

Canterbury Secondary Schools Show Jumping Championships

Health and Safety Plan

Purpose and Scope

The purpose of this document is to outline Canterbury Secondary Schools Show Jumping Health and Safety Policy, Risk Management Plan, and Crisis Management Procedure. For all purposes Show Jumping includes the sub discipline of Show Hunter.

Resources

1. Risk Management of Events. Sport & Recreation New Zealand (also available on ESNZ website, Resources/Health & Safety)
2. Equestrian Sports New Zealand/About/Rules & Gen Regs 2014 p 36: Risk Management, Health & Safety: Article 149 Health & Safety at Events
3. ESNZ/Show Jumping/Resources/Event Organizer's Information/Pre Event/ Crisis Management Plan Template
4. ESNZ Show Jumping /Resources/Event Organizer's Information/Miscellaneous/Safety at Show Jumping Competitions
5. Health and Safety Address. Dana Kirkpatrick, Sport NZ at ESNZ AGA 2015
6. The Health & Safety Work Act 2015 (replaces the Health & Safety in Employment Act 1992), which was passed into law on 4 September 2015. Some aspects of the Act came into force that day; the majority came into force on 4 April 2016
7. FEI Show Jumping Rules
8. FEI General Regs.
9. FEI general Regs, FEI Mandatory medical Guidelines for Organisers, Article 109.10 (Gen Regs)
10. www.business.govt.nz/worksafe/information-guidance Information for Volunteers
11. Pro forma Health and Safety Policy document, for event office and programme: ESNZ Safety/Health and Safety
12. Organising Committee Briefing Guidelines: ESNZ Safety/Health and Safety
13. Event waiver template for entry forms: ESNZ Safety/Health and Safety
14. Example of hazards, equestrian events: ESNZ Safety/Health and Safety
15. Health and Safety overview chart of tasks for organising committees: ESNZ/Safety/H&S Overview Chart
16. **To be used in conjunction with the Fibre Fresh NEC Christchurch H&S Plan (Aug 2017)**

Background

The Health and Safety at Work Act 2015 (HSW) was introduced in its entirety in April 2016. This Act creates the concept of a "Person Conducting a Business or Undertaking" called a **PCBU**. This includes all businesses or undertakings regardless of whether they are operating for profit or gain. Consequently, the ESNZ is now considered a PCBU with the responsibility for developing a policy and managing health and safety. OCs on the

other hand, are not PCBU's (unless they employ someone e.g. a secretary for 10 hours every week) but under the umbrella of the ESNZ they must undertake due diligence to ensure they are aware of health and safety, ensure compliance by understanding and identifying the risks associated with the events they run, implement a plan to minimize the risks, evaluate the effectiveness of the plans, and develop systems of reporting.

Note 1: An OC using a contractor e.g. to fence build, does not make it a PCBU, nor does being an Incorporated Society make an OC a PCBU.

Health and Safety Policy

Our health and safety policy has the following objectives.

1. To work within the guidelines of the HSW 2015 Act.
2. To comply with ESNZ General Regs Article 149: Risk management, health and safety.
3. To comply with the ESNZ Show Jumping rules, including "Safety at Show Jumping Competitions".
4. To comply with any existing Health and Safety requirements of a specific venue (e.g. at NECs).
5. To comply with any local authority laws where appropriate.
6. To strive to improve the safety at competitions while recognizing it is a high-risk sport.
7. To develop and continually review a Risk Management Plan (RMP)
8. To rigorously implement the procedures outlined in the RMP.
9. To continually review the outcome of the RMP and adapt new plans accordingly.
10. To provide all officials, medical staff, judges and anyone who requests one, forms on which to record all incidents and accidents including any "near misses". These should be given to the secretary at the end of each day of competition.
11. The event secretary on the day adds the details of the incidents/accidents to the OC register, so that after review, changes to the Risk Management Plan can be made if required. This is an important part of Risk Management.
12. The H&S Officer, then to forward the complete set of reports to ESNZ Show Jumping for review and analysis.
13. All OCs must appoint a Health and Safety Officer. The Safety Officer for this event are **Suzie Doncliff**

Risk management Plan:

The outline of the Risk Management Plan:

1. Identify the key aspects of the event.
 - a. How often is the event run (e.g. one off, annual, regular)?
 - b. What is the size and public profile?
 - c. Is it local, national or international?
2. Who is involved or impacted by the event?

