an event is cancelled prior to commencement of the event – costs incurred by the show committee prior to the show will be paid and remaining funds will be reimbursed to the member if the amount per exhibitor is $2 or more.

- If an event is postponed entry fees will not be refunded without a written request from the exhibitor within 7 days of the notification of postponement.

- If an event has to be moved to another venue due to extreme weather events, entry fees, minus any administration fees and costs incurred by the show committee prior to the show, will only be refunded with a written request from the exhibitor within 7 days notification of change of venue.

- This Refund Policy must be included in full on all entry forms and catalogues.

TIMING OF EVENTS

Sporting activities involving moderate to high intensity exercise should be schedules to avoid conditions where ambient temperatures exceeds or is likely to exceed 36 degrees Celsius.

Where possible, especially in January and February, events should be scheduled to avoid the hottest part of the day (11 am – 3 pm).

In high risk conditions, participants should be encouraged to drink fluids at scheduled drink breaks and should be provided convenient access to fluids during activities.

Children
At ambient (surrounding air temperature) temperature greater than or equal to 30 degrees Celsius, children have greater difficulty getting rid of heat than adults.
Children sweat less and get less evaporative cooling than adults.

Strategies

Compulsory removal of jackets at 35 degree temperature
Provision of regular drink opportunities. Participants to be encouraged to limit warm ups to minimise increase in body temperatures before competition.

Treating Heat Illness

Sports heat exhaustion is characterised by low blood pressure, on completion of exercise. Victims suffer a faint-like collapse with ashen-grey skin.
They usually recover rapidly on **lying down with legs raised.**

The difference between heat exhaustion and high risk heat stoke is not always obvious. Athletes who have collapsed should be rapidly cooled as below:

Heat Stroke: in heat stoke the body's ability to control its own temperature is impaired. Heat stroke is **potentially fatal.** The severity of complications from heat stroke increases with the duration of high body temperature.
Immediate First Aid is essential and potentially life saving. The aim is to lower the body temperature rapidly using the **'strip / soak / fan'** methodology.

Strip off any excess clothing / loosen clothing
Cool by wetting the skin liberally
Fan to aid evaporative cooling
Raise legs to improve blood pressure
Ice placed in groin or armpit is helpful

The person should be immediately referred to or treated by a medical professional.
If the person remains ill, confused, vomiting or shows signs of altered consciousness call an ambulance immediately and see medical help.
SOURCES:
1.Smartplay 'Hot Weather Policy a sports injury saviour'
2. Swimming SA Policy Preventing Heat Illness in Swimming
3. Sports Medicine Australia Policy 'Preventing Heat Illness in Sport'
4. EA SA Branch 'Hot Weather Policy & Guidelines'
5. Outdoor Recreation Centre of Victoria Inc 'Guidelines for Consideration of Severe Weather Conditions'. (Suppled by P Davenport, Affinity Insurance Risk Manage

AMBIENT TEMPERATURE & WET GLOBE BULB TEMPERATURE INDEX

Ambient Temperature is the most easily understood guide available and is most useful on **hot, dry days.**

Wet Globe Bulb Temperature Index

Further guidance may be gained from what is known as the WGBT index. The WGBT is useful when **humidity is high.**
These charts should be referred to and 'recommended management' should be strongly considered.

Ambient Temperature

Ambient Temperature is the most easily understood guide available and is most useful on hot, dry days

AMBIENT TEMPERATURE	RELATIVE HUMIDITY	RISK OF HEAT ILLNESS	RECOMMENDED MANAGEMENT
15 - 20		low	
26 - 30	Exceeds 70 %	Low - moderate	Increase vigilance. Caution over-motion
26 - 30	Exceeds 60 %	Moderate	Reduce intensity and duration of events. Take more breaks
31 - 35	Exceeds 50 %	High – Very high	Uncomfortable for most people. Take more breaks. Limit duration of classes to less than 60 minutes per session
36 & above	Exceeds 30 %	Extreme	Very stressful to most people. Postpone to cooler part of day or cancellation

WGBT (Wet Globe Bulb Test)

Further guidance may be gained from what is known as the WBGT index. This is useful when humidity is high

WGBT	RISK OF THERMAL INJURY	RECOMMENDED MANAGEMENT FOR SPORTS ACTIVITIES
< 20	LOW	
21 - 25	Moderate to High	Reduce intensity and duration of events. Take more breaks
26 - 29	High – Very High	Limit intensity of activity. Take more breaks. Limit duration to less than 60 minutes per session.
30 & above	Extreme	Postpone to cooler part of day or cancellation.

The Bureau of Meteorology (BOM) produces ambient and WBGT readings for many locations in Australia.

You can check these readings and a guide for the relative risk for locations at www.bom.gov.au/products/IDS65004.shtml or by clicking ***'Local Hot Weather Alerts'*** button at www.sma.org.au

THIS POLICY WAS RATIFIED AT THE COM MEETING 15/04/13
AND IS TO BE REVIEWED ANNUALLY