

# **CANTERBURY SECONDARY SCHOOLS ONE DAY EVENT CHAMPIONSHIPS**

**Date: SUNDAY 11th August 2024**

**Venue: Dunstan Fiber Fresh National Equestrian Centre, McLeans Island**

## **Health and Safety Document**

### **Purpose and Scope:**

The purpose of this document is to record the details of this event and to outline the Health and Safety Policy, a Risk Management Plan, and a Serious Incident Management Procedure for ESNZ Eventing Canterbury.

The document is divided into three sections.

### **Section A: Event Specific Information**

- a. Details of the event
- b. Management Team

### **Section B: Health and Safety Plan**

### **Section C: Biosecurity and Horse Health Plan (Incl. Horse Ambulance)**

### **SECTION A:**

#### **OFFICIALS 2024**

<b>Event Organisers:</b>	ESNZ Eventing Canterbury
<b>Event Secretary:</b>	Liz Meredith
<b>Event Convenor:</b>	Liz Meredith
<b>Technical Delegate:</b>	Alex Coleman
<b>Cross Country Convenor:</b>	Jo Roberts
<b>Cross Country Judge:</b>	Euan Muirson
<b>XC Course Designer/Builder:</b>	Cam Robertson (assisted by Brodie Roberts & Tarryn Jones)
<b>XC Timers:</b>	Neville Warsaw; Adrienne Warsaw
<b>Dressage Convenor:</b>	Tania Gartery
<b>Dressage Judges:</b>	Claudia Faulkner; Viv Butcher; Richard Meredith; Lydia Truesdale; Helen Bowers; Anne Cockrane; Kirsty Ogilvie; Kelly Sloan
<b>Show Jumping Convenor</b>	Liz Meredith
<b>Show Jump Judges</b>	Bronny Columbus; Grant Columbus

<b>Show Jump Course Designer/Builder:</b>	Emily Cammock
<b>Stewards:</b>	Shirley Smith; Julia Thomson
<b>Turnout Judge:</b>	Sharon Mehlhopt
<b>Official Photographer:</b>	Michelle Tuck
<b>Medical:</b>	St. John First Aid Unit/ Paramedics
<b>Veterinary:</b>	Dr Lindsay Colwell, Prebbleton Vet Centre 027 765 2559
<b>Catering:</b>	Glyn East Hall [Officials] Auntie Nik's Cafe
<b>Scorers:</b>	Liz Meredith, Jan McKay, Jo Roberts

"Please go to Stan's house" = Switch to alternative channel (10) and then to Mobile Phones for all communication and stay OFF radios\*\*

## **SECTION B:**

### **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/Eventing/Resources/Event Organizer's Information/Pre Event/ Crisis Management Plan Template
4. ESNZ Eventing /Resources/Event Organizer's Information/Miscellaneous/Safety at Eventing Competitions
5. Health and Safety Address. Anna Sage, 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 Eventing Rules 500.23 (Requirement for a National Safety Officer) & Chapter 6, 523.
8. FEI General Regs. Chapter 6, Article 140
9. FEI general Regs, FEI Mandatory medical Guidelines for Organisers, Article 109.10 (Gen Regs) 10. [www.business.govt.nz/worksafe/information-guidance](http://www.business.govt.nz/worksafe/information-guidance) Information for Volunteers
11. Pro-forma Health and Safety Policy document, for event office and program: 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. ESNZ Eventing Advice During Covid-19 Alert Level 2. <https://www.nzequestrian.org.nz/wp-content/uploads/Eventing-Level-2-Guidelines-updated-13.8.20.pdf>
17. NEC Christchurch H&S: <https://nec-chch.co.nz/health-safety-information/> 18. NEC Christchurch Covid: <https://necchch.files.wordpress.com/2020/06/updated-word-doc-nec-chch-covid-19-health-and-safety-plan-level-1.pdf>

## **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. Organising Committees (OCs) on the other hand, are not PCBUs (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**

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 Eventing rules, including “Safety at Eventing 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 comply with the Government laws relating to the Covid-19 pandemic.
7. To strive to improve the safety at competitions while recognizing it is a high-risk sport.
8. To develop and continually review a Risk Management Plan (RMP)
9. To rigorously implement the procedures outlined in the RMP.
10. To continually review the outcome of the RMP and adapt new plans accordingly.
11. To provide all officials, medical staff, fence 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.
12. 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.
13. The secretary then to forward the complete set of reports to ESNZ Eventing for review and analysis.
14. Have an appointed Health and Safety Officer.