- a. Competitors
- b. Spectators, officials, media personnel and general public
- c. Sponsors and horse owners
- d. Local community and authority
- e. Venue/landowner
- f. Government
3. Contact details of Health and Safety Officer (who must be fully briefed) for event and others involved in health and safety (e.g. medical officials, crisis team manager). Establish an emergency assembly point.
4. Identification of those to be consulted regarding the event – e.g. land owner, ESNZ
5. A system whereby competitors are aware of the Health and Safety rules around the event (see: ESNZ/Safety/Waiver template for entry forms). The entry system needs to include a tick box that riders use to indicate that they acknowledge the risks in their sport, and that they will maintain safe practices throughout the event and not cause harm to others.
6. Emergency contact details for all competitors (on entry form).
7. A policy on the use of motorbikes at the event: ESNZ/Safety/Motor bike policy.
8. Minutes of health and safety meeting which OC members sign their agreement to the plan.
9. Briefing all officials on health and safety instructions including evacuation procedures, incident and accident reporting, and what to do in the event of a serious accident or event
10. A record that all the equipment used has been checked.
11. Check that officials do not introduce any additional risk by their actions.
12. Are the officials aware of the tasks they are required to do?
13. Check that no riders, officials or volunteers are intoxicated.
14. Are all the officials financial members of ESNZ and are currently qualified for their role?
15. Is there any special protective equipment required for any official or volunteer?
16. Are there adequate and sufficient toilets?
17. Is there a fully equipped first aid cabinet/box?
18. A sign to be erected at event to give the contact details of the person to whom any Health and Safety issues should be given? : ESNZ/Safety/Health & Safety Contact sign.
19. Have the forms available on which to note any accidents/incidents/near misses.
20. Put in place signs/install roped-off areas to exclude public or restrict entry to a high-risk area.
21. Ensure that the Health and Safety officer for the event fills in the on-line register on the ESNZ website : ESNZ/Safety/on-line incident report.
22. If appropriate, ensure any contractors complete a site-specific health and safety induction.
23. Have a policy of zero tolerance to bullying or harassment
24. Identifying the Risks and procedures to minimise risks

It is important to firstly identify the risks associated with your event/competition. Part of the identification will come from experience at previous or other events, and talking with other event organizers, and from ESNZ. After identifying the risks, a plan of how to avoid, minimise, or share the risks should be developed and documented. Risks may include:

a. Risk to competitors.

Equestrian sport is accepted as a high risk sport, particularly in disciplines where jumping is involved. Below is a list of many potential risks and a plan to control these risks (see also Safety at Show Jumping Competitions - Resources).

Significant or Critical risk S or C High-Low-Medium H-L-M

Risk	Control
Competitor kicked. S H	Encourage riders to identify known kickers by red ribbon on the horse/pony tail.
Competitor knocked over by loose horse S H	Use announcer to warn of loose horse, as well as stewards, or any other officials.
Fall of rider from horse C H	- Ensure all riders, where appropriate, have qualified for the level at which they are competing. - Encourage judges and stewards to feedback to Technical Delegates if they have any concerns about a rider's ability to participate in the competition (e.g. at a Show Jumping competition, the riders are observed by 1. stewards during warm up, 2. Judges during the jumping competition, and 5. the technical delegates, all of whom may alert the OC to any concerns. All riders who have a fall must be checked by medical staff on grounds before they are permitted to compete further during the competition. Failure to comply will result in elimination. - Depending on the level of competition (e.g. FEI or National class), and area of competition in which a fall occurs (e.g. warm up area), a rider may, under the rules, be allowed to continue in the competition. Officials have the ability to

