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**Riding for the Disabled**

**Association of Queensland Inc**

**RISK MANAGEMENT  
GUIDELINES, POLICY AND  
PROCEDURE.**

**MISSION STATEMENT OF RDA**

RDA enables people with disabilities and volunteers throughout Australia to experience enjoyment, challenge and a sense of achievement through participation in equestrian activities, resulting in the development of life skills, improved quality of life and attainment of personal goals.



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Remember:

Spot the hazard  
Assess the risk  
Fix the problem  
Evaluate the results <sup>1</sup>



## **1. INTRODUCTION**

All forms of equestrian participation involve some level of risk. Working with animals that are unpredictable and physically bigger and stronger than the people who work with them, together with the inconsistent nature of people, creates a situation in which the potential for risk of injury or accident may be high.

The National Council of RDA Australia has endorsed this policy as a national document in order to ensure the following.

The State Board of Management of RDA Queensland has endorsed this policy as a State policy in order to ensure the following

- RDA activities are conducted in the safest possible environment
- All personnel involved are aware of risk issues and are trained to minimise risk
- That RDA is able to verify objectively that safety at RDA is a major priority
- That RDA is able to continue to access affordable insurance cover for our activities based on a low claims record.

### **1.1 The aim of risk management is to:**

- recognise and minimise the potential risks
- prevent accidents/ injuries/ loss
- assist in gaining insurance
- limit the possibility of liability

Education about and prevention of the risk should be the priority of all centres and states. Before participating in RDA activities, coaches, volunteers, parents and all other concerned parties should be made aware of the risks and what procedures are in place in order to minimise these risks.

### **1.2 Responsibility**

Although it is the responsibility of the coach in charge to ensure that program sessions are safe, the Centre Management Committee also have a responsibility to ensure a safe and enjoyable environment. Office Bearers should understand their duties before agreeing to be on committees. They should take reasonable care in performing the duties of the position, always acting in an honest manner, taking care to avoid conflict of interest. The Management Committee should ensure that policies and procedures are understood and followed by all parties.

Regardless of how comprehensive this document is and how thoroughly risks are identified from an administrative perspective it is the people on the 'ground' who need to make risk management a reality. Without the support and diligence of the coaches, volunteers, riders and parents it is impossible to implement an effective risk management policy.



### 1.3 Understanding Risk Management

In order to effectively manage health and safety of those involved in RDAA it is important to work through the following process of risk management. (Points A-E are included in A4 size as appendix 12 for centre's to display in a prominent position.)

- A Identify** potential hazards
- B Assess** the risk of these hazards causing injury or loss
- C Decide** how to prevent/minimise these risks
- D Implement** procedures to achieve the prevention/minimisation
- E Monitor and Review** the effectiveness of the procedures

At all stages **communication** and **consultation** between parties is the key to effective Risk Management.

Below is an outline of each of the steps (A – E) of good risk management.

**A** Below are examples of some potential risks and hazards that may be **IDENTIFIED** at a typical RDA centre. This list is only an example and a more comprehensive discussion of risks is found in Sections 4 – 9.

- Gates being left open
- Equipment being left on the ground
- Slippery surfaces
- Riders falling from mount

**B** When **ASSESSING** risks associated with each hazard it is important to determine the **LIKELIHOOD** of an incident occurring. Consider, for example:

- Who is at risk,
- How many people are at risk,
- The experience/training of those exposed to the risk,
- Condition of grounds/equipment and
- Where the risk is highest.

There are other conditions to examine when assessing risks, each specific to particular hazards.

It is then important to determine the **CONSEQUENCE** of the incident occurring. In other words, how severely could someone get hurt? If during this assessment it is decided that the risk of someone being injured is high, ie the consequence could be severe and the likelihood is high, then immediate action should be taken to minimise this risk. **Risk is assessed as a combination of LIKELIHOOD and CONSEQUENCE.** See Appendix 3 and 4

**C** The key in **DECIDING** on how to prevent/ minimise the risk is to look at how the hazard could be taken away. Does equipment need to be stored more appropriately? Should work practices be reviewed?

If the hazard cannot be removed or reduced it is important to look at what training/education/purchasing of equipment needs to be done in order to minimise the risk of injury/loss.



**D IMPLEMENTATION** of necessary changes is the next vital step. Develop procedures that enable new and safer work practices to be implemented with minimal difficulty. Ensure that changes are clearly communicated to all relevant parties and that people are given support and guidance in making the changes.

**E** Once it has been determined that all the changes have been implemented, **MONITOR** the results. Have the risks decreased to a satisfactory standard? Are all measures being followed correctly? Informally monitoring risks should be an everyday occurrence, however reviewing the above process, complete with checklists, twice per year is recommended. Ensure that all Risk Management data, checklists, reviews etc. are filed in an appropriate place as it is essential to keep back data on how your centre is systematically addressing risk management.

