

Health & Safety Manual

For

Springston Trophy

Springston Tophy

Health & Safety

INTRODUCTION

Eventing is an international sport, which stands out as demanding high standards of horsemanship, horse ability and boldness of riders and horses. The Springston Trophy competition endeavours to encourage and invite young riders and their supporters to participate in this thrilling equestrian discipline. However, it is well recognised as one of the high-risk sports, with a history of accidents and incidents. The equestrian industry is continually endeavouring to minimise the risk, but still provide competition that attracts those with an ability to perform at an extremely high level.

Springston Trophy is no exception and much consideration has been given to the participation of young riders and to the clear requirement to ensure their safety. The following summarises the policy of plans/rules for Springston Trophy.

However, please note: **The final decision and ultimate responsibility for participation remains with rider and parent. They must be sure of any limits to their performance and ability of his/her horse.**

INFORMATION FOR COMPETITORS

1. There is a health and safety plan for the event. It covers:
 - First Aid
 - Accident / Incident / Near Miss Reporting System
 - Hazard Control – animal and people
 - Emergency Response Plan – ie. fire, earthquake, storm
 - Contractors and subcontractors responsibilities to health safety

It also details health & safety matters to be addressed for

- Entertainment
- Food stalls / mobile shops
- Sale and supply of liquor
- Traffic and machinery

2. Other safety matters are covered by NZPCA standing documentation:
 - (1) “Rule & Regulations for Horse Trials Teams Championships” as applicable to Springston Trophy.
 - (2) NZPCA policy on emergency care and services for Springston Trophy.
 - (3) In the event of any matter requiring further clarification reference will be made to NZEF Eventing New Zealand – Rules Version 2.7 (current).
3. Medical, Veterinary and Rider Safety Information is attached

SPRINGSTON TROPHY – SAFETY INFORMATION

This is not conclusive and is to be read in conjunction with the documentation listed on Page 1

Medical Cover

1. St Johns Ambulance and suitable qualified staff will be available at all times of the competition and competitors may not continue in absence of unit.
2. Paramedic will be on site on cross-country day.
3. Hospital is approximately 10 minutes from South Bay Domain and 30 minutes from the cross-country grounds.
4. All ambulances will have unblocked access to the competition area at any time of the event being in action.
5. Screens will be available to protect privacy of an injured person.
6. Prior to the event all riders should give 2 names and phone numbers of people contactable in cases of emergency.

Veterinary Cover

1. Vet will be on site for cross-country.
2. Vet will be on call for Dressage.
3. Screens will be provided if necessary.
4. Machinery will be available to dismantle fence if necessary.
5. Vehicle and float or truck will be available to remove injured/dead horse.

Rider And Horse – General Safety

1. **Instructor's Opinion**– The event is run under the presumption that each instructor of every Pony Club is of the opinion that the horse and riders both individually and as a combination have sufficient competency and experience to ensure safety and that both have completed their Club's Cross-Country and Show Jumping training as is required by the Club for Springston Trophy.
2. **Owner's Consent** - The committee assumes each club has entered horse with the consent of the owner to participation and the owners' belief that the horse is fit and competent to perform at that level.
3. **Parent Consent** - All riders over 18 and parent/caregivers of those under 18 must sign a consent form confirming they have competence to ride and there is no known medical condition which would impede the rider's ability to keep both rider and horse safe.
4. **Vet Decision** - The decision of the vet on duty as to the horse's fitness to compete, at any time during the event, will be final. The decision of the vet as to the immediate treatment or outcome will be final if the owner is not immediately contactable.
5. **Medical Decision** - The decision of the doctor on duty as to a rider's fitness to complete at any time during the event will be final.
6. **Gear safety checks** before each discipline are mandatory. Approved helmets are required. Medical armbands are required, Back protectors are compulsory for cross country phases.
7. **Show Jump and Cross-Country fence safety check** - all efforts will be made to design a course and obstacles that minimise a horse falling.
8. **Time limits** in show jumping and cross-country may be adjusted for any adverse weather conditions.
9. **Fence judges** will be briefed as to accident procedure.
10. **Doping of horses or riders** is forbidden - either homoeopathic or herbal additives as defined by the NZPCA doping policy affiliated to NZ Sports Drugs Association.
11. **Riders will be eliminated** for:
 - a) Dangerous riding
 - b) The horse is lame, sick or exhausted
 - c) Misuse of whips, spurs, ill treatment of horse
 - d) Interfering with another competitor
 - e) Any other unseemly behaviour.

