



EQUESTRIAN
QUEENSLAND

6.30pm Thursday 25 May 2023
Sports House Milton
Or online via ZOOM

EQ AFFILIATED CLUB FORUM

SAFETY

Club Insurance Q & A with Marsh

Medical Services

Risk Management

Register by 10pm Tuesday 23 May 2023

EQ Club Forum



- Welcome & Introduction
- Insurance Q&A – Nicki Stocker, Marsh Australia
- Risk Management, Event Risk Assessments, Serious Incident Management Planning & Emergency Planning
- Incident Management and Incident Reporting
- Medical Services

Insurance

Nicki Stocker

Account Executive – Sport

Marsh Australia

<https://au.marsh.com/sport/equestrian-australia.html>

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E: sport@marsh.com

National Insurance Program

Equestrian Australia

As the Risk and Insurance Advisor for Equestrian Australia (EA), Marsh has developed a National Insurance Program to help protect members, coaches, clubs and officials across the EA community.

Find your insurance

All Cover Types

Members

Learn everything you need to know about the insurance cover in place for Equestrian Australia state branch members.

[Learn more](#)

Officials

Learn everything you need to know about the insurance cover available for Equestrian Australia officials who elect to take out top-up cover under the EA National Insurance Program.

[Learn more](#)

Clubs

Learn everything you need to know about the insurance cover available to Equestrian Australia clubs through the National Insurance Program.

[Learn more](#)

Coaches

Learn everything you need to know about the insurance cover in place for Equestrian Australia registered coaches.

[Learn more](#)

Risk Management



- Equestrian Queensland Risk Management Policy

<https://www.qld.equestrian.org.au/sites/default/files/2022%20Equestrian%20Queensland%20-%20Risk%20Management%20Policy.pdf>

- Risk Management Plan – ‘Example’ Interschool Queensland 2023 Interschool Queensland Risk Management Plan



Risk Management – Example Risk Management Plan



EQUESTRIAN QUEENSLAND – INTERSCHOOL QUEENSLAND 2023 RISK MANAGEMENT PLAN

OVERVIEW

Equestrian Queensland (EQ) has a Risk Management Policy which states that all risks shall be managed to be as low as reasonably practical.

Within the context of the 2023 Interschool Queensland Program this will include:

- EQ allocating sufficient resources to ensure compliance with its risk management obligations.
- The clear assignment and understanding of accountabilities for key personnel involved in risk management for Interschool Queensland events.
- The investigation of any incidents and/or near misses and report on the findings.

RISK CATEGORIES

Risks will be managed under the broad categories of:

1. Horse and Rider Welfare
2. Child Protection
3. Biosecurity

ACCOUNTABILITIES

EQ and event organisers are accountable for providing safe competitions for all stakeholders (i.e., riders, parents, spectators, officials, schools and volunteers). Riders and their guardians are accountable for complying with the competition rules and regulations and will conduct themselves with courtesy and consideration for the safety of everyone.

Any unsafe behaviour will not be tolerated and may result in disqualification from the competition and expulsion from the site.

RISK MATRIX

The following likelihood/impact and scale/definitions were adopted from the model recommended by the Australian Sports Commission.

Table 1 – Likelihood Scale

Rating	LIKELIHOOD: The potential for problems to occur in a year
5	ALMOST CERTAIN: high probability to occur, could occur several times per year
4	LIKELY: high probability, likely to arise once per year
3	POSSIBLE: reasonable likelihood that it may arise over a five-year period
2	UNLIKELY: plausible, could occur over a five-to-ten-year period
1	RARE: very unlikely but not impossible, unlikely over a ten-year period

Table 2 – Loss or Damage Impact Scale

Rating	POTENTIAL IMPACT: In terms of the objectives of the organisation
5	CATASTROPHIC: most objectives may not be achieved, or several severely affected
4	MAJOR: most objectives threatened, or one severely affected
3	MODERATE: some objectives affected, considerable effort to rectify i.e., sport injury – requires medical attention and has some impact on participation in sport and/or other activity
2	MINOR: easily remedied, with some effort the objectives can be achieved i.e., sport injury requires first aid treatment and prevents immediate participation in sport and/or other activity
1	NEGLECTABLE: very small impact, rectified by normal processes i.e., sport injury but does not prevent participation