#### **1.4 RDA Australia's Risk Management Policy**

RDA aims to use the best practice in risk management to support and enhance our activities. RDA will ensure that risk management will be an integral part of all areas of the association and will play a vital role in our decision- making processes.

RDA will use structured risk management guidelines to minimise harm to people and horses, damage to property or environment or disruption to our service. Guidelines have been established, based on the Australian Standard AS/NZS 4360:1999, and everyone involved with risk management should use the processes set out in these guidelines.

RDA will train volunteers/ coaches to implement risk management effectively and will strive to continually improve risk management practices.

#### **1.5 RDA Australia's Risk Management Implementation Procedure**

The risk assessment process is intended to ensure, in a formal and strategic process, that risks are being appropriately managed at RDA centre's.

RDA Australia recommends that centre management complete the following steps and that all data be kept securely at the centre.

1. Read the Risk Management (RM) Policy and Guidelines  
(These documents have been endorsed by the RDAA Council to be implemented throughout the Association)
2. Assign a RM officer – to ensure that checklists are completed and necessary action and follow up occur.
3. Appendix 1 – the Checklist – to be completed, either ticking or crossing action points that are or are not already in place.
4. Place items that you are not currently doing (ie. Received a cross on the checklist) on the Risk Assessment Form – Appendix 2



5. Inspect your RDA Centre for any additional risks or hazards that are not covered on the checklist.
6. Add additional risks to the Risk Assessment Form (and the checklist for future inspections).
7. Using Appendix 3 & 4 assess the level of risk for each additional risk/hazard that has been placed on the Risk Assessment Form.
8. Work through the Risk Assessment Form, starting with the highest risk items through to the lowest risk items. Complete all sections on the form.
9. Monitor and Review Risks and Hazards.
10. Repeat this RM process twice per year. For example, start of 1<sup>st</sup> term and 3<sup>rd</sup> term.
11. REFER TO THE **PROCESS OF RISK MANAGEMENT** – Appendix 12 for additional help in working through Risk Management.
12. If you have any questions **ASK** your State Coach, State Office or National Office.

## **2. RDA AUSTRALIA'S RISK MANAGEMENT GUIDELINES**

Below are a set of guidelines for good risk management. Please note that the RDA Coaching and Carriage Driving manuals are a vital resource for understanding good practice and procedure.

### **3. TRAINING**

In order to maintain the highest standard of care possible it is necessary to ensure that all involved with RDA are well informed and trained to an appropriate level for their involvement.

#### **3.1 Coaches/ Whips**

All coaches! whips in RDA are accredited as part of the National Coaching Accreditation Scheme (NCAS), administered by the Australian Sports Commission (ASC)

For in depth information regarding the training of RDA coaches refer to the RDA Coaching! Carriage Driving Manuals.

#### **3.2 Volunteers**

Volunteers involved with RDA should receive induction training by the centre in which they are active, receive the 'Volunteer Information Booklet', a copy of the Volunteer Management Policy and regular volunteer training sessions.



## **4. HANDLING HORSES**

Any handling of horses should always be done by an experienced horse handler, who is familiar with the habits and personalities of the horses at the centre. Where possible there should be at least two people with the required experience.

### **4.1 Horses free in paddocks - General**

- Always close the gates after you when entering and leaving paddocks

### **4.2 Feeding**

- Be aware of your own position in relation to the horses and exit route from the paddock
- If a horse is known to be bossy when food is around the horse should be fed separately.
- Place feed far enough apart to avoid jostling and fights
- Put out enough portions so that all horses have their own
- Put out feed in an open area of the paddock (never near a gate or in a corner)

### **4.3 Catching & turning out horses (Separating)**

- Whenever possible have one leader per horse
- Always have appropriate gear in good condition eg head collar & lead rope, rope halter
- If more than one horse is being turned out make sure that all handlers are not too close together and are ready to release the horses at the same time
- Be aware that some horses may become agitated when left alone in a paddock and take necessary precautions

### **4.4 Stabling**

- All volunteers involved in stabling horses should be adequately trained in the safety issues concerned with Stabling as well as with horse behaviour issues.

### **4.5 Leading unmounted horses**

- Horse handlers should at all times wear appropriate and safe clothing & foot wear
- Be aware of any specific environmental factors such as weather conditions or other activities which may frighten a horse and take appropriate precautions
- If more than one horse is being moved make sure adequate distance is left between horses

### **4.6 Training the horse from the ground**

- These activities should always be done under the supervision of a qualified RDA coach/ whip

### **4.7 Tack maintenance**

- Tack should not be left lying around in places where it could be tripped over or damaged
- Tack should be clean and in good repair. Worn tack should be repaired promptly or discarded



#### **4.8 Saddling up/ Harnessing up**

- This activity should be supervised by a qualified RDA Coach/ Whip or nominated and minuted trained person.
- Should be carried out in a safe clearly defined area
- Required saddlery should be in an easily accessible place

