

OVERVIEW

The 2019 Australian Interschool Championships is being staged by Equestrian NSW Incorporated at Sydney International Equestrian Centre (SIEC) from 29 Sep – 2 Oct 19. Disciplines include: Combined Training, Dressage, Eventing, Jumping and Show Horse.

Equestrian NSW 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 2019 Australian Interschool Championships (Interschools), the Equestrian NSW Risk Management Policy requires the following:

- The appointment of a suitably qualified and competent person to identify potential factors and types of risks to which Equestrian NSW, its members, activities and interests are exposed and detail these in a risk management register showing a potential risk rating and what measures are in place or planned to address each identified risk.
- Equestrian NSW to allocate sufficient resources to ensure compliance with its risk management obligations.
- Clear assignment and understanding of accountabilities for key personnel involved in risk management for the event.
- Where a harmful or damaging incident covered by this policy occurs, Equestrian NSW must ensure that the appropriate body or official investigates the incident to determine its causes, assesses the extent and value of damages, determines potential legal liability and reports the findings to Equestrian Australia.

RISK CATEGORIES

Risks will be managed under the broad categories of:

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

ACCOUNTABILITIES

Equestrian NSW is accountable for providing a safe competition for all stakeholders (ie riders, parents, spectators, officials and staff). Riders and their guardians are accountable for complying with the competition rules and SIEC regulations, and conducting themselves in a safe, respectful and reasonable manner.

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

KEY PERSONNEL (To be Confirmed)

Role	Name	Qualification
Event Director	Jane Frankum	FEI Level 2 Steward
Event Risk Manager	Bruce Farrar	BE MBA GAICD Accredited Serious Incident Investigator
Technical Delegates	Merry Branson Katja Sykes	EA Level 2 TD EA Level 2 TD
Chief Steward	Jenny Merity	FEI Level 2 Steward
Jumping Course Designer	John Vallance	FEI Level 4 CD
Eventing Course Designer	Darryl Burgess	EA Level 3 CD
Event Doctor	Dr Ian Seppelt	
Event Paramedics	CRS	Advanced Trauma Life Support Paramedic
Event Veterinarians	Agnes Banks	

RISK MATRIX

The following likelihood/impact and scale/definitions were adopted from the model recommended by Sport Australia.

Table 1– Likelihood Scale

Rating	LIKELIHOOD: The potential for problems to occur in a year
5	ALMOST CERTAIN: will probably 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	NEGLIGIBLE: 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	E
Catastrophic (5)	M	M	H	E	E

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

BRUCE FARRAR
Risk Manager

Version	Date	Comment
3.2	8 Aug 19	To be reviewed by 28 Sep 19

2019 AUSTRALIAN INTERSCHOOL CHAMPIONSHIPS
RISK CATEGORY – HORSE AND RIDER WELFARE

Risk Event	How it can occur	Mitigation & Risk Controls	Responsibility	Likelihood	Impact	Risk Ranking
Fall of Horse and Rider	<ul style="list-style-type: none"> • Collision with an obstacle • Slip on the flat 	<ol style="list-style-type: none"> 1. The Event is run under Equestrian Australia Rules, which define jump dimensions and speeds. 2. Cross Country footing is managed by SIEC under guidance by International Eventing Course Designer Mike Etherington-Smith. 3. Cross country and Jumping course design done by qualified and competent Course Designers (CD). 4. XC and Jumping courses inspected and signed off by qualified and competent Technical Delegate (TD). 5. Horse and Rider qualifications to ride in the class are checked before an entry is accepted to compete. 6. Riders required to wear PPE (approved helmet etc). 7. The TD may change the jumping courses and time to suit the conditions. 8. A rider briefing is conducted prior to the XC competition to advise course conditions. 9. TD/Judges monitor every horse and rider to ensure safe riding. 10. The TD/Judge may instruct a rider to stop if riding out of control. 11. Fall of rider requires check by paramedic 12. Paramedic, Doctor and Ambulances on course for rapid response. 13. Vets on course. 14. Horse ambulance with trained operator on course. 15. Serious Incident Management Plan in place. 16. All riders must be participating members of Equestrian Australia and are therefore covered for personal accident insurance and public liability (see attached Certificate of Currency). 	<ol style="list-style-type: none"> 1. FEI and Equestrian Australia 2. SIEC 3. Organising Committee engaged Darryl Burgess and John Vallance 4. Organising Committee engaged Merry Branson 5. Organising Committee Event Secretary 6. EA Rules 7. Technical Delegate 8. Technical Delegate 9. TD or Judges 10. TD or Judges 11. Technical Delegate 12. CRS, Dr Ian Seppelt 13. Agnes Banks 14. SIEC (ambulance) + vehicle and operator (OC) 15. SIM Team 16. Equestrian NSW 	5	3	H
Collision between Horse/Rider and Motor Vehicle	<ul style="list-style-type: none"> • Official's Motor Vehicle driven onto the XC course • Media vehicle driven on course 	<ol style="list-style-type: none"> 1. Limited motor vehicles allowed on course 2. Media vehicles will be escorted onto the course if required 	<ol style="list-style-type: none"> 1. Organising Committee 2. 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 	<ol style="list-style-type: none"> 1. Spectator pathways clearly marked 2. Spectator crossings manned by marshals. 3. Frequent public announcement to use designated crossing points. 4. Signs instructing spectators to use designated crossing points. 	<ol style="list-style-type: none"> 1. Organising Committee 2. Organising Committee 3. XC Announcer 4. Organising Committee Operations manager 	2	3	M

