



FRANKLIN THAMES VALLEY REGION PONY CLUB

RISK MANAGEMENT PLAN

2026 FTV Open Show Jumping Day | **Sunday 27th September 2026** | **Abderry 540 Glenbrook Road Rd 4 Pukekohe**

Event Information	
Ambulance & Paramedic	ON-SITE AMBULANCE & PARAMEDIC THROUGHOUT EVENT First point of contact for all medical emergencies. First Aid Kit on site.
Event	2026 FTV Open Show Jumping Day
Date & Venue	Sunday 27th September 2026 Abderry 540 Glenbrook Road
Event Coordinator	Mel Dudding 021 543 267
Area Head Coach	Louise Loustari
Area President	
Veterinarian	Veterinary Associates: (09) 299 8250 Franklin Vets: (09) 238 1439
Emergency	AMBULANCE / POLICE / FIRE: Dial 111 Evacuation Point: [Confirm with Showfields venue management]
Persons At Risk	Riders Supporters Officials Organisers Public Horses
Approved By / Date	FTV Region Committee 2026

Risk Assessment Matrix					
Likelihood → Consequence ↓	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
A — Almost Certain	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

Risk Legend			
E EXTREME Act Now — Urgently	H HIGH Review & Change Practices	M MEDIUM Follow Safe Practices	L LOW Record & Review Regularly

Activity	Hazard / Risk	Initial Risk	Preventative Measures	Residual Risk	Responsible
People Management	Poor conduct or conflict between participants, officials, or spectators.	M MEDIUM	- All persons on-site are subject to NZPCA & ESNZ Regulations — full compliance required. - Maintain respectful conduct at all times toward all participants, riders, horses, and officials. - Avoid raised voices or aggressive behaviour. Ask others to assist in managing any conflict.	L LOW	All

			Officials have authority to remove anyone behaving unsafely. Escalate serious matters to Mel Dudding (021 543 267) or Area President Ashley Drury.		
Vehicles, Floats & Parking	Damage to personal property. Injury from horse/pedestrian/vehicle contact in parking and transit areas.	H HIGH	- Follow traffic marshal directions upon arrival — parking areas are signed at Showfields. - Strict 10kph speed limit applies throughout the entire venue — no exceptions. - Separate horse float parking from general vehicle parking where possible. - No vehicles permitted in riding, warm-up, or competition areas at any time. - Damage to vehicles, trucks, trailers, or personal equipment is covered by the owner's own insurance.	M MEDIUM	All
Traffic Management	Accidents involving horses, pedestrians, and vehicles in transit areas around the venue.	M MEDIUM	- Vehicles restricted to designated roads and parking areas only — no vehicle access to riding areas. 10kph venue speed limit enforced by traffic marshals throughout the event day. - Pedestrians, children, and horses must not cross vehicle areas without supervision. - Any vehicle incident: assess scene, call 111 if required, and alert the on-site ambulance/paramedic immediately.	L LOW	All
Environmental Hazards	Heat exhaustion, dehydration, sunburn, hypothermia, or injury from slips, trips, and falls on wet or uneven ground.	M MEDIUM	- Apply sunscreen and wear a sun hat in warm conditions. Dress appropriately for all weather. - Keep well hydrated throughout the day — water is available at the venue. - Monitor weather conditions throughout the event day; suspend or modify activity if conditions deteriorate. - Event Coordinator will suspend riding if ground conditions are deemed unsafe. - Report any slip, trip, or fall hazards (wet matting, rabbit holes, debris) to officials immediately.	L LOW	All
First Aid — Riders (All Classes: X-Bars to 1m, Indoor & Outdoor)	Injury from falls, kicks, bites, loose horse, gear malfunction, jump contact, or delayed emergency response.	E EXTREME	- AMBULANCE & PARAMEDIC ON SITE THROUGHOUT THE ENTIRE EVENT — first point of contact for all injuries. - Additional First Aid Kit at the Event Coordinator's station throughout the event. - All officials and riders briefed on this Risk Management Plan before the event begins. - GEAR CHECK IS MANDATORY before riding — certified yellow-tagged helmet must be worn while mounted at all times. - Event run under NZPCA & ESNZ Rules — full compliance required. Gear check officers appointed. - All riders, supporters and volunteers must maintain safe distance around horses and wear closed-toe footwear. - Follow all instructions from Area Head Coach (Louise Loustari) and event officials without exception. - ALL FALLS, INCIDENTS & NEAR MISSES: reported to paramedic/first aider immediately and recorded in the Incident Register. - ALL ACCIDENTS REQUIRING MEDICAL OR VET TREATMENT: Full Accident Report completed by Event Coordinator.	H HIGH	All

