### Activity Risk Management Plan

**Description and location of activity:** Central Coast Grammar School  
**Equestrian Interschool Day**  
Matcham Pony Club Grounds, Wattle Tree Road, Holgate.  
**Date(s):** Saturday 21st February, 2015.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard Identification (Type/Cause)</th>
<th>Risk Assessment (Use matrix)</th>
<th>Elimination or Control Measures</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transporting Horse and rider to venue</td>
<td>Injury to person or horse whilst loading and unloading horse. Motor vehicle accident</td>
<td>4</td>
<td>Take care when loading/unloading horse. Licenced driver, experienced in floating. Registered vehicle and float to be used. Parent/guardian responsible for transport of student and horse.</td>
<td>Parent/guardian</td>
<td></td>
</tr>
<tr>
<td>Car parking</td>
<td>Damage to vehicles</td>
<td>5</td>
<td>Park in designated areas. Allow adequate room between vehicles. Ensure use of designated entry gates and observe horse free areas.</td>
<td>Parent/guardian</td>
<td></td>
</tr>
<tr>
<td>Horse riding</td>
<td>Unsuitable horse Rider combination Injury/insurance risk</td>
<td>4</td>
<td>Parents/Team Manager are responsible for ensuring rider is capable for the event entered. If the combination or activity is deemed unsafe, rider to dismount and discontinue riding. Students must follow rules of the event and instructions from officials. Parent/guardian to sign waiver of liability, including agreement to follow rules and to ensure rider and horse is suitable for the event.</td>
<td>Parent/guardian Team Manager/Officials</td>
<td></td>
</tr>
<tr>
<td>Falls/kicks/bites etc from horse</td>
<td>Injury to student/spectators or horse</td>
<td>4</td>
<td>Safety gear to be worn as per event rules. Gear check to be attended in accordance with event rules. First Aid kits with every team. Staff with First Aid training, ice available at all times. St John will be at games if possible, ambulance access is available if required.</td>
<td>Parent/team manager</td>
<td></td>
</tr>
<tr>
<td>Horses stressed or excited Dangerous behaviour from horse</td>
<td>Potentially causing injury to other people/horses</td>
<td>4</td>
<td>Riders will be asked to discontinue riding. Horses with history of kicking are asked to wear red ribbon in tail.</td>
<td>Organisers/parent/team manager</td>
<td></td>
</tr>
<tr>
<td>Environmental Exposure</td>
<td>Sunburn/dehydration/heat stroke</td>
<td>4</td>
<td>Sun safe clothing, sunscreen and sun visor on helmet are advised. Ensure adequate fluids for rider and horse</td>
<td>Parent/team manager</td>
<td></td>
</tr>
<tr>
<td>Hygiene</td>
<td>Contaminated food</td>
<td>4</td>
<td>Ensure adequate hand washing. Venue in charge of food handling on site</td>
<td>Parent/guardian/student</td>
<td></td>
</tr>
<tr>
<td>Grounds suitability Uneven, hard, not fenced</td>
<td>Potential for falls</td>
<td>4</td>
<td>Event organisers responsible, however, parent/guardian/team manager to assess safety on the day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Year/Group/Class:** K-12  
**Number in Year/Group/Class:** TBA  
**Name of activity co-ordinator:** Carolyn Whyte, Equestrian Convenor  
**Contact number(s):** 0437 879 087  
**Accompanying staff, parents, caregivers, volunteers Parents of students participating**

**Activity Hazard Identification**  
- **Transporting Horse and rider to venue**  
- **Car parking**  
- **Horse riding**  
- **Falls/kicks/bites etc from horse**  
- **Horses stressed or excited**  
- **Environmental Exposure**  
- **Hygiene**  
- **Grounds suitability**

**Risk Assessment (Use matrix)**  
- 1  
- 2  
- 3  
- 4  

**Elimination or Control Measures**

**Who**  
- Parent/guardian  
- Parent/team manager  
- Organisers/parent/team manager  
- Parent/team manager  
- Parent/team manager  
- Parent/guardian/student  
- Event organisers

**Venue and safety information reviewed:** Yes / No

**Plan prepared by:** Carolyn Whyte  
**Prepared in consultation with:** Rachel Walker – Matcham Pony Club  
**Communicated to:** students/parents/team manager

**Position:** Convenor  
**Date 29th February, 2015**

**Monitor and Review** - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.