

Overview: RISK ANALYSIS AND MANAGEMENT SYSTEM:

Undesired Event(s) Accident, Injury, other forms of damage.	• Accident causing injury/death • Accident without injury • Unacceptable Student behaviour • Loss of possessions • Damage to property			
		People	Equipment	Environment
		- Inappropriate behaviour - Inadequate supervision - Staff not confident in taking the trip - Mishandling of horses - Unpredictable members of the public - Designated warm up areas - Designated and roped spectator access.	- Insufficient First Aid - Inappropriate equipment/clothing - Lack of safety equipment at venue - Fall from horse - Vehicle accident whilst traveling - Injury from kick or impact from horse - Impact from horse with property	- Unfamiliar location - Bad weather - Slippery Ground Organising committee to continually monitor any potential for any dangerous situations and take control... (or something to that effect).
		- Team of 4 as per entry form and teacher to sign consent to compete. - No need to leave grounds as they are taking lunches or have parental support. - Students should be familiar with the competition situation. - Staff member in charge of each team to have knowledge of horses. - Paramedic on site	- Each rider to listen and carry out instructions by stewards and judges and to take up most care around horses and in the ring. - All equestrian protective head wear and covered footwear equipment is to be used at all times. Meeting required safety standards. A requirement of conditions of entry. - First aid: Each team to provide own first aid and to have cell phone for emergency call.	- Environment may be cold/wet people bring warm clothing and spare clothing, plus bring sufficient food and water. - All protective requirements to be adhered to. - parents are present as high parental involvement due to transportation of horses. - The event organisers can call the event off at any time they feel the competitors are at risk or competitors' safety can be compromised.

		- In case of emergencies each person in charge of each school team to have a cellphone to call 111, and to provide a first aid kit. - In case of emergency each person in charge of school team is responsible to contact school, parents or caregivers if there is any injury. Most parents are present as high parental involvement due to transportation of horses. - Medical centre is 5 minutes away and hospital is 40 minutes away. Paramedics available on grounds.
--	--	---

Relevant Industry Standards Applicable	- Transport is driven by drivers holding full licences - Car seat belts to be worn when traveling to and from event - All protective gear is to be worn by riders when mounted ie. ESNZ/NZSA helmets and appropriate footwear to be worn when around the horse and when riding.
Skills required by staff	- At least one staff member or parent have first aid training - The person in charge of each school team is to have had some experience with horses, and showjumping. - Each school entered is to abide to their school procedures and policies.
Undesired events from falling off.	- Falling from a horse that could lead to Fractures, concussion, sprains, strains, dental damage, bruises. - Falling from a horse and being dragged by the foot that could lead to burns, fractures, concussion, sprain, strains, dental damage. - Falling from horse and landing on a foreign body such as fence, jump, vehicles. - Falling from horse and impaling oneself on a foreign body, such as, jumps

Risk Assessment Management Plan: For event secretary to complete -

Identifying the Risks	Normal Management	Crisis Management
-----------------------	-------------------	-------------------

What could go wrong?	What would cause it to go wrong?	How can we prevent it from going wrong?	Whose responsibility? What has to be done?	Emergency Plan
----------------------	----------------------------------	---	--	----------------

Accident causing injury/death.	Falling off horse, knocked over by car, truck, horse, slipping over. Horse kick, bite. Run over	Horse misbehaving, accident, too fast, wet ground. Prior experience and support, have warm up areas.	Teacher, Student, Parent, event management committee.	First Aid, Paramedic on site. Also have Leamington medical center number: 127 Shakespeare St, Leamington, Cambridge 3432, New Zealand Phone: +64 7-827 5959 Ring 111.
Accident without injury	Silly behavior from people and horse.	Listen to instructions, have prior knowledge and experience.	Student, Parent, Teacher event organizing committee.	First Aid
Loss of possessions	Unpredictable community members and participants.	Make sure people are aware of hiding important equipment that may entice people. Lock where needed. Everyone to be mindful of the neighbor horse float/truck of suspicious behavior.	Students, Parents, Teachers.	Communicate. Police 111
Damage to property	Crash, accident	Travel slowly where vehicles are, make sure equipment is put on correctly.	Parent student teacher, organizing committee.	Police 111 if needed.
Student overheats / dehydrates	Student could experience dehydration, headache, dizziness. Doesn't drink enough water.	Ensure students drink water prior throughout the day and during event at transitions. Make sure they carry water with them, If a student experiences dizziness or a headache sit down and treat them accordingly.	Clear instructions from staff/parent about how to stay hydrated and what the expectations are. Students have to take responsibility for own actions.	Rehydrate student. Remove from heat and to shade. Follow first Aid process.
Fainting	This could happen if the student hasn't eaten or drunk enough fluids. Students medical condition	Ensure student are hydrated and have eaten the breakfast and during the event.. Check all students' medical records and have them on hand –	Accompanying teacher, parent and students.	Follow first aid processes and call for help if student is not responding. Monitor student. Treat with appropriate first

