GIPPSLAND ENDURANCE RIDERS ZONE

**TOONGABBIE TRAINER**

*DESCRIPTION OF EVENT*

The competitors and staff arrive at the grounds (toongabbie adult riders club grounds) on the Friday Saturday morning prior to the event. The competitor is required to enter the ride and the horse undergoes a pre-event vet check to ensure that the horse is fit to start.

The ride is divided into “legs” – in this case a 40km (marked with black arrows) , also a 20km loop (marked with blue arrows) and a 10 km loop (marked with green arrows). At the completion of each loop the horse is required to present to the vets for review within 30min of completion to ensure the horse is fit to continue in the event. (many parameters are checked including lameness, heart rate , hydration status etc). There is a hold time between legs of 60 mins , this includes the 30min preparation time for vetting.

The ride commences at 7am, all riders are marshalled and their competitor number taken so that the chief steward is aware of how many riders (and who they are) at a given time are on track. At the beginning of the ride the riders leave together but quickly spread over the course as riders will ride at different paces.

Along the course there are dedicated checkpoints , as the rider passes through these checkpoints they are required to announce their competitor number which is recorded by the checkpoint personnel. This is to ensure that all riders stay on course and are accounted for during the event. At all times there is a rescue float available if a rider chooses to withdraw and return to base.

On completion of each leg , time keepers record arrival time back at base and the time the riders returns to the course on the second leg.

The running of the event is managed by the chief steward who is onsite over the weekend. Veterinary staff are on base over the weekend and are available to treat any horses if required.

Risks are assessed and managed as per the attached risk management document. The 40km, 20km and 10km traverses stock routes, laneways and quiet country roads in the farmland between Toongabbie & Glengarry & Cowwar. VicRoads and Latrobe Shire have been consulted and provided with this document also.

This event has occurred annually for the past 10 years without incident. It attracts competitors from all over Victoria to Gippsland and promotes tourism for the future.

**Gippsland Endurance Riders Zone**

**RISK MANAGEMENT PLAN**

**Date:13/3/2021**

**INTRODUCTION:**

**General description of our organisation:**

GERZ is an affiliation / subgroup of the Victorian Endurance Riders Association (State body for the Australian Endurance Riders Association). Our sport involves riding horses over distances (20km social ride, 40km intermediate ride and 80-160km endurance events). The sport is governed by many rules / regulations and policies to ensure the safety of horses and riders at events.

The events are held all over Australia.

GERZ has been running endurance events for more than 20 years.

We are a not for profit organisation , the committee members all volunteers.

Our membership consists of people passionate about the sport

**AIMS of our organisation:**

GERZ aims to run events each year to provide a local event to promote Gippsland and encourage competitors from elsewhere in Victoria and interstate to visit our region and enjoy our beautiful countryside.

We are a not for profit organisation run by volunteers.

**Community Expectations**

GERZ has been running events from the Toongabbie Riders Club Grounds for several years (>10). We bring visitors to the community who support local businesses.

Feedback from the community in general over the years has been positive.

We always plan our events and courses in order to minimize any environmental impact or community disturbance.

**Resources available:**

Entry fees are charged for all events – the funds raised are used to cover the costs of infrastructure, veterinary fees and other sundries associated with running an event, Any profits are rolled over to assist with following events. GERZ has all the resources associated with Victorian Endurance Riders Association(VERA) at its disposal.

**What legislation do we have to consider when deciding on our activities…?**

**Legislation:**

 OHS: Overriding VERA policy

 Hazardous goods: No hazardous goods on site or utilised during event

 Codes/Regulations Nil required

 Licences: Vehicles. Staff or volunteers working with these on behalf of the organisation will all be licenced

 Environmental Protection Permits pending

 Food handling All attendees responsible for providing own foods and beverages

 Animal Welfare Humane treatment and keeping of animals

 Council / shire Permit pending

 VicRoads Permit pending

As above, GERZ events have overriding governance from VERA /AERA. Policies and guidelines regarding events are available from websites.

**Australian Standards relevant to our activities:**

Helmets 3838; Risk Management In Sport & Recreation;

Relevant standards for our circumstances include the following:

All competitors must use a helmet when riding. Closed appropriate footwear when handling horses.

Again VERA has overriding policies.

Risk management plan attached.

**RISK ASSESSMENT MATRIX**

|  |  |
| --- | --- |
| **Likelihood** | Consequences |
| **Insignificant**Any injury or disease that needs first-aid treatment only.**1** | **Minor**Any injury or disease requiring medical treatment and or that is likely to result in a person being incapacitated from normal activity for a continuous period of up to 7 days.**2** | **Moderate**Any injury or disease that is likely to result in a person being incapacitated from normal activity for a continuous period of 7 or more days.**3** | **Major**A fatality or total and permanent disability**4** | **Catastrophic**Multiple fatalities**5** |
| **Almost Certain**The event is expected to occur in most circumstances. | **1** |  |  |  |  |  |
| **Likely** The event will probably occur in most circumstances. | **2** |  |  |  |  |  |
| **Moderate**Given time, likely to occur. | **3** |  |  |  |  |  |
| **Unlikely**More likely not to occur under normal conditions. | **4** |  |  |  |  |  |
| **Rare**The event may occur only in exceptional circumstances. | **5** |  |  |  |  |  |

Once you have determined above the likely Consequences Ratings for the identified risks refer to the Risk Analysis Matrix to determine the overall Risk Rating for the identified Risk. The higher the Risk Rating the more immediate and higher level attention is required.

|  |  |
| --- | --- |
| **Severe Risk** | Discontinue operation and / or immediate corrective action required.  |
| **Significant Risk**  | Corrective action needed. Action in short term as appropriate. |
| **Moderate Risk** | Attention indicated.  |
| **Minor Risk** | Implement practicable short-medium term control measures.  |

