



Event Management Plan

Event Name	TSSSA Dressage
Event Location	Waitara Pony Club, Ranfurly Park, Cracroft Street, Waitara
Event Date	5/4/17
Organisation	TSSSA + Waitara Pony Club
Document last updated	March 2017

Please note that this document is a guide only

This information can be provided to all interested parties and forms a record of due diligence being undertaken by TSSSA

Event management

Event overview

The Dressage Championships are run on an alternative hosting basis between Waitara Pony Club and Hawera Pony Club. Schools may enter as many teams as they wish with a maximum number of four riders to a team. Any composite teams must be approved by the organising committee. Teams may consist of riders in at least two of the four classes. Team scoring will be allocated by placings in the event e.g. First place = 10 points, Second place = 9 points etc to Tenth place = 1 point. The winning team will be the team with the highest points on the day.

Key event management contacts

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

Name	Role	Responsibility	Contact Details
Tara Potter	Event Manager	Overall responsibility	tara@tsssa.org.nz
Leah McLean	Event Director	All event	lmclean@npghs.school.nz
Mike Summerell	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections,	mike@tsssa.org.nz

Key event contacts – other

Suppliers of services(venues, marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
Waitara Pony Club	Leah McLean		lmclean@npghs.school.nz	
Authorities (SAR, fire, police, first aid etc)				

Organisation	Contact	Service	Contact details	Notes
St. Johns	111	On call	111	

Staffing

Volunteers provided by Waitara Pony Club

Designated School Managers

Organisational structure

Emergency services – Police, Fire, Ambulance, Coastguard (in emergency situation)			
	Event Director	Event manager	
	School Representatives	Volunteers	

Timetable

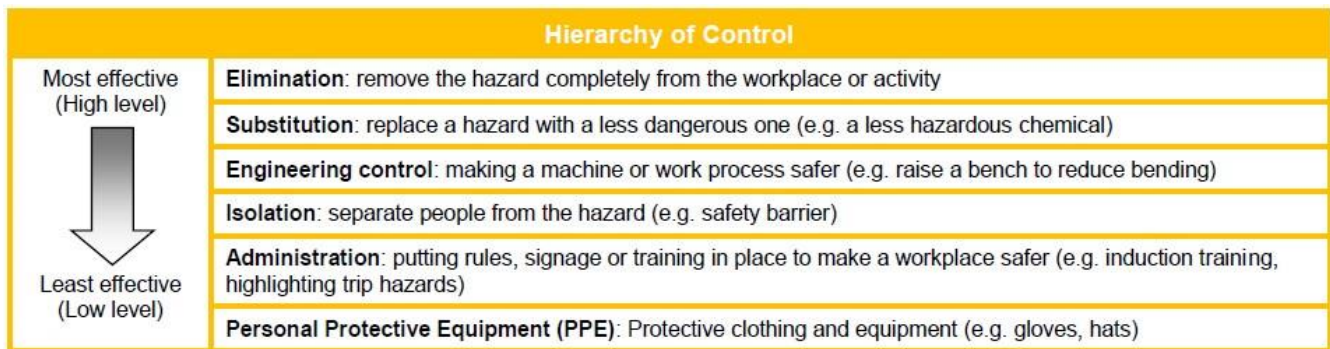
Time	Pre Event	Event programme	Pack up	Prize giving	other
12:00	Student arrival and sign up				
12:30	Welcome & Race/safety briefing				
13:00		Competition Begins			

15:30		Competition Finishes			
15:45			Event pack up		
16:00				Prize giving & event closure	

Health and safety

Please see attached RAMS form for this event. If you require additional information as to the level of risk associated with each hazard please contact mike@tsssa.org.nz for further information.

The identified risks will be controlled in the following system:



Emergency Protocol

See attached emergency flowchart

Submission

Submission

This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.

Contact person:

Date:

Indicate those others involved in the preparation of this risk assessment.

