

PETSTOCK
EQUESTRIAN VICTORIA
INTERSCHOOL
STATE CHAMPIONSHIPS
2025

Risk Management Plan

OVERVIEW

Event Overview

The 2025 Pet Stock Victoria Interschool State Championships will be hosted by Equestrian Victoria at Boneo Park Equestrian Centre from 9-13 April 2025. This is a purpose-built equestrian centre to international level. The Championships will be contested in the following disciplines:

- Combined Training
- Dressage
- Mounted Games
- Show Horse
- Show Jumping
- All Abilities Dressage & Show Horse

The event involves school age competitors and their families with riders ranging from 5 to 18 years of age. Participants are the responsibility of their respective parent or guardian for the duration of the event.

The event is managed by a volunteer organising committee (OC) chaired by an Event Director (ED), appointed by Equestrian Victoria (EV). For key personnel see Key Personnel.

EV will work closely with all parties to ensure that all safety and environmental risks are satisfactorily managed. A risk identification and risk analysis process has been undertaken to identify priority risk and mitigation measures

RISK MANAGEMENT

Equestrian Victoria has a Risk Management Policy that states that all risks shall be managed to be as low as reasonably practical.

The following risk management plan takes into consideration the influences of both internal operations and external factors that may affect the planning and conduct of Victorian Interschool Championships.

The plan uses a risk identification process to identify plausible risks arising from the preparation and conduct of the event. Risk identification includes risk created by human and horse activity, condition of physical locations and equipment, and adverse weather conditions.

Risk has been assessed under the following categories:

1. Financial
2. Horse and Rider Welfare
3. Child Protection
4. Biosecurity including Covid external requirements
5. Other

RISK PREVENTION AND MANAGEMENT - GUIDING PRINCIPLES

The guiding principle for EVs approach to risk prevention and management is that risks of injury to all stakeholders should be identified and avoided or reduced to the maximum practical extent.

EV will exercise due diligence in the assessment and management of all risks, and educate participants and marshals in relation to their responsibilities. Some of EV's key strategies for risk prevention and management include:

- Detailed information for participants, prior to and during the event;
- Briefings for volunteers and marshals; electronic communication and updates
- Communications systems in place during event;

- Competitor indemnity/voluntary assumption of risk for dangerous sporting activity is included in the event schedule. Entrants must confirm on entry.
- Boneo Park requires an indemnity form to be completed
- Medical Services in attendance at all times during competition.

Key Agencies

- Equestrian Victoria
- Boneo Park Equestrian Centre
- Medical Edge
- Emergency Services including **Ambulance Victoria**, Victoria Police, CFA etc

Disasters and Mass Casualties

When the scale of an emergency goes beyond the enclosed risk and safety arrangements, and emergency response initiatives for the event (i.e. in the event of disasters and/or mass casualties), a coordinated, multi-agency response is needed to ensure resources can be applied in the most efficient and effective way.

EV will take full instructions, direction and support of the appropriate emergency services authorities in accordance with State Emergency Response Plans.

Other contacts:

Boneo Park Equestrian Centre Fiona Selby

Camping, Yard and Stable Manager Karen Lawrence or delegate

Child Safe Contact Michelle Debenham

EVALUATION

The plan uses a priority scale where the risk is assessed on a scale from minimal to catastrophic. (refer to the Level of Risk Matrix below)

Actions

Where possible, proactive and reactive measures have been outlined in dealing with risks. As part of the proactive measures the event organisers and stakeholders are covered by legal contracts with the various service providers and public liability insurance with \$20 million cover, WorkCover and Volunteer insurance is also in place through the EA Insurer Gow Gates Insurance.

Implementation

Implementation of the plan is detailed in the Event Plan.

Contingency Response

A contingency matrix follows the risk matrix and details scenarios that may arise due to a major on-course incident.

Risk matrix

Equestrian Victoria Inc is the organising entity. EV is aware of its statutory and common law obligations in relation to the organisation and conduct of the event. The Organising Committee has ensured that all reasonable steps are taken to ensure that the event is conducted in a manner which provides for the safety of all persons that might be present at any time, including public, participants- both athletes and horses, employees, independent contractors, their employees and attendees.