2019 AUSTRALIAN INTERSCHOOL CHAMPIONSHIP
RISK CATEGORY – CHILD PROTECTION

Context – Australian sporting organisations have legal obligations under Australian law with regard to 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 abuse	Unwelcome contact	<ul style="list-style-type: none"> All participating members of Equestrian Australia must comply with the 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 Equestrian NSW who will refer the matter to the Police. 	Equestrian NSW CEO	2	3	M
Cyber Bullying	Unwelcome posts on facebook Twitter etc	<ul style="list-style-type: none"> All participating members of Equestrian Australia must comply with the Member Protection Policy and Disciplinary ByLaws. All riders will be made aware of the obligations and the process to report cyber bullying to the CEO of Equestrian NSW, 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 Equestrian NSW. All professional photographers will have 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 smoking behaviour to ensure compliance. If not compliant, smokers will be removed from site. 	Organising Committee	3	2	M
Service of Alcohol		<ul style="list-style-type: none"> Mandavilla is the only outlet for alcohol on site and complies with the relevant responsible service of alcohol standards. Consumption of alcohol by under 18 people will not be tolerated. If not compliant, drinkers will be removed from site. 	Organising Committee	2	3	M
Sun Protection	Unprotected exposure to the sun	<ul style="list-style-type: none"> SIEC has many areas out of the sun. The event will be run under Equestrian Australia's Hot Weather Policy. As the event is in June, it is not expected to be an issue. 	Organising Committee	2	3	M

