

Canterbury Secondary Schools' Dressage Competition (Championships) 2021 (Sanctioned by School Sport Canterbury)

Health and Safety Plan

Venue: McLeans Island Equestrian Centre

Date: Wednesday the 8th September, 2021 (8.00am-4.00pm)

Rules: To be run under ESNZ Dressage Rules

Health and Safety Policy

Our health and safety policy has the following objectives:

1. To work within the guidelines of the HSW 2015 Act.
2. To comply with ESNZ General Regs Article 149: Risk management, health and safety.
3. To comply with local authority laws where appropriate.
4. To strive to improve the safety at competitions while recognizing it is a high-risk sport.
5. To develop and continually review a Risk Management Plan (RMP).
6. To implement the procedures outlined in the RMP.
7. To provide all officials/anyone who requests one, forms on which to record all incidents/ accidents including "near misses". To be given to the secretary at the end of the competition.
8. The event secretary on the day adds the details of the incidents/accidents to the OC register, so that after review, changes to the RMP can be made if required.
9. The Health and Safety Officer for this event is **Angela Frampton**.

Risk Management Plan

The outline of the Risk Management Plan:

1. Identify the key aspects of the event.
2. Who is involved or impacted by the event?
 - a. Competitors
 - b. Spectators, officials and general public
 - c. Horse owners
 - d. Local community and authority
 - e. Venue/landowner
 - f. Government
3. Contact details of Health and Safety Officer for event and others involved in health and safety.
4. Identification of those to be consulted regarding the event – NEC & School Sport Canterbury.
5. A system whereby competitors are aware of the Health and Safety rules around the event. The entry system has a tick box that riders use to indicate that they acknowledge the risks in their sport, and that they will maintain safe practices throughout the event and not cause harm to others.
6. Emergency contact details for all competitors (on entry form).
7. Minutes of health and safety meeting which OC members sign their agreement to the plan.
8. Briefing all officials on health and safety instructions including evacuation procedures, incident and accident reporting and what to do in the event of a serious accident or event.
9. A record that all equipment used has been checked.
10. Check that officials do not introduce any additional risk by their actions.
11. Are there adequate and sufficient toilets?
12. Is there a fully equipped first aid cabinet?
13. A sign at the event to give the contact details of the Health and Safety Officer.
14. Have forms available on which to note any accidents/incidents/near misses.
15. Put in place signs/roped off areas to exclude public or restrict entry to a high-risk area.
16. Have a zero-tolerance policy to bullying or harassment.

17. Identifying the risks and procedures to minimize risks.

Risks may include:

a. Risk to competitors

Equestrian sport is accepted as a high-risk sport. Below is a list of many potential risks and a plan to control these risks.

Risk	Control
Competitor kicked	<ul style="list-style-type: none"> • Encourage riders to identify known kickers by red ribbon
Competitor knocked over by loose horse	<ul style="list-style-type: none"> • Use announcer to warn of loose horse as well as other officials
Fall of rider from horse	<ul style="list-style-type: none"> • Ensure riders have qualified for the level at which they are competing • Riders responsible for maintaining their tack in good working order • Ensure riders wear appropriate safety clothing (helmets to meet current standard) • Ensure correct level of medical care is available
Risk to riders from spectators, photographers, dangerous driving or vehicles in an unsafe place	<ul style="list-style-type: none"> • Speed limit for vehicles, roping off spectators, no go zone for riders where judges drive, managing crossings, identifying photographers
Specific risks to riders due to terrain, grounds, or other users etc.	<ul style="list-style-type: none"> • Information given to riders prior to the event and on notices at the event.

