

# Risk Assessment for Brisbane CDI

Date: September 15<sup>th</sup> to 18<sup>th</sup> 2021

Venue: QSEC, Beerburrum Rd, Caboolture.

First Aid Officer: Kerry Utting

## Risk Matrix

Use this risk assessment matrix as a guide to assess the inherent risk level. Refer to the attached appendix for further details.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium



Indicate the risk level and undertake the actions required for that risk.

Inherent risk level	Action required
Low Little chance of incident or injury	Manage through regular planning
Medium Some chance of incident or injury requiring first aid	First aid officer/ Veterinarian on site
High Likely chance of incident or injury requiring medical treatment	Consider additional safety procedures or modifications. First aid officer to assess. Ambulance to be called via 000. All riders and presenters covered by insurance. All riders to wear approved safety gear. Event covered by Equestrian QLD insurance.
Extreme High chance of serious incident resulting in debilitating injury	Consider alternative activity. First aid officer to assess. Ambulance to be called via 000. All riders and presenters covered by insurance. All riders to wear approved safety gear. Event covered by Equestrian QLD insurance.

## Hazards and Control Measures

Specific area/ Activity	Hazard	Risk/Consequences	Initial Risk Score		Control Measures	Risk Score	
			Likelihood	Risk rating		Likelihood	Risk rating
Set up	Trip hazards	Injury to personnel	4	3	Safety officer to regularly inspect set-up areas. Clear up all trip hazards as soon as possible. Use identification markers near trip hazards to warn visitors.	2	3
	Lifting heavy items	Injury to personnel	3	4	Ensure personnel use correct lifting technique. Use assisted lifting devices (forklifts) or additional personnel to lift heavy items.	2	4
Stables	Arriving and departing	Collision with another vehicle, person or animal	4	4	Speed limit to walking pace. Unidirectional flow of traffic. Stable warden to monitor vehicles and parking. Pre-allocation of parking spaces.	2	4
	Loading and unloading	Injury to horse, rider or groom	3	4	Loading/unloading in designated areas only. Ensure no unnecessary people around when unloading. Stable warden to monitor loading and unloading.	2	3
	Trip hazards	Injury to horse, rider or groom	4	3	Stable warden to regularly inspect stable area and camping and ensure trip hazards are removed.	2	3
	Leading horses to and from stables	Injury to horse, rider or groom	3	3	All horses to be identified and led by suitably experienced personnel. All stallions to be clearly identified and only led with suitable additional control measures (bit/chain). No spectators allowed at the stable area.	2	3
Riding	Falling from horse	Injury to rider	3	4	All riders must wear approved riding attire including certified helmets and boots. Horses must only be tacked up in approved and safe tack. Stewards to oversee riding areas at all times to monitor for dangerous riding/horses. Provision of adequate lunging areas. Adequate arena familiarisation times. Not allowing warm-up areas to become overcrowded. All dogs on a leash. Removal of unsecured or flapping objects that might startle a horse. First aid officer nearby. All key personnel and judges to have first aid officer number on lanyard to be worn around neck. Event to comply with EA Concussion Policy	2	4

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					<a href="https://www.equestrian.org.au/news/%E2%80%9Cif-doubt-%E2%80%93-sit-them-out%E2%80%9D-ea-concussion-protocols-implementation-all-disciplines-1-july-2019">https://www.equestrian.org.au/news/%E2%80%9Cif-doubt-%E2%80%93-sit-them-out%E2%80%9D-ea-concussion-protocols-implementation-all-disciplines-1-july-2019</a>		
	Dangerous riding causing risk to other riders	Injury to horse or rider	3	4	Stewards to oversee riding areas at all times to monitor for dangerous riding/horses. Stewards authorised to insist riders dismount if they are not in control. Yellow cards for riders who are riding dangerously/not following directions from stewards.	2	4
	Ill-fitting or poorly maintained tack	Injury to horse and rider	2	4	Stewards to inspect tack for safety. Riders and grooms reminded to ensure tack in good, well-fitting condition	2	4
	Fall of horse	Injury to horse and rider	3	4	Ensure safe footing in all riding areas. Identify and fence off unsafe or slippery areas. Allow horses to commence tests from within arenas where the competition surface differs from the arena surround area. Remove trip hazards. Ensure all gates leading to public roads are closed. Stewards to monitor riding areas at all times.	2	4
Interaction	Animal/spectator	Injury to spectator	2	4	Designated horse-free areas for spectators. All dogs to be kept on a leash. Spectators not allowed in warm-up areas or stables. Stewards to monitor	1	4
	Animal/animal	Injury to other horses	2	3	Riders and grooms to maintain safe horse distances apart. Stewards to monitor. Dogs to remain on a leash.	1	3
	Proximity of ringside seating	Injury to patrons if a horse was to become unruly	3	4	Several visual and physical barriers Distance from horse arena Room for patrons to move away Stewards and presenters nearby to assist rider	1	3
Trade village area	Electrical cables	Electrocution	2	5	All cables are tagged and tested.	1	5
	Electrical cables	Trips/falls	3	2	All cables are placed out of pedestrian passages or covered	1	2
	Insecure marquees	Injury to patrons if lifted by wind	3	3	All marquees are to be secured with weights	1	3
	Pedestrian path in trade village	Trip or fall	3	3	Pathways clearly marked A bridge constructed over one culvert	2	2