## Risk management Plan

### Outline:

1. Identify the key aspects of your 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?
  - d. Are there any restrictions in place due to the Covid-19 pandemic?
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 and volunteers 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

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 Eventing Competitions - Resources).

Risk	Control
Competitor kicked.	<ul style="list-style-type: none"> <li>● Encourage riders to identify known kickers by red ribbon</li> </ul>
Competitor knocked over by loose horse	<ul style="list-style-type: none"> <li>● Use announcer to warn of loose horse, as well as stewards, or any other officials. Use signs to warn of dangers of loose horses, particularly when cross-country is running.</li> </ul>

Fall of rider from horse

- Ensure all riders, where appropriate, have qualified for the level at which they are competing (ESNZ Eventing Sport Rules Art 614 & Art 633).
- 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 an eventing competition, the riders are observed by 1. stewards during warm up, 2. dressage judges, 3. stewards prior to cross country and show jumping, 4. judges during the jumping phases, and 5. the technical delegates, all of whom may alert the OC to any concerns and in the case of the cross country, can stop a rider if the situation is considered dangerous).
- 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

	<ul style="list-style-type: none"> <li>● Ensure all tests are of the appropriate level, and that all jumping courses are designed by qualified Course Designers, and meet the required standard <ul style="list-style-type: none"> <li>● Ensure riders wear appropriate safety clothing (helmets to meet current standard – from 31<sup>st</sup> July 2017 helmets will be tagged to show they conform)</li> <li>● Ensure all officials are on the current ESNZ Officials List (ESNZ/Resources/ Officials)</li> <li>● Ensure the correct level of medical care is available at events (GenRegs Art152). Have the GPS information available to medical team.</li> <li>● Program to include The “Disclaimer of Liability” (ESNZ GenRegs Art 136).</li> </ul> </li> </ul>
<p>Risk to riders from spectators, photographers, vehicles, acting in a dangerous manner or being in an unsafe place</p>	<ul style="list-style-type: none"> <li>● Speed limit for vehicles, limiting vehicles on cross-country course, roping off spectators, managing crossings, identifying photographers.</li> </ul>
<p>Specific risks to competitors due to terrain, grounds, or other users etc.</p>	<ul style="list-style-type: none"> <li>● Information given to riders prior to the event and on notices at the event.</li> </ul>
<p>Specific risks to competitors due to potential infection</p>	<ul style="list-style-type: none"> <li>● Notices reminding riders about infection prevention displayed.</li> </ul>

## 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.

- Ensure the correct level of medical care is available at events (GenRegs Art152). Have the GPS information available to medical team.
- 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 course, impose a speed limit on all vehicles
  - Where an event runs over public land, work with local authorities regarding appropriate measures such as road closures
  - Where an event runs over public land, ensure signage warning of dangers is erected at every entrance to public grounds
  - Program to include information about areas suitable for spectators in wheelchairs, mobility scooters, and with pram/pushchairs
- Program 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
  - Volunteers (e.g. fence judges, show jump crew) to be briefed re safety and potential dangers associated with their role
  - Vehicles on cross country courses to be kept to a minimum and when parked done so in a safe and appropriate place



	<p>(checked by the senior Technical Delegate)</p> <ul style="list-style-type: none"> <li>● Trucks to have reversing beepers <ul style="list-style-type: none"> <li>● Use of parking wardens when large numbers of vehicles at venue</li> </ul> </li> <li>● Ensure all exits are kept free of parked vehicles <ul style="list-style-type: none"> <li>● 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. Rubbish bins emptied regularly as required.</li> </ul> </li> <li>● Any area under construction to be signposted accordingly and identified as a risk.</li> <li>● Where used, all power cords, tent pegs, guy wires are checked to ensure they are safe, secure, and out of the way in alleyways.</li> <li>● Ensure any trade stands do not impose a safety threat to the public.</li> <li>● Signs restricting spectators overcrowding grand stands and sitting in aisle</li> <li>● Ensure any electrical equipment is checked regularly</li> </ul>
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Specific risks due to potential infection	<ul style="list-style-type: none"> <li>● Notices about infection prevention displayed</li> </ul>
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### C. Risk to treatment providers

