

Event Risk Management Plan

Event organisers details -

Event Organiser	Christchurch Pony Clubs
Event Name	Collier Trophy
Event Location	Roydvale Pony Club, McLeans Island Road
Primary contact	Sarah Ormandy
Mobile Phone	027 396 1517
Email	Sarahmcilraith101@hotmail.com
Addresses	N/A
Secondary contact	Kristie Hill
Mobile Phone	021 621 075

Event details-

Date	Sunday 18 th May 2025
Type of event (e.g. festival, market, sports day, car show)	Equestrian One Day Event
Duration	10 Hours
Start time	7:00 am (competition commences 8.30am)
Finish time	5:00 pm (riding estimated to finish at 3.00pm)
Total expected numbers	
• Participants	100 Approx
• Spectators	200 – estimate only including volunteers

Health and Safety -

- Do any of the following activities apply to your event?
- This is a guide only, and is not an exhaustive list. There may be other items/activities that you may need to consider for your event.
- It is the responsibility of the event organizer to identify and manage hazards.

		Y or N/A
Health	Emergencies	
	• Natural disaster (e.g. earthquake)	Y
	• Manmade threat (e.g. bomb threat)	n/a
	Accidents and health emergencies	
	• Participants/spectator with medical condition/ emergency	Y
	• Injury to participant/spectator	Y
	Communications	
	• Volunteers/Staff	Y
	• Emergency Services	Y
	• Police	Y
	• Council	n/a
	• Control/management station or office	Y
And	Environmental	
	• Extreme heat	n/a
	• Wet/adverse weather conditions	Y
	• Cancellation advisory	Y
	Traffic Management	
	• Access for emergency vehicles	Y
	• Assembly point designation staff, emergency services	Y
	• Parking	Y
	• Vehicle access to the grounds required	Y
	• Road, car park or footpath closure	n/a
	Electrical/sound/lighting	
	• Power will be used	Y
	• Electrical equipment, generator or motor equipment will be used	Y
	Temporary staging/structures	
	• Stages	n/a
	• Tents/marquee/shelters etc.	Y
	• Rides, play equipment, paddling pools	n/a
	• Signage	n/a
Safety	Stallholders/vendors	
	• Sale/supply of food	Y
	• Alcohol	n/a
	• Appropriate licenses and permits	n/a
	• Sanitary requirements	Y
	Toilets	Y
	Waste management	Y
	Animals	Y
	Participants safety	

	Lost children	Y
	Antisocial behavior	Y
	Overcrowding	n/a
	Liquor free area	n/a
	Any other activities	n/a

LIKELIHOOD OF OCCURRING

Level	Name	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May only occur in exceptional circumstances

For each risk you also need to consider the consequences (possible outcome) of an incident.

CONSEQUENCE IF IT OCCURS

Level	Name	Description
1	Insignificant	No injuries No damage Little or no disruption to people and property
2	Minor	First aid treatment Some damage Some disruption to people and property
3	Moderate	Medical treatment required, some hospitalisation Moderate damage Moderate disruption to people and property
4	Major	Extensive injuries, significant hospitalisation Significant damage Significant disruption to people and property
5	Catastrophic	Death

Event Risk Assessment and Mitigation Sheet

Item/Activity	Risk	Likelihood	Consequence	Mitigation Actions	Person responsible	Time
Natural disaster (e.g. earthquake)	Injuries, death of participants	E	3	Stop event and evacuate to a safe area	Event organiser and Technical Delegate	Ongoing
Participants/spectator with medical condition/emergency	Injury or death	D	3-4	First aid person on site. Ambulance on site from 8.00am.	Event organiser or other nominated event marshal	Ongoing
Injury to participant/spectator	Injury or death	C	2 - 4	First aid on site. Ambulance on site from 8.00am. TD to approve XC course before start of event and to re-check any fences involved in an accident. Spectators and riders to stay away from equipment and take care with uneven ground.	Event organiser or other nominated event marshal – Technical Delegate	Ongoing
Volunteers/Staff	Insufficient volunteers. Lack of communications with volunteers	E	3	Ensure enough volunteers on hand. Ensure volunteers have cell phones/radios and essential phone numbers. Brief volunteers on required emergency procedures. Volunteers/marshals to wear Hi Vis clothing and appropriate footwear.	Event organiser	Before commencement of event
Emergency Services	No available assistance	E	4	Do not commence jumping phases until ambulance on site	Event Organiser	Before commencement of event
Wet/adverse weather conditions	Danger of flying debris in storms, lower visibility, slippery conditions, trees falling	C	2-3	Ensure area is clear of debris. Monitor weather conditions. Cancel event if heavy storms predicted.	Event Organiser	Before commencement of event
Cancellation advisory	Attendees may arrive on site that is not safe.	D	3	The managers will be advised by email and Facebook of cancellation. Organiser to still be on hand at scheduled event start time to advise attendees of cancellation	Event Organiser	Before commencement of event
Access for emergency vehicles	Unable to attend sick or injured persons on site.	D	3	Vehicle access to be kept clear at all times. Marshall will be nominated to ensure entrance is clear	Event Organiser to nominate and brief a marshal for this task	Before commencement of event and in case of