b. Risk to Attendees

Risk	Control
Risk to spectators, officials & volunteers of injuries from horses and other hazards that form part of the Event	<ul style="list-style-type: none"> • Ensure the correct level of medical care is available at events (GenRegs Art152). Have GPS information available to medical team. • Designate some areas to be horse-free • Rope off high risk areas • Use marshals in specific high-risk areas • Use announcer to warn of loose horse • Restrict vehicles on grounds, impose a speed limit on all vehicles • Programme to include information about areas suitable for spectators in wheelchairs, mobility scooters and with pram/pushchairs • Programme to include information on risks associated with the venue, the presence of horses, water hazards, other users, terrain etc. • Trucks to have reversing beepers • Ensure all exits are kept free of parked vehicles • Hygiene maintained at a high level by adequate numbers and servicing of toilets, separate hand-washing facility in kitchen areas, providers of food on site to be approved.

c. Risk to treatment providers

Risk	Control
Risk to treatment providers (medical and veterinary)	<ul style="list-style-type: none"> • Medical vehicles to be parked in a safe place approved by OC. • Medical personnel advised on access to various areas of the competition venue • Veterinary personnel with appropriate facilities (e.g. horse ambulance, screens & treatment area) • In the event of an accident, photos by bystanders to be discouraged and all but essential personnel kept back from immediate area.

d. Risk to riders, spectators, officials & volunteers from natural disasters

Risk	Control
Fire	<ul style="list-style-type: none"> • No lighting of fires • Fire extinguishers in all occupied buildings • No smoking allowed in stable area and other buildings • Follow warning and evacuation plan for venue
Flood	<ul style="list-style-type: none"> • Take note of any weather warnings • Follow warning and evacuation plan for venue
Wind	<ul style="list-style-type: none"> • Take note of any weather warnings • Follow warning and evacuation plan for venue • Secure items likely to be blown over by wind • Evaluate risk of trees falling on vehicles/people and take action accordingly • Be prepared to close down event • Be prepared to assist competitors with decisions around safety of travel • Be prepared to use whatever facilities are available to ensure safety of people and horses
Electrical Storm	<ul style="list-style-type: none"> • Take note of any weather warnings around time of the event • Follow warning and evacuation plan for venue if needed • Secure items likely to be blown over by wind • Be prepared to close down event, possibly temporarily • Ensure all volunteers, officials, spectators and competitors take shelter as soon as possible
Earthquake	<ul style="list-style-type: none"> • Activate Crisis Management Team to assess injury • Warn of danger from falling trees, broken electrical wires, falling buildings • Encourage the use of horse trucks as shelter until the extent of the earthquake is known and safety of travel is confirmed • Horses may be better confined to yards rather than tied to trucks/floats • Use facilities available to support all people at the venue • Have access to non-power dependent radio for updates
Sunburn	<ul style="list-style-type: none"> • Riders responsible for own sunscreen. Sunscreen made available to volunteers
Dehydration	<ul style="list-style-type: none"> • Riders/parents/managers responsible to ensure adequate fluid intakes. Water taps available at venue

Covid-19 Health and Safety Plan – NZ Alert Level TWO

LEVEL TWO

- Anyone feeling unwell instructed will not to attend the event. Hand and Equipment sanitiser provided for all to use. Visible notice (posters) of safe hygiene requirements to be displayed. Encourage Social distancing as far as practical. Cough, sneeze into elbow. Responsibility - venue officials, Team Management, Schools, Competitors, Spectators
- Venue (NEC is open), with appropriate Covid-19 and health and safety plans and measures in place for visiting clients.
- Gatherings of up to 100 people are allowed, with an updated Covid-19 and health and safety plan, whilst maintaining physical distancing and contact tracing requirements.
- The competition will be run in sessions so that no more than 100 people are on the grounds at a time. Sign in will be required and competitors, helpers and Managers will be expected to leave the grounds as soon as practical once their associated teams have finished competing.
- At this stage there is NO overnight camping at NEC CHCH.
- At this stage there is NO use of the covered yards or stables at NEC CHCH. The open yards in the training ground may be used, with payment, with social distancing practiced, and users must leave them clean and tidy.
- Officials/volunteers in the “high risk” category are encouraged to stay home where possible. However, they may choose to officiate. A detailed plan must be in place to ensure there is a limited risk of exposure for this group during the time frame of an event.
- Volunteers and officials and have access to masks, gloves and hand sanitiser.
- Contact tracing is in place. Sign in is required by everyone entering the grounds – team Managers are responsible for this for each team member and their helpers – sign in sheets will be provided to Managers prior to the event.
- NEC has extensive signage and information up around the centre, regarding precautions for managing Covid-19
- NEC has an up-to-date cleaning schedule and adequate provisions to facilitate good hygiene practices.
- Extra cleaning of toilets and communal areas will take place between sessions.
- No POP campers.
- Food and trade vendors can operate on site if they have an updated Covid-19 and health and safety plan, and physical distancing and contact tracing requirements are met

