



Site location: Wainui Pony Club Wainui Road, Wainui	Incidence	Potential consequences				
Event: Pony Club Rallies		Insig.	Minor	Mod.	Major	Cata.
	A (probable)	H	H	E	E	E
	B(likely)	M	H	H	E	E
In an emergency phone 111 Michelle Hatton – President - 021 062 8978 Claire Brothers Safety Officer - 022 035 4979	C(possible)	L	M	H	E	E
	D(unlikely)	L	L	M	H	E
	E(rare)	L	L	M	H	H
Date of approval: 24 July 2017	<p>Approved by: <i>M. A. Hatton</i></p>					

The hazards below are identified risks for Wainui Pony Club Rallies. The person Responsible Column indicates the chain of responsibility for each of the actions required. The first person on the list has the onus of responsibility for the safety measures being followed. If the safety issue is not resolved at that level then the matter is escalated through the chain of responsibility until compliance with the safety requirement is met.

Activity	Hazard	Initial rating	Preventative Measures	Final rating	Responsible Person
Arrival and Preparation at Pony Club	Traffic	E	Erect signage to indicate entry from road during rallies and for crossing road during the rally. Limit speed on grounds to 15km/hr	M M	Rostered Parent Safety Officer Committee Members President



	Parking	H-E	<p>Park so that backing is not required (drive through)</p> <p>Allow 2m plus the length of the horse between vehicles to allow safe pedestrian egress</p> <p>Tie horses to one side of float/truck (near side)</p> <p>No horse to be ridden in car park area (see notes)</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>Person Driving Car / Truck /Float</p> <p>Safety Officer and Committee Members to enforce President</p>
Unloading	<p>Kicking</p> <p>Trampling</p> <p>Loose horses</p>	H-E	<p>Do not stand on ramp behind horse</p> <p>All horses must be on a lead rope</p> <p>Wear sturdy footwear</p>	<p>L</p> <p>L</p> <p>L</p>	<p>All riders and persons responsible for a horse.</p> <p>All coaches and Safety Officer and Committee members to enforce President</p>
Tie-up	Crushing	H-E	Do not step over or under a lead rope connected to a horse	L	<p>All riders and persons responsible for a horse.</p> <p>All coaches and Safety Officer and Committee members to enforce President</p>
Tie-up	Unruly horses	M-H	Horses that pull back, rear, kick-out, are restless and/or display bad manners that compromise safe passage of pedestrians and/or other riders activities should be tied up at a safe distance from other people and horses.	L	<p>All riders and persons responsible for a horse.</p> <p>All coaches and Safety Officer and Committee members to enforce President</p>



Warm-up	Dangerous riding	M-H	Riders should warm-up their horses well away from the parking area and where horses are being tacked up. There must be no cantering past these areas.	L	All riders and persons responsible for a horse. All coaches and Safety Officer and Committee members to enforce President
On-Ground	Unruly horse	L-H	Red ribbon must be worn in the tail of any horse that kicks Rider is to maintain a safe distance from other people and horses	L L	All riders and persons responsible for a horse. All coaches and Safety Officer and Committee members to enforce

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Rally activities	Faulty/missing rider equipment	M-H	NZPCA approved helmet/ footwear/back protector to comply with NZPCA general regulations	L	All riders and persons responsible for a horse. All coaches and Safety Officer and Committee members to enforce President
	Faulty/missing tack/horse equipment	M-H	Tack/stirrup leathers/stirrups/other equipment should comply with NZPCA general regulations	L	All riders and persons responsible for a horse. All coaches and Safety Officer and Committee members to enforce President
	Dangerous ground conditions	M-H	Monitor ground conditions cancel mounted rally if necessary	L	Head Coach and Safety Officer and Committee President



	Horse collisions	M-H	Rider to ask for assistance if required when riding in groups in confined areas. Parents to assist if required Coach to control group at all times / riders to listen to Coach instructions	L L	Rider/person responsible/ coach/head coach/Safety Officer/Committee/President Coach Head Coach Safety Officer Committee President
	Unruly horse	M-H	Seek assistance to manage and isolate the horse Report to Head Coach	L L	Coach Head Coach Safety Officer Committee President
	Falls	M-E	Coach to ensure riders ride within their capabilities Report incident for committee discussion in Head Coach report Complete NZPCA fall report and send to NZPCA	L	Rider/parent responsible Coach Head Coach Safety Officer Committee President
	Near misses	L-M	All near misses must be documented in the Wainui PC reporting book in club room H and S Report at committee meetings	L	Rider/parent responsible Coach Head Coach Safety Officer Committee President
	Accident/illness/injury	L-M	All near misses must be documented in the Wainui PC reporting book in club room H and S Report at committee meetings	L	Rider/parent responsible Coach Head Coach Safety Officer Committee President

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`Site safety	Members of public	L-M	Hazard signs at each entry gate	L	Committee and Safety Officer
		L-M	Hazard signs on equipment containers	L	
		L-M	Keep potentially hazardous materials such as weed killer and paint in yellow cottage	L	
Rally Equipment	Broken items such as poles, jumps, wood with exposed nails, sharp edges etc.	L-M	Remove to designated maintenance area Maintenance area sign posted and quarantined	L	Rider/parent responsible Coach Head Coach Safety Officer Committee President
	Set up	L-M	2 people per jump pole, wear gloves, wear sturdy footwear. Share loads greater than 10kg	L	Rider/parent responsible Coach Head Coach Safety Officer Committee President
	Falling objects	L-M	Use appropriate tools Dismantle jumps before moving Remove excess jump cups from stands	L	rider/person responsible/c oach/head coach/safety officer/commi tee/Presiden t
	Fire/natural disaster	L-M	Emergency evacuation procedure Designated meeting point	L	Safety officer/commi tee/Presiden t
Spectators	Family members/responsible adults	L-M	Sturdy covered footwear around horses Non-riding children under supervision No Dogs allowed on Wainui Grounds at any time	L	person responsible/c oach/head coach/safety officer/commi tee/Presiden t



Food handling	Potential illness	L-E	<p>Ensure adequate refrigeration</p> <p>Ensure adequate cooking temperature</p> <p>Ensure segregation of raw meat and cooked food</p> <p>Wear disposable gloves</p> <p>Ensure money handling is performed separately to food handling.</p>	L	<p>Canteen Manager</p> <p>Safety Officer</p> <p>Rostered Parents</p>
Leaving Rally for home	As per the arrival criteria		<p>Erect signage to indicate entry from road during rallies and for crossing road during the rally.</p> <p>Limit speed on grounds to 15km/hr</p>	<p>M</p> <p>M</p>	<p>Safety Officer</p> <p>Rostered Parent</p> <p>Committee Members</p>