

Nelson Riding Club Incorporated

Health and Safety Policy and Procedures

March 2021

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Signed	

Health and Safety Policy

Nelson Riding Club is committed to the protection of people from accidental injury or damage from activities carried out by the club. The Club will take all reasonable steps to ensure the health and safety of event participants and other attendees by:

- documenting and communicating the Health and Safety Policy to its members
- providing a safe environment at events
- ensuring equipment on the event premises is safe and fit for purpose
- identifying and minimising actual and potential risks and hazards
- establishing and maintaining communication with participants during events
- demonstrating a commitment to accurately record and report health and safety matters
- complying with legal obligations
- assessing feedback from participants on health and safety matters
- providing prompt medical attention for accidents or illness
- developing emergency evacuation procedures.

Members of the NRC Committee are encouraged to participate in the development, ongoing implementation and review of the Health and Safety Policy and to ensure that it is fully implemented at each event.

Definitions

“Accident” means an event that causes any person to be harmed.

“Incident” or “near miss” means an event than in different circumstances may have caused a person harm.

“Serious harm” (which must be notified to Worksafe NZ within seven days after the event) means:

Any of the following conditions that amounts to or results in permanent loss or bodily function, or temporary severe loss of bodily function:

- Respiratory disease
- Neurological disease
- Chemical burn of eye
- Penetrating wound to eye
- Bone fracture
- Laceration
- Crushing
- Illness caused by exposure to infected material
- Communicable disease
- Dermatological disease
- Noise induced hearing loss
- Amputation of body part
- Burns requiring referral to a specialist registered medical practitioner or clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness from absorption, inhalation, or ingestion, of any substance.
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more within 7 days of the harm’s occurrence.

Health and Safety Procedures

Rider Personal Protective Equipment (PPE)

- Participants must wear a riding helmet which is compliant with current ESNZ standards at all times when riding
- Riding helmets used in other sports are not permitted at any NRC events
- Nelson Riding Club encourages the use of an ESNZ - compliant back protector at all jumping events
- Participants must wear an ESNZ – compliant back protector at all times when riding for any event that involves fixed jumps
- Participants must wear small-heeled riding boots at all times when riding.

Pre - event

The person responsible for leading each event, or a person designated by the Committee, must do the following:

- Discuss and agree with venue providers health and safety requirements (if applicable)
- Submit a Health and Safety Plan (if applicable)
- Ensure any contractors at NRC events have submitted a completed Health and Safety Plan (if applicable)
- Ensure that Incident and Accident reporting forms are available on-site
- Identify and sign post unauthorised areas
- Clearly define each designated area of the show or event
- Ensure there is adequate space for the parking of floats and safe loading/ unloading of horses
- Identify, isolate or minimise any hazards
- Check all equipment to be used at an event to ensure it is safe and fit for purpose
- Ensure a person with a current first aid training certificate will be in attendance at each event
- Ensure that a human First Aid Kit and a horse First Aid Kit is available at each event (located in the Rough Island Equestrian Park shed or with first aider if at different location).

At the start of the event

The person responsible for leading each event, or a person designated by the Committee, must do the following:

- Ensure participants sign an event waiver form agreeing to health and safety conditions
- Ensure participants provide details for an emergency contact
- Provide a Health and Safety briefing for all participants that covers (but is not limited to) the following:
 - Location of all identified hazards and risks
 - Location of First Aid Kits
 - Name of person who holds a current First Aid Certificate
 - Emergency Management Procedure including pre-designated evacuation location
 - Communication between participants during event
 - Expected times for completion of the event/ assembly at stages
- Ensure that the activities of participants do not put any members of the public in danger (e.g.float parking)
- Remind participants and visitors to NRC events of the requirement to notify risks / hazards and accidents / incidents (both horse and human) to the H&S Representative as soon as possible after an incident or accident has occurred.

During the event

The person responsible for leading each event, or a person designated by the Committee, must do the following:

- Monitor fractious or potentially dangerous horses and take appropriate steps to ensure the safety of the rider, other participants and the public (if applicable). Note, this may include removal of the horse from the event.
- Administer first aid (if applicable)
- Call 111 and/or vet in the event of an emergency
- Ensure all participants are accounted for at the end of an event
- Invoke the Emergency/ Evacuation Plan (if applicable).

After the event

The person responsible for leading each event, or a person designated by the Committee, must do the following:

- Ensure all incidents and accidents are recorded and submitted to the Committee (and Worksafe NZ in the event of a serious injury or death)
- Report to the Committee any Health and Safety concerns or recommendations at the next meeting of the Committee.