<p>Risk to treatment providers (medical and veterinary)</p>	<ul style="list-style-type: none"> <li>● Medical vehicles to be parked in a safe position approved by the senior Technical Delegate prior to the start of the competition</li> <li>● Medical personnel advised on access to various areas of the competition venue</li> </ul>
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	<ul style="list-style-type: none"> <li>● Veterinary personnel to be provided with appropriate facilities (e.g. horse ambulance, screens &amp; treatment area)</li> <li>● In the event of an accident, photographs by bystanders to be strongly discouraged and all but essential personnel kept back from the immediate area.</li> </ul>
<p>Specific risks due to potential infection</p>	<ul style="list-style-type: none"> <li>● Notices about infection prevention displayed</li> </ul>

### D. Risks to riders, spectators, officials & volunteers from natural disasters

<p>Fire</p>	<ul style="list-style-type: none"> <li>● No smoking allowed in stable area, and other buildings</li> <li>● No lighting of fires during restricted fire season</li> <li>● Fire extinguishers in all occupied buildings ● Smoke alarms in buildings used for sleeping</li> <li>● Develop a warning and evacuation plan appropriate for the venue</li> </ul>
<p>Flood</p>	<ul style="list-style-type: none"> <li>● Take note of any weather warnings issued around the time of the event</li> <li>● Develop a warning system and evacuation plan appropriate to venue</li> </ul>

Wind	<ul style="list-style-type: none"> <li>● Take note of any weather warnings issued around the time of the event.</li> <li>● Secure any items likely to be blown over by wind.</li> <li>● Evaluate risk of trees falling on vehicles/people and take action accordingly</li> <li>● Be prepared to close down the event. <ul style="list-style-type: none"> <li>● Be prepared to assist competitors with decisions around safety of travel.</li> </ul> </li> <li>● Be prepared to use whatever facilities are available to ensure safety of people and horses</li> </ul>
Electrical storm	<ul style="list-style-type: none"> <li>● Take note of any weather warnings issued around the time of the event <ul style="list-style-type: none"> <li>● Be prepared to close down the event, possibly on a temporary basis</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Ensure all volunteers, officials, spectators and competitors take shelter as soon as possible</li> </ul>
Earthquake	<ul style="list-style-type: none"> <li>● Activate the Crisis Management Team to assess injury</li> <li>● Warn of danger from falling trees, broken electrical wires, falling buildings</li> <li>● Encourage the use of horse trucks as shelter until the extent of the earthquake is known and safety of travel confirmed <ul style="list-style-type: none"> <li>● Use whatever facilities are available to support all people at the venue</li> </ul> </li> <li>● Have access to non power dependent radio for updates</li> </ul>
Heat/Sun	<ul style="list-style-type: none"> <li>● Riders responsible for own use of sunscreen. Sunscreen made available to volunteers.</li> </ul>

## **Monitor and Review**

The Risk Management Plan will 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. cross country judge and TD
3. Consider any other feedback
4. Write a report with recommendations for future events

## **Serious Incident Management Procedure** **(to be implemented at National Events)**

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

### **OFFICIALS 2024**

<b>Event Organisers:</b>	ESNZ Eventing Canterbury
<b>Event Secretary:</b>	Liz Meredith
<b>Event Convenor:</b>	Liz Meredith
<b>Technical Delegate:</b>	Alex Coleman
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<b>Turnout Judge:</b>	Sharon Mehlhopt
<b>Official Photographer:</b>	Michelle Tuck
<b>Medical:</b>	St. John First Aid Unit/ Paramedics
<b>Veterinary:</b>	Dr Lindsay Colwell, Prebbleton Vet Centre 027 765 2559
<b>Catering:</b>	Glyn East Hall [Officials] Auntie Nik's Cafe
<b>Scorers:</b>	Liz Meredith, Jan McKay, Jo Roberts

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## **CANTERBURY SECONDARY SCHOOLS : SERIOUS INCIDENT (SI) 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. SI Manager (SIM) to take charge
2. SIM to proceed to the incident site or fence and assess the situation – Select Code to indicate crisis situation.
3. SI Team to be activated by SIM 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.