Reasonable care and consideration have been given to identifying foreseeable hazards and risks which may occur during the State Interschool 2025 Championships. It is difficult to foresee all risks that may arise.

The risk assessment is a live document and will be continually revised. This risk assessment is designed to be

a guide for “best practice” of the 2025 State Interschool Championships (SIC) and any changes to potential risks, hazards and controls should be reflected and actioned immediately.

Definitions

“ED” Event Director

“OC” is Organising Committee

“Emergency” means an emergency due to an actual or imminent occurrence (such as fire, flood, storm, earthquake, explosion, accident or warlike action) which:

- a) Endangers, or threatens to endanger, the safety or health of persons/horses within the Event Area; or
- b) Destroys or damages, or threatens to destroy or damage, within the Event Area and
- c) Requires significant and co-ordinated response.

“Emergency Services” means one, any or all of the following

- a) Ambulance Victoria
- b) Country Fire Authority
- c) Victoria Police

“Evacuation” means the controlled removal of competitors or general public from within the Event Area.

“Event Day” proposed days the event is undertaken

“Incident” means a localised event, either accidental or deliberate, which may result in injury or death or damage to property which requires normal response from event staff or medical that is located within the Event Area. An incident becomes an emergency when the resources within the Event Area are insufficient to deal with the incident and outside resources are desired or required.

BASIC EVENT PLANNING & RISK MANAGEMENT PROCESS

Event Planning & Consultation	
Entry Form	All participants complete an online entry form that gives detailed information about the event they are entering-venue rules, codes of behaviour etc. Entry includes Guardian details, Child Safe compliant photography opt in, collection of any relevant medical alerts.
Event staff includes volunteer OC and workforce as well as paid EV Administration staff	Event EV office and volunteer ED/committee staff plan all aspects of the event from management of judges, equipment hire, volunteer workforce, set-up, event delivery and to culmination. Communications and any briefings address scope of event, specific work detail, duties, staff, compliant procedures, communication, control. Boneo Park undertakes the management of camping, horse accommodation areas, competition arenas and, venue emergency procedures etc.
Event Delivery	
Officials / Event Staff / Marshals	Volunteer Workforce undergo pre-event briefing appropriate to their duties, scribing, marshalling competition schedule, rider management etc. Key personnel are identifiable and contactable
Facilities	The event is run at Boneo Park a purpose-built Equestrian Centre, The ED contracts Boneo Park for the hire of the venue, specific facilities and equipment. Boneo Park staff are involved in preparation and maintenance of arenas and set up of equipment.
Health	Toilets are provided in accordance with the number of competitors and their supporters at the event. Food vendors and contracted caterers must be

	compliant.
Competitor Safety	All competitors receive information about the scope of the event, hazards, rules, behavior & safety procedures via: <ul style="list-style-type: none"> ➤ Entry Form (Terms & Conditions) ➤ Event schedule ➤ Draws ➤ Communication during the event through online platforms ➤ Announcements
Athlete/ Horse Comfort	Competitors are provided with access to: <ul style="list-style-type: none"> ➤ Appropriate stabling, yard, camping and parking facilities ➤ A food/drink catering service on a paying basis for riders, supporters and spectators ➤ Vet on site for elements of the competition- swabbing ➤ Contact details for veterinary practitioners and farrier communicated
Event Modification	The Event will make modifications if circumstances deem this necessary. Decisions are made after careful consideration of the OC and appropriate Key Agencies.
Registration	All participants are required to register at the Event Office upon arrival. Full details of riders and parent /guardian collected online. Formal waiver and Code of Conduct signed
Official Rules	All officials and competitors are bound by the Equestrian Australia, Equestrian Victoria, Interschool Victoria and/or Discipline Rules and Regulations. Non-member parents are bound by signed Code of Conduct agreement
Emergency Plan	A Serious Incident Management Plan (SIMP) has been developed to deal with any Emergency relating to a horse, rider or other attendee.
Hazard Management	Any hazards will be identified in the risk management assessment by EV and managed appropriately. In the instance where a hazard is identified during the event the ED/OC will be responsible for managing that risk appropriately. On advice from the EV Health Risk and Child Safety Officer.
Event Debrief	The ED, OC, EV and other Key Agencies will be requested to contribute to an event debrief to continually improve all procedures.
Participants	Participants may be contacted, either formally and informally, the aim of which is continued event improvement. Post event survey

Major Incident Contingency Planning

The purpose of the following contingency planning checklist is to identify a number of incidents that may impact significantly upon the event, to a degree where the event may need to be cancelled or where the competition may need to be changed significantly at short notice.