#### **4.9 Mounting and dismounting**

- This activity should be supervised by a qualified RDA Coach! Whip
- Should be carried out in a safe clearly defined area
- Volunteers should have received specific training in this procedure and be familiar with the riders! drivers being mounted or dismounted ( Refer RDA Coaching! Carriage Driving Manuals)

#### **4.10 Ridden activities in a confined space at the RDA Venue ( eg Arena) (Rider = rider or driver)**

- All riding must be supervised by a qualified RDA Coach
- All riders must wear approved helmets and foot ware.
- Arena must meet RDA accreditation requirements
- All riders must be registered and have paid their Rider Registration
- Arena gate should be closed
- Arena should be free of any equipment or other items not directly being used in the session

#### **4.11 Ridden activities in open spaces (eg trail rides) (Rider = rider or driver)**

- This activity must be supervised by a qualified RDA Coach! Whip
- All riders must wear approved helmets and foot ware.
- All riders must be registered and have paid their Rider Registration
- There should be enough volunteers for the activity to be held safely
- The route should have been checked for and cleared of potential hazards within a reasonable time prior to the commencement of the ride.

#### **4.12 Other non riding RDA activities**

- These activities should be held in a safe designated area, supervised by a suitably trained volunteer.

#### **4.13 Carriage Driving and Vaulting**

- These activities must be supervised by a suitably qualified Whip or coach in accordance with RDA Coaching manuals and specific discipline booklets.



## **5. GROUNDS**

All venues at which RDA activities are conducted must have been accredited by a suitably qualified RDA person and have reached at least Band One Accreditation.

All people coming to the RDA centre should be familiarised with the layout of the grounds, advised where they can and cannot go, and made aware of any specific environmental factors which may pose a potential hazard.

### **5.1 Gates and Fencing**

- Fencing should be checked regularly for signs of damage or need for repair and attended to promptly if repair is needed
- External gates should be kept closed during all RDA activities
- The means of securing gates should be in good working order and easy to use

### **5.2 Car, Bus, motor vehicle movement and parking**

- Internal access roads and parking areas should be clearly designated and away from horse activity
- All traffic should travel at walking pace and vehicles should stop and give way to pedestrians and horses at all times

### **5.3 Ramps, stairs and rails**

- All stairs and ramps should be soundly constructed, clearly marked, have hand rails and non slippery surfaces

### **5.4 Surfaces**

- Check for any areas which can become slippery eg in winter, and take appropriate action to remedy

### **5.5 Storage areas**

- Equipment and other items should be stored in an appropriate area or building away from riding and spectator areas.
- The building should be lockable

### **5.6 Other animals**

- No other animals, including dogs, are allowed to be loose on RDA venues when RDA activities are in progress. ( Guide dogs and accredited therapy dogs excluded) All other animals should be appropriately restrained and secured during RDA activities.

### **5.7 Trees**

- Check for any trees which have low limbs or may present a problem such as spiky or poisonous leaves. Hazards should be removed or controls put in place.
- Any landscaping of garden beds etc. should be well planned and not interfere with horse or people movement

### **5.8 Fire hazards**

- Check the venue for any potential fire hazards, remove them and have required equipment such as fire extinguishers available and regularly maintained. (check with state fire authority for state regulations)



### **5.9 Waste storage and collection**

- Regular attention to remove any waste to an area where it will not pose a hazard and arrange regular removal from the site

### **5.10 Inspection after inclement weather**

- Following any inclement weather the site should be inspected for damage and any hazards removed or repaired before activities resume (eg flooding, fences down, tree limbs blown down)

### **5.11 Water - dams, creeks and tanks**

- Any water storage or water features should not be accessible to any visitors, especially children.

### **5.12 Stables and yards**

- Stables and yards should be soundly constructed, well maintained and regularly checked for hazards.

## **6. EQUIPMENT**

The centre management is responsible for ensuring that all equipment used both with horses, and generally at the venue, is sound, safe, in good repair and stored in a secure and appropriate place. Regular maintenance checks should be programmed to ensure that all equipment is serviced and maintained in good working order, by suitably trained people.

### **6.1 Maintenance of equipment**

- **Any motor mowers, whipper snippers and other noisy or unusual equipment should not be used** when RDA activities involving horses are being conducted.
- The centre management should approve identified people authorised to use such equipment and should be satisfied that the person has the necessary skills and experience to operate them safely.

### **6.2 Ramps and Hoists**

- Use of ramps and hoists should be under the supervision of a RDA coach using trained volunteers.
- Ramps and hoists should conform to the requirements set out by RDA in the Coach Manual and other relevant policies and are to be used in accordance with these guidelines.
- These pieces of equipment must be regularly maintained and kept in excellent condition at all times

### **6.3 Play areas**

- If a play area for siblings etc is provided it should be in an area away from horse and vehicle movement
- Parents/carers should be advised that siblings or other children are their responsibility and that the parent/carer should ensure they remain under the parent/carer's supervision at all times when at an RDA venue.