			- Loose horse: all riders halt and stand still — close all gates — appointed handler catches horse calmly. - Any horse displaying dangerous behaviour: safely removed from activity on Head Coach's instruction. - NZPCA Green Card & Yellow Card forms available from the Event Coordinator at all times.		
Show Jump Infrastructure (Outdoor: X-Bars–90cm Indoor: 70cm–1m)	Jump poles, cups, and stands striking or falling on riders or horses.	H HIGH	- Safety cups MANDATORY on all back stands of oxer or parallel fences — no exceptions, no compromises. - Full course inspection and formal approval by Head Course Designer before competition commences. - Riders educated in correct jumping technique and safe approach by coaching staff. - Jump crew briefed on safe fence repair procedures — correct protocols must be followed between rounds. - All riders to remain clear of jump areas when not actively competing or warming up. - Warm-up fence supervision maintained by officials throughout the event.	M MEDIUM	Officials
Horse Welfare & Safety	Horses getting loose, becoming frightened, kicking people or other horses, or standing on people.	M MEDIUM	- All horses secured safely to horse floats or allocated yards when not competing or warming up. - NO DOGS ALLOWED on-site — strictly enforced. Exception: Dog Obstacle Course class only (dogs must remain on lead). - Equine vet: Veterinary Associates (09) 299 8250 / Franklin Vets (09) 238 1439 — call immediately for any horse requiring treatment. - Horses to have access to water throughout the day. Adequate rest ensured between classes. - Stable Complex off-limits to all unless a stable has been pre-booked and confirmed with the Event Coordinator. - Sufficient space maintained between horses in all warm-up and competition areas at all times.	L LOW	All
Ground & Arena Conditions (Indoor & Outdoor Arenas)	Falls or slips of horse or rider due to wet, degraded, uneven, or unsafe ground or arena surface.	M MEDIUM	- All arena surfaces (indoor and outdoor) inspected by officials before competition and between divisions. - Riding suspended immediately by Event Coordinator if ground or surface conditions are deemed unsafe. - Any holes, debris, loose material, or hazards identified: report to Event Coordinator immediately. - Riders to adapt riding to prevailing conditions on instruction of officials. - Closed-toe footwear compulsory at all times near horses or competition areas.	L LOW	Officials
Midday Feature Events (Dog Obstacle, Hobby Horse, 2-Fence Challenge)	Uncontrolled dogs causing horse incidents. Public participants unfamiliar with equestrian safety. Overcrowding around rings.	H HIGH	- Dogs in the Dog Obstacle Course must be dog-friendly, people-friendly, and remain on lead at ALL times — enforced by officials. - Dogs strictly prohibited in or near horse areas outside the designated Dog Obstacle class.	M MEDIUM	Officials

			- Hobby Horse and 2-Fence Challenge participants briefed on safety rules by officials before each class. - Limited entries accepted on the day — officials control entry numbers to prevent overcrowding in both rings. - Separate timing and crowd management for midday events to minimise horse agitation in adjacent areas.		
Facilities (Toilets, Catering, Stables)	Health risk from inadequate sanitation. Fire hazard from catering. Restricted area breach.	M MEDIUM	- Portaloos available near Indoor Arena — location clearly signed. - Catering available on site — food safety standards must be met by all catering operators. - No smoking or vaping on-site at any time — no-smoking signage displayed throughout the venue. - Stable Complex off-limits unless pre-booked. Yards limited — first in, first served at \$10. - All electrical and catering equipment inspected and compliant before use.	L LOW	Committee
Clean Site Policy & Waste	Horse manure, hay, and general waste creating health, hygiene, or slip hazards throughout the venue.	M MEDIUM	- STRICT CLEAN SITE POLICY: All manure and hay must be removed or placed in designated areas — \$50 fine for non-compliance. - Rubbish bins provided throughout venue — all participants to use designated bins. - Yards and stables cleared of all manure and waste by the responsible rider/team before departure. - Ground crew to clear competition and warm-up areas of manure regularly throughout the event day.	L LOW	All
Manual Handling (Jump Equipment & Setup)	Injury from incorrect lifting or moving jump stands, poles, or heavy equipment.	H HIGH	- Use correct manual handling technique — bend knees, keep back straight, lift within your capability. - Share loads — never attempt to move heavy stands or equipment alone. - Jump crew briefed on safe equipment handling procedures before the event begins. - Poles and stands stored safely away from pedestrian pathways and competition areas when not in use.	L LOW	All
Emergency Evacuation & Major Incident Response	Major emergency requiring partial or full evacuation — fire, serious injury, natural event, or structural failure.	H HIGH	- AMBULANCE & PARAMEDIC ON SITE — contact directly as the first response for all medical emergencies. - All other emergencies: dial 111 — Ambulance, Police, Fire. Alert the on-site ambulance team. - Emergency alarm: mobile phone communication and verbal relay by all officials. - Evacuation Assembly Point: [CONFIRM WITH SHOWFIELDS VENUE MANAGEMENT BEFORE EVENT — communicate at officials' briefing]. - Fire extinguisher and water supply locations: [Confirm with Showfields venue and brief all officials]. - Helicopter landing zone GPS coordinates: [Confirm with Showfields before event — zone clear of all horses]. - All horses to be secured or held while helicopter is approaching or on site.	H HIGH	All / Committee

- Event Coordinator (Mel Dudding) and Area Head Coach (Louise Loustari) lead all emergency response.
- All officials must attend the pre-event briefing covering emergency procedures and evacuation assembly point.

CHILDREN MUST BE SUPERVISED BY A PARENT OR CAREGIVER AT ALL TIMES — PLEASE EXERCISE CAUTION AT ALL TIMES

Event run under NZPCA & ESNZ Rules. Gear checks completed. Non-Pony Club members must sign a temporary membership form at entry. **Any damage to vehicles, trucks, trailers or personal property is covered by the owner's own insurance.** Ensure all officials, coaches and volunteers are briefed on this RMP before the event commences. If UNWELL — please stay at home.

PERSONNEL REGISTER — Officials, Coaches & Volunteers All adults must sign to confirm they have read and understood this Risk Management Plan				
#	Full Name	Role / Position	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