Table 3 – Risk Matrix

Impact	Likelihood				
	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Negligible (1)	L	L	L	M	M
Minor (2)	L	L	M	M	M
Moderate (3)	L	M	M	H	H
Major (4)	M	M	H	H	H
Catastrophic (5)	M	M	H	H	H

Table 4 – Risk Ranking

Ranking	Code	Comment
Low	L	Observation
Medium	M	Must have measures in place
High	H	Must have an assurance program to ensure measures are in place and effective.
Extreme	E	Shall not be tolerated

BRISTON TOFT
Chief Executive Officer, Equestrian Queensland

Version	Date	Comment
2.1	19 Feb 2020	
2.2	30 August 2020	Inclusion of COVID-19
2.3	30 May 2021	Modification of COVID-19 Requirements
2.4	1 Sept. 2022	Reviewed and refined

Risk Management – Example Risk Management Plan



2023 EQUESTRIAN QUEENSLAND – INTERSCHOOL QUEENSLAND RISK CATEGORY – HORSE AND RIDER WELFARE						
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Ranking
Fall of Horse and Rider	<ul style="list-style-type: none"> Collision with an obstacle Slip on the flat 	<ul style="list-style-type: none"> The Event is run under Equestrian Australia Rules, and specification i.e., jump dimensions and speeds. Cross country and Jumping course design are completed by qualified and competent Course Designers (CD). Surfaces and courses inspected and signed off by qualified and competent Judge / Technical Delegate (TD). Horse and Rider qualifications to ride in the class are checked before an entry is accepted to compete. Riders required to wear PPE (approved helmet etc). The TD may change the jumping courses and time to suit the conditions. A rider briefing is conducted prior to the XC competition to advise course conditions. TD/Judges monitor every horse and rider to ensure safe riding. The TD/Judge may instruct a rider to stop if riding out of control. Fall of rider requires check by paramedic Paramedic and Doctor on course for XC for rapid response Audit equipment carried and qualifications of paramedic staff. Vets on course for XC and on call Horse ambulance with trained operator on course. Serious Incident Management Plan in place. All riders must be members of EQ and are therefore covered for personal accident insurance and public liability (see attached Certificate of Currency). 	<ul style="list-style-type: none"> FEI and Equestrian Australia Event Organisers Organising Committee Organising Committee /EQ Organising Committee /EQ EA Rules/ EQ Technical Delegate Technical Delegate TD or Judges Technical Delegate CRS, Organising Committee /EQ Organising Committee /EQ Organising Committee Organising Committee /EQ 	5	3	H
Motor Vehicles/ Parking & Camping	<ul style="list-style-type: none"> Official's Motor Vehicle driven onto the XC course Media vehicle driven on course Incorrect speed on grounds. Congested camping zones. Unlicensed Driving 	<ul style="list-style-type: none"> Limited motor vehicles allowed on course Media vehicles will be escorted onto the course if required Use signed roadways on facility. Designated parking / camping areas used only. Horses not allowed in camping area – as per ground rules. Only appropriately licenced individuals allowed to move vehicles if required. 	<ul style="list-style-type: none"> Organising Committee 	3	3	M
Injury to Spectator	<ul style="list-style-type: none"> Collision with horse Spectator not following the requests of crossing marshals Slip on rough terrain 	<ul style="list-style-type: none"> Spectator pathways clearly marked Spectator crossings manned by marshals. Frequent public announcement to use designated crossing points. Signs instructing spectators to use designated crossing points. 	<ul style="list-style-type: none"> Organising Committee Organising Committee XC Announcer Organising Committee 	2	3	M

2023 EQUESTRIAN QUEENSLAND – INTERSCHOOL QUEENSLAND RISK CATEGORY – CHILD PROTECTION						
Context – Australian sporting organisations have legal obligations under Australian law regarding harassment, discrimination and child protection. They also have moral obligations in relation to establishing standards of appropriate member behaviour and to provide safe, respectful, and appropriate sporting environments for their activities to occur.						
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Risk Ranking
Child Protection	Unwelcome contact	<ul style="list-style-type: none"> All members of EQ must comply with Equestrian Australia's Member Protection Policy and Disciplinary Bylaws (available on the Equestrian Australia web site under About EA). All stakeholders will be made aware of their obligations and the process to report child abuse to the CEO of EQ who will refer the matter to the Police. 	EQ	2	3	M
Bullying & Cyber Bullying	Unwelcome posts on Facebook Twitter etc	<ul style="list-style-type: none"> All members of EQ must comply with Equestrian Australia's Member Protection Policy, Code of Conduct and Disciplinary Bylaws. All riders will be made aware of the obligations and the process to report cyber bullying to the CEO of EQ, who will deal with the issue in accordance with procedural fairness and the EA Rules. 	Event Director	3	3	H
Inappropriate images of Children	Professional photographers on site.	<ul style="list-style-type: none"> All professional photographers at the event will be accredited by EQ All professional photographers will have a 'Blue Card' Working with Children accreditation. 	Organising Committee	2	3	M
Smoking	Smoking in closed public areas	<ul style="list-style-type: none"> The Organising Committee will monitor to ensure that no smoking occurs onsite in compliance with QLD legislation. 	Organising Committee	3	2	M
Service of Alcohol	Licensed Venues	<ul style="list-style-type: none"> The Organising Committee will monitor to ensure that provision of alcohol is provided through the licenced venue in accordance with QLD legislation. Consumption of alcohol by under 18 people will not be tolerated. 	Organising Committee	2	3	M
Weather and Sun Protection	Storm / excessive rain/ high temperatures/ inclement weather for competition. Fire hazards. Unprotected exposure to the sun	<ul style="list-style-type: none"> Grounds checked, suitability decision made by TD with and committee members. Advise taken from local police/ fire service re proceeding with event if necessary. Site may have areas out of the sun. The event will be run under Equestrian Australia's Hot Weather Policy. 	Organising Committee	2	3	M

Risk Management – Example Risk Management Plan



2023 EQUESTRIAN QUEENSLAND – INTERSCHOOL QUEENSLAND					
RISK CATEGORY – BIOSECURITY					
Context – Management of Biosecurity Risks is important to ensure that the transfer of diseases from horse to horse and horse-to-human is managed appropriately. All people who bring horses to venue are expected to be aware of their biosecurity obligations, that they must take all reasonable steps to ensure their activities do not spread a pest, disease or contaminant.					
Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact Risk Ranking
Horse/human contracts a serious illness	<ul style="list-style-type: none"> Horse-to-horse contact Horse-to-human contact 	<p>Competitors will be advised before and during the event that:</p> <ul style="list-style-type: none"> They have a biosecurity obligation to take all reasonable steps to ensure their activities do not spread a pest, disease or contaminant. Horse Health Declarations (HHD) are a mandatory requirement for all events. The property identification code (PIC) of the horse's origin and returning property must be included on the HHD. Acceptance into the event will be refused if the required HHD is not presented at point of entry or designated registration point. No horses or dogs with signs of illness are to be brought onto the grounds. Competitors are required to advise the event organisers immediately if a horse is sick, to stop all non-essential contact with the sick horse and not allow children to have close contact with the sick horse. Competitors are responsible for cleaning up manure from yards and placing it in designated areas. Everyone handling horses should wash or sanitise hands between contacting different horses. <p>In the unlikely event of a biosecurity incident, the Biosecurity Manager will:</p> <ul style="list-style-type: none"> Advise the organising committee of the situation. Meet with the directly affected parties to advise the actions to be taken, including isolating the horse/s, contacting vet and authorities. Contact the emergency disease hotline and the DPI. Take directions from the DPI. Identify all parties who may have had contact with the sick horse. Act as the main point of contact between the authorities, the organising committee and competitors/parents. Prepare media/public statements as required for the EQ CEO 	Biosecurity Manager	3	4 M
COVID 19/ other human viruses	<ul style="list-style-type: none"> Human to Human 	<ul style="list-style-type: none"> All events/competitions and activities are conducted in accordance with QLD Government /QLD Health requirements at the time Implement and encourage controls such as hand sanitizer, face masks etc. for discretionary use or mandatory use if prescribed by QLD Health. 	Event Organiser	4	2 M



Event Risk Assessment (Example template)



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

Serious Incident Management Planning



SERIOUS INCIDENT MANAGEMENT PLAN- (SIMP) - for activities other than Eventing

Name of Event:

Introduction-

The SIMP is intended to prepare the SIMP team for immediate action if a serious accident relating to horse or rider occurs at the (event). _____. A serious incident impacts on the sport and should be handled in a consistent way that avoids speculation and misinformation.

The SIMP is designed to be:

- a quick reference to setting up the SIMP Team before the competition starts and
- a guide to procedures in handling the serious incident and
- assistance in issuing initial press statements and reporting protocols

Setting Up SIM Team

The SIM team must be comprised of persons capable of remaining calm and detached. The team will meet the day before / morning of to discuss and coordinate the procedure of the logistical arrangements in the event of a serious accident.

- The Ground jury and other event officials will be briefed on the SIMP and the organisational arrangements.
- All meetings will take place in the (location)_____.
- Laminate cards with all SIM Team member contact details will be distributed.

SIM Team 2023

Function	Role	Name	Telephone number
Senior rep of the OC	Head of SIMT		
Provide input as necessary and assist in development of plan.	Technical Input (Judge/Official)		
Supervise medical response appropriate for athletes	Medical officer		
OC Manager of Veterinary Response	Veterinary Delegate		
OC Family/Rider Support	Support Person		
OC Press Liaison	Media Responses		
Secretary	Manages collection of information		
SJ Coordinator	Discipline Convenor		
Dressage Coordinator	Discipline Convenor		
Show Horse Convenor	Discipline Convenor		
Crash Crew (Vehicle with Horse Float attached and Vet screen & Gazebo)	Crash Crew Leader		
Delegate to escort Queensland Ambulance Service to site of accident	Coordinator		

The role of the SIM Team is to – prepare and implement the action plan.

- Complete the briefing
- Identify actions to trigger SIMP
- Confirm the logistical action required (refer table below)
- Post-accident people support
- Convene a SIM Team meeting
- Press conference- media release
- Debrief- Report to IQ

ACTIONS TO TRIGGER SIMP – SHOW JUMPING

ACTION	PERSON RESPONSIBLE
If the rider or the horse do not stand up- Medical and/or Veterinary assistance is called for by radio	
Notify Head of SIM Team	
Head of SIM Team to monitor situation	
Doctor and Paramedic to attend the fall	
Vet, if required, to attend the fall (VET ON CALL)	
If the Medical and/or vets report that there will be a prolonged delay, advise head of SIMT	
Head of SIMT to invoke SIMP on advice from medical/vets	
Support family and supporters	
OC Support to escort Queensland Ambulance Service to site of accident	
Horse Ambulance contacted to attend if required	

ACTIONS TO TRIGGER SIMP – SHOW HORSE

ACTION	PERSON RESPONSIBLE
If the rider or the horse do not stand up- Medical and/or Veterinary assistance is called for by radio	
Notify Head of SIM Team	
Head of SIM Team to monitor situation	
Doctor and Paramedic to attend the fall	
Vet, if required, to attend the fall (VET ON CALL)	
If the Medical and/or vets report that there will be a prolonged delay, advise head of SIMT	
Head of SIMT to invoke SIMP on advice from medical/vets	
Support family and supporters	
OC Support to escort Queensland Ambulance Service to site of accident	
Horse Ambulance contacted to attend if required	

ACTIONS TO TRIGGER SIMP – DRESSAGE

ACTION	PERSON RESPONSIBLE
If the rider or the horse do not stand up- Medical and/or Veterinary assistance is called for by radio	
Notify Head of SIM Team	
Head of SIM Team to monitor situation	
Doctor and Paramedic to attend the fall	
Vet, if required, to attend the fall (VET ON CALL)	
If the Medical and/or vets report that there will be a prolonged delay, advise head of SIMT	
Head of SIMT to invoke SIMP on advice from medical/vets	
Support family and supporters	
OC Support to escort Queensland Ambulance Service to site of accident	
Horse Ambulance contacted to attend if required	

CONTACT DETAILS OF OTHER KEY PERSONNEL TO ASSIST WITH LOGISTICS

Role	Name	Contact No.
Event Secretary Office		
Horse Ambulance		
Police		
Veterinary Hospital		
Veterinarian		
Air Ambulance (emergency + app) GPS coordinates		
Supervise Veterinary response for horse		
Landowner		

Human Fatality

In the case of a human fatality (competitor or key personnel) occurring during any phase of the competition at the venue, it is the decision of the Organising Committee to cancel the competition.

In addition to actions triggering SIMP listed above:

- No Statements information must be provided other than through media liaison.
- Police must be notified immediately, they will notify next of kin (if not present).
- Names and addresses of witnesses should be gathered immediately and provided to Police.
- Head of the SIM Team will notify: EQ 0413 291 465
- A member of the SIM Team will attend the hospital and be a link to OC and SIM Team.
- Consider if there is a need for a press conference in consultation with EQ and the OC.

Horse Fatality

- Horses must be swabbed, please contact EQ CEO for further advice 0413 291 465.
- Advise venue

DEBRIEF Process

After compilation of statements, video footage and photos an investigation panel will meet.

Information to be Collected for Investigation

For guidance on information to be obtained Refer to Annexure A of the SIMP (attached)

Formal Debrief Protocol

Prior to the start of the event as part of the SIMP, the membership is at the discretion of the Committee but may include those with expertise in event organisation, a judge, an official, a TD, a Vet, a Doctor, trainers or retired riders.

MEDIA COMMUNICATION

In the event of a serious incident a directive will be given to ALL officials and members of the OC that:

No statements, either verbally or in writing, should be made to press/or any third party unless authorised by the Head of the SIM Team and the SMT/ EA Press officer. All statements must be signed off by the SIMT.

Incident Management & Incident Reporting



Visit the Equestrian Australia National Website

FAST SEARCH

MEMBERS INFO

HOME MEMBERS AFFILIATES GRANTS SPORTS EVENTS NEWS EDUCATION VOLUNTEERING ABOUT US CONTACT US

WE NEED VOLUNTEERS

JOIN ONLINE

Report an Incident HERE

ACCESS MYEA

EA's online member portal

EQUESTRIAN AUSTRALIA

EAs incident report Form 08 is mandatory to report all incidents, that occur at an EA affiliated equestrian activity and must be completed within 24hrs.

Form 08 must be completed by the Medical Service Provider (MSP) when in attendance for the following:

- 1) Life threatening injury / fatality (all SIMP activations)
- 2) Any other injury/incident that requires medical review and treatment on-site (Includes no SIMP activation)
- 3) All suspected or confirmed concussions are to be reported by an MSP when in attendance.

In the absence of a MSP, Coaches, Officials, or an Organising Committee member must report any incidents that occur at an EA affiliated equestrian activity.

If an incident has occurred to both a human and horse, two forms must be completed, these include:

- a) one Form 08 for the human (select options 1, 2, or 3 as appropriate below)
- b) one Form 08H for the horse (injury/ incident / fatality - select option 4 below). To be completed by a veterinarian if present.

It is mandatory to report all other incidents and falls even if minor or no injury has occurred, (by selecting Option 5)

Note: selection of any option below will take you to the appropriate form to be completed.

If you require any further assistance, please email safety@equestrian.org.au

Please select option below and "Submit"

What are you reporting?

- ☐ 1. Life threatening injury / fatality / SIMP Activation
- ☐ 2. Other Injury/incident (No SIMP Activation)
- ☐ 3. Suspected concussion / concussion
- ☐ 4. Horse Injury / Incident / Fatality
- ☐ 5. Minor / nil injury incidents /falls

qld.equestrian.org.au/get-involved/volunteer