Incident assessment criteria

Criteria used to assess this probability includes the following trigger events:

- Major competition area or venue incident (refer to SIMP)
- Collapse of a structure
- Weather conditions such as high winds, major storm electrical or causing flooding
- Security incident such as bomb threat

- Fire call out

Decision-making process

The ED, has the power, in consultation with Risk Manager/OC, to invoke any contingency that jeopardises the staging of the event. On competition days, the final decision to invoke any contingency will be made by ED with advice from the EV Health, Risk and Child Safety Officer.

Prior to events commencing each day where a decision needs to be made to invoke a contingency, an emergency meeting of all relevant persons including the ED will be called to decide the appropriate course of action. The following decision-making protocols will apply, and will be made at all times in consultation with medical staff, emergency services (as applicable) and the ED.

- Venue adverse conditions to be assessed by BONEO PARK representative and the Risk Manager/ED
- Major damage to competition infrastructure to be assessed by BONEO PARK representative and appropriate event contractors.

Emergency management response

Emergency services include VicPol, Ambulance Vic, CFA and any other relevant authority. In the event of an emergency services all out, the following protocol shall apply:

1. ED is advised
2. OC members are briefed on situation, location and timing
3. Radio communication to all relevant areas.
4. PA sends out message to manage and hold competition which may be in total or in relevant specific areas
6. Relevant emergency authority to manage the situation
6. Riders are advised when competition may resume by officials when ED is ready

Communications

Event day cancellation: Following a decision to cancel on any competition day, the appropriate contingency communications plan will be set in motion by the Event Director. Derek O'Leary, CEO, will be nominated to speak on behalf of EV and all stakeholders.

Prior to event commencement cancellation: Following a decision to change the competition within two-to-three days prior to event day, EV will initiate a communications' plan involving website announcements, media release distribution to all general media.

Hazard and Risk Assessment

EV is committed to continually improving our risk management systems through a process of education, supervision, monitoring and incident reporting.

Consequence and Likelihood Ratings

The following ratings are used to assess the consequence and likelihood of each of the impact of risks identified in Risk Assessment section below.

Consequence Ratings

Score	Consequence	Injury
1	Minimal	<ul style="list-style-type: none"> • Bruise, minor cuts, able to continue with very little discomfort • Little disruption • No environmental impact or other damage
2	Minor	<ul style="list-style-type: none"> • Contusions, bleeding, sprains, able to continue with some discomfort • Some environmental impact or other damage (but not lasting)
3	Moderate	<ul style="list-style-type: none"> • Serious fall or injury that requires some medical attention (e.g. dressing/strapping) prior to continuing. Including hypothermia, dehydration, heat exhaustion, where the athlete is able to recover overnight and continue in the race the following day. • Some disruption • Some environment impact or damage (small/long term effect) • Other damage
4	Major	<ul style="list-style-type: none"> • Broken bones, joint dislocation, knocked unconscious, unable to continue in event, up to 3 months recovery. Includes hypothermia, dehydration, heat exhaustion, where the athlete is unable to continue and must withdraw from the event. • Some services unavailability • Extensive environment impact or damage (long term effect) • Other extensive damage • Some community displacement
5	Catastrophic	<ul style="list-style-type: none"> • Death or permanent disability • Widespread community displacement • Significant short or long-term environment impact or damage

Likelihood Ratings

Category	Likelihood	Injury
E	Rare	Incident may only occur in exceptional circumstances (e.g. 1 in 50 or more events)
D	Unlikely	Incident could occur at some time (e.g. 1 in 10 events)
C	Possible	Incident will probably occur at some time (e.g. 1 in 3 events)
B	Likely	Incident will probably occur reasonably regularly (e.g. once or twice each event)
A	Almost certain	Incident is expected to occur in every event (e.g. greater than 5 times per event)

