



RALLY RISK MANAGEMENT PLAN 2023/2024

SITE LOCATION Wainoni Park Pony Club 16 Orwell Road Greenhithe GPS	EVENT Pony Club Rallies Adult Ride FIRST AID CONTACTS FOR RALLY NIGHT: Head Coach and rally coaches.
EMERGENCY CONTACTS Helen Crook (DC): 027 446 1204 Aaron Chubb (President): 021 449 338 Anna Martelli (Grazing): 021 920 676 Sarah Goldsbury (Health&Safety): 021 661 862 Kate Tobeck (Head Coach): 021 206 1509	EMERGENCY CONTACTS Ambulance/Fire/Police: 111 Veterinary Associates: (09) 412 7388 Vets North: (09) 412 9016 Defibrillator located at Greenhithe Fire Station Located at 5 Greenhithe Rd.
First Aid Kits Located: Clubrooms (human and equine) Container 1 and Container 8 (small emergency first aid kit) Container 3 (small emergency equine kit)	Date of Approval July 2023 Approved by: Helen Crook, District Commissioner

INCIDENCE	POTENTIAL CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Catastrophic
A (probable)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (possible)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

ACTIVITY	HAZARD	INITIAL RATING	PREVENTATIVE MEASURE	FINAL RATING	RESPONSIBLE PERSON
Health on arrival	COVID 19	D	Please do not come to the grounds if you are feeling unwell or have tested positive for COVID.	H	Safety officer/committee/DC
	Traffic	D		M	

Arrival and Preparation at the Pony Club		E	Signage to indicate entry from road during rallies Limit speed on grounds to 5kph	M	Safety officer/committee/DC Safety officer/committee/DC
	Parking	H - E	Back into a parking spot so that backing onto the driveway is not required. Take extreme care when reversing Allow 2m plus the length of the horse between vehicles with floats to allow safe pedestrian egress Tie to one side of float/truck (near side) If paddock access allows avoid riding in the car park	L L L L	rider/person responsible/coach/head coach/safety officer/committee/ DC
Unloading	Kicking Trampling Loose horses	H - E	Do not stand on ramp behind horse Horses must be on lead rope Discourage rugs and hay nets in float Wear sturdy footwear Unload horses away from parked cars	L L L L	rider/person responsible/coach/head coach/safety officer/committee/ DC
Tie-up	Crushing	H - E	Do not step over or under a lead rope connected to a horse Always tie up using a piece of twine (not directly to the post) Do not tie to a moveable object (eg. detached trailer or float)	L L L	rider/person responsible/coach/head coach/safety officer/committee/ DC
Tie-up	Unruly horses	M-H	Horses that pull back, rear, kick-out, are restless and/or display bad manners that compromise safe passage of pedestrians and/or other riders activities should use pens or be tied up at a safe distance from other people and horses	L	rider/person responsible/coach/head coach/safety officer/committee/ DC
Warm-up	Dangerous riding	M-H	Riders should warm up their horses well away from the parking area and where horses are being tacked up. There must be no cantering past these areas. Warm up in designated areas only.	L	rider/person responsible/coach/head coach/safety officer/committee/ DC
On-Ground	Unruly horses	L-H	Red ribbons must be worn in the tail of horses that kick Maintain distance from others	L L	rider/person responsible/coach/head coach/safety officer/committee/ DC