Strain/sprain	Students falling over on run and twisting their ankle, slipping over.	Health problems disclosed by students prior to leaving; teacher to disclose info to facilitator, students to bring medication.		aid procedures. Monitor student. Mobile phones for communication during event. First Aid available. Call for help. Monitor signs.
Anaphylactic reaction, swelling, itchiness	Bee and other insect stings, chemicals in water, heat	Ensuring the students listen to the instructions prior that suitable footwear must be worn at all times on run. Keep an eye out for insects / bees / wasps. Identify possible anaphylactic students. Check other med details. Students to take meds with them or hand to the teacher prior to departure.	Teacher/Parent in charge to brief students around the importance of this prior to the event. Students. Instructors. Awareness of what to do if injury occurs. Teachers in charge. Students also need to be aware of their own propensity for reaction and have appropriate meds with them.	Emergency Plan In event of emergency 1. Secure scene to prevent further injury and ensure safety of others 2. Manage other students/staff 3. Administer appropriate First Aid 4. Contact emergency services 5. Contact school Lead teacher to ask passers-by to help if necessary to help Continually monitor. Call emergency services if necessary.
Hypothermia	Cold wet weather appropriate warm clothing	Assess weather conditions and the met service, take extra clothing, jackets. Clear concise instructions and expectations around water. Be aware of water confidence and competence.		List of student phones and emergency contacts.

USEFUL EMERGENCY NUMBERS FOR THIS EVENT

Event Location: Dick Street kihikihi

DATE: 25th February 2026

Emergency Contacts	Name	Phone Number
--------------------	------	--------------

Fire, ambulance, police, Medic Event Secretary	Nems Jo Fox Roger Bevege	111 027 394 1541 027 765 2543 0211464330
Nearest Dentist	Te Awamutu Dental 88 Teasdale St Te Awamutu	07 871 7712
Nearest Hospital – Emergency department	Te Awamutu Medical Centre 220 Bank St TA	07 872 0300

Risk Analysis and Management System

School:

Activity: Waikato Secondary Schools Showjumping Champs

Location: Dick Street, Kihikihi, Te Awamutu

Date: 25th February 2026

Risks: (significant potential losses)

Accident: Injury or other form of loss (emotional, physical suffering, major injury, damage to property).

1. Road - transport accident	5. Falling, slipping ground
2. Illness, medical emergency (major injury, broken bone, anaphylaxis)	6. Chill/heat stroke, hyperthermia, Hypothermia
3. Person lost or missing	7. Falls, bumps, cuts, sprains, concussion
4. Death	

Causal Factors (Hazards, dangers)		Risk reduction strategies
	Driver distracted, inexperienced or tired. Fitness level/prior knowledge/experience required below	Teacher/parent drives students to and pick up from the event. Students remain in seats, seat belts used where necessary.

P E O P L E	level for activity. Participants unfamiliar with skills of showjumping. Lack of supervision. Lack of communication. Member is unwell on day or during event. Youthful exuberance, excitement and curiosity, causes them to not hear instructions, or shows inappropriate behaviour. Safety barriers/tapes/fences dividing parking, warm-up jumping, jumping rings and spectators Lack of clear instructions during briefing of activity, and unclear safety parameters highlighted by teacher in charge. Failure to listen to and follow instructions. Inadequate supervision for the event. Other people around - who can interfere with students competing. Rushing around to event Covid Regulations in regards to current Government requirements	Make sure support is given where needed. Clear instructions given about what to expect and how to behave at the event. Stay with group/team at all times. Unless otherwise stated or communicated Ensure students have heard instructions, ask key questions to reiterate understanding. Access to a charged phone. Inform students to let an adult know if they are unwell, or hurt. Read and ensure students follow instructions on health and safety signs e.g around the venue. Mark out required areas to keep everyone safe, only riding horses at a walk around vehicles at all times, rings and warm up jumps to be fenced off. Only walking on horseback everywhere apart from practice rings and competition rings, Only 1 person per rider in warm up ring, maximum of 4 horses warming up, (2 pairs for jigsaw) School staff member and supervisors to monitor students eating and drinking throughout the day.- Give breaks. Appropriate ratio of adults to students. Ensure supervision requirements meet school policy. 1:4 Ensure the recommended gear/clothing is carried with students during the activity and take bags down to wall. Slow down, walk courses prior, be prepared. Outdoor gatherings may operate without capacity limits This event is an outdoor event, we need to respect other people's spaces and keep a 2-metre distance where possible Facemasks are encouraged to be worn If showing COVID symptoms or are in close contact with people
----------------------------	--	---