HEALTH AND SAFETY Plan

(incorporating requirements of current Health and Safety Legislation)

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HEALTH AND SAFETY POLICY

The Springston Trophy Committee is committed to the protection of people from accidental injury or damage from activities carried out by the club.

The Springston Trophy Committee will comply with the Health and Safety in Employment Act 1992, Health and Safety in Employment Amendment Act 2002, Hazardous Substances, New Organisms Act 1996.

RESPONSIBILITIES

- To ensure the safety of volunteers, members of the public, contractors and competitors.
- To identify all site hazards.
- To control all significant hazards.
- To investigate serious harm accidents to OSH
- To ensure emergency plans are in place for relevant hazards.

CONTRACTORS/ SERVICE AND PRODUCT PROVIDERS RESPONSIBILITIES

- To have read and understood the Health and Safety information provided by the Club.
- To submit a health and safety plan.
- Notify the society of any unsafe working condition immediately on discovery.
- Report any accidents or incidents to the club.

2.0 Accident/Incident/Near Miss Reporting

2.1 Purpose

The Health and Safety in Employment Act 1992 requires that all work-related accidents are reported and recorded.

The purpose of this is to:

- Recognise and document hazards or potential hazards to organisation company personnel, users of the event grounds and facilities.
- Clearly identify work-related accidents and incidents distinguishing them from non-work related accidents compensation claims

2.2 Definitions

As defined by the health and safety in Employment Act 1992:

- **“Accident”** means an event that causes any person to be harmed.
- **“Incident”** or **“Near Miss”** means an event than in different circumstances.
- **“Serious Harm”** (which must notified to OSH within seven days after the event) means:
 1. Any of the following conditions that amounts to or results in permanent loss or bodily functions, or temporary severe loss of bodily function.

- Respiratory disease
- Noise-induced hearing loss
- Neurological disease
- Cancer
- Dermatological disease
- Communicable disease
- Musculoskeletal disease
- Illness caused by exposure to infected material
- Decompression sickness
- Poisoning
- Vision impairment
- Chemical or hot melt burn of eye
- Penetration wound to eye
- Bone fracture
- Laceration
- Crushing

2 Amputation of body part

3 Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.

4 Loss of consciousness from lack of oxygen.

5 loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.

6 Any harm that causes the person harmed to be hospitalised for a period of 48 hours more commencing within 7 days of the harms occurrence .

2.3 PROCEDURE

All accidents, incidents or near misses occurring at the site to volunteers, the public or contractors are to be reported and recorded in the accident register held at each site.

- ◆ Any serious harm accident is to be reported immediately to OSH as soon as practicable after the accident.
- ◆ The accident register will be readily available in the main office area.
- ◆ Form to be completed as soon as possible after the accident / incident / near miss by the person involved or if necessary by a witness.
- ◆ Completed form to be given to the Springston Trophy Committee within 24 hours of accident for comment.
- ◆ If further investigation is require the Committee will conduct an investigation and involve the person concerned.
- ◆ Once all action is completed every Accident / Incident form shall be forwarded to the Committee for filing as appropriate pursuant to the Privacy Act 1993.
- ◆ All investigations should be completed within five working days.
- ◆ Legal requirements require that all serious accidents be reported to OSH.
- ◆ If a motor vehicle crash/accident adopt same procedure as above and any serious accident to be reported promptly to OSH and if not already done – to the New Zealand Police.
- ◆ In cases where there has been contact with **BLOOD / SERUM / BODYFLUID** including known or possible contact with **HEPATITIS** and **HIV**: immediately notify the onsite first aid emergency service such as St Johns and the nearest Accident and Emergency Service; eg. Doctor and / or Hospital for Medical Advice.

2.4 ACCIDENT INVESTIGATION

All Accidents should be investigated to determine the cause.

- Obtain all the facts pertaining to the accident or incident.
- Identify all the hazards involved and thus the cause of the accident / incident.
- Assess the current hazard controls in place.
- Decide on future actions eg. Prevention, elimination, isolation, minimisation.
- Inform all affected.
- Follow up.
- Document the investigation and file for records.

2.5 NZPCA REPORTING

All accidents required to be reported by NZPCA rules will be reported appropriately.

3.0 FIRST AID FACILITIES

3.1 PURPOSE

To ensure that adequate first aid facilities and supplies are available at the Springston Trophy.