### **6.4 Kitchens, club houses and equipment**

- The centre management committee is responsible for identifying who has access to such areas and under what supervision
- Equipment should be regularly checked and maintained
- Any potentially hazardous equipment such as urns, heaters etc should be placed where children cannot inadvertently access them.



## **6.5 Storage areas**

- All tack and equipment should be stored in a secure sound and lockable structure. Centre management is responsible for determining who has access to these areas.
- Keys should be issued at the discretion of the centre management and if keys are lost or misplaced locks may need to be changed

## **7. NON RIDING PEOPLE**

The centre management has the responsibility for determining the following;

- Which areas are out of bounds and ensuring appropriate and clear signage is visible to indicate this clearly to all visitors
- The centre rules on visitors to the centre such as where parents, visitors and siblings may have access.
- Children under 12 years of age should be under the control of a parent, guardian, carer, or other responsible adult at all times when visiting an RDA centre.
- Any other specific information that the centre management believes is necessary to ensure that people coming to the centre are clearly informed about all aspects of access, behaviour, and rules.
- The centre management has the right to refuse access to any party, whom they have reason to believe would create a risk to themselves or others.
- Clear signage and communication is of vital importance

## **8. OCCUPATIONAL HEALTH & SAFETY ISSUES**

Occupational Health & Safety guidelines are a State Government responsibility, and therefore RDA centres should consult the State Association to obtain a copy of the guidelines relevant to each state. Although these guidelines are not legally compulsory for volunteer organisations, RDAA recommends that they should be adhered to wherever possible.

### **8.1 Sun policy**

- Refer to RDA Volunteer Information Booklet p.3 Centres should have sun screen available for volunteer use and encourage volunteers to wear a hat and long sleeves. A shaded area should be available and time in the sun should be kept to a minimum.

### **8.2 State guidelines**

- A copy of the State Guidelines should be displayed at the RDA centre and the Centre Management Committee should be familiar with these guidelines

### **8.3 Emergency procedure**

- Refer to RDA Volunteer Information Booklet p. 8



#### **8.4 Accident and incident reporting**

- All centres should have an incident book in which all accidents/ incidents are recorded by the coach or nominated volunteer.
- The Coach on duty is responsible for accurate completion of an RDA Accident Report Form for any accident involving first aid or medical referral. Copy to be sent to State & National Body within one week. (for an example, see Appendix 7 and 8)

#### **8.5 Lifting**

- Refer to RDA Volunteer Information Booklet p. 10 to 17

#### **8.6 First aid equipment, location, procedures**

- All RDA coaches MUST have a current first aid accreditation
- All centres should have an up to date First Aid Kit readily accessible at all times with contents to be as outlined in the RDA Coaching Manual
- Phone numbers of local doctor, hospital, vet, emergency number prominently displayed

#### **8.7 Fire equipment and instructions**

- All centres should have appropriate fire equipment and instructions clearly accessible according to State Fire regulation requirements.
- Regular fire drill should be included in volunteer training.
- An evacuation area should be identified and all personnel briefed about the evacuation procedure

#### **8.8 Smoking**

- Smoking only permitted in a safe designated area Smoking is NOT permitted within 6 metres of any horse. No Smoking Signs should be displayed accordingly.

#### **8.9 Alcohol**

- Alcohol is not permitted to be consumed prior or during RDA activities

#### **8.10 Hazardous Substance**

- Everyone who uses hazardous substances, including medications for horses and humans, should receive adequate information and training to use them safely and legally.
- Substances should be used and stored according to the labels and regulations for each specific substance.
- Protective equipment such as gloves, overalls and eyewear should be worn when using or cleaning up hazardous substances.
- Only designated people should have access to such Items.

### **9. ADMINISTRATION**

The management committee is responsible for all areas of administration for the centre. It is their responsibility to ensure that administration is carried out in an effective and appropriate manner.

#### **9.1 Financial**

- All financial records should be kept up to date
- Cheques should be signed by 2 designated people from the committee

- Financial records should be independently audited each financial year



## **9.2 Storage**

- All paper work and records should be stored appropriately
- Records should only be accessed by appropriate persons
- Confidential records should be in a locked filing cabinet

## **9.3 Information Technology**

- All computers/office equipment should be in good working order
- Important information should be backed up regularly and backup files kept off site

## **10. INSURANCE/ LIABILITY POLICY**

Over the last decade there has been a sharp increase in the number of cases of court litigation in regard to sport in general. Individuals and organisations know their legal rights and as a result the number of cases where sporting organisations have been sued has risen.

The global insurance situation is unstable at present and as a consequence premiums are liable to rise substantially despite organisations having a low claims record.

There are two possible ways in which civil action could be taken as a result of injury/loss

1. Assault or battery
2. Negligence

It is the purpose of this risk management policy to reduce the possibility of incidents occurring which may result in a claim under our Public Liability Policy. Unintentional harm to others as a result of unsatisfactory levels of care or carelessness could be considered as negligence.