	prevent a rider from continuing depending on the circumstances of the fall and any perceived risk to the rider if they continue. • Riders responsible for maintaining their tack in good working order • Ensure all tests are of the appropriate level, and that all jumping courses are designed by qualified Course Designers, and meet the required standard • Ensure riders wear appropriate safety clothing (helmets to meet current standard – from 1st August 2023 helmets must be yellow tagged to show they conform) • Ensure all officials are on the current ESNZ Officials List (ESNZ/Resources/Officials) • Ensure the correct level of medical care is available at events (GenRegs Art152). Have the GPS information available to medical team. • Programmes to include The “Disclaimer of Liability” (ESNZ GenRegs Art 136).
Risk to riders from spectators, photographers, vehicles, acting in a dangerous manner or being in an unsafe place S H	• Speed limit for vehicles, limiting vehicles on far side of oval, roping off spectators, managing crossings, identifying photographers.
Specific risks to competitors due to terrain, grounds, or other users etc. S M	• Information given to riders prior to the event and on notices at the event.

b. Risk to officials, spectators and volunteers

Risk to spectators, officials & volunteers of injuries from horses and other hazards that form part of the Event. S L	• Ensure the correct level of medical care is available at events (GenRegs Art152). • Designate some areas to be horse-free • Signage to advise public to keep out of truck park areas, yards, stables and areas where horses are unattended • Rope off warm up and competition areas from public • Rope off high risk areas • Use marshals in specific high risk areas • Use announcer to warn of loose horse • Restrict vehicles on grounds, impose a speed limit on all vehicles • Programme to include information about areas suitable for spectators in wheelchairs, mobility scooters, and with pram/pushchairs • Programme to include information on risks associated with the venue, the presence of horses, water hazards, other users, terrain etc. • Volunteers using quad bikes or similar to use safety helmets, not necessary on “Mule” side by side • Volunteers (e.g.setup crew, packout crew, gate keepers, show jump crew) to be briefed re safety and potential dangers associated with their role • Trucks to have reversing beepers as recommendation • Use of parking wardens when large numbers of vehicles at venue • Ensure all exits are kept free of parked vehicles • Hygiene maintained at a high level by adequate numbers and servicing of toilets and shower areas, separate hand-washing facility in kitchen areas, providers of food on site to be approved.
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	Rubbish bins emptied regularly as required. - Any area under construction to be signposted accordingly and identified as a risk. - Where used, all power cords, tent pegs, guy wires are checked to ensure they are safe, secure, and out of the way in alleyways. - Ensure any trade stands do not impose a safety threat to the public. - Signs restricting spectators overcrowding grand stands and sitting in aisle - Ensure any electrical equipment is checked regularly
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c. Risk to treatment providers

Risk to treatment providers (medical and veterinary) C H	- Medical vehicles to be parked in a safe position approved by the senior Technical Delegate prior to the start of the competition - Medical personnel advised on access to various areas of the competition venue - Veterinary personnel to be provided with appropriate facilities (e.g. horse ambulance, screens & treatment area) - In the event of an accident, photographs by bystanders to be strongly discouraged and all but essential personnel kept back from the immediate area.
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d. Risks to riders, spectators, officials & volunteers from natural disasters

Fire C L	- No smoking allowed in stable area, and other buildings - No lighting of fires during restricted fire season - Fire extinguishers in all occupied buildings
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	• Smoke alarms in buildings used for sleeping • Develop a warning and evacuation plan appropriate for the venue to use NEC plan
Flood C L	• Take note of any weather warnings issued around the time of the event • Develop a warning system and evacuation plan appropriate to venue
Wind C L	• Take note of any weather warnings issued around the time of the event. • Secure any items likely to be blown over by wind. • Evaluate risk of trees falling on vehicles/people and take action accordingly • Be prepared to close down the event. • Be prepared to assist competitors with decisions around safety of travel. • Be prepared to use whatever facilities are available to ensure safety of people and horses
Electrical storm C L	• Take note of any weather warnings issued around the time of the event • Be prepared to close down the event, possibly on a temporary basis • Ensure all volunteers, officials, spectators and competitors take shelter as soon as possible
Earthquake C M	• Activate the Crisis Management Team to assess injury • Warn of danger from falling trees, broken electrical wires, falling buildings • Encourage the use of horse trucks as shelter until the extent of the

