

ATHERTON TABLELANDS & DISTRICT DRESSAGE & EQUESTRIAN ASSOCIATION INC.

RISK MANAGEMENT POLICY AND PLAN

PART 1: RISK MANAGEMENT POLICY

1. Purpose

This Risk Management Policy establishes the framework for identifying, assessing, and managing risks associated with the activities of the Atherton Tablelands & District Dressage & Equestrian Association Inc. (ATDDEA). The policy aims to protect the safety and wellbeing of all participants, members, volunteers, spectators, and the general public while ensuring the Association's ongoing viability and reputation.

2. Scope

This policy applies to:

- All equine activities conducted under the auspices of ATDDEA
- All members, participants, volunteers, officials, contractors, and visitors
- All venues and facilities used by ATDDEA
- All Committee members and office bearers

3. Policy Statement

ATDDEA is committed to:

- Providing a safe environment for all equine activities
- Identifying and managing risks proactively
- Complying with all relevant legislation and industry standards
- Fostering a culture of safety awareness among all stakeholders
- Minimizing potential harm to people, property, and the Association's reputation
- Continuously reviewing and improving risk management practices

4. Roles and Responsibilities

Management Committee: Overall responsibility for risk management, approval of policies, allocation of resources, and oversight of implementation.

Event Organisers: Implementation of risk controls at events, venue safety inspections, incident reporting, and participant briefings.

Members and Participants: Compliance with safety requirements, appropriate conduct, reporting hazards, and taking reasonable care for their own safety and that of others.

Volunteers and Officials: Following established procedures, reporting incidents and hazards, and maintaining their competency.

5. Risk Management Principles

ATDDEA will manage risks by:

- Systematically identifying potential hazards and risks
- Assessing the likelihood and consequences of identified risks
- Implementing appropriate control measures to eliminate or minimize risks
- Monitoring the effectiveness of controls
- Regularly reviewing and updating risk assessments

6. Legislative Compliance

ATDDEA acknowledges its obligations under relevant Queensland and Commonwealth legislation including:

- Work Health and Safety Act 2011 (Qld)
- Associations Incorporation Act 1981 (Qld)
- Civil Liability Act 2003 (Qld)
- Australian Standards relevant to equine activities

7. Insurance

ATDDEA maintains appropriate insurance coverage including Public Liability Insurance and Association Liability Insurance. All service providers and contractors must provide evidence of current Public Liability Insurance before engagement.

8. Policy Review

This policy will be reviewed annually or following any significant incident, legislative change, or operational change affecting risk management.

PART 2: RISK MANAGEMENT PLAN

1. Inherent Risks of Equine Activities

All participants must acknowledge the following inherent risks:

- The unpredictable nature of equine animals and their potential to behave in ways that may cause injury or death
- Equine reactions to sounds, movements, unfamiliar objects, people, or other animals
- Land and surface conditions including variations and hazards
- Potential collisions with other animals, people, or objects
- Participant actions including failure to maintain control or acting beyond capability

2. Participant Responsibilities

All participants, members, volunteers, and workers must:

1. Use designated areas only and follow organising committee directions
2. Ensure all equipment and tack is safe, properly fitted, and meets current standards
3. Demonstrate ability to safely manage their horse
4. Keep horses under control when ridden or led
5. Display clear warnings on stables for horses that kick or bite
6. Maintain supervision of children at all times
7. Keep dogs leashed or secured at all times
8. Park vehicles in designated areas with appropriate spacing
9. Wear appropriate safety equipment including approved helmets when mounted
10. Report hazards, incidents, and near-misses immediately

3. Event Organiser Responsibilities

Event organisers and the organising committee must:

11. Conduct pre-event venue inspections and document findings
12. Provide signage warning of known hazards and dangerous conditions
13. Display liability disclaimer signage in prominent locations
14. Ensure arenas and surrounds are safe and fit for purpose
15. Maintain appropriate separation between public areas and activity zones
16. Ensure qualified First Aid personnel and fully stocked First Aid kit are available
17. Establish emergency procedures and communicate these to all participants
18. Obtain signed indemnity forms from all participants acknowledging inherent risks
19. Verify that service providers hold current Public Liability Insurance
20. Complete Incident Reports for all incidents and near-misses
21. Follow Equestrian Queensland Event Management Checklist
22. Conduct post-event debrief and document lessons learned

4. Risk Assessment Process

ATDDEA uses a systematic risk assessment process:

Step 1 - Identify Hazards: Document all potential sources of harm through venue inspections, incident history, and stakeholder consultation.

Step 2 - Assess Risks: Evaluate likelihood (Rare/Unlikely/Possible/Likely/Almost Certain) and consequence (Insignificant/Minor/Moderate/Major/Catastrophic) to determine risk rating.

Step 3 - Control Measures: Apply hierarchy of controls: Eliminate, Substitute, Engineer, Administrate, Protect (PPE).

Step 4 - Implement: Put controls in place, allocate responsibilities, and provide necessary resources.

Step 5 - Monitor and Review: Regularly check effectiveness of controls and update as needed.

5. Incident Management

Immediate Response: Ensure safety of all persons, provide first aid, contact emergency services if required, secure the scene.

Reporting: Complete Incident Report Form within 24 hours documenting all relevant details, witness statements, and immediate actions taken.

Investigation: Committee to review all incidents, identify root causes, and determine corrective actions.

Notification: Serious incidents must be reported to insurers and relevant authorities as required by law.

6. Key Definitions

Equine Activity: Shows, competitions, training, riding, handling, or assisting with horses and ponies.

Participant: Anyone engaging in equine activities, whether amateur, professional, paid, or unpaid.

Equine Professional: Person who **derives an income** (monetary or in-kind) from activities in equestrian sport, including **breaking, training, coaching, or riding horses**.

Hazard: Any source of potential harm or adverse health effect.

Risk: The likelihood and consequence of a hazard causing harm.

7. Implementation and Review

This Risk Management Plan will be:

- Communicated to all members, participants, and volunteers
- Made available on the ATDDEA website and at all events

- Reviewed annually by the Management Committee
- Updated following significant incidents or changes to operations
- Subject to continuous improvement based on lessons learned