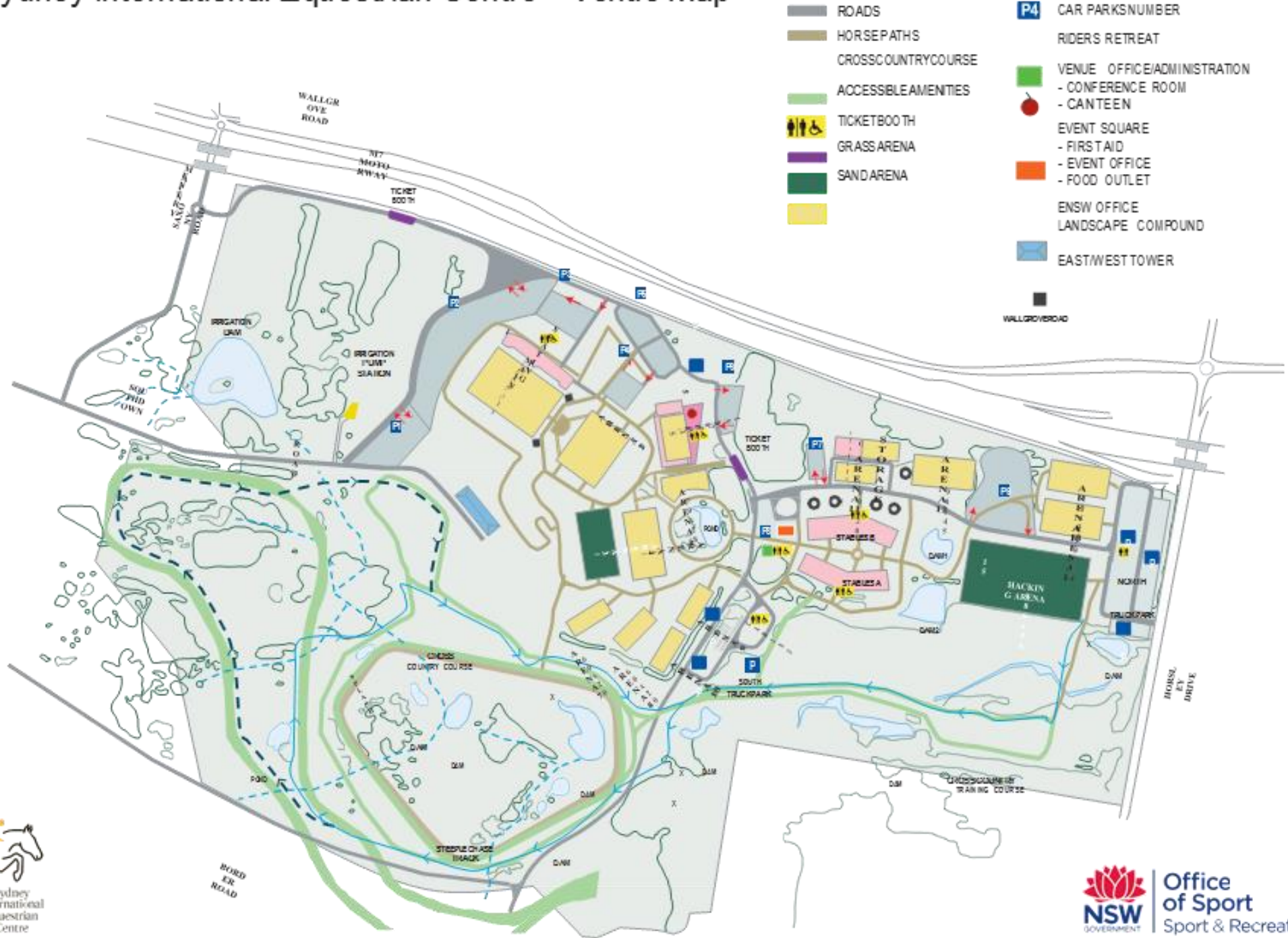
2019 AUSTRALIAN INTERSCHOOL CHAMPIONSHIPS

RISK CATEGORY – BIOSECURITY

Context – Management of Biosecurity Risks is important to ensure that the transfer of diseases (eg Hendra, Strangles) from horse to horse and horse-to-human is managed appropriately. All people who bring horses to SIEC 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 Risk 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. 	Risk Manager	2	4	M

Sydney International Equestrian Centre – Venue Map



- ROADS
- HORSEPATHS
- CROSSCOUNTRY COURSE
- ACCESSIBLE AMENITIES
- TICKET BOOTH
- GRASS ARENA
- SAND ARENA
-
- CAR PARKS NUMBER
- RIDERS RETREAT
- VENUE OFFICE/ADMINISTRATION
- CONFERENCE ROOM
- CANTEEN
- EVENT SQUARE
- FIRST AID
- EVENT OFFICE
- FOOD OUTLET
- ENSW OFFICE
- LANDSCAPE COMPOUND
- EAST/WEST TOWER
- WALL GROVE ROAD





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Phone: 02 8267 9999 Fax: 02 8267 9998

27th June 2019

CERTIFICATE OF CURRENCY

TO WHOM IT MAY CONCERN,

In our capacity as Insurance Brokers to **Equestrian Australia Limited** we hereby certify that the undermentioned Insurance Contract is current as at the date of issue for the Period of Insurance noted below unless cancelled in the meantime.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy below:

CLASS OF INSURANCE: Public & Products Liability and Professional Indemnity

PERIOD OF INSURANCE: From 30th June 2019 at 4:00pm
To 30th June 2020 at 4:00pm

INSURED: Equestrian Australia Limited (EA), and the State Branches thereof
Including Equestrian NSW as an affiliated association/club of the above

INSURER: Certain Underwriters at Lloyds, Liberty International Underwriters

COVERING: The Insured's legal liability for personal injury or property damage or breach of professional duty as more fully described in the policy

SITUATION: Anywhere in the Commonwealth of Australia and New Zealand and elsewhere in the world to the extent provide for in the policy.

LIMIT OF LIABILITY: Public Liability \$20,000,000
Products Liability \$20,000,000
Professional Indemnity \$20,000,000

EXCESS: \$2,500
\$5,000 with respect to abuse

POLICY NO.: B1161D1987169 & SY-CAS-17-430966

For full terms, conditions and exclusions please refer to Your Policy Wording

Yours sincerely,

Will MacArthur
Manager | Sports