EVERYONE HAS A ROLE TO PLAY

- Stay at home if you are feeling at all unwell
- Wash your hands frequently with soap and water and/or sanitiser
- If you need to sneeze or cough, do so into your elbow or tissue (and dispose into bin)
- Maintain the recommended physical distancing

NEC INFORMATION FOR ORGANISING COMMITTEES

At levels 4 and 3 NEC is closed to all public. At level 2, NEC will reopen to casual, clinic and events with a maximum capacity of 100 people onsite at any time, with conditions. At Level 1 NEC will be available to hire for all events with no restrictions.

Should your area group/club be willing and able to allow training or competition, it may consider some of the following measures.

- Contact tracing will be recommended so every OC will need a system to log all those at the premises at any time
- Spacing out parking for horse trucks and floats – as appropriate in Level 1

Event organisers should follow the COVID Code (<https://sportnz.org.nz/covid-19/sector-advice/events-sector-voluntary-code>) to enable rapid contact tracing and good hygiene practices.

Once the OC takes over the hire of NEC, the responsibility for all clients, members and volunteers entering NEC falls under that OC's general health and safety plan. At level 1 a Covid-19 safety plan is recommended but not mandatory.

A Covid-19 safety plan should include:

- Any risks arising from restarting an activity that was shut down during previous levels
- A plan on how to ensure all people entering the grounds for your event can keep themselves safe from exposure to Covid-19
- A plan on how you will gather information on the wellness of your staff/volunteers to ensure they are safe and well to work/help
- A plan on how you will operate in a way that keeps everyone safe from exposure to Covid-19
- A plan on how you will manage a positive case of, or an exposure or suspected exposure to Covid-19 during or because of your event
- A plan on how you will evaluate and review, whether your processes or risk controls are effective
- A plan on how any changes made impact on the risks of the work that is done over the event
- A plan on how you will gather information for contact tracing

Worksafe NZ have a very useful document on how to compile a Covid-19 plan

CLEANING PROTOCOL

You should continue basic hygiene measures, like regularly washing and drying your hands with soap and coughing and sneezing into your elbow.

NEC will continue to regularly clean shared surfaces and to provide hand washing or sanitising facilities.

However, there is no requirement to deep clean or sanitise equipment between uses.

In the event of a Covid-19 case at NEC, NEC will hire in a dedicated professional cleaning company to do a deep clean before another booking will be able to use the facility.

Finally, all personnel (riders, supporters, OC, Officials) are advised to stay home if they feel unwell

While none of the public health requirements are mandatory – it is important to remain vigilant and continue to practice good hygiene to minimise the risk of community transmission. In Alert Level 1 we should be vigilant in maintaining these good practices, so that we are prepared to quickly move into higher alert levels if we need to.

Monitor and Review

The Risk Management Plan should be continually reviewed, especially if there are changes in any aspect of the event that may impact on the risks.

1. Update documentation or any suspect of RMP as required.
2. Review incidents – make sure all information is being recorded.
3. Review any incident from an unexpected cause and develop ways to prevent/respond to this in the future.
4. Gather as much information as possible from officials, competitors, volunteers.

Follow up after the event.