Rally activities	Faulty/missing rider equipment	M-H	NZPCA approved helmet/footwear/back protector to comply with NZPCA general regulations. Note: from August 2023 all helmets must comply with new regulations and be tagged with a NZPCA yellow tag. Back protectors must comply with August 2020 new regulations and be tagged with a red NZPCA tag.	L	rider/person responsible/coach/head coach/safety officer/committee/ DC
	Faulty/missing tack/ horse equipment	M-H	Tack/stirrup leathers/stirrups/other equipment should comply with NZPCA general regulations	L	rider/person responsible/coach/head coach/safety officer/committee/ DC
	Dangerous ground conditions	M-H	Monitor ground conditions. Cancel mounted rally if necessary	L	Head coach/safety officer/committee/DC
	Horse Collisions	M-H	Ask for assistance if required when riding in groups in confined areas Control of group at all times	L L	rider/person responsible/coach/head coach/safety officer/committee/ DC Coach/head coach/ safety officer/ committee/ DC
	Unruly horses	M-H	Manage and isolate Report to head coach	L L	coach/head coach/safety officer/committee/DC
	Falls	M-E	Ride within capabilities Report incident for committee discussion in head coach report. Complete incident form located in club rooms, grooming bay or online through WPPC website H&S. Follow concussion rules and follow-up as per NZPCA guidelines and green concussion card and report to NZPCA where appropriate	L L L	rider/person responsible/coach/head coach/safety officer/committee/ DC
	Near misses	L-M	All must be documented in the accident book in the club room or online. Monthly report at committee meeting by Health and Safety Officer	L	rider/person responsible/coach/head coach/safety officer/committee/ DC
	Accident/illness/injury	L-M	All must be documented in the reporting book in club rooms (or online) and accident report form to be filled out. Health and Safety officer must be notified. First aid kit and accident report forms and book kept in first aid cupboard in clubhouse Health and Safety officers monthly report at committee meetings and notify NZPCA and WRAPC as appropriate.	L	rider/person responsible/coach/head coach/safety officer/committee/ DC

Site safety	Pony club member and members of the public	L-M	<p>Hazard signs at each entry gate</p> <p>There are many water hazards on this site</p> <p>Fences may be electrified</p> <p>Hazard signs in the maintenance area and on equipment containers. 'Keep potentially hazardous materials such as weed killer, paint, ripcord, fuels and oil in locked room or container</p> <p>Keep tractors and equipment in designated areas, either taped off or marked with cones. Any equipment stored outside of these areas must be highlighted with safety cones. Designated drivers only.</p>	L L L L L	Committee/Safety officer/DC
Rally Equipment	Broken items such as poles, jumps, wood with exposed nails, sharp edges etc.	L-M	<p>Remove to designated maintenance area and mark as hazardous</p> <p>Maintenance area sign posted and quarantined</p>	L	rider/person responsible/coach/head coach/safety officer/committee/ DC
	Set-up	L-M	<p>Two people per jump pole, wear gloves, and wear sturdy footwear.</p> <p>Share loads greater than 10kgs</p>	L	rider/person responsible/coach/head coach/safety officer/committee/ DC
	Falling objects	L-M	<p>Use appropriate tools</p> <p>Dismantle jumps before moving</p> <p>Remove excess jump cups from stands</p>	L	rider/person responsible/coach/head coach/safety officer/committee/ DC
	Fire/natural disaster	L-M	<p>Emergency evacuation procedure</p> <p>Call 111 and assemble in float park area inside the main gate but away from the access driveway</p>	L	safety officer/committee/DC
Spectators	Family members/responsible adults	L-M	<p>Sturdy covered footwear around horses</p> <p>Non-riding children under supervision</p> <p>No dogs on grounds during rallies and must be on a lead all other times.</p>	L	person responsible/coach/head coach/safety officer/committee/DC
Food Handling	Potential illness	L-E	<p>Ensure adequate refrigeration</p> <p>Ensure adequate cooking temperature</p> <p>Ensure segregation of raw meat and cooked food</p> <p>Wear disposable gloves</p> <p>Ensure all surfaces are sanitized after use.</p>	L	person responsible/coach/head coach/safety officer/committee/DC

			Ensure running water and hand soap is available Ensure money handling is performed separately to food handling		
Leaving Rally for home	As per the arrival criteria				

A chain of responsibility is indicated for each of the actions required. The first person on the list has the onus of responsibility for the safety measures. If the safety issue is not resolved at that level, then the matter is escalated through the chain of responsibility until compliance with the safety requirement is met.

July 2023