



Event Risk Assessment and Preparedness

Club/Committee Name:

Location:	QSEC	Event Date: Monthly 2023
Event Type:	Dressage	Start Date: January 2023
If other please describe	NA	Finish: December 2023
Event Coordinator:		

Consequence →	Insignificant	Minor	Moderate	Major Permanent or extensive injuries	Critical
Likelihood ↓	No Injury	First Aid	Medical Treatment		Death
Almost Certain Expected to occur without controls	Moderate	High	High	Extreme	Extreme
Likely Has happened before & could happen again	Moderate	Moderate	High	High	Extreme
Possible This may occur at some time	Low	Moderate	High	High	High
Unlikely Has not happened before & is not likely to occur	Low	Low	Moderate	Moderate	High
Rare May occur in exceptional circumstances	Low	Low	Moderate	Moderate	High



Required Control Areas



What are the hazards in this area?



What is the rating for each hazard?



How can the risk rating be reduced?



Implement Controls

Risk Assessment & Management Plan

Please add rows and detail to your plan as required to cover all hazards identified

Hazard Source	Is this Hazard present? (Yes/No)	Risk Rating? Low Moderate High Extreme	Risk Management Plan A risk management plan must be completed for Risks rated High or Extreme	Implemented	Communicated	Assessed
Event Management						
Access & Parking						
Gates & Access	Yes	Low		X	X	X
Roads	Yes	Low		X	X	X
Truck /Horse Float Parking	Yes	Low	Specified, dedicated, large area dedicated for trucks and horse floats. Becomes an issue if there is another horse event scheduled on the main arena	X	X	X
Spectator Parking	Yes	Low	Minimal spectator numbers – spectator parking – car park and overflow area.	X	X	X
Overnight Parking	Yes	Low	Overnight parking in dedicated camping areas. Booked online for the event	X	X	X

Hazard Source	Is this Hazard present? (Yes/No)	Risk Rating? Low Moderate High Extreme	Risk Management Plan A risk management plan must be completed for Risks rated High or Extreme	Implemented	Communicated	Assessed
Stable Access	Yes	Low	Good stable access on sealed surfaces. Entry from either end of the stables. Stables managed by QSEC and event stable manager.	X	X	X
Traffic Management - Vehicles						
Vehicle routes	Yes	Moderate	Designated roads for vehicles. Multi-directional	X	X	X
Speed	Yes	Moderate	Speed signage erected at facility entrance by the event team. Other site users tend to speed in area past horses. Block off arena road during events			
Judge and official vehicles	Yes	Low	Judges use judging boxes rather than cars (where possible) therefore minimal vehicular access. Separate access point for judges vehicles along edge of arenas if cars need to be brought to the arenas. Stewards have designated hut, limited use buggies for event organizer	X	X	X

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Traffic Management – Horses						
Parking/ stabling to competition route	Yes	Moderate	Horse paths are not specified, and horses can mingle with vehicular traffic to and from parking, warm-up and competition arenas. Designate safe horse path with crossings			
Horse/ vehicle crossing management	Yes	High	Horse paths are not specified, and horses can mingle with vehicular traffic to and from parking, warm-up and competition arenas. Designate safe horse path with crossings			
Camping, Stabling and Facilities						
Camping Areas	Yes	Low	Designated camping areas with dedicated power outlets in place	X	X	X
Electricity Access	Yes	Moderate	Designated camping areas with dedicated power outlets in place	X	X	X
Stables	Yes	Low	Meet biosecurity and safety requirements. Managed by site owner and stable manage	X	X	X
Toilets and Showers	Yes	Low	Adequate toilets and showers. Cleaned daily by site owner	X	X	X

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Biosecurity						
Biossecurity Hazards	Yes	Moderate	Horse Health Declaration required as a condition of entry. Biosecurity Plan in place	x	x	x

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Field of Play						
Surfaces and surrounds						
Competition area location and condition	Yes	Moderate	Competition area prepared, maintained and assessed by committee/officials prior to each event. Area closed off to public and other users between competitions	X	X	X
Warm-up location and condition	Yes	Moderate	Warm up arenas prepared, maintained, and assessed by committee/officials prior to each event.	X	X	X
Jumps and other event equipment	No		NA			
Horse Hazards						
Conditions or actions that could startle horses	Yes	High	Traffic management plan to be improved Competition areas clearly managed with stewards engaged to ensure processes and procedures are met			

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Weather						
Hot weather	Yes	High	EA Hot Weather Policy Cold water wash bay available on grounds for cooling horses Chest freezer available to store ice as required Adequate cooling for cold water as required Eskies provided for event officials to ensure that they have adequate hydration.	X	X	X
Rain	Yes	High	Grounds monitored and assessed for safety and suitability prior to and during competitions when weather is wet. Competitions cancelled if required Contingencies put in place when grounds are wet in consultation with stewards and TD – eg entering from inside the arena if grass surrounds are too wet.	X	X	X

Emergency Preparedness Plan / Serious Incident Management Plan

Roles and Responsibilities	Have the roles and responsibilities of the following people in managing risk at the event been documented and communicated? (yes/ no/ NA)	Have the roles and responsibilities of the following people in responding to and managing incidents and injuries been documented and communicated (yes/ no/ NA)
Event Organiser	No	No
Officials	No	No
Stewards	No	No
Event Committee	No	No
Technical Delegate	No	No
Ground Jury	No	No
Other – please specify	No	No
Emergency Response	Is there an emergency response plan developed and implemented that includes:	
	Yes/No	Details
First Aid Providers required	Yes	St John Ambulance contracted to provide first aid at all events
First Aid Equipment onsite	Yes	First aid kit
Emergency Response Plan	No	TBD
Reporting Processes	Yes	EA Form o8 – via link on EQ Website
Concussion Management	Yes	EA Form o8 – Via link in EQ Website