Evaluation

The plan uses a scale where the level of risk is assessed – see below

Level of Risk Matrix

Likelihood	Consequence				
	1 – Minimal	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
A - Almost Certain	Moderate	Moderate	High	High	Extreme
B – Likely	Low	Moderate	Moderate	High	Extreme
C – Possible	Low	Low	Moderate	High	High
D – Unlikely	Low	Low	Moderate	Moderate	High
E - - Rare	Low	Low	Low	Moderate	Moderate

Source of Risk	Risk	Likelihood	Consequence	Rating	Measures		Responsibility
					Proactive- Risk Control	Response	
	<u>Financial Loss</u> <i>Outcome= Viability of Victorian State Interschools effected</i>	C	4	High	Budget discussed and approved. Ongoing monitoring of expenditure	Funding and Sponsorship required for Viability Budget monitored- compared against actuals.	EV Board, EV, ED and Interschool Committee OC
	<u>Insufficient Delegation and reporting</u> <i>Outcome = Reputation/ Viability of Victorian State Interschool affected</i>	C	4	High	Meetings called and minutes taken and circulated. Roles designated. Discipline Coordinators. Policy and protocols developed and shared	Comply with Equestrian Australia legislation in developing policy. Appoint key roles and delegate responsibility. Must have a Risk Management Officer	Event Director and whole OC
	<u>Food- Contamination</u> <i>Outcome = Consumers ill /food poisoning.</i>	D	4	Moderate	Major food supplier will be Blue Mini contracted to Boneo Park. They will manage any Licensed Food vendors on site for sales of food to public. Food Handling Regulations complied with. Catering coordinator appointed for judges, volunteers etc Site Permits and Public liability cover BONEO PARK	Halt Distribution of contaminated food- if necessary, remove the vendor.	BONEO PARK Management/Blue Mini contractors Event Director
	<u>Fire</u> <i>Outcome = Injury to infrastructure, People and Horses</i>	E	5	Moderate	Ensure fire safety equipment in place and functioning- ALL areas	Isolate Fire and evacuate area Call fire services	BONEO PARK Fire Plan area ED or their rep and RM Officer
	<u>Trip Hazards for Public- Trade /Food Area</u> <i>Outcome= Injury to persons</i>	B	5	Moderate	Remove where possible. Cover cables by matting. Place signage and barriers where applicable Check lighting adequate	Remove. Repair and Isolate Hazard	BONEO PARK Management. Coordinator and RM officer
	<u>Inadequate Waste removal</u> <i>Outcome= damage to reputation and ill health.</i>	C	4	High	Assess placement of rubbish bins across entire venue Arrange for emptying throughout event	Bring in more bins and skips if required	BONEO PARK Management Camping, Trade/ Food area

Source of Risk	Risk	Likelihood	Consequence	Rating	Measures		Responsibility
					Proactive- Risk Control	Response	
	<u>Inadequate sanitation for campers and public</u> <i>Outcome= damage to reputation and ill health</i>	C	2	Moderate	Toilets/Showers Clean and service. Permanent shower/toilet facilities over duration of event Provide adequate numbers	Bring in more portables if need outweighs demand.	BONEO PARK Staff & Contractors
	<u>Extreme Weather</u> Lightning etc <i>Outcome=Disruption from wind, storm danger and or Injury due to slippery conditions</i>	C	3	High	Monitor prior to event Cease event if danger from lightning, wind, rain, hail etc Have fill for surface control if required. Tie down loose objects and have sand bags ready Have wet weather schedule pre-planned.	Cease competition danger from lightning, wind, rain, hail, flood etc	ED and OC BONEO PARK management
	<u>Medical/Horse Emergency in General Event Area (not as part of competition)</u> <i>Outcome= Increased Injury due to delayed response</i>	C	4	High	Adequate first aid staff and strategic placement at venue Have publicised First Aid phone number Radio contact to First Aid. Treating vet on call	Medical service engaged with vehicle in strategic positions Horse ambulance.	ED and OC Refer General Medical Response Policy BONEO PARK Management
	<u>Vehicle contact with horse/ rider etc</u>	C	4	High	Designated roadways for vehicles. No vehicles in main competition areas. Timetable volunteers on road crossing to Indoor arena Signage on driveway at crossing points	Public announcements re the observation and speed. Information with draw to riders who will need to cross.	ED and OC
	<u>Spectators/ Dogs /Bicycles too close to Horses (in general)</u> <i>Outcome= Injury to people and horses</i>	D	4	Moderate	Separate rider and spectator areas Preclude Dogs/Prams/Bicycles and spectators in warm ups, competition arenas and access routes for horses Keep Stable areas free form bikes, scooters etc	Install signage. Limit areas scooters permitted. Monitoring stable access Stewards/marshals to control competition & warm ups	Marshalls, stewards, Discipline Coordinators, Marshals and RM officer
	<u>Loose Horses at Venue</u> <i>Outcome= Injury to people and horses</i>	A	4	High	Main gate closed and Arena fencing & demarcation from vehicles, roads and traffic areas wherever possible.	Contain horse and Official to radio ED. Announcement of horse whereabouts over PA.	Closest Official ED

Source of Risk	Risk	Likelihood	Consequence	Rating	Measures		Responsibility
					Proactive- Risk Control	Response	
					Horses need to wear draw number on headstall and bridle at all times	Take horse to designated spare yard	
	<u>Vehicle Congestion and proximity to horse traffic</u> <i>Outcome= injury to property and persons</i>	D	4	Moderate	Signage in place to direct traffic to allocated areas on arrival Volunteers designated to arrivals each morning to designated area- camping, stables, parking.	Separate car park spectators, officials and extra volunteers. Horse vehicles into stable or yard areas separate access to required parts of the venue	ED/OC Volunteer coordinator
	<u>Discipline Warm Up Areas- Inadequate surface (too wet)</u> <i>Outcome= Injury to horse or rider</i>	D	4	Moderate	Extend and rotate arenas where possible Venue has high quality surfaces Arena grading plan	Monitor going and direct marshals to control number of horses in area as necessary. Relocate class to different arena if extreme	Coordinators Stewards/Marshals Boneo Park management
	<u>Riding arenas, and water retention</u> <i>Outcome= Injury to horse or rider</i>	D	4	Moderate	Check prior to competition	Close off any flooded areas Monitor during event	RM Coordinator BONEO PARK
	<u>Judges' boxes or positions - no temp control, poor access</u> <i>Outcome = Discomfort to Judge/volunteers</i>	D	3	Moderate	Check steps, windows of boxes. Some judges will use vehicles.	Distribute requirements to judges prior to competition. Advise judges to bring warm clothing	Discipline coordinators Volunteer coordinator ED/OC
	<u>Spectator, supporter, external distraction</u> <i>Outcome= Injury to Persons/Horse</i>	C	2	Low	Monitor Warm up and pre competition areas	Marshal on each ring/area required. Need to preclude third persons from area.	All Coordinators Marshals Stewards
	<u>Show horse / Novelties Warm up- grass create slip hazard for horses</u>	C	3	Moderate	Monitor going	Move arenas if required	Coordinators Marshals Steward
	<u>Show Jump Warm Up too congested. Approach to</u>	D	4	Moderate	Stewards in place Move practice fences when required	Monitor and only allow 4-5 riders in the warm up at a time	Show Jump Coordinator Marshals Steward

Source of Risk	Risk	Likelihood	Consequence	Rating	Measures		Responsibility
					Proactive- Risk Control	Response	
	<u>jumps becoming hazardous</u>						
	<u>Inadequate /Unsafe Equipment-</u> <i>Outcomes to 18,19 and 20- Injury to horse/person</i>	D	3	Moderate	Check supplied and any hired equipment is compliant and placed as required in accordance with EA rules	Accredited SJ course builder Sporting Horse supplies equip Inspection by course builder/Risk Officer	Show Jump Coordinator Sport Horse Coordinator Qualified stewards
	<u>Minor Rider Fall of rider</u> <i>Outcome- Minor injury to rider</i>	C	4	Moderate	First Aid support situated at relevant points at venue arenas and warmups Rider must get first aid clearance before continuing	Implement Medical response. Safety checks of arena surfaces	Relevant coordinators and TD Rider Parents
	<u>Major Rider Fall of rider</u> <i>Outcome- Major injury to rider</i>	D	4	Moderate	Medical service radioed to incident. Vehicle transport supplied with resuscitation equipment etc	Call for 000 ambulance if required Doctor located if present Vet called if needed Provide an emergency person/escort car to direct outside responder	Relevant coordinators in consultation with medical service/doctor ED and risk officer
	<u>Fall or incident with All Abilities rider.</u> <i>Outcome-Major or minor injury to rider</i>	C	4	High	Riders will only use the Indoor arena. Any relevant information collected on entry. Paramedic placed at indoor arena Sunday	Parent supervise and assist at all times. Judges and supporters are experienced in para classes	All Abilities coordinator Parents
	<u>Public vehicles</u> <i>Outcome- Injury to persons, horse and car</i>	C	5	High	Designated and fenced off horse areas no vehicles Separate parking for vehicles Have medical response.	Call for 000 ambulance if required Doctor located if present Vet called if needed	Stewards, marshals Coordinators ED and risk officer
	<u>Difficult/ Unknown access for Emergency vehicles dependant on position of incident</u> <i>Outcome- Increased injury if delay</i>	D	4	Moderate	Provide maps to medical provider and familiarise re the classes in each area. Purpose built venue with good access	OC member to locate to entrance gate to direct any emergency vehicles Provide OC with map of emergency access entrance and egress points for the duration of the competition	ED OC Risk manager

Source of Risk	Risk	Likelihood	Consequence	Rating	Measures		Responsibility
					Proactive- Risk Control	Response	
	<u>Marquees and stands collapsing</u> <i>Outcome- Injury to persons</i>	D	5	High	- Supply, set-up and checked by experienced suppliers - Correct capacity numbers adhered to - Appropriate permits & certificates - hazard assessment, e.g. high winds	- Evacuate areas - Close area until made safe Have pre prepared sand bags to attach to stands, marquees in case of change in wind conditions and strength.	ED BONEO PARK management Supplier Representatives
	<u>Accident with Machine Operations e.g. arena grading, jumps trailer</u> <i>Outcome- Injury or fatality to persons</i>	C	5	High	Only accredited/licensed drivers Protective clothing Travel at slow speed Avoid areas being used whilst grading or conducting works.	Drivers briefed and monitored Halt competition to allow access. TT No course walk during grading	BONEO PARK staff Discipline coordinators. Marshals
	Dangerous/Inappropriate person intrusion	C	4	High	Riders and families register details on entry, venue is fenced with one entry gate. Child Safe procedures well publicized. Police contact number available All officials and volunteers have important contact numbers on their lanyards and have been briefed to report.	Officials to radio Event Director outlining behaviour/Intrusion. Event director to locate person and ask them to leave. Police called if necessary	All Officials and Event Director CEO EV
	Vet / Swabbing - inadequately resourced <i>Outcome- Horse and Officials welfare at risk</i>	C	1	Low	Ensure appropriately qualified people at Vet / Swabbing Stable, shelter for staff Adequate room to relieve congestion.	Ensure EA swabbing process and selection procedures are carried out correctly	Event Director, Vet engaged to swab Swabbing Stewards
	Serious illness / Infectious Disease - Horse	E	5	Moderate	No horses with signs of illness to be bought onto grounds; PIC supplied on all entries; competitors responsible for mucking out stables and placing manure in designated areas; competitors to advise OC is horse is sick and to stop	In the unlikely event of a biosecurity incident the Risk Manager will: advise the OC; meet with infected parties to advise action such as isolate horse, contact vet. Identify all parties' horses who have had contact; if	Risk Manager, ED, OC, Treating Vet, EV

Source of Risk	Risk	Likelihood	Consequence	Rating	Measures		Responsibility
					Proactive- Risk Control	Response	
					non-essential contact (horse-human and horse-horse).	necessary, prepare public statement. Isolation stable booked	
	Serious illness / Infectious Disease - human	E	5	Moderate	Hygiene reminder information and signage Covid safe guidelines followed if any current	Entrants to venue details are recorded Outbreak of a serious illness may require shut down of events	ED/OC BONEO PARK Risk Officer
	Power / Water Failure - event cannot continue	D	4	Moderate	Powered sites and generators installed for camping. Permanent and portable toilet etc Mains water for horses	Site Management to check cause and reinstate Suspend competition if necessary	BONEO PARK ED Risk Officer
	Child Abuse /known person or approach by stranger / Inappropriate contact	C	4	High	Equestrian Victoria promotes Member Protection policy and Disciplinary Bylaws; all professional photographers must comply with EV Media Accreditation Policy and Procedure. Child Safe Responsibility Posters are present at the event for Children and Young People; Parents are emailed reporting procedure and signs of harm information pack prior to the event. All evening events will be supervised by a minimum of 2 Event OC's or Child Safety officer with WWCC. All contractors to complete a Child Safety Checklist. All traders are to provide WWCC for each sales staff or sign a member declaration. Each non-family member volunteer is required to provide a WWCC or sign a member declaration.	Child Safe Officer(s) appointed Equestrian Victoria; Note in event schedule that event is a Child Safe event; promotion around venue; incidents reported to Victorian Police and follow the NIF if sport related.	Child Safe Officers, OC, Event Director, TD, EV

