



PROCEDURES FOR INSURANCE/RISK MANAGEMENT FORMS

Event Management/risk management check list

This is a checklist only and does not have to be returned to the NCHA but it is a good idea to complete it and keep on hand. It may also be forwarded to the NCHA.

ARM Checklist: Events

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Safety Procedures

This is for reference purposes

Hazard & Risk Assessment Risk Rating & Control Chart

*This chart is a guide as to how you should fill in your "blank" hazard and risk assessment chart. Your blank chart **must** be filled in and sent back to the NCHA **before** your show. Please include your club name, show and event date at the top of the form.*

Incident / Hazard Reporting & Investigate Form

***Section 1** is to be completed by the person reporting the incident (if there are any).*

***Section 2** is to be completed by the area management or club official of your club/show. Please include the details of your club on the top of the form. This form **must** be returned to the NCHA at the completion of your show. If there were no incidents recorded, simply state this on the form, sign and return it to the NCHA office. *Always keep a copy for your own records.**

Event Control Centre Log Sheet

*Any volunteers or paid staff on the show grounds are to sign in and out on this sheet. The sheet must be return to the NCHA office after the completion of your show. *Again, include the club details on the top of the form and retain a copy for your records.**

Any other information received from the NCHA office is for information purposes only. Refer to this information as a guide to assist you in this matters and when filling out the appropriate forms.

Please note that it is extremely important for all Affiliates to follow their risk management procedures and ensure that the required paperwork is submitted to the NCHA office in accordance with our insurance agreement. Fines may be applicable and points may not be recorded if this paperwork is not returned.



ARM CHECKLIST: EVENTS

Category	Action	OK	
Required:	<u>Rules and regulations re.</u> rider equipment: minimum standards set & random checks; skill prerequisites for participation at various levels authority for officials to remove unsafe horses, riders, deny involvement if necessary dogs on leashes	OK <input checked="" type="checkbox"/>	
	Presence of appropriate first aid resources: ambulance/designated first aid officer		
	Separation of public with suitable barriers (depends on type of event what will be necessary)		
	Designated personnel: security, public relations; human resources		
	Assessment, approval and maintenance of spectator facilities (stands, ablutions, food and drinks supplies, parking etc)		
	Provision & maintenance of appropriate arena surfaces, fencing etc.		
	Traffic control for spectator access, separation of horses and public, warm-up rings, vehicles (trucks & floats) etc		
	Appropriate barricade to prevent escape of animals from grounds		
	Appropriate signage		
	Training of officials (rules and responsibilities)		
	Risk management and risk assessment on event		
	Risk management training of main staff		
	Reporting of incidents and accidents		
	Minimum food handling requirements		
	Recommended:	Waivers for participants	
		Training of officials/volunteers: Risk Management and responsibilities	
Detailed signs			
Event manager (depends on size)			
Event staff (depends on size)			
Designated staff for rubbish, crowd control, facility maintenance needs, finances etc.			
Complaints process			
Checklists and records			
Debriefing of staff and volunteers after event			
Education of public			
Ongoing training of officials and volunteers			

RECOMMENDED STANDARD SAFETY PROCEDURES FOR NCHA SHOW/ACTIVITIES

SIGNAGE

- **Animal welfare** sign posted at entry into practice pen and arena
- **Signs stating** that horses may be dangerous animals and that anyone coming to the show enters the grounds at your own risk; this should be posted at all points of entry
- **Caution horses** (placed wherever horses may be)
- **Competitors only** (general public should not be able to come into contact with horses and competitors in arena, practice pens and warm up areas)
- **No Parking** (try to keep vehicles away from anywhere horses and cattle may come in contact)
- **Hazard** (this sign should be placed where the safety committee feels an accident could occur)
- **Do Not Tie Horse to Rail** (many horses are tied to portable panels and can pull back and cause the rails to collapse, move or break free and can cause untold damage)
- **No horses in this area** (any area where horses can come into contact with the general public)
- **Competitors parking only** (if possible try to keep general public away from horses)

There are any number of extra signs that a show committee may feel necessary for their event. The more signs you have posted will show "Duty of Care".

PA ANNOUNCEMENTS

Regular comments made by the announcer throughout the day regarding changes in conditions pertaining to the safety of competitors and the general public may also be needed. This mainly pertains to weather conditions, but may also include a change to arena ground conditions, loose dog on the ground, an object that may cause a horse to become frightened etc.

REGULAR AUDITS OF VENUE

Conduct a pre show audit as well as during the show. It is very wise to leave a paper trail in all cases of risk management and by just writing down a few near misses it shows that your committee is showing diligence.

WAVIERS

The NCHA will be providing all show secretaries with official wavier forms that all competitors will have to sign before competing. These forms will be drafted by Affinity Risk Partners and will satisfy their requirements.