### **Serious Incident Management Team:**

#### **1. Preparation.**

A SI management team is to be selected prior to the start of the competition. The SI Team should all meet prior to the start of the competition or at least prior to the start of XC 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:

**Serious Incident 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/Chief Cross Country Judge of Class:**

**Cross Country/Show Jumping Convenor:**

**Secretary:** Required to minute any meetings

**Repair Crew:** If appropriate – must know location of screens

**Runner:**

**Veterinarian Delegate:** Care of horse involved, and care of other horses rider may have at the event.

**Chief Steward:** or their representative

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

**Police Liaison person:**

### Notes:

- An office should be selected as the Administration Centre for the Serious Incident 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 SIM to initiate the SI Team response.
2. The SIM to be responsible for deciding, on consultation with medical and other members of the SI Team, whether:
  - a. The event should continue or be cancelled
  - b. The event should continue but, in the case of an accident at a fence, the fence needs to be removed from the competition track, or
  - c. The competition should resume as soon as practicable and if the incident occurred at a fence, whether the fence is included.
3. Screens/shielding 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 (cross country, 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. Chief Cross Country Judge and Control Centre to control the course in terms of stopped riders etc.
9. Fence 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.
10. All OCs must appoint a Health and Safety Officer.
11. Police to be notified by SIM or police liaison person if required (a fatality)
12. SI Team to assemble at pre-arranged venue for further action

### **Roles of crisis team management personnel:**

1. SIM & 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, SIM, 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. Cross Country Convenor to arrange for replacement of fence judges. Make necessary arrangements for deletion of obstacle from course if advised to do so by Cross Country Judge.
5. Chief Medical Officer to control treatment of rider at the fence.
6. 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 ESNZ CEO 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 (ESNZ CEO, 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 SIM/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 SIM (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 SIM.

## **Following a crisis:**

1. The SIM to inform OC chair and ESNZ CEO or Chair or nominated representative in the absence of the CEO or the Chair.
2. ESNZ CEO will inform the insurance company of the details of the incident.
3. ESNZ CEO 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. The ESNZ CEO will notify the FEI of any death or serious accident. 7. The ESNZ CEO, the event TD, the SIM and the Organising Committee chair will meet to discuss the incident and on-going actions.
8. The ESNZ CEO will determine whether WorkSafe NZ needs to be advised.

## **The link to the ESNZ website with the Accident Form is:**

<http://www.nzequestrian.org.nz/eventing/resources/organisers/event-organisers-information/event-organisers-information/>

## **The link to the FEI Accident Form is:**

[https://inside.fei.org/system/files/FEI%20Fall%20Report%20Form%202023\\_0.pdf](https://inside.fei.org/system/files/FEI%20Fall%20Report%20Form%202023_0.pdf)

## **Horse Ambulance**

### **Minimum requirement for all events (both FEI and National):**

\*\* Horse Float attached to a suitable vehicle (with keys available in ignition) - to be located in an appropriate position on XC prior to start of the XC phase.  
XC Judge/TD to be notified when the Ambulance is in place and its location.

### **Best Practice for all events (both FEI and National):**

\*\* Engaging the services of a purpose-built Horse Ambulance and fully trained Operator - to be located in an appropriate position on XC prior to start of the XC phase. XC Judge/TD to be notified when the Ambulance is in place and its location.