Source of Risk	Risk	Likelihood	Consequence	Rating	Measures		Responsibility
					Proactive- Risk Control	Response	
	<u>Inappropriate images of children;</u> Outcome: publication of image may be dangerous or traumatic	C	5	High	Professional photographers must be accredited by EV and approved by OC. Entry schedule information re taking and posting images of other children. Compulsory opt in photography clause is included on the entry form.	Any child excluded from being photographed (personal or legal reasons) will be communicated to approved event photographers.	Child Safe Officer Photographers ED
	<u>Bullying/Online bullying</u> - unwelcome posts on social media; Outcome - trauma to participating parties	C	5	High	Equestrian Victoria promotes Member Protection policy and Disciplinary Bylaws; Communicate in schedule media posts Child safe signage 2 officers Code of Conduct to be signed by parents on check in.	All attendees to be made aware through the schedule of their obligations. If a report of cyber-bullying to the EV CEO who will act consistent with EA Rules	ED/OC CEO EV
	<u>Sun Protection</u> - Outcome sunstroke or serious medical impact	D	4	Moderate	Sun Safe promotion and heat policy enacted	Not as relevant at time of this competition	ED/OC Parents
	Smoking	B	3	Moderate	BONEO PARK Smoking Policy actively promoted	Signage. Enforce smoking to be in designated areas. Schedule/draw communication.	BONEO PARK/OC
	<u>Excessive Alcohol Consumption</u> by parent/guardian, officials/management, underage riders. Outcome: inappropriate behaviour/illness/injury	C	5	High	BONEO PARK Alcohol Policy actively promoted Communication through schedule, event guidelines. Elimination of any rider under 18 found consuming alcohol	Service of alcohol at the event only in Blue Mini Cafe. Consequences listed in schedule of underage drinking	BONEO PARK OC Parents/guardians
	<u>Medical Emergency</u> - Rider, supporters – Thunderstorm Asthma	D	3	Moderate	Information gathered on entry and communicated to medical service. Radio communication Monitor weather warnings	Paramedic with ER level. Medical staff on site with vehicle	ED RM Riders/Parents
	<u>Medical Emergency</u> - Rider, supporters - concussion	B	4	High	All riders must have medical clearance after any fall prior to remounting. EA concussion	Paramedics with ER level medical staff on site with vehicle. Form 8 must be completed	Refer General Medical Response Policy ED/OC Medical service

Source of Risk	Risk	Likelihood	Consequence	Rating	Measures		Responsibility
					Proactive- Risk Control	Response	
					policy in place- stand down 21 days.		Riders/Parents
	<u>Medical Emergency- Rider, supporters</u> Anaphylactic reaction	C	4	High	Riders in care of parent/guardian. Severe alerts recorded on entry and communicated in briefing to committee officials and medical	Paramedic with ER level medical staff on site with vehicle EpiPen Riders carry own EpiPen	Refer General Medical Response Policy ED/OC Medical service Riders/Parents
	<u>Entertainment</u> Bucking Bull Silent Disco Karaoke	D	4	Moderate	Contractors' insurance, safety procedures and risk supplied. All equipment set up by contractors. Bucking Bull run by experienced supplier DJ to run disco and supply all equipment	Parent volunteers rostered onto activities. Silent Disco in enclosed area through check in distribution of headsets gate.	ED/OC Contractors
	Any risk	C	5	High	OC Members and stewards and officials will be recognisable by their wearing of a specific event top/vest and/or lanyard	Emergency contacts will be readily displayed supplied as part of event schedule	Risk Manager OC/ED