Annually

- The Committee must review the Health and Safety Policy and procedures annually each year in March
- The Committee must make its current Health and Safety Policy available to its members on joining the Club, at the time of annual subscription renewal and on its website at all times
- The Committee must ensure its First Aid kits are inspected annually in March to ensure they are fit for purpose, and at any other time as required.

Responsibilities

The Committee Chairperson is responsible for:

- Oversight of Health and Safety matters
- Ensuring the Health and Safety folder is up-to-date
- Maintaining the Risk / Hazard register
- Ensuring that horse and human first aid kits are fit for purpose
- Organising annual Health and Safety training for committee members and regular NRC event facilitators
- Ensuring annual review of the NRC Health and Safety Policy and Procedure.

Leaders of events are responsible for:

- Carrying out the role of Health and Safety Officer for the event or delegating the role to another member
- Ensuring a first aider is present at the event
- Ensuring that horse and human first aid kits are accessible at the event
- Ensuring the riders are wearing the correct PPE
- Ensuring that the Pre-, Start-, During- and After- event procedures outline above are carried out.

Participants at events are responsible for:

- Following all instructions given by the designated Health and Safety representative of the event and reporting risks / hazards
- Reporting any incidents or accidents or ill health (horse and human)
- Not undertaking any activity that is unsafe for self and horse
- Not interfering with an accident scene
- Keeping themselves, their guests and their horses safe, hydrated and protected from the weather – e.g. sun, wind or rain and take all necessary steps to maintain their own personal Health and Safety.

Member Feedback

Members are encouraged to provide feedback on Health and Safety matters or concerns at any time and such matters should be advised to a Committee member. Health and Safety matters raised by any rider will be discussed by the Committee with a view to determining any procedural change or remedial action that may be required. A record will be kept of that discussion.

Hazard Identification and Management

Participants must be aware at all times of the risks and hazards of each event and also the risks and hazards that participants may create through their own activities.

General hazards for events are as follows:

- Horse movements, handling and riding activities
- Moving vehicles
- Tracks and roadways including slopes, ditches, drains, uneven ground and inclines
- Other persons on site including landowners, other members on site, contractors and members of the public.
- Jumps and working equitation equipment (including lifting of equipment).

Procedure for identifying new and existing hazards:

- Identify hazards and implement appropriate controls
- Communicate a list of hazards to participants at the start of each event
- Hazards identified during an event can be reported at any time by any person
- New hazards must be added to the list of identified hazards
- Hazards may be identified as part of an accident investigation in which case the list of identified hazards will need to be updated.

Procedure for identifying significance of hazards:

- All identified Hazards should be assessed to determine whether they are significant or not
- Significant hazards are defined as those that have the potential to cause serious harm.

Management of Hazards:

- The procedure to manage Hazards is to work through the following steps:
 - Eliminate the hazard if this is possible. If it is not possible or practicable to totally eliminate then-
 - Isolate people from the hazard, e.g. by guarding machinery, fencing or if this is not practicable then-
 - Minimise the likelihood of harm from the hazard, e.g. by use of protective equipment, fencing, providing adequate training
 - Where hazards require specialist advice the Committee shall ensure this is obtained.

Inspections, prior, during and after the show or event:

A member of the NRC Committee will inspect the grounds prior to the event beginning, whilst the show or event is operating and after the show or event has ended to ensure that hazards have been appropriately managed and the site is safe. The post show or event inspection is to identify that there are no hazards left on site (if removal of them is possible).

Rough Island Equestrian Park:

Events held at the Rough Island Equestrian Park require identification and management of Hazards in the following areas:

- Buildings/Venue general- ensure the safety requirements are met as per the gas/cooker oven usage in the kitchen area
- Stabling/Yards

- Traffic/Parking management
- Food preparation
- Trade exhibitors area
- Warm up/competition areas
- Public areas
- Ablution facilities

Incident and Accident Management

First Aid

- Adequate first aid facilities and supplies are to be available at all NRC events
- A first aid kit is located in the NRC shed at Rough Island Equestrian Park. Leaders of events must know where this kit is kept in the shed
- For events not held at Rough Island Equestrian Park, the leader of the event must have a first aid kit in their vehicle
- A first aid qualified person must be present at each event.
- All events will be run under the ESNZ Concussion Policy Guidelines.
- All riders must report to first aider following a fall.
- Medical clearance must be obtained before remounting or competing.