	earthquake is known and safety of travel confirmed • Use whatever facilities are available to support all people at the venue • Have access to non power dependent radio for updates
Sun burn S M	• Riders responsible for own use of sunscreen. Sunscreen made available to volunteers.

Monitor and Review

The Risk Management Plan should be continually reviewed, especially if there are changes in any aspect of the event that may impact on the risks.

1. Update documentation or any aspect of the RMP as required
2. Review incidents – make sure all information is being captured
3. Review any incident from an unexpected cause and develop ways to prevent/respond to this in the future
4. Gather as much information as possible from officials, competitors, volunteers

Follow up after the event.

1. Survey the riders, officials, volunteers
2. Ask for and obtain written reports from e.g. POG and TD
3. Consider any other feedback
4. Write a report with recommendations for future events

Crisis Management Procedure:

A crisis management procedure plan needs to be in place in the event of a serious accident or death of a rider.

Canterbury Secondary Schools Show Jumping Championships

TO BE HELD AT: Dunstan Horsefeeds NEC

Set up Tuesday 28th April

Competition Wednesday 29th April 2026

CRISIS MANAGEMENT PROCEDURE

Requirements and Procedure in the event of ANY SERIOUS HARM INCIDENT

A SERIOUS HARM INCIDENT IS DEFINED AS CAUSING UNCONSCIOUSNESS, LOSS OF LIMB, BROKEN BONES REQUIRING EMERGENCY MEDICAL TREATMENT, OR DEATH OR EMERGENCY SITUATION, INCLUDING A NATURAL DISASTER.

1. Crisis Team Manager (CTM) to take charge (TBA after meeting)
2. CTM to proceed to the incident site or fence and assess the situation – Select Code to indicate crisis situation.
3. Crisis Management (CM) Team to be activated by CTM or Chief Medical Officer.

NB it is essential that the details of the severity of the accident is not made public. This means that all radio transmissions must be carefully monitored. Cell phone communication is preferable; failing that a previously identified radio channel known only to the CM Team.

Crisis Management Team:

1. Preparation.

A crisis management team is to be selected prior to the start of the competition. The CMT should all meet prior to the start of the competition or at least prior to the start of the event, so that everyone is clear about their role and the procedure that will be followed. OCs should select a team which best fits with their event; however, members could include:

Crisis Team Manager: An experienced member of the OC who is not otherwise committed – not necessarily the Event Convenor/Director.

TD: (National classes this will be the senior TD; at FEI competitions the President of the Ground Jury)

Assistant TDs: Maybe required to remain at location of incident in first instance.

Event Convenor /press liaison: Briefed on what statements should be made and when.

Chief Medical Officer : At non FEI events the senior St John's or other emergency provider to fill this role.

President of Ground Jury:

Show jumping Convenor:

Secretary: for minutes if needed

Repair Crew : If appropriate – must know location of screens

Veterinarian/FEI Veterinary Delegate: Care of horse involved, and care of other horses rider may have at event.

Chief Steward: or their representative

Family Support Person: To act as hospital liason person together with CTM and to support family and arrange transport to hospital etc

Police Liaison person.

- An office should be selected as the Administration Centre for the Crisis Management Team. Secretary to remain here until the completion of the management of the accident. It is important to have tea and coffee available.
- Code indicating crisis to be determined:
- Channel for radios during crisis to be determined:
- Discussion held about what level of crisis would cause the event to be cancelled – i.e. rider fatality on site.