RDA Australia organises insurance cover on behalf of all accredited centres and State Associations. Policies are in place to cover the following;

- Public Liability
- Professional Indemnity
- Personal accident for volunteer workers
- Personal Accident for Riders
- Directors and Officers insurance
- National Office contents ( National Office only)

Insurance cover for equipment is the responsibility of the centre, or in some cases the State Association may offer a centralised cover (check with your State Association).

RDA Centre Management Committees and coaches are expected to be familiar with the scope of RDA Insurance and these Guidelines.

It should be noted that:



- **At no time should RDA personnel admit liability** for any accident or incident (If liability is acknowledged RDAA's insurance may no longer be valid)
- **All RDA Policies have an excess** in place. Therefore there are some costs which are not able to be recovered by the claimant even when an accident claim is accepted. The excess for volunteer personal accident is payable by the person/ party making the claim.
- Under Personal Accident Insurance, government legislation prohibits cover being provided for expenses covered by Medicare or private medical insurance, and will not cover the gap between the recommended charge and the actual charge made for medical service.
- No centre management committee or personnel may sign any type of indemnity form for a third party without consultation with the RDAA National Office.
- If in any doubt at all about action required, the centre should contact the State or National office for advice on appropriate action

## **11. REFERENCES**

- 1 HB 246 – 2002 Guidelines for Managing Risk in Sport and Recreation. Council of Standards Australia. 2002
- Australia and New Zealand Standards – Risk Management, AS/NZS 4360:1999
- Industry code of practice, horse riding schools, trail riding establishments and horse hiring establishments 2002. Queensland Government.
- The Keys to Successful Design and Implementation of a Risk Management Program. Ian Fullagar.
- Negligence issues in sport. “The duty to provide proper sporting equipment and facilities” James Paterson
- Insurance Book. RDAA. AON Risk Service
- Melbourne University EHS Manual, Risk Assessment Forms.
- ASC – Risk Management for Directors and Board Members of National Sporting Organisations

## **12. APPENDICES**

**Below is a brief description of how/ when each of the appendices should be used.**

### **1 Risk Management Checklist**

The checklist is to be completed a minimum of every 6 months.

Tick off items that are currently in place, eg. All coaches are NCAS accredited. For those items that you are not currently addressing use Appendices 2, 3 & 4 to assess the risk level so that you can prioritise which risks need to be addressed first. This checklist is not an exhaustive list of all risks/ hazards around a RDA centre.

- Please feel free to add your own specific items onto the table.



## **2 Risk Assessment Form**

As mentioned above use this table with table 3 to assess the level of risk of those checks you are not currently doing.

This table is designed to help identify the risks, decide on action needed and then with the help of appendix 3 prioritise in order of risk level. It is important to put down dates and responsible parties to ensure the action is followed up.

Also use these tables to assess the risks of any other hazard that has not been included on the above checklist.

## **3 Risk Level Table**

The risk level table is used to determine whether the potential hazard is of high or low risk. The higher the risk the more urgently the hazard needs to be dealt with. A description of each consequence and likelihood is found in Appendix 4.

## **4 Risk likelihood and consequence scales**

Use these tables to help you decide what the likelihood and consequence are of a risk eventuating.

## **5 Membership form**

This is to be filled out by all registered riders, vaulters and drivers. If the rider is under 18 or unable to legally sign, the form must be completed and signed by a parent or legal guardian.

This form is to be used as a registration form as well as a legal document containing waivers and disclaimers. Ensure that those signing the form have read it fully and have understood its contents.

A copy of the form needs to be given to the rider, vaulter or driver, one kept at the centre and one sent to the State office with registration payment.

## **6 Medical Consent Form**

Any rider/driver/vaulter that indicates they have a disability or medical condition on the Membership form (section 5 on application form) must have a Medical Consent Form completed by a medical practitioner before participating RDA equestrian activities.

## **7 Accident Report Form**

To be used where any accident happens to a rider! Volunteer/coach where first aid is applied. One copy to be kept at the centre, one copy to be sent to the State and one copy sent to the National office.

## **8 Incident Report form**

In the event of any incident involving a participant at an RDA centre, which involves a fall, a sudden illness, or minor out of the ordinary occurrence, the coach in charge needs to complete the Incident Report Form and send the original home with the participant, teacher or parent/guardian. The duplicate form must be stored at the centre, securely on file as a record and the State office notified of the Incident.

In the case of any incident where an injury requires First Aid, or medical attention, the incident report form is sent with the participant and in addition an RDA Accident Report Form should be completed in the usual manner.



### **9 A. Hire of Facilities Agreement - Individuals**

To be used when hiring out a centres arena/facilities to members of the general public/ EFA members or other individuals. The centre is responsible for filling out details such as the fee charged, the terms and conditions/services provided as part of the hire agreement.

\* Note: Individuals are not required to have their own insurance, although they must understand that they ride/ hire the facility at their own risk. They will NOT be covered by RDA insurance.