Serious Harm Incidents / Accidents

Any serious harm accident is to be reported immediately to Worksafe NZ or within seven days after the accident. It is a legal requirement not to disturb an accident scene until clearance is authorised by a health and safety inspector except:

- To save the life of, prevent harm to, or relieve the suffering of any person
- To maintain access of the general public to an essential service or utility
- To prevent serious damage to or serious loss of property
- If scene requires clearance or other assistance from a health and safety inspector, call 0800 20 90 20.

Incident and Accident Investigation:

- All incidents and accidents should be investigated to determine the cause.
- Obtain as many facts as possible pertaining to the accident or incident (consider - photos, measurements, witness details, sketches, and weather conditions)
- Identify all the hazards involved and thus the cause of the accident/incident
- Assess the current hazard controls in place
- Document the incident or accident on the Incident / Accident Form
- Report the incident / accident to the Club Committee
- A completed Incident / Accident form must be sent to the Park Board for incidents / accidents that occur at the Rough Island Equestrian Park
- The Committee must decide on future actions e.g. prevention, elimination, isolation, minimisation.

Emergency Response

The NRC shall ensure effective and efficient responses to emergency situations. An emergency situation may arise as a result of:

- Fire
- Earthquake or severe weather event
- Chemical spill or explosion
- Horse out of control
- A serious fall for a horse and/or rider resulting in serious injury or a fatality
- Unwanted human attention.

Emergency services

When emergency services are required:

- For emergency services dial 111 and ask for the service you require:
- For emergency animal care – 03 5441200 (Town & Country Vets, Richmond) or Vet Centre 03 5445566
- Stay calm, give your name, details of the emergency, and street address - which is dependent on the activity location – this will be written on the registration form for the event.
- For Rough Island, this is Rough Island Equestrian Park, Tic Toc Road, Richmond
- Provide emergency services with the cell phone number of the NRC event leader.

Fire

Any person discovering a fire should:

- Raise the alarm immediately by shouting FIRE and triggering any alarm system
- Call the Fire Service – dial 111
- Immediately advise the event leader of the situation
- Advise all persons to make their way to the designated meeting point if this is not the source of the fire
- Contact the event office for public sound system messages and emergency service involvement (if applicable)
- Event office (if applicable) to contact emergency services and activate emergency evacuation procedures as necessary
- Switch off all machines and appliances near the fire
- Close all building windows and doors (if applicable)
- Proceed in an orderly manner out of the building by the nearest doorway (if applicable)
- If the building is smoke logged, keep near the floor (if applicable)
- Do not endeavour to obtain personal effects from any part of a building or event location and do not attempt to return to the fire location
- NRC's event leader must liaise with emergency services.

Earthquake or severe weather event

In the event of any major seismic activity, or severe weather event that has the potential to lead to loss of life, damage property, or cause serious harm to persons or animals:

- The event leader must liaise with emergency services
- Ensure the electrical power supply is turned off at the mains supply to the show or event
- Cease all competition
- Ensure only generator power is used (if applicable)
- Evacuate all people to designated safe area
- Secure animals
- Control traffic in the event of venue evacuation

Chemical spill or explosion

- Call the Fire Service – dial 111
- Immediately advise the NRC event leader
- Evacuate all people and horses from the area
- Ensure the area remains secure
- Do not attempt to touch, dilute or absorb a chemical
- Do not use water
- NRC's event leader must liaise with emergency services.

Unwanted human attention

If a person is displaying unusual or unwanted behaviour:

- Keep calm, make no sudden movements
- Do what the person asks
- Try to memorise as many details about the person as possible
- Notify police as soon as it is safe to do so
- Leave the phone line open until police arrive.

Evacuation

In the unlikely event that evacuation is necessary, the event will cease immediately and an announcement will be made by the NRC event leader advising what the imminent threat is and the need for timely evacuation.

Possible reasons for evacuation:

- Tsunami – low risk of occurrence, timely evacuation if warning has been given by Civil Defence
- Fire- Potential for high risk of occurrence, immediate evacuation may be required depending on location and intensity as advised by emergency services
- Flood – Low risk of occurrence, timely but not rushed evacuation
- Earthquake – Potential for high risk of occurrence, emergency services would advise as to whether to evacuate or remain as potential flooding may occur.

Evacuation procedure

- All participants and horses must evacuate to a pre-designated evacuation area
- The NRC event leader will ensure all persons have evacuated
- NRC's event leader must liaise with emergency services
- Event participants must advise the NRC event leader of any special assistance that may be required in case of an emergency (e.g. in case of deafness, physical disability).