Link to NZ Horse Ambulance Trust Below:

[https://NZ Horse Ambulance Trust](https://NZHorseAmbulanceTrust)



***Additional: Incident Report Form, Accident Register Template, H &S Plan Flow Chart for OC and Signage Templates.***

**1. Incident Report Form**

Date of Event:

Venue of Event:

Organising Committee:

Number of Competitors:

Location of incident (e.g. warm up area, cross country jump, 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:

Prevention Plan: **Please return completed form to the secretary before the end of the competition**

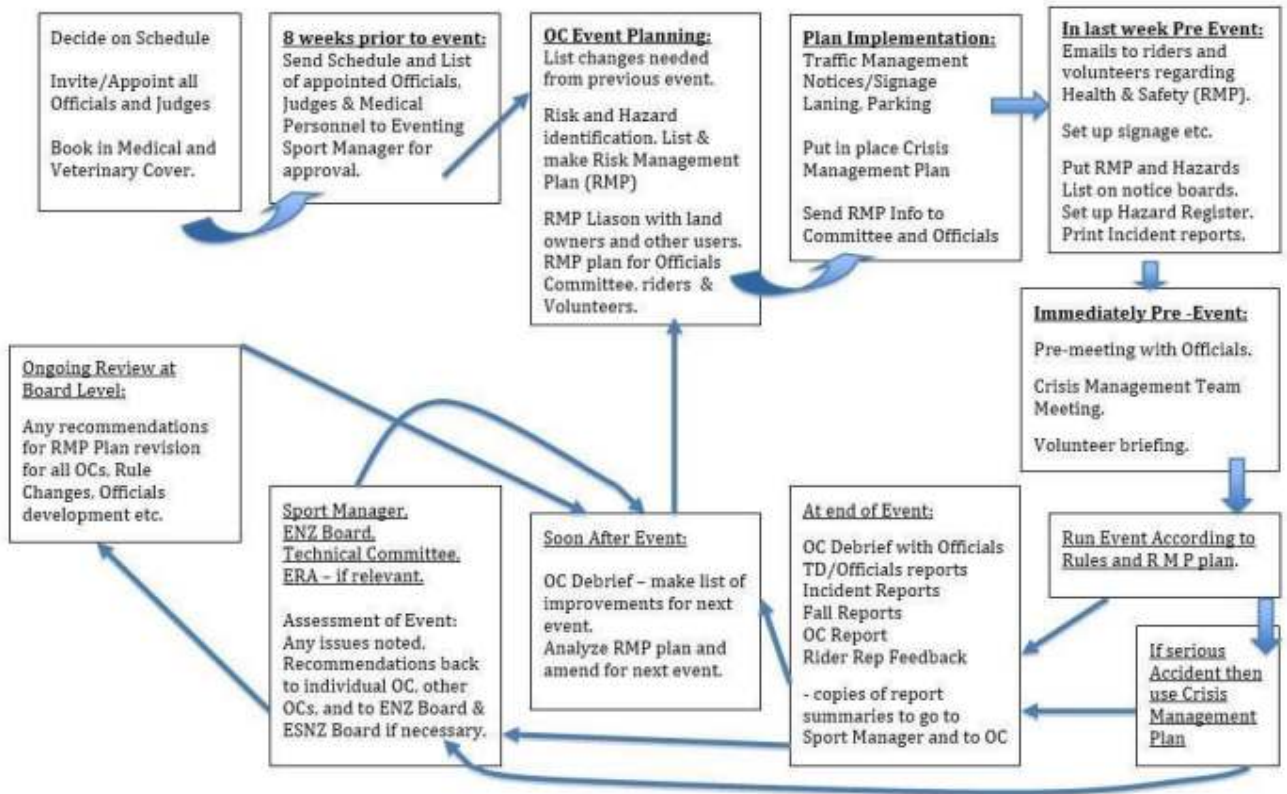
**5) Register of Accidents**

**Name of Organising Committee: ESNZ Eventing Canterbury**

<u>Date</u>	<u>Venue</u>	<u>Location of Accident</u>	<u>Type of Accident</u>	<u>Name of Injured Person/Horse</u>	<u>Medical/Veterinary Attention Required?</u>
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3.

## Organising Committee Health and Safety Overview Plan



4.

## 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
- Adhere to recommended hygiene protocols – wash hands frequently, use provided hand sanitizer stations
- 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 Eventing 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

- Adhere to recommended hygiene protocols – wash hands frequently, use provided hand sanitizer stations
- A Risk management Plan is available at the office