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			Likelihood	Risk rating		Likelihood	Risk rating
	between rows of marquees						
	Theft of large items from vendors	Loss of finance	2	1	Large items to be checked at departure points for proof of purchase. Security guards	1	1
	Patrons transiting via foot from car park near entrance	Collision with another vehicle, person or animal	3	4	Witches hats provide separate path SES volunteers to guide parking of cars and at gateway to carpark.	2	4
Car park and entrance gate	Line up of patrons at entrance near roadway	Collision with another vehicle, person or animal	3	4	Witches hats provide separate path QSEC staff and volunteers and committee members to supervise lines at gateway prior to opening	2	4
Human interactions/safety	Queries/disputes	Aggressive or escalating behaviour	3	2	Queries and disputes to be handled by designated official on the day. Event to run to EA/FEI rules. Riders encouraged to be aware of rules. Stewards to ensure rules are upheld. Yellow card or disciplinary action for riders/officials/associates not behaving appropriately/adhering to rules	2	2
	Child abuse/unwelcome contact	Inappropriate behaviour	2	3	All riders, grooms and associates must comply with EA's Member Protection Policy and disciplinary bylaws. EA Child Protection Officer present at event. All event officials and photographers must hold a current Blue Card.	1	3
	Cyber bullying	Unwelcome posts on social media	3	2	All riders, grooms and associates must comply with EA's Member Protection Policy and disciplinary bylaws.	2	2
	Security of volunteers	Unsure if volunteer is still on site	2	3	Volunteer register to sign in/out. Identification of volunteers with lanyards.	1	3
Human interactions/safety	Security of patrons	Patrons in incorrect areas	3	3	All patrons wristbanded	2	2
	Security of organising committee personnel	Hazards associated with event preparation	2	3	Site inductions completed All committee and crew identified by lanyards/shirts	1	3
Veterinary	Unwell/injured horse	Horse dies/requires veterinary intervention	3	3	Treating veterinarian appointed. Contact details for treating veterinarian in all competitor information and on key personnel lanyards	3	2

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	Hendra Virus	Suspect or confirmed case of HeV	1	4	Highly recommend all horses from at-risk regions be vaccinated against HeV	1	1
COVID 19	Unwell official/ rider/groom/spectator attending the event	Transmission of COVID 19	2	4	All officials/riders/grooms/spectators to adhere to Brisbane CDI COVID-19 Safe Implementation Plan. Encourage downloading of COVID Safe App.	1	3
Weather	Hot/humid weather	Dehydration. Heat stroke	3	4	Ensure adequate provision of water and shade. Event to adhere to EA Hot Weather Policy <a href="https://www.equestrian.org.au/sites/default/files/EA_Hot_Weather%20Policy_26092017.pdf">https://www.equestrian.org.au/sites/default/files/EA_Hot_Weather%20Policy_26092017.pdf</a>	1	3
	Wet weather/storms	Slips, lightning strikes	2	4	Cancellation of outdoor events in severe weather conditions. Monitoring slippery conditions. Cancellation or postponement of events in storms	1	4
Catering	Inadequate food preparation	Food poisoning	2	3	Ensure all catering contractors are certified with QSEC food preparation policy for food hygiene and handling. Provision of suitable appliances to maintain food at a suitable temperature.	1	3
	Kitchen facilities	Electrocution, burns, slips, trips, cuts	3	3	Kitchen to be in safe, working order. All appliances to be checked by QSEC. All spills cleaned up.	2	3
Ringside seating	Horse entering ringside area	Injury to spectator.	2	4	Adequate fencing around ringside area to prevent horse entering. Stewards and officials to monitor the horse for distress and excuse the horse if the rider appears to be lacking control.	2	3
Ringside seating	Horse entering ringside area	Injury to horse	2	3	Adequate fencing around ringside area to prevent horse entering. Stewards and officials to monitor the horse for distress and excuse the horse if the rider appears to be lacking control.	1	3
	Spectator tripping on stairs during entry or exit	Injury to spectator	2	3	Adequate signage to ensure spectators are aware of steps. Alternate entry points that doesn't require steps	1	2
	Spread of infectious disease	Spectator becomes unwell	2	3	Frequent cleaning of ringside area. Encouraging hand washing and provision of adequate sanitisation points. Encourage social distancing.	1	2
	Horse becomes frightened of	Injury to horse or rider	2	4	Allow adequate arena familiarisation times. Ensure people remain seated and quiet while a horse is undertaking their competition.	1	3

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	movement in ringside area						