

Coatesville Pony Club - Rally Hazard Analysis

Site location: Coatesville Pony Club Corner Glenmore Rd and Coatesville Riverhead Highway	Incidence	Potential consequences				
Event: Pony Club Rallies		Insig.	Mino r	Mod.	Majo r	Cata.
	A (probable)	H	H	E	E	E
	B(likely)	M	H	H	E	E
	C(possible)	L	M	H	E	E
Emergency Details: In case of emergency phone 111 Jo Lynch – President 0211520683	D(unlikely)	L	L	M	H	E
	E(rare)	L	L	M	H	H
	Date of approval: 22/6/16					
		Approved by: to be filled in by individual Presidents of the club				

Activity	Hazard	Initial rating	Preventative Measures	Final rating	Responsible Person
Arrival and Preparation at Pony Club	Traffic	E	signage to indicate entry from road during rallies	M	safety officer/committee/President
			Limit speed on grounds to 15km/hr	M	
	Parking	H-E	Park so that backing is not required (drive through)	L	rider/person responsible/coach/head coach/safety officer/committee/President
			Allow 2m plus the length of the horse between vehicles to allow safe pedestrian egress	L	
			tie to one side of float/truck (near side)	L	
			no horse ridden in car park area(see notes)	L	

Coatesville Pony Club - Rally Hazard Analysis

Unloading	Kicking	H-E	do not stand on ramp behind horse	L	rider/person responsible/coach/head coach/safety officer/committee/President
	Trampling		horses must be on lead rope	L	
	Loose horses		discourage rugs and hay nets in float	L	
			Wear sturdy footwear	L	
Tie-up	Crushing	H-E	Do not step over or under a lead rope connected to a horse	L	rider/person responsible/coach/head coach/safety officer/committee/President
Tie-up	Unruly horses	M-H	horses that pull back, rear, kick-out, are restless and/or display bad manners that compromise safe passage of pedestrians and/or other riders activities should use pens or be tied up at a safe distance from other people and horses.	L	rider/person responsible/coach/head coach/safety officer/committee/President
Warm-up	Dangerous riding	M-H	riders should warm-up their horses well away from the parking area and where horses are being tacked up. There must be no cantering past these areas	L	rider/person responsible/coach/head coach/safety officer/committee/President
On-Ground	Unruly horse	L-H	red ribbons must be worn in the tail of horses that kick	L	rider/person responsible/coach/head coach/safety officer/committee/President
			maintain distance from others	L	

Coatesville Pony Club - Rally Hazard Analysis

Activity	Hazard	Initial rating	Preventative Measures	Final rating	Responsible Person
Rally activities	Faulty/missing rider equipment	M-H	NZPCA approved helmet/ footwear/back protector to comply with NZPCA general regulations	L	rider/person responsible/coach/head coach/safety officer/committee/President
	Faulty/missing tack/horse equipment	M-H	tack/stirrup leathers/stirrups/other equipment should comply with NZPCA general regulations	L	rider/person responsible/coach/head coach/safety officer/committee/President
	Dangerous ground conditions	M-H	monitor ground conditions cancel mounted rally if necessary	L	head coach/safety officer/committee/ president
	Horse collisions	M-H	ask for assistance if required when riding in groups in confined areas control group at all times	L L	rider/person responsible/ coach/head coach/safety officer/committee/President coach/head coach/safety officer/committee/President
	Unruly horse	M-H	manage and isolate report to head coach	L L	coach/head coach/safety officer/committee/President
	Falls	M-E	ride within capabilities report incident for committee discussion in head coach report	L	rider/parent responsible/coach/head coach/safety officer/committee/president

Coatesville Pony Club - Rally Hazard Analysis

	Near misses	L-M	all must be documented reporting book in club room Monthly report at committee meeting	L	rider/parent responsible/coach/head coach/safety officer/committee/president
	Accident/illness/injury	L-M	all must be documented in reporting book in club rooms/monthly report at committee meeting	L	rider/parent responsible/coach/head coach/safety officer/committee/president

Coatesville Pony Club - Rally Hazard Analysis

Activity	Hazard	Initial rating	Preventative Measures	Final rating	Responsible Person
Site safety	Members of public	L-M	Hazard signs at each entry gate	L	Committee /safety officer/President
		L-M	Hazard signs on equipment containers	L	
		L-M	Keep potentially hazardous materials such as weed killer and paint in locked containers	L	
Rally Equipment	Broken items such as poles, jumps, wood with exposed nails, sharp edges etc.	L-M	Remove to designated maintenance area Maintenance area sign posted and quarantined	L	rider/person responsible/coach/head coach/safety officer/committee/President
	Set up	L-M	2 people per jump pole, wear gloves, wear sturdy footwear. Share loads greater than 10kg	L	rider/person responsible/coach/head coach/safety officer/committee/President
	Falling objects	L-M	Use appropriate tools Dismantle jumps before moving Remove excess jump cups from stands	L	rider/person responsible/coach/head coach/safety officer/committee/President

Coatesville Pony Club - Rally Hazard Analysis

	Fire/natural disaster	L-M	Emergency evacuation procedure Designated meeting point	L	Safety officer/committee/President
Spectators	Family members/responsible adults	L-M	Sturdy covered footwear around horses Non-riding children under supervision Dog control as appropriate	L	person responsible/coach/head coach/safety officer/committee/President
Food handling	Potential illness	L-E	Ensure adequate refrigeration Ensure adequate cooking temperature Ensure segregation of raw meat and cooked food Wear disposable gloves Ensure money handling is performed separately to food handling.	L	person responsible/coach/head coach/safety officer/committee/President

Coatesville Pony Club - Rally Hazard Analysis

Leaving Rally for home	As per the arrival criteria				
------------------------	-----------------------------	--	--	--	--

The accompanying hazard analysis has been prepared by a group of individuals that are responsible as safety officers for the safety policy and requirements from each of the pony clubs within the Waitemata District Pony Club. This hazard analysis is a generic one that identifies the major hazards that are present at the various pony club branches within this district. Each branch is encouraged to identify any individual hazards that pertain to their own physical and operating conditions and to mediate any additional hazards that may be unique to their branches.

We have indicated a chain of responsibility for each of the actions required. The first person on the list has the onus of responsibility for the safety measures responsible. If the safety issue is not resolved at that level then the matter is escalated through the chain of responsibility until compliance with the safety requirement is met.

It will be necessary to perform an induction process for each member of the club and for each new member. How this is to be performed is up to each club but there should be a method of recording the induction in a document that has been signed by the club member as acceptance and understanding of these guidelines.

Coatesville Pony Club - Rally Hazard Analysis