1. Survey riders, officials, volunteers
2. Consider any other feedback
3. Write a report for recommendations for future events

Crisis Management Procedure

A crisis management procedure plan needs to be in place in the event of a serious accident or death of a rider.

Canterbury Secondary Schools' Dressage Competition (Championships)

To be held at: NEC McLeans Island, Christchurch, 8 September 2021.

Requirements and procedure in the event of any serious harm incident. A serious harm incident is defined as causing unconsciousness, loss of limb, broken bones requiring emergency medical treatment or death or an emergency including a natural disaster.

1. Crisis Team Manager (CTM) to take charge
2. CTM to proceed to the incident site and assess the situation
3. Crisis Management (CM) Team to be activated by CTM or Chief Medical Officer.

It is essential that the details of the severity of the accident is **not** made public. Cell phone communication will be the preferable method of communication.

Crisis Management Team

Preparation

A crisis management team will be selected and meet prior to the start of the competition. Everyone will be clear about their role and the procedure that will be followed. Members could include:

Crisis Team Manager, Event Convenor/Press Liaison, Chief Medical Officer, Secretary, Veterinarian (care of horse involved and care of other horses rider may have at event), Family Support Person (to act as hospital liaison person together with CTM and to support family and arrange transport to hospital etc), Police Liaison Person.

- An office should be selected as the Administration Centre for the CTM. Secretary to remain here until the completion of the management of the accident.
- Code indicating crisis to be determined
- Discussion held about what level of crisis would cause the event to be cancelled i.e rider fatality on site.

When a crisis occurs

Action to be taken at the incident site

1. The CTM to initiate the CM Team response.
2. The CTM to be responsible for deciding (in consultation with medical and other members of the CM Team) whether:
 - a. The event should continue or be cancelled
 - b. The competition should resume as soon as practicable.
3. Screens around the accident while treatment is taking place.
4. Prevent public from taking photos of the incident by request and keep them at a distance.
5. Arrange professional photographing of site if needed prior to any repairs, if needed.
6. Take rider to ambulance as soon as possible to get area cleared and competition resumed if appropriate.
7. Judges to be taken to a private building on site where they will be required to write separate statements. If there are experienced equestrian people who witnessed the accident, they could also be asked to write statements.
8. All OC's must appoint a Health and Safety Officer
9. Police to be notified by CTM or police liaison person if required (a fatality)
10. CM Team to assemble at pre-arranged venue for further action

Roles of crisis team management personnel

1. CTM along with assistants to ensure that procedure is followed correctly especially any statement released to press.
2. A single nominated person to be press liaison member and **ONLY they** are to liaise with press and ensure that family member's needs are taken care of. Family support person to go to hospital providing transport for family as necessary.
3. St John Ambulance officer to control treatment of rider at the scene.
4. Secretary to provide rider information such as contact phone numbers, next of kin, liaising with Family Support Person and rider support personnel/family. The next of kin must be notified before any official information is released (police responsibility). Secretary also to provide a private area for family members and Crisis Team Members with tea and coffee available.

Press and Statements:

No statement shall be released without initial consultation with CSS and CSS Dressage Committee and relevant staff. A "holding" statement should be as follows:

"We can confirm that there was a serious accident today at (venue). An investigation is taking place and we will advise you as soon as we can on the details of the incident. All further enquiries should be made to (CSS, Police or other as seen fit on the day)".

This statement and any other communication or release to be issued at the discretion of the CTM and any other parties deemed appropriate for the situation.

NOTE:

Indication of the severity of the accident should only be released after official authorisation by the CTM (in consultation with police if involved) and next of kin must be given every consideration. This applies to all persons involved with the accident who should be kept isolated until an official statement has been issued and they should be briefed to this effect by CTM.

(Check rider has not won a prize to prevent calling name in a prize giving).

CRISIS TEAM

Crisis Team Manager: Angela Frampton 0274 492 024

H & S Officer: Angela Frampton

Secretary / Event Manager: Lucy Shaw

Family Support Person:

Media Liaison: