

Coatesville Pony Club - Rally Hazard Analysis 2021/2022

Coatesville Pony Club Corner Glenmore Rd and Coatesville Riverhead Highway	Incidence					
	Event:	Insig.	Minor	Mod.	Major	Cata.
Pony Club Rallies 2020/2021	A (probable)	H	H	E	E	E
	B (likely)	M	H	H	E	E
Emergency Details: In case of emergency phone 111	C (possible)	L	M	H	E	E
	D (unlikely)	L	L	M	H	E
Deb Bensley – President 021 677 775	E (rare)	L	L	M	H	H
Date of approval:	Approved by: (Branch President)					

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	

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	Parking	H-E	<p>As much as possible, park so that backing is not required (drive through)</p> <p>Allow 2m plus the length of the horse between vehicles to allow safe pedestrian egress</p> <p>Tie to one side of float/truck (near side)</p> <p>No horse ridden in car park area(see notes)</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	Rider/person responsible coach/ head coach / safety officer / committee President
Unloading	<p>Kicking</p> <p>Trampling</p> <p>Loose horses</p>	H-E	<p>Do not stand on ramp behind horse</p> <p>Horses must be on lead rope</p> <p>Discourage rugs and hay nets in float</p> <p>Wear sturdy footwear</p> <p>Call 'loose horse to alert all to danger, attempt to catch without endangering person/s</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	rider/person responsible/coach/head coach/safety officer/committee/President

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Tie-up	Crushing	H-E	<p>Do not step over or under a lead rope connected to a horse</p> <p>Allow 2 m behind rear of horse if walking or leading a horse.</p>	L	rider/person responsible/coach/head coach/safety officer/committee/President
Tie-up and during rally	Unruly horses	M-H	<p>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</p> <p>If horse behaviour extreme or poses ongoing danger, remove horse from grounds until such time behaviour has been modified.</p>	L	rider/person responsible/coach/head coach/safety officer/committee/President
Warm-up	Dangerous riding	M-H	<p>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</p> <p>No galloping, unless under instruction of coach and in controlled situation.</p>	L	rider/person responsible/coach/head coach/safety officer/committee/President

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On-Grounds	Unruly horse	L-H	Red ribbons must be worn in the tail of horses that kick Maintain sufficient distance from others ie 2 horse lengths	L L	rider/person responsible: coach/head coach/safety officer/committee/President
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

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	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 remove from grounds if necessary	L L	coach/head coach/safety officer/committee/President
	Falls	M-E	Ride within capabilities Report incidents (to NZPCA if needing medical/vet attention) and in club register for committee discussion in health and safety officer report	L	Rider/parent responsible/coach/head coach/safety officer/committee/president
	Near misses	L-M	All must be documented reporting book in club room Monthly report by health and safety officer at committee meeting	L	rider/parent responsible/coach/head coach/safety officer/committee/president

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	Accident illness or 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
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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

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	Set up	L-M	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
	Fire/natural disaster	L-M	Emergency evacuation procedure Designated meeting point	L	Safety officer/committee/President
Spectators	Family members/r esponsible adults	L-M	Sturdy covered footwear around horses Non-riding children under supervision Dog control as appropriate Junior Rally - no dogs Senior Rally -Dogs on leash only	L	person responsible coach /head coach/safety officer/committee/President

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<p>Food handling</p> <p>NB: no food at rallies, level 3.1 Covid 19 lockdown</p>	<p>Potential illness</p>	<p>L-E</p>	<p>Ensure adequate refrigeration</p> <p>Ensure adequate cooking temperature</p> <p>Ensure segregation of raw meat and cooked food</p> <p>Wear disposable gloves</p> <p>Ensure money handling is performed separately to food handling</p>	<p>L</p>	<p>person responsible/coach/head coach/safety officer/committee/President</p>
<p>Leaving Rally for home</p>	<p>As per the arrival criteria</p>				
<p>Pandemics</p>	<p>Unwell to life threatening</p>	<p>M-H</p>	<p>Keep away from Club grounds if unwell</p> <p>Follow all current Pandemic advice: hand hygiene, social distancing, PPE etc</p>	<p>L-M</p>	<p>Responsible: All Parents, members, coaches, riders H&S officer and committee</p>

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Covid 19 Safety Plan Requirements:

New Zealand Pony Club Association (NZPCA), New Zealand Health Notifications

Updated Alert Level 3, Stage 1 for Auckland

A reminder that people can now meet with other people from up to 10 households at a time for organised group activities (including riding lessons and Pony Club) as long as this is outside, and the total number of people is not greater than 10. Physical distancing must be maintained between people from different households at all times. Multiple lessons can be held each day as long as they are outside and do not exceed 10 people. That means personal trainers and professional coaches can now carry out in-person coaching as long as it is outdoors, involves a maximum of 10 people (including the coach/instructor), and physical distancing is maintained.