2. When a crisis occurs

Action to be taken at incident site

1. The CTM to initiate the CM Team response.
2. The CTM to be responsible for deciding, on consultation with medical and other members of the CM Team, whether :
 - a. The event should continue or be cancelled
 - b. The competition should resume as soon as practicable.
3. Screens around the accident while treatment is taking place – available from fence repair team.
4. The fence must not be repaired or altered in any way until examined by police (after a very serious injury or fatality).
5. Prevent public from taking photographs of the incident by request and keeping them at a distance.
6. Arrange professional photographing of the fence prior to any repairs (show jumping or event convenor to organise depending on location of incident).
7. Take rider into ambulance as soon as possible to get the course cleared and competition resumed if appropriate.
8. Judges to be taken to a private building on site where they will be required to write separate statements. If there are experienced equestrian people who witnessed the accident they could also be asked to write statements.

9. All OCs must appoint a Health and Safety Officer
10. Police to be notified by CTM or police liaison person if required (a fatality)
11. CM Team to assemble at pre-arranged venue for further action

Roles of crisis team management personnel:

1. CTM & TD along with assistants to ensure that procedure is followed correctly, especially any statements released to press
2. A single nominated person (e.g.Event Convenor, CTM, TD) to be the press liaison member and **ONLY they** are to liaise with press, and ensure that family member's needs are taken care of. All requests should be answered by "*an investigation is taking place and we will advise you as soon as we can on the details of the incident*".
3. Family support person to go to hospital, providing transport for family as necessary.
4. Chief Medical Officer to control treatment of rider at the scene
5. Secretary to provide rider information such as contact phone numbers, next of kin, liaising with Family Support Person and rider support personnel/family. Clearly the next of kin must be notified before any official information is released (police responsibility). Secretary also to provide a private area for family members and Crisis Team Members with tea and coffee available.

PRESS AND STATEMENTS:

No statement shall be released without initial consultation with School Sport Canterbury and relevant staff. A "holding" statement should be used as follows:

"We can confirm that there was a serious accident today at (venue). An investigation is taking place and we will advise you as soon as we can on the details of the incident. All further enquiries should be made to (School Sport Canterbury, the Police or other as seen fit on the day)".

This statement and any other communication or release to be issued at the discretion of the CTM/TD and other parties as deemed appropriate for the situation.

NOTE:

Indication of the severity of the accident should only be released after official authorisation by the CTM (in consultation with police if involved) and next of kin must be given every consideration. This applies to all persons involved with the accident, including fence judges who should be kept isolated until an official statement has been issued and they should be briefed to this effect by the TDs or the CTM.

Note: Check rider has not won a prize in another class to prevent embarrassment.

Following a crisis

1. The CTM to inform OC chair and School Sport Canterbury or Chair or nominated representative in the absence of School Sport Canterbury.
2. School Sport Canterbury will inform the insurance company of the details of the incident.
3. School Sport Canterbury will handle press inquiry from national media.
4. The President of the Ground Jury to work with the event ad hoc committee (see FEI Annex IX) within 24 hours to investigate the incident.
5. The relevant sport manager must be notified as soon as possible they will then advise their relevant board.
6. School Sport Canterbury will notify the ESNZ of any death or serious accident.
7. School Sport Canterbury, the event TD, the CTM and the organising committee chair will meet to discuss the incident and on-going actions.
8. The School Sport Canterbury will determine whether WorkSafe NZ needs to be advised.

CRISIS TEAM MANAGER: Suzie Doncliff/ Blue Clark

H&S OFFICER: Suzie Doncliff

TD: Blue Clark

POG: TBA

FEI Steward: Assistant Steward: TBA **Assistant:**

Vet on call: Canterbury Equine

Appeals Committee: Pippa Young, Suzie Doncliff, Blue Clark

GROUND JURY:

Jumping: Sonya Smith, Christine Chinnery, Grant and Bronnie Colombus

Course Designers: Clare Tibbs

SH Judges Jenny Waddell

EVENT CONVENOR: Suzie Doncliff

CHIEF MEDICAL OFFICER:

SECRETARY: Suzie Doncliff

FAMILY SUPPORT PERSON: Pippa Young, Lynne Bull

MEDIA LIASON: Pippa Young (Results etc)

The following are forms that our Organising Committee use for their own Health and Safety procedures. They do not replace the ESNZ / FEI Accident Forms.

1. Serious Incident/Accident Report

1. Rider or public fatality/serious injury

First Name _____ Surname _____

Age _____ Nationality _____

Address _____

Next of kin _____ Phone # _____

Support person at event _____ Phone # _____

2. Horse fatality/serious injury

Name _____ Age _____ Gelding/Mare/Stallion _____

Owner _____

3. Medical Information

Doctor Attending Name _____ Phone # _____

Veterinarian attending Name _____ Phone # _____

4. Facts of incident

Date occurred _____ Time of day _____

Fence # &/or area _____

Description of incident _____

5. Injuries

Rider _____

Member of public _____

Horse _____

6. Have witness statements been taken? Yes/No

7. How had this fence been ridden up until the incident?

How many horses had cleared the fence prior to the incident?_____

Had this rider cleared this fence on an earlier horse?_____

How many riders in this class completed the course?_____

How many first-timers had completed the course prior to the incident?_____

8. Other observations – not for media publication

Cause?_____

Possible fault?_____

Any breach of safety observed?_____

9. Outcome?_____

2. Incident Report Form (note: We use this form to capture information about all incidents, including “near misses” at our events as part of our Risk Management Plan. It should include all incidents even if no injury results. E.g. all cases of loose horses should be documented so that a plan can be developed to minimise this before an injury occurs. Similarly, kicking of horses in warm up ring may suggest insufficient space and can be addressed).

Date of Event:

Venue of Event:

Organising Committee

Number of Competitors:

Location of incident (e.g. warm up area, SJ or SH Rings, truck park):

Incident involved competitor, official, volunteer, spectator:

Number of people impacted by incident (e.g. a single rider, or a crowd of spectators):

Reason for Incident (e.g. fall of rider, person kicked by horse, loose horse, weather, vehicle etc.)

Incident Type:

Injury

Non Injury

Type of injury:

Serious injury

Moderate Injury

Minor Injury

No Injury

Action at time of Incident:

Official or person reporting Incident_____

Entered on ESNZ Live site by H&S Officer Y/N

Register of Accidents

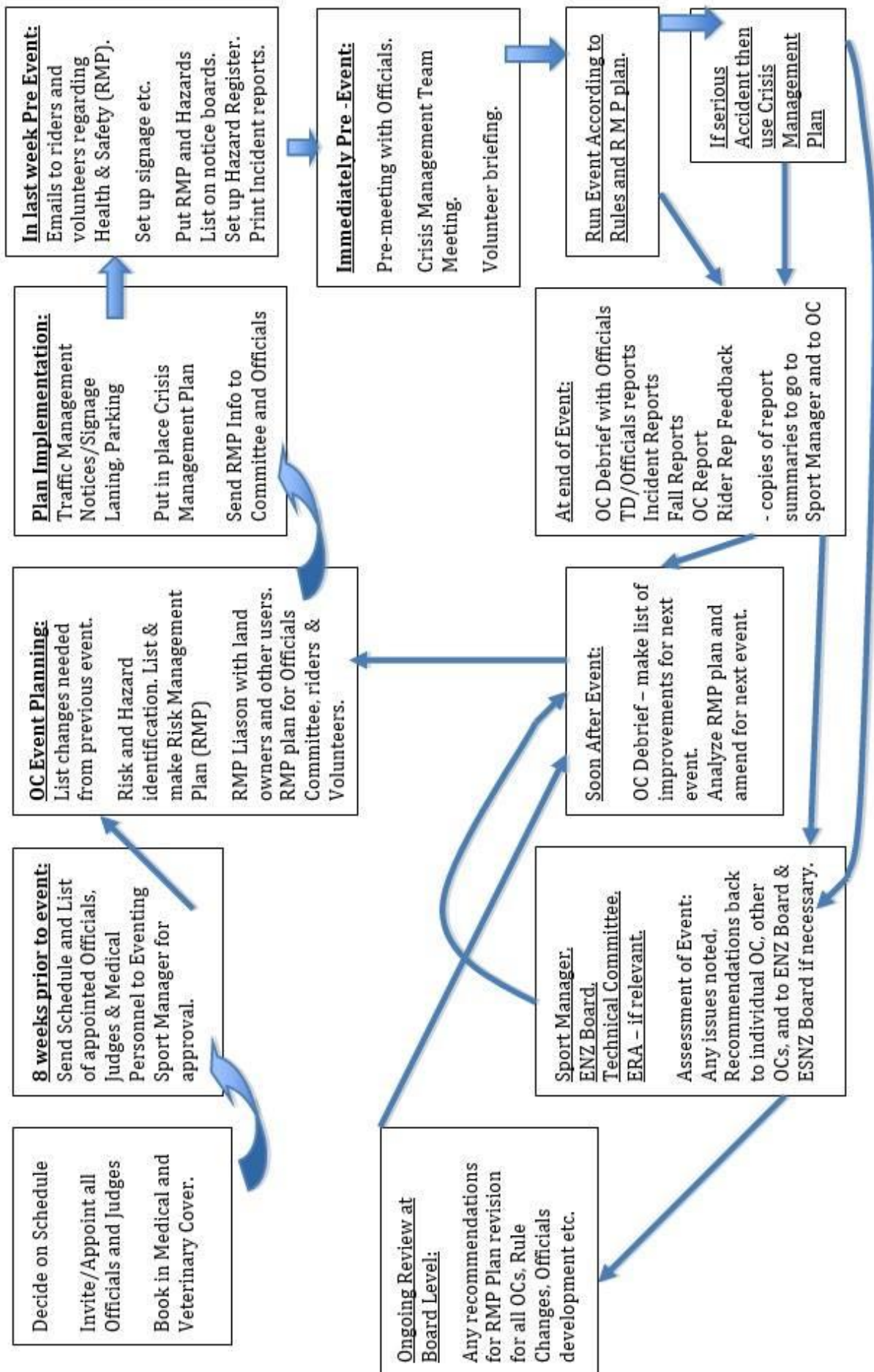
Name of Organising Committee: **Show Jumping Canterbury**

Date	Venue	Location of Accident	Type of Accident	Name of Injured Person/Horse	Medical/Veterinary Attention Required?	Notes

ESNZ Show Jumping Canterbury			Daily Hazard Identification for Volunteers		
Day and Date					
Identified hazard	Type of hazard	Risk H/M/L	I/M	Control	Person in charge
Moving vehicles	Crush, tipping, being run over	M	M	Licensed/trained drivers, reversing alarm, vehicle suitable for terrain, children restrained	
Towing trailers or gate boxes	Being run over, chain snap	L	M	Licensed drivers, standing well clear when towing in progress, children restrained	
Using power tools	Cuts, contusions, electric shock	M	M	Experienced operators, isolating transformers, using own tools	
Using hand tools	Cuts, contusions	L	M	Experienced operators, using own tools	
Machinery	Being run over, cuts, burns, contusions, crush	L	M	Experienced/trained operators, standing well clear of machinery in use,	
Horses	Being knocked over, being kicked	L	I & M	Keep horses restrained, keep a safe distance	
Dogs	Being bitten	L	I	Keep a safe distance, keep dogs restrained	
Water hazards	Drowning	L	M	Keep out of water, restrain children	
Heavy lifting	Injury	L	M	Use correct technique, make a plan for heavy objects, use machinery	
Falls	Injury	L	M	Use ladders correctly, do not stand on back of moving vehicles, do not climb onto unstable structures	
Natural disasters	Lightening, fire, flood, earthquake	L	NA	Be aware of weather forecast, take shelter, keep away from trees, fallen wires, buildings, no fires in restricted season, no smoking in stables/buildings	
Stallions	Behaviour	H	M	All stallions to be Identified Red Stallion Badge all stallions to have appropriate yarding/Stabling. All stallions to have in attendance a handler as per ESNZ rules and regulations. Stallion riders to be vigilant at all times and to advise other riders as need be.	