3.2 PROCEDURE

A central first aid box should be located in the secretary's office. The first aid box contents shall be documented on a list located in the first aid box.

Consideration should also be given to the location of first aid equipment at specific activities at the event that are deemed to provide potential risk factors.

St John's First Aid Personnel and St John's Ambulance will be present.

4.0 HAZARD CONTROL

4.1 PROCEDURE FOR IDENTIFYING NEW & EXISTING HAZARDS

Hazards need to be identified in order for appropriate controls to be put in place. Checklists have been developed for activities at an event to assist in the hazard identification process.

Hazards may also be reported at any time by any person. These hazards may need to be added to the appropriate checklist.

Hazards may be identified as part of an accident investigation in which case the appropriate checklist will need to be updated.

Contractors/Service Providers/Product Providers

Where people or organisations are engaged to provide a service or product and are paid for the service they are deemed to be contractors under the Health and Safety in Employment Act 1992. The organisation engaging their services are deemed to be principals. Duties of principals can be summarised into two areas. One is that the principal must ensure that all practicable steps have been taken to ensure that the contractor is not harmed whilst on site and secondly that the contractor takes all practicable steps to ensure they do not harm the public, visitors or volunteers.

A contractor is expected to submit a health and safety plan to the Springston Trophy Committee to contract accepted. The contractor must demonstrate compliance with the requirements outlined in Appendix I.

The plan will be kept on file by the committee and the contractor's significant hazards will be checked to ensure they are in control during the event.

4.2 PROCEDURE FOR IDENTIFYING SIGNIFICANCE OF HAZARDS

Hazards on the checklists have been assessed to determine whether or not they are significant or not. Significant hazards are defined as those that have the potential to cause serious harm.

4.3 HAZARD REGISTER CHECKSHEETS

Hazards pertaining to each area of activity have been documented on hazard register check sheets. The committee will ensure that the person responsible for organising each area of activity completes the appropriate hazard register check sheet.

The hazards identified on the checksheets are not sighted as an exhaustive list and may be added to during the inspection process.

4.4 CONTROLLING HAZARDS

The Health and Safety in Employment Act 1992 specifies how to control significant hazards. The procedure is to work through the following steps:

- **Eliminate** the hazard if this is possible. If it is not possible or practicable to totally eliminate then
- **Isolate** people from the hazard eg. By guarding machinery, fencing or if this is not practicable then
- **Minimise** the likelihood of harm from the hazard eg. Protective clothing and equipment, providing adequate training.

The committee should bear these steps in mind when reviewing checklists and reviewing contractor health and safety plans.

Where specific hazards require specialist advice the Committee shall ensure this is obtained. Where the Springston Trophy Committee requires information from relevant legislation, regulations, codes of practice, safe operating procedures or material safety data sheets. The Committee shall contact the Supplier or may contact the Department of Labour (OSH) as appropriate.

4.5 INSPECTIONS, PRIOR, DURING AND AFTER EVENT

Check sheets have been developed for inspection of the grounds prior to the event beginning, whilst the event is operating and after the event has ended to ensure that hazards are in control and the site is safe. The post even inspection is to identify that there are no hazards left on site.

5.0 ACCIDENT INVESTIGATION

5.1 EMERGENCY RESPONSE PROCEDURE

The Springston Trophy Committee shall ensure effective and efficient responses to emergency situations resulting from natural or man-made disasters. An emergency situation may arise as a result of:

- a fire
- an earthquake
- chemical spill
- explosion
- terrorism
- bomb threat
- armed confrontation
- any other life threatening situation

5.2 SPECIFIC EMERGENCY

Each area of Activity should consider likely emergency situations. Each Hazard Register Checklist will include a section on emergency responses for the particular activity.

5.3 FIRE EMERGENCY

Any person discovering a fire should

1. Rise the alarm immediately by shouting **FIRE** and triggering any alarm sounding system.
2. Immediately advise a Springston Trophy Committee.
3. Call the Fire Service – dial 111.
4. Advise all persons to make their way to the car park area if this is not the source of the fire.
5. Contact the secretary's office for public sound system messages and emergency service involvement.
6. Switch off all machines and appliances near them
7. Close all windows near them.
8. Proceed in an orderly manner out of the building by the nearest doorway.
9. If the building is smoke-logged, keep near the floor.
10. Do not endeavour to obtain personal effects from the some part of the building nor attempt to return to your own room if temporarily absent.
11. Secretary's Office to contact emergency services and activate emergency evacuation procedures as necessary.