				and meet/guide ambulance on arrival		ambulance being required.
Assembly point designation staff, emergency services	Unable to locate sick or injured if required	E	4	Assembly point for volunteers is Clubrooms. All emergency respondents to be directed to this area on arrival. Marshals to be briefed. Marshall will be nominated to ensure entrance is clear and meet/guide ambulance on arrival	Event Organiser to brief marshals prior to the event	Before commencement of event
Vendor/Volunteer Parking	Injury to pedestrian	D	3	Where possible, all vendor vehicles are required to stay stationary until after the event.	Vendors briefed by the Event Organiser.	Before the commencement of the event.
Horse Float Parking	Injury to pedestrian	D	3	Competitors have been advised to take care and consideration when parking.	Competitors briefed before the event on safety aspects of parking and parking etiquette.	Ongoing.
Electrical equipment, generator or motor equipment will be used	Electrical shock, trip hazard	E	4	All leads to be physically protected and electrically up to standard. No leads will be placed where they can be walked over by the public or create a trip hazard	Event organizer to check lead placement.	Before commencement of event and ongoing
Sale/supply of food	Fire, personal injury from hot food, electrical fault, food poisoning	D	4	Food operators to ensure that all equipment to be of the required standard. First aid available on site if required.	Food operators to check licenses, and use appropriate equipment and processes	Event organiser or Food operators
Sanitary requirements	Toilets or hand washing facilities not working	D	3	Toilets are on site and to be checked prior to and during the event.	Personnel to be organized to check toilets during event.	Event Organiser
Horses	Horse bite/kick/trample	D	2-4	Public to stay out of float park. Horses to be tied up, in yards or under rider/groom control. Riders/grooms to use appropriate handling procedures to avoid injury.	Marshals to advise event organiser of stray animal and assist to catch animal.	Event Organiser
Dogs	Dog bite	D	3	No dogs permitted on the grounds at all times. Announcement to be made to officials over radios as required. Animal control to be called in case of stray animal.	Marshals to advise event organiser of stray animal and assist to catch animal. Event organiser to call Animal Control if animal's owner not known.	Event organiser

Lost children	Possible panic attack, required medication not available. Injury to unsupervised child	D	3	Marshalls to be briefed to watch for lost children. Take them to the Clubrooms. Announcement to be made advising attendees of location of child. Organisers to ensure child is reunited with appropriate adult by checking ID if required.	Marshalls to be briefed on procedures	Marshalls/event organiser
Antisocial behavior	Violence to persons, litter	E	3	Event organiser to contact police	Event organiser	Ongoing
Gas BBQ	Explosion or fire	D	5	Gas bottles to be isolated from the public. Bottle to be fitted correctly and checked for leaks. Bottles to have current certification. Fire extinguisher to be nearby and operators familiar with its use. Fire service to be called immediately if an issue arises. Event to be stopped and area evacuated in the event of fire or explosion. First aiders to assemble at public car park and wait instructions to attend injured when the area is safe.	Event organiser (Catering) to ensure BBQ operators aware of fire extinguisher operation and gas bottles fitted correctly	Ongoing monitoring by operators. Event organiser to call emergency if required
Lifting heavy items. Eg jumps etc	Volunteers lifting heavy items	B	3	Event organiser to ensure sufficient volunteers are available at all to lift all items as required. Items too heavy to be safely lifted will be rejected or mechanical means will be arranged as required	Volunteers to be briefed on safety precautions for lifting heavy items.	Before commencement of event.
Emergency situations	Event organiser busy with emergency.	E	2	Event hierarchy to be determined prior to the event .	All volunteers briefed on procedures and alternate management	Event organiser to nominate alternate manager as required.
Communications	Communications with volunteers and emergency services	E	3	Cell phones and phone numbers of volunteers and emergency services to be readily available. Key volunteers to have two-way radios and be briefed.	All volunteers briefed on procedures	Event organiser to brief relevant people are on communications and phone numbers avail.
Infectious diseases	Infectious person transmits disease to another person	C	2	People asked not to attend if unwell. Sanitation/handwashing available and encouraged. Riders give contact information with entries.	Event organizer/Secretary. All attendees	Before commencement of event and ongoing

Note: This event is run under the ESNZ and NZPCA Eventing Rules.