Waitara Pony Club ODE Risk Management Form

Site Location:	Waitara Pony Club grounds	Waitara Pony Club	Cracroft St, Waitara		LIKELIHOOD <i>(How Often)</i>	CONSEQUENCES <i>(What could be the extent of possible incident)</i>				
Event	TSSSA Dressage Tournament					INSIG.*	MINOR	MODERATE	MAJOR	CATA.#
Persons at Risk	Riders, Parents/Guardians and siblings, Spectators, Judges, Stewards and other helpers				A (almost certain)	H	H	E	E	E
Medical Personnel					B (likely)	M	H	H	E	E
	Also on site: Waitara First Response 5 minutes response time St John Ambulance 20 minutes response time Taranaki Base Hospital 25 minutes away				C (possible)	L	M	H	E	E
Veterinary	Inglewood Vets at Waitara				D (unlikely)	L	L	M	H	E
					E (rare)	L	L	M	H	H
Emergency Details:	Ambulance Police Fire Dial 111. Safety Coordinator –									
Date of Event:	05 April 2017 or 07 April 2017									
Date of Approval:		Approved By								

**Waitara Pony Club
ODE Risk Management Form**

ACTIVITY	HAZARD	INITIAL RISK SCORE	PREVENTATIVE MEASURES	RESIDUAL RISK SCORE	RESP. PERSON
Traffic Movements	<input type="checkbox"/> Pedestrians, horse or property struck by vehicle	M	<input type="checkbox"/> 10 kph Speed Limit on site <input type="checkbox"/> All horse transport vehicles enter via parking paddock gate unless advised otherwise <input type="checkbox"/> Non horse transport vehicles enter through main gate into parking area. <input type="checkbox"/> No public vehicle access to grounds <input type="checkbox"/> Gates to roads are shut at all times.	L	All
Horse Yards	<input type="checkbox"/> Loose Horses <input type="checkbox"/> Injury from kicking horse or being stood on <input type="checkbox"/> Risk of slip trip and fall <input type="checkbox"/> Risk of muscle strain	M	<input type="checkbox"/> Water and Fire Fighting facilities available <input type="checkbox"/> Wear suitable footwear- no open toe shoes. <input type="checkbox"/> Don't carry heavy loads, or loads that restrict your vision. Minimise where possible, if not, ask for help. <input type="checkbox"/> Secure fences and gates to yards	L	All
Walking the grounds	<input type="checkbox"/> Risk of Slip Trip and Fall <input type="checkbox"/> Risk of fall on steep gradients	M	<input type="checkbox"/> Use pathway and gates -	L	ALL
Visitors entering controlled areas	<input type="checkbox"/> Accidents form Horse/Pedestrian/ vehicle contact	M	<input type="checkbox"/> Restricted public access to horse areas <input type="checkbox"/> Horse movements around general area at walk only. <input type="checkbox"/>	L	All

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ACTIVITY	HAZARD	INITIAL RISK SCORE	PREVENTATIVE MEASURES	RESIDUAL RISK SCORE	RESP. PERSON
Riding in Event	<input type="checkbox"/> Assumed risks while participating in an equestrian event	H	<input type="checkbox"/> Follow all NZPCA rules and guidelines and any other guidelines issued by the Organising committee <input type="checkbox"/> School team managers required to check competitor's gear. <input type="checkbox"/>	H	All
Facilities	<input type="checkbox"/> Health risk from inadequate personal hygiene facilities	M	<input type="checkbox"/> Provide Adequate toilet facilities <input type="checkbox"/> Ensure facilities are kept clean	L	OC
Smoking on site	<input type="checkbox"/> Fire Hazard	M	<input type="checkbox"/> Clearly identify no smoking areas	L	OC
First Aider	<input type="checkbox"/> Available for small injuries (i.e. cuts)		<input type="checkbox"/> First Aider is stationed in the Clubrooms. Must carry an active cell phone.	H	OC
Food	<input type="checkbox"/> Morning tea provided for judges BBQ and coffee sales	L	<input type="checkbox"/> Food preparation taken place outside the event. Keep food sealed and cold when required. Potential danger handling boiling water.	M	OC

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ODE Risk Management Form**

ACTIVITY	HAZARD	INITIAL RISK SCORE	PREVENTATIVE MEASURES	RESIDUAL RISK SCORE	RESP. PERSON
Use of vehicles	<input type="checkbox"/> Injury following fall or an accident with spectator, team member, vehicle or property	M	<ul style="list-style-type: none"> • Four vehicles are on the grounds for judging purposes. 	M	OC
Communications	<input type="checkbox"/> No landline service at Pony Club grounds	L	<input type="checkbox"/> Key Personnel with Cellphones	M	OC