### **9 B. Hire of Facilities Agreement – Organisations**

To be filled out by organisations, eg. EF A club, Pony Club, Scout Group, who wish to hire a centre's arena or facilities. The centre is responsible for filling out details such as the fee charged, the terms/conditions and services provided as part of the hire agreement. \* Note: the group/ organisation hiring the facility needs to have their own public liability insurance and therefore are NOT covered by RDA's insurance.

### **10 One session rides by non RDA members**

This is to be used for “come and try” or “assessment” days for non RDA members. Note that insurance is not provided for these riders.

NOTE there are no longer One Off Rider Forms available for the “come and try days” or similar events.

### **11 Competition waiver for non Members**

This is to be filled out and signed by all competitors at an RDA organised event, eg. Dressage day, trail ride, combined training day etc. RDA members do not need to complete this form although they should be registered as competitors on the day.

### **12 Process of Risk Management**

This is to go on your centre's notice board so that people remember the process of Risk Management.

Remember Managing Risk is something we **MUST** do every day at all times.  
Just make sure that you are:

*Spotting the hazard*

*Assessing the risk*  
*Fixing the problem*  
*Evaluating the results 1*



**APPENDIX 1**

**RDA Risk Management Checklist**

Note: “rider” refers to any participant in an RDA equestrian activity

<b>DATE</b>	<b># in the R M guide</b>	<b>RISK MANAGEMENT CHECKS</b> (refer to guidelines for what is considered appropriate)	<b>Yes /No</b>	<b>Review date</b>
	3.1	All coaches/ Whips NCAS accredited		
	3.2	All Volunteers received induction training and appropriate information documents		
	4.1	Paddock Gates kept closed at all times		
	4.2	Feeding horses is conducted in appropriate manner		
	4.3	Catching & turning out horses conducted in appropriate manner		
	4.4	Volunteers trained in safety issues for stabling horses		
	4.5	Leading unmounted horses conducted in appropriate manner		
	4.6	All horse training done under RDA coach! whip supervision		
	4.7	All tack put away properly and kept clean and in good repair		
	4.8	Saddling up always done under coach! whip supervision or nominated volunteer		
	4.9	Mounting and Dismounting done in a safe area, under coach! whip supervision		
	4.10	Riding arena accredited with RDA and well maintained		
	4.10/ 4.11	All riders registered and have paid their Rider Registration or the one off rider fee		
	4.10/ 4.11	Riding! Driving! Vaulting only carried out under coach supervision		
	4.11	Outside riding routes checked for potential hazards		
	4.12	All non riding activities carried out in safe designated area, supervised by suitably trained volunteer		
	4.13	Carriage driving supervised by qualified Whip, in accordance with carriage driving manual		
	5.1	Gates and fences checked regularly, and kept closed		
	5.2	Parking areas clearly marked and separate from horse activities, traffic travelling at appropriate pace for area		
	5.3	Stairs and ramps soundly constructed, clearly marked, have hand rails and non slip surfaces		
	5.4	Surfaces checked for safety after inclement weather		
	5.5	Equipment stored in appropriate lockable area		



	5.6	No other animals allowed loose on RDA grounds while activities in progress		
	5.7	Trees/ plants checked for safety – low limbs, poisonous		
	5.8	Fire hazards removed, appropriate fire extinguishers available and current		
	5.9	Waste stored and removed at appropriate times		
	5.10	Site checked after any inclement weather for potential hazards		
	5.11	Water – tanks, dams, creeks safely fenced – not accessible by visitors		
	5.12	Stables and yards well maintained and regularly checked for hazards		
	6.1	Maintenance equipment only used by appropriate person and never while RDA activities are in progress		
	6.2	Ramps and hoists comply with regulations and only used under coaches supervision		
	6.3	Play areas away from horses and vehicles, and supervised by parents		
	6.4	Kitchens only accessed by appropriate people, equipment safe and hazards stored appropriately		
	6.5	Storage area keys only issued at discretion of centre management.		
	7	Out of bounds areas clearly marked		
	7	Centre rules clearly visible		
	7	Children under 12 supervised by adults		
	8.1	Sun screen available for all volunteers and “sun smart” attire worn by all		
	8.2	State Guidelines readily available at the centre, Management familiar with these		
	8.3	Emergency procedures familiar to all volunteers! workers and clearly displayed		
	8.4	All accidents and incidents are recorded in the appropriate manner		
	8.5	All lifting completed in safe and appropriate manner		
	8.6	First Aid Kit readily available , all coaches first aid trained		
	8.6	Emergency numbers, including local Doctor, Vet, Hospital prominently displayed.		
	8.7	Fire drills conducted, all volunteers aware of procedures and location of equipment		