**RISK ASSESSMENT - Gippsland Endurance Riders Zone – Gippsland championship**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HAZARD** | **POSSIBLE OUTCOME** | **likelihood** | **Consequence** | **RISK****Rating** | **RISK CONTROL MEASURES** | **ACTIONS** |
| **HEAT POLICY & INCLEMENT WEATHER** |
| Code Red Day | Event conducted in unsafe conditions | 5 | 5 | Minor Risk | CFA announced extreme weather day - Travel warnings in place | Have policy in place to cancel event if deemed necessary |
| Severe/Extreme Weather Day | Unhealthy weather conditions to be outside | 5 | 5 |  Minor Risk | Very unlikely as event held in spring to mitigate risk | Heat Policy to be put in place – cancellation of event to be considered if occurs |
| Hot weather - heat distress – Under 38 degrees | Personal injurySun stroke / dehydration | 2 | 1 | Minor Risk | Not expected that weather for this event will be intense – event held in Spring.Natural tree shade on site | Events to provide sunscreenWater available on site  |
| Wet weather / Storms | Wet grass, muddy tracks - slipping/falls. HypothermiaAffecting riders.Wind blowing items around base. | 3 | 1 | Moderate Risk | Ensure event infrastructure secured. Keep abreast of storm fronts etc – use BOM website for update information. Adjust course if required to avoid hazards and notify competetors of weather events to ensure appropriately attired.  |  If weather is bad enough, event will be cancelled |
| **GENERAL RISKS** |
| Antisocial behaviour of a passerby / spectator / other rider (eg. Motorbike) | Personal injury  |   4 |   2 | Minor risk | Chief steward on site to manage antisocial behaviour. | DEWLP aware of event to ensure no clashing with motorbike event. |
| Inappropriate road surface – slippery sections , washouts in tracks, broken culverts / drains | Injury to participants – both horses & riders | 3 |  2 | Moderate Risk | * Hazards identified to riders with signage.
* Caution tape used to mark hazardous sections of course.
 | * Route to be checked one hour prior to event
* OH&S Risk
 |
| Slips/Trips/FallsPeople tripping on obstacles within ride base or surrounds | Personal injury | 4 | 1 | Minor Risk | * First aide to be administered & ambulance called if required
 | * Event organiser to ensure site safe
 |
| People need urgent medical attention | Personal injury | 4 | 3 | Moderate Risk | * First aide to be administered by first aide officer appointed for event (off duty ambulance MICA paramedic) and Rural ambulance service to be called if required.
 | * Ambulance notified of event
 |
| Falls from horses, injuries sustained from handling horses | Personal injury | 4 | 3 | Moderate Risk | * First aide to be administered by first aide officer appointed for event (off duty ambulance MICA paramedic and Rural ambulance service to be called if required.
 | * Ambulance notified of event
 |
| **TRAFFIC RELATED RISKS** |
| Several country road crossings. Maffra Rd , Cairnbrook Rd and Lower Cairnbrook Rd. | Personal injury | 4 | 3 | Moderate Risk | * VicRoads approved signage warning approaching vehicles of horses event in progress and horses crossing road.
* Competitors alerted of road crossing ahead – walk only across roads or immediate disqualification from event.
 | * Major road crossings manned to ensure safety
* VicRoads and DEWLP approval.
* Local hospital and ambulance service notified of event.
* Local police notified
 |
| People moving signage marking course for competitors | Riders becoming lost in bush areas | 4 | 2 | Minor Risk  | * Corrective action needed if occurs.
* Mobile phone coverage to allow communication with chief steward at base.
* Checkpoints at intervals along course.
 | * Course marking checked prior to commencement of event.
* Regular communication with checkpoints to track competitors during
* event.
 |
| Pedestrian crossing area during event | Personal injury | 4 | 1 | Minor | * Signage to advised public of horse event in progress
 | * Has not happened during past events
 |
| **Horse Related Risks** |
| Horse becomes unwell prior to, during or following event while on ride base | Animal welfare | 3 | 2 | Moderate Risk | * Treatment vet onsite at all times during event.
* Rescue float available at all times to collect horse and rider off course during event
 | * All horses are treated on site or transferred to Maffra equine hospital for further management if needed.
 |
| Horse infected with equine disease, enters grounds and infects other horses. | Animal welfare | 5 | 3 | Moderate Risk | * Mandatory 3 day horse temperature log presented to veterinary staff on arrival at event base.
* Horse health declaration form to be signed and presented at entry
 | * Event is conducted under governance of Australian Endurance Rider Association policy.
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| **EVENT – SITE SPECIFIC RISKS** |
| * Complaints from local residents / businesses
 | Damage to reputation | 4 | 1 | Minor | * Residents advised of event
* Horse walk only zones in public/ populated areas
* Signage to keep competitors off private property
 | * Provide the complainant with the positive aspect of the activity
* Ensure all residents /business in the affected area are advised of the activity
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| Equipment blowing over (eg. Chairs / marquee) | Personal injuryEquipment damage | 3 | 1 | Minor  | * Monitor weatherVolunteer allocated to areaSandbags
 | * Stack chairs in multiples when not in use
 |
| Guide wires - tents/marquees | Slips/trips/fallsPersonal injury | 3 | 1 | Minor | Minimise use of guide wiresSand bag, pegs | Put streamers on ends, tie ribbons. |
| Damage to equipment | Damage to equipment | 4 | 2 | Minor | No vehicle site access to vetting area.Site perimeters setRestricted access to event | Provide car parking for spectators prior to eventEstablish site perimeter |