Risk or Action - at Rally	Hazard	Initial Hazard rating	What will be done to manage risk or action required?		Describe what you will do and who is responsible?
Rally group outside of no more than 10 people, including the instructor, and sustaining a 2m distance at all times. No others may be in the vicinity of the rally group.	Infection with Covid 19 virus, fly like sickness to life threatening	H-E	<ul style="list-style-type: none"> Only 1 group of 10 (Maximum) to be organised on a grounds at one time. Clearly communicate the expectation to the individual instructors Cones used when lining up the riders to enforce the 2m distance 	L-M	<ul style="list-style-type: none"> Committee's organisation and comms need to be clear and aligned with KDPC expectations Head Instructor/organiser needs to inform coaches of expectations Instructors to set up cones prior to any rally commencing
All riders must stay 2m distance at all times.	“ “	H-E	<ul style="list-style-type: none"> Information and instructions to be sent out to all parents and riders prior to rally clearing stating the expectations. 	“	<ul style="list-style-type: none"> Branch Secretary
Anyone entering the grounds must use the Covid APP when coming through the gates	“ “	H-E	<ul style="list-style-type: none"> Covid APP poster on entrance gate https://covid19.govt.nz/posters/ Information and instructions to be sent out to all parents and riders prior to rally clearing stating the expectations. 	“	<ul style="list-style-type: none"> Committee to ensure up-to-date APP Poster available on the entrance gate.
A register must be kept of everyone at the rally	“ “	H-E	<ul style="list-style-type: none"> Provide a signing register/slips area with pen, hand sanitiser, which names the date, names, and mobile 	“	<ul style="list-style-type: none"> Committee member is required to ensure that a

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(including all children, adults ,and instructors) who are on the grounds on the date			number of at least 1 member of the family or		register station is set up for each rally group.
Horse transport/parking must be parked 2m apart from each other.	“ “	H-E	<ul style="list-style-type: none"> Information and instructions to be sent out to all parents and riders prior to rally clearing stating the expectations. 	“	<ul style="list-style-type: none"> Committee Member
Parents/supervisors must stay away from the rally group and be 2m distance from each other.	“ “	H-E	<ul style="list-style-type: none"> Provide a seated area for the parents away from the rally area (roped off, coned off) Clear instructions sent to parents of each group before rally date. 	“	<ul style="list-style-type: none"> Committee H&S officer
All adults and others who are not riding (exercising must wear a mask)	“ “	H-E	<ul style="list-style-type: none"> Provide signage at the gate https://covid19.govt.nz/assets/resources/posters/COVID-19-Face-coverings-must-be-worn-generic-A3-poster.pdf Clear instructions sent to parents of each group before rally date 	“	<ul style="list-style-type: none"> Committee member to ensure poster is on the gate. Branch Secretary
Instructors who need to get closer than 2m to the riders must wear a mask.	“ “	H-E	<ul style="list-style-type: none"> Clear instructions sent to instructors of each group before rally date 	“	<ul style="list-style-type: none"> Head Instructor needs to inform their instructors'
Clubrooms must remain closed to members, accessible to Rally managers only. These cannot be utilised during Level 3 Stage 1.		H-E	<ul style="list-style-type: none"> Keep all clubrooms locked at all times Toilets to be set up with disinfectant spray for surfaces and hand sanitiser outside. 	“	<ul style="list-style-type: none"> The committee needs to enforce.
No drink or food can be provided or shared.		H-E	<ul style="list-style-type: none"> Remind families no sharing of food or food for sale. 	“	<ul style="list-style-type: none"> Committee
No gatherings of children for Horse Management, unless outside and at least 2m		H-E	<ul style="list-style-type: none"> Look at alternatives for H and M. No group gatherings unless outside and 2m distances. 	“	<ul style="list-style-type: none"> Head Instructors instructions

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apart.					
A mask must be worn by everyone who is not riding and 12 years and over, while on club grounds.		H-E	<ul style="list-style-type: none"> Enforce mask-wearing at all times if children are not riding. 	“	<ul style="list-style-type: none"> The committee needs to enforce.
Sanitise any equipment which has been utilised during the rally eg cones, balls, games equipment,		H-E	<ul style="list-style-type: none"> Provide sanitising wipes for instructors to wipe any equipment (small equipment) which has been handled and needs to be shared by others at the time or at a later date. 	“	<ul style="list-style-type: none"> Committee provides wipes for equipment being used for rallies.
Anyone feeling unwell must stay home.		H-E	<ul style="list-style-type: none"> Clear instructions need to be sent informing parents to stay home if they or their children are sick. 	“	<ul style="list-style-type: none"> Branch Secretary
Anyone who presents as unwell at the rally must be asked to leave.		H-E	<ul style="list-style-type: none"> Parents and their children are required to be sent home if they show any signs of illness during the rally.. 	“	<ul style="list-style-type: none"> Committee members (Health and safety officer)

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.

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