**APPENDIX 2  
RISK ASSESSMENT FORM (1)**

**Area of Risk: Coaching/Riding lesson**

Risk Description	Location	Risk Level	Action Plan	Completion Date	Responsible party/ person	Action Completed Date/Signature	Review Date
<i>Eg. Rider hurts foot while mounting horse.</i>	<i>arena</i>	<i>High</i>	<i>Coach/helper should ensure rider is wearing safe &amp; suitable clothing: long pants, well fitting helmet, appropriate footwear.</i>		<i>Helper/volunteer responsible for checking riders before ride.</i>		

**RISK ASSESSMENT FORM (2)**

**Area of Risk: Horse Handling**

Risk Description	Location	Risk Level	Action Plan	Completion Date	Responsible party! person	Action Completed Date!	Review Date
<i>Eg. Horses escaping due to gates being left open</i>	<i>Front of property, entrance to arena.</i>	<i>High</i>	<i>Place signs on gates stating they need to be shut at all times. Designated person to check that the gate is closed before each session.</i>	<i>1<sup>st</sup> June 02</i>	<i>Jo Blogs, senior volunteer</i>		<i>6 months time 1.12.10</i>

**RISK ASSESSMENT FORM (3)**

**Area of Risk: Grounds**

Risk Description	Location	Risk Level	Action Plan	Completion Date	Responsible party! person	Action Completed Date!	Review Date
<i>Eg. Rider injured by overhanging branch while on trail ride.</i>	<i>Trail area</i>	<i>High</i>	<i>Unsure riding routes are checked for potential hazards regularly. Remove low limbs/poisonous plants.</i>				

**RISK ASSESSMENT FORM (4)**

**Area of Risk: Equipment**

Risk Description	Location	Risk Level	Action Plan	Completion Date	Responsible party/ person	Action Completed Date/ Signature	Review Date
<i>Volunteer injured while mowing grounds</i>	<i>Arena</i>	<i>Moderate</i>	<i>Ensure equipment is well maintained and only used by fully trained people.</i>				

**RISK ASSESSMENT FORM (5)**

**Area of Risk: Administration**

Risk Description	Location	Risk Level	Action Plan	Completion Date	Responsible party/ person	Action Completed Date/ Signature	Review Date
<i>Eg Loss of records due to computer failure.</i>	<i>Office</i>	<i>High</i>	<i>Maintain computer/do regular backups and store backups off site in a safe place.</i>				



**APPENDIX 3**

To be used in conjunction with Appendix 4

**RISK LEVEL TABLE**

		<b>CONSEQUENCE</b>				
		<b>INSIGNIFICANT</b>	<b>MINOR</b>	<b>MODERATE</b>	<b>MAJOR</b>	<b>CATASTROPHIC</b>
<b>L I K E L I H O O D</b>	<b>ALMOST CERTAIN</b>	High	High	Extreme	Extreme	Extreme
	<b>LIKELY</b>	Medium	High	High	Extreme	Extreme
	<b>POSSIBLE</b>	Low	Medium	High	Extreme	Extreme
	<b>UNLIKELY</b>	Low	Low	Medium	High	Extreme
	<b>RARE</b>	Low	Low	Medium	High	High



## APPENDIX 4

Use these scales to help identify the risk level of a potential hazard – see appendix 3

### **CONSEQUENCE SCALE**

<b>RATING</b>	<b>POTENTIAL CONSEQUENCE</b> <b>HOW SEVERELY COULD IT HURT SOMEONE?</b> <b>WHAT IMPACT WOULD IT HAVE ON RDA?</b>
<b>CATASTROPHIC</b>	Death, permanent injury RDA would be permanently disbanded – put out of business
<b>MAJOR</b>	Serious bodily injury RDA severely affected
<b>MODERATE</b>	Casualty treatment Considerable effort to rectify situation
<b>MINOR</b>	First aid only Easily remedied
<b>INSIGNIFICANT</b>	Very small impact, easily rectified in normal processes

### **LIKELIHOOD SCALE**

<b>RATING</b>	<b>LIKELIHOOD</b> <b>HOW LIKELY IS IT THAT IS WILL OCCUR?</b>
<b>ALMOST CERTAIN</b>	Will probably occur, could occur several times in a year
<b>LIKELY</b>	High probability, likely to occur in a year
<b>POSSIBLE</b>	Reasonable likelihood that is may occur
<b>UNLIKELY</b>	Plausible, could occur
<b>RARE</b>	Very unlikely but not impossible



## APPENDIX 5

### CONTRAINDICATIONS FOR RIDING WITH RDA

#### **Conditions for which clients MUST NOT ride:**

- Pathological fractures
- Severe osteoporosis
- Uncontrolled seizures
- Acute stage rheumatoid arthritis
- Open pressure sores, open wounds
- Unstable spine, including subluxation of cervical spine
- Moderate agitation with severe confusion
- Disruptive or unreliable behaviour which is unacceptable to the coaches and other participants in the group
- Atlanto-Axial Dislocation (ADC) or significant subluxation in Down Syndrome
- Advanced multiple sclerosis and muscular dystrophy
- Hemophilia
- Acute herniated disc
- Degeneration of the hip joint
- Excessive weight obesity