The following is a flow chart designed to assist Organising Committees with their Health and Safety planning (developed by ESNZ Board member Melissa da Souza-Correa).

Organising Committee Health and Safety Overview Plan



Signage for Equestrian Competition Venues

As part of their Health and Safety planning, it is incumbent on Organising Committees to warn all people entering the grounds of the potential hazards. Clearly some hazards will be specific to certain venues, but there are others that will apply to all. As a starting point, listed below are 2 examples of signage indicating identified risks/instructions that could be included in signage.

Version 1.

STOP: YOU ARE ENTERING AN EQUESTRIAN EVENT WITH HAZARDS PRESENT

- Please adhere to this and all other notices at this venue.
- Keep a safe distance from horses at all times (danger from kicking, biting, knocked over)
- Be aware that there may be loose horses
- Children must be supervised and restrained as appropriate
- Public are not to enter the truck park
- Follow instructions of all officials
- Be aware of water and other natural hazards
- Keep behind barriers
- Be aware of tent pegs and cords in trade areas and around tents
- For assistance with prams and wheelchairs, please go to the office
- Neither the owners of this venue nor the organisers of the event accept liability for the persons, animals or vehicles under any circumstances.

Version 2

! WARNING: EQUESTRIAN EVENT/COMPETITION Multiple Hazard Area – Proceed with Care

This event is run under ESNZ Show Jumping Rules

- Please adhere to this and all other notices at this venue
- Follow instructions of all Officials and Event Committee
- Children must be supervised and restrained as appropriate
- All photographers to report to Secretaries Office
- Be aware of water and other natural hazards
- Keep a safe distance from horses and be aware there may be loose horses
- Keep behind tape and barriers where they are erected
- A Risk management Plan is available at the office

Emergency Procedure

Incapacitated Horse/Pony

Should a horse or pony become incapacitated anywhere on the grounds the following steps are to occur.

1. A call on Channel 7 to inform what has happened to Blue and P.O.G via channel 7 and steward via channel 12
2. A call via the announcer Channel 10 requesting veterinary assistance
3. If no vet on grounds a call to Office Chanel 11 requesting the on call vet be called
4. Screens will be situated under the Ring 1 Judges box
5. If in the rings Judges are to take control, clear the area of non-essential people and await assistance, clear area outside arena if horse is incapacitated
6. Remain calm and professional at all times
7. Competition will be suspended until the incapacitated horse/pony has been removed.
8. Note the time of incident and a brief on incident sheet and when the judge has a break please ensure they go to the office and complete necessary paper work

Injuries or incapacitation of a person anywhere on the grounds

Should a person be injured or incapacitated take the following steps

1. Check and reassure person if applicable
2. Call for First Aid assistance on Channel 10 be exact with where you are and state if patient is conscious.
3. Keep person calm and do not move until qualified assistance has arrived.

4. The ring Judge will take control of the situation and request that any non-essential persons are clear of the area.
5. Ensure that the area/ gate way is clear in readiness for emergency services if applicable
6. Complete Incident sheet the time who and brief details be available for in depth report if needed
7. Inform Pete Smith. Pete to inform Steward and P.O.G
8. When the judge has a break they are to report to the office to complete further necessary paper work.

This document was modified from that prepared for the Canterbury Secondary Schools Show Jumping, October by Robyn Woods (ESNZ Canterbury Show Jumping committee member) and the input from Marg Evans (Taylor) Eventing Canterbury must be acknowledged.

Version: 1 October 2017