5.4 EARTHQUAKE AND STORMS

Definition: Any major seismic activity or adverse weather conditions that has the potential to lead to loss of life, damage property, lead to loss of the stock / animals and otherwise cause serious harm to persons or animals.

1. Security's Office to immediately liaise with emergency services.
2. Ensure the electrical power supply is turned off at the mains supply to the event.
3. Close down all activities starting with Amusement devices and children's activities.
4. Ensure only generator power is used.
5. Evacuate all people to designated safe areas eg. from temporary structures and dangerous areas such as hot food appliances and electrically operated equipment.
6. Secure animals.
7. Control traffic.
8. In the event of Tsunami at South Bay Domain, all people and horses are to make their way on foot out of the main gates, up the footpath adjacent to SH 1 to Scarborough Terrace, and congregate at the Cemetery.

5.5 CHEMICAL SPILL OR EXPLOSION

1. Call the Fire Service – dial 111
2. Immediately contact emergency and Springston Trophy central office
3. Evacuate all personnel from the area.
4. Ensure the area remains secure.
5. Do not attempt to touch, dilute or absorb the chemical.
6. Do not use water.
7. Secretary's Office to contact emergency services and activate emergency evacuation procedures as necessary.

5.6 BOMB THREAT OR TERRORISM THREAT

1. Upon being notified of Bomb or Terrorism Threat report it to Secretary's Office and call the Police – **dial 111**.
2. Advise all emergency services.
3. Retain the caller's phone number if possible.
4. **Remember to keep calm - don't hang up.**

CALLER VOICE (Specify)

Accent / Any Impediment) Voice (loud, soft etc / speech (fast, slow etc) / Direction (clear, muffled) / Manner (calm, emotional etc) / Did you recognise the voice? / Was the caller familiar with the area.

THREAT LANGUAGE (Specify)

Well Spoken / Incoherent / Irrational / Taped / Recorded / Message read by Caller / Abusive / Other.

5. Secretary's Office to activate emergency evacuation procedures as necessary.

5.7 ARMED CONFRONTATION

- 1. Keep calm don't panic.**
2. Do exactly what the person asks.
3. Observe as much information on the person as possible.
Height Age
Hair Colour Skin Colour
Eye Colour Accent
Race What the person is wearing
Or any other distinguishing features
4. Do not take risks.
5. Contact the Secretary's Office for help after the person leaves – dial 111.
6. Document all observations immediately.
7. Springston Trophy Committee to contact the emergency services.

DO NOT CONFRONT OR ATTEMPT TO DISARM THE PERSON

5.8 ANIMAL ESCAPE OR OUT OF CONTROL

The Springston Trophy Committee procedure for handling horse escape or out of control horses includes:

- The responsibility for the control of the horse remains with the rider, owner and team manager.
- All people endangered by any loose or out of control horse should immediately vacate the area.
- The area around the loose horse shall be immediately secured with all gates shut.
- No-one should approach the horse until it is stationary.
- Team managers shall take all steps to ensure all horses are tethered securely or in the control of the rider or other responsible person.

6.0 CONTRACTORS AND SUB CONTRACTORS

6.1 CONTRACTOR INDUCTION

The Springston Trophy Committee shall ensure that on-site contractors are aware of workplace hazards and on-site health and safety information.

6.2 CONTRACTOR PLAN & RESPONSIBILITIES

Where people or organisations are engaged to provide a service or product and are paid for the service they are deemed to be contractors under the Health and Safety in Employment Act 1992. Examples of contractors are : Entertainment providers (that are paid), amusement device operations, food stalls, food mobile shops and cafeterias, “Special Licence” liquor sales, helicopter rides and any person or organisation that provides a service and is paid for that service. The organisation engaging their services are deemed to be principals. Duties of principals can be summarised into two areas. One is that the principal must ensure that all practicable steps have been taken to ensure that the contractor is not harmed whilst on site and secondly that the contractor takes all practicable steps to ensure they do not harm the public, visitors or volunteers.

A contract is expected to submit a health and safety plan and shall ensure sub contractors adhere to health and safety requirements.

The plan will be kept on file by the committee and contractor’s significant hazards will be checked and ensured they are in control during the event.

6.3 SPRINGSTON TROPHY COMMITTEE

- To take all practicable steps to ensure that no hazard that is or arises in the place of work harms volunteers, contractors or sub contractors or members of the public.
- To conduct safety audits and contractors work sites at regular intervals.