#### **Conditions for which horse riding MAY NOT be recommended:**

- Very poor endurance
- Excessive pain resulting from riding
- Excessive structural scoliosis, until permission is given by an orthopedic specialist
- Spinal fusion (eg. Harrington or CD rods) until permission is given by an orthopedic surgeon
- Significant allergies to horse hair, dust, grain, grass, hay, hay fever
- Recent surgery until permission is given by surgeon
- Serious heart condition
- Dislocation or dysplasia of hip if excessive pain is caused
- Drug dosage resulting in physical states inappropriate to the riding environment
- Paralysis of the gluteal muscles and abdominal muscles
- High level of spinal cord paralysis or significant asymmetry of muscle paralysis.



## APPENDIX 6

### CONTRAINDICATIONS FOR CARRIAGE DRIVING WITH RDA

#### **Conditions for which clients MUST NOT participate in Carriage Driving:**

- Uncontrolled seizures
- Open pressure sores, open wounds
- Moderate agitation with severe confusion
- Excessive pain resulting from carriage driving
- Disruptive or unreliable behaviour which is unacceptable to the whip and other participants in the group

#### **Conditions for which Carriage Driving MAY NOT be recommended:**

- Significant allergies to horse hair, dust, grain, grass, hay, hay fever
- Recent surgery until permission is given by surgeon
- Drug dosage resulting in physical states inappropriate to the carriage driving environment
- Excessive weight obesity
- Profound intellectual disability

# APPENDIX 7

## INCIDENT REPORT FORM

	<b>RIDING FOR THE DISABLED ASSOCIATION OF QUEENSLAND INC</b> Incident/Accident/Injury Report
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**Section A - PERSONAL DETAILS**

Person's name		RDA Centre	
Address		Post Code	
Contact Details	Email	Mobile Ph	Home Ph
Date of birth	/ /	Age in years	Gender (please tick) <input type="checkbox"/> Male <input type="checkbox"/> Female
Role whilst accident occurred	<input type="checkbox"/> Participant <input type="checkbox"/> Volunteer <input type="checkbox"/> Coach <input type="checkbox"/> Visitor Other (please specify) _____		
Location of incident			

**Section B - DETAILS OF INCIDENT**

Date of incident	/ /	Time of incident	am pm	Additional information attached	Y / N
Summary of the incident (What happened? How?)	_____ _____ _____ _____ _____ _____				

*\*NOTE - if no injury please continue to Section D*

**Section C - DETAILS OF INJURY**

Disability prior to accident (if relevant)					
Type of injury	<input type="checkbox"/> Laceration/cut <input type="checkbox"/> Scald/Burn <input type="checkbox"/> Crushing/Amputation <input type="checkbox"/> Bruising <input type="checkbox"/> Dental <input type="checkbox"/> Musculoskeletal <input type="checkbox"/> Other (please specify) _____				
Activity involved	<input type="checkbox"/> Riding <input type="checkbox"/> Carriage Driving <input type="checkbox"/> Volunteer/Coach duties <input type="checkbox"/> Leader <input type="checkbox"/> Mounting <input type="checkbox"/> Competition <input type="checkbox"/> Camp/Excursion/Workshop <input type="checkbox"/> Vaulting <input type="checkbox"/> Dismounting <input type="checkbox"/> Unmounted Lesson <input type="checkbox"/> Travelling on RDA business <input type="checkbox"/> Other (please specify) _____				
Location and description of injury	Head/Neck _____ Back/Spine _____ Trunk _____ Leg _____ Arm _____ Other _____				<input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> L <input type="checkbox"/> R
Ambulance called?	Y / N	Attended Medical	Y / N	Name of Horse	Name of coach

**Section D - OTHER DETAILS**

First aid given and by whom					
Name/s of witnesses					
Follow up required	Y / N	Date of follow up	/ /		
Action taken to prevent further occurrences					
Signature of coach	Signature of RDA President/Secretary/Manager				

This is not an official claim form; any insurance claim must be made by the injured party directly to the insurance company.

ORIGINAL COPY	To RDAQ Office	Attach an additional page if necessary
DUPLICATE COPY	To be retained at the Centre	Version current: 24 August 2015
DUPLICATE COPY	To be given to person involved	

APPENDIX 8

PROCESS OF RISK MANAGEMENT

In order to effectively manage health and safety of those involved in RDAA it is important to work through the following process of risk management.

A **Identify** potential hazards

B **Assess** the risk of these hazards  
causing injury or loss

C **Decide** how to prevent! minimise these  
risks

D **Implement** procedures to achieve the  
prevention! minimisation

E **Monitor** and **Review** the effectiveness  
of the procedures

**Communicate** and **Consult** with  
interested parties at all stages

Remember:

**Spot the hazard**

**Assess the risk**

**Fix the problem**

**Evaluate the results**