		with symptoms do not attend this event
E Q U I P M E N T	Poorly maintained vehicle - breakdown. Personal medical equipment forgotten - student falls unwell. Inappropriate footwear or clothing worn, sprains/strains injury. No warm/waterproof clothing, cold, hypothermia, or no sunscreen, hats (if warm).hyperthermia. No spare dry clothes for after the event - cold wet. - unwell Insufficient food or water - exhaustion, dizzy. Insufficient first aid supplies - resulting in further injury/unwellness. Personal gear lost or damaged - which can cause members to be out and become more ill- lack of food, tired. Failure of equipment. Broken/damaged.	Use vehicles from reputable hire places, check trucks vehicles warranted, with petrol, tyres checked. Mobile phones two members in the team, Teacher in charge) must carry a list of all participants contact details and important medical information. Ensure students have personal medications, food and drink, appropriate footwear clothing on the event list. Provide instructions for safe. Appropriate use of equipment. Check equipment prior to use. Remind students of correct clothing.
E N V I R O N M E N T	Busy roads, traffic jams, being late to event briefing, speeding, dangerous driving. Slippery underfoot, muddy or icy conditions. Slippery, uneven or muddy ground or damp - sprains and strains. Very hot weather, dehydration, heat stroke. Cold windy weather wet weather result in hypothermia. Wasps/bee stings can cause major and minor reactions. Weed control spraying may be in operation at the time - create illness. Allergens in the environment including but not limited to Bees, wasps, biting insects, bait, peanuts, eggs pollen, grasses.	Health and safety briefing provided at the beginning of the event for staff and competitors. Also cancelation/postponement made 24 hours prior Venues familiar to all staff and members of the group notified of key areas. Clear briefings about hazards, by teachers, Students under adult supervision according to school ratio requirements. Use shelter or shade where possible. Check the metservice, and staff take extra warm clothing and water proof jackets. Clearly identify any allergies and medical conditions within the teams. Wash hands before eating - be aware of spraying activities.

CRISIS MANAGEMENT PLAN

Injury related to fall: Stop – AVPU – ABCDS Medical assistance where necessary Injury related to slip: First aid (clean and cover wound). Medical assistance where necessary. Splinters/small cuts First aid Rope burn cool and cover medical assistance where necessary. Bites/stings first aid/epi pen if required. If unsuccessful, seek assistance from emergency services (111)	Injury/illness Stop the group Assess the situation Apply first aid - RICE (rest, ice, Compression and elevation). Control bleeding Get patient to walk, if possible (assisted if necessary) to Ambulance or truck end or make comfortable and someone stay with the patient. Activate emergency procedure	Fatality Look after the group - shelter/fluids/food. Cover the body and create a 'no go' zone. Advise emergency Dept Emergency Police 111 Activate 'emergency procedures'. Allow for grieving Abandon the activity Refer 'traumatic Incident involving death or severe injury' policy for your school
NO STUDENT TO HAVE MOBILE PHONES OR TABLET DURING A CRISIS		

Emergency procedures to manage each identified risk	Emergency gear required
Transport Breakdown Mobile phones in each car. Notify chairperson/school of breakdown so parents can be informed. Or message students parents via mobile phone.	Mobile phones in van/vehicle. All adults with mobile phones access to have number of teacher in charge .
Transport accident Notify chairperson/school of accident so parents can be notified. Notify school of any accidents or injuries.	At least one person in the group with a current First Aid certificate. School first aid kit. Mobile phones present and charges for calling emergency numbers. Document with all student contact details.
Student ill	Sick bags available, first aid kits available. Folder with each team info

Mobile phones carried during the event. First aid kits available and notify school/and or parent of any medical incidents.	with Team manager. -containing student medical information. Mobile phones for calling parent/school nurse/dr. Adult A&E.
Student get wet/cold Take all steps practical to dry off student and get the m warm.	Warm clothes, jacket. Towels available Emergency blankets available. Warm drink/food.
Serious incident/injury Stay calm. Do not move the injured person unless there are other dangers. Remove the rest of the group to a safe location with adult supervision. Initiate/arrange first aid or other assistance as applicable. Stabilise person(s) and administer first aid. DIAL 111 provide address details.	At least one person in the group with a current first aid certificate. First aid kit. Mobile phone present for calling emergency numbers, event organiser. Document with all students contacts and school contact details.
Fire or emergency situation. If you discover a fire raise the alarm. Ensure fire service is notified. Dial 111 clearly state the nature of the emergency. Notify organiser or event who will take into action the correct protocol.	Mobile phones present for receiving emergency warning from event organisers/managers and/or calling emergency numbers. Move people to safe areas dial 111. Assembly point is at Gear sheds to left of office