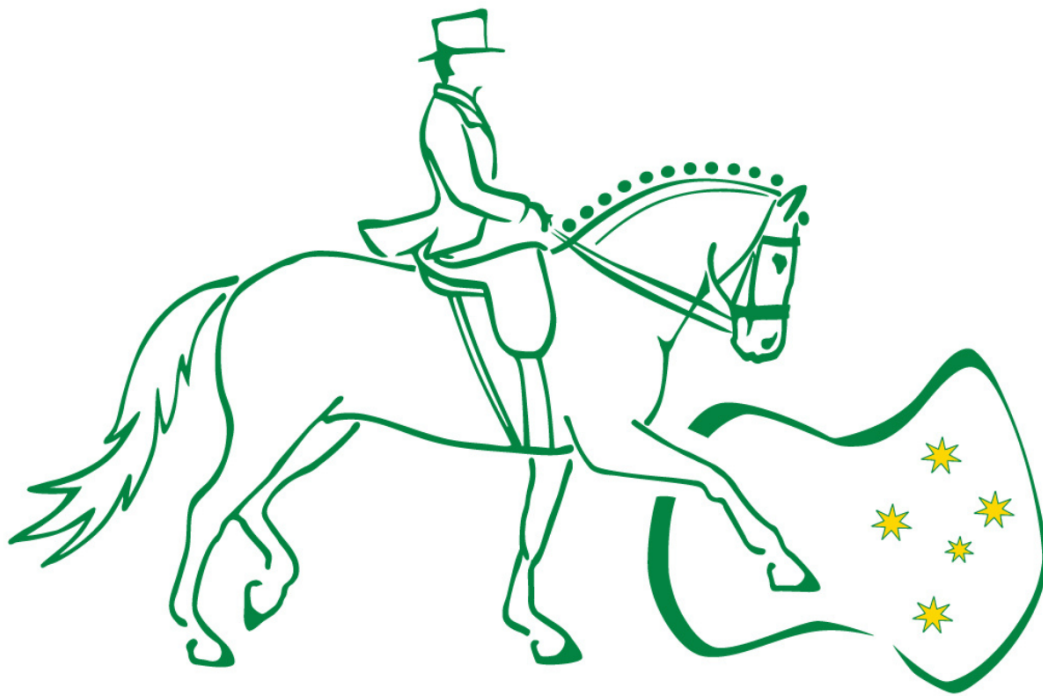

SIDE SADDLE AUSTRALIA

Risk Management Policy



SIDE SADDLE 

Australia

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1. PREFACE

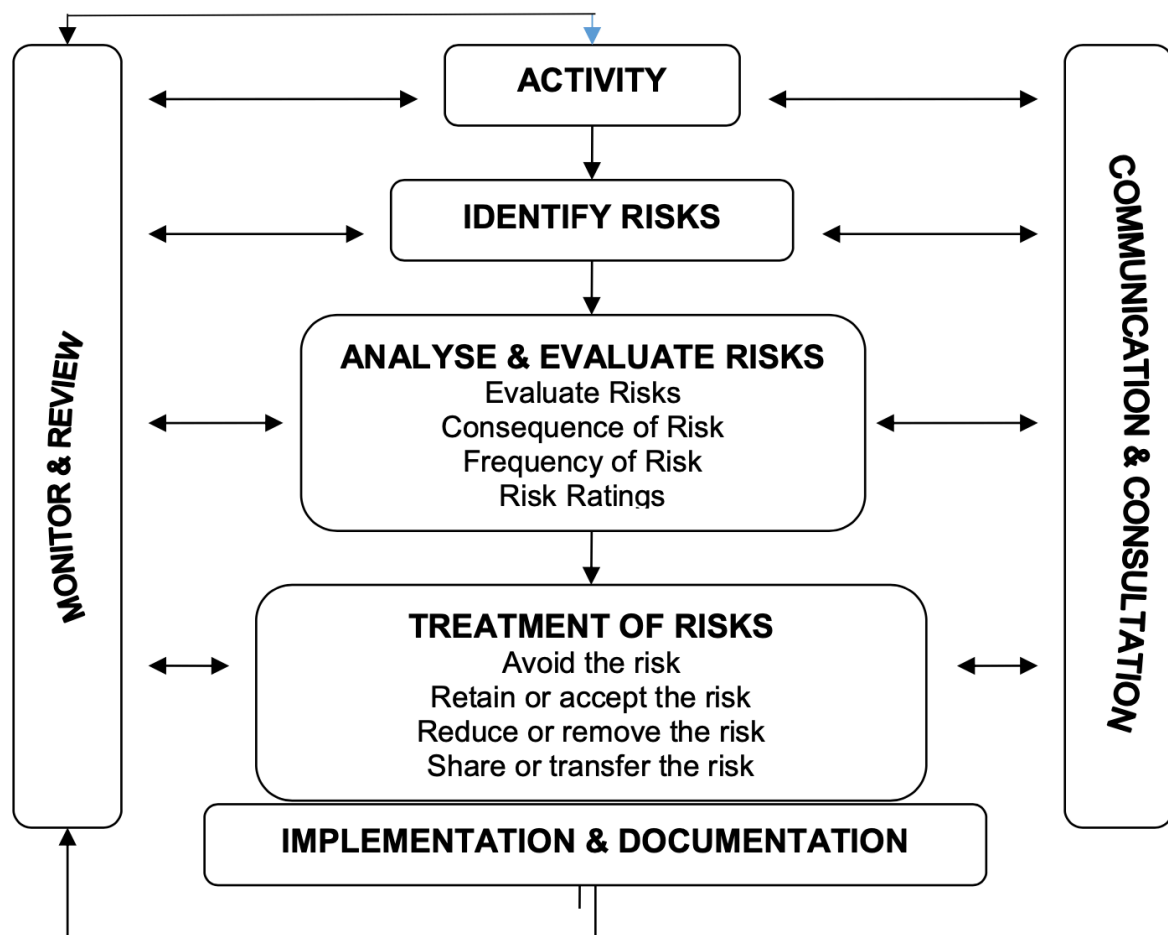
This is the Risk Management Policy of Side Saddle Australia hereinafter called the “Organisation”.

The directing body of Side Saddle Australia is the Organisation’s Committee, hereinafter referred to as the “Committee”.

2. AIM

The objectives of the Organisation are:

- To establish a Risk Management System aimed at providing a reasonably safe environment for members, horses, volunteers and the general public at venues where Organisation activities and competitions are held.
- To maintain a low level insurance risk for the Organisations insurance providers;
- Recognise and minimise the potential risks;
- Prevent accidents/injuries/loss and;
- Limit the possibility of liability.



Risk management is the process of identifying, analysing, evaluating and treating risk.

3. DEFINITIONS

Accident: an occurrence causing physical harm or damage to person or property, brought about unintentionally.

Activity: the pursuit or undertaking of sporting or leisure interests involving horses.

Arena: an area specifically designated for competition, training or tuition or performance based activities involving horses.

Child: person under the age of 18 years.

Organisation: the organisation named in this Policy.

Committee: elected members responsible for the management of the Organisation.

Equipment: apparatus used in the conduct of activities, lessons and events (eg: jumps).

Event: an organised series of activities held in the one place at the one time. Events have a defined start and end and may involve both participants and spectators. Payment for entrance may or may not be required.

Fall of rider: incident whereby rider makes unintentional contact with the ground or solid object.

Fall of horse: incident whereby horse's shoulders and quarters make unintentional contact with the ground.

Hazard: an inanimate object or situation capable of causing an accident.

Incident: an occurrence which has resulted in, or if repeated could lead to, damage or injury to property or persons.

Instructor: person providing tuition.

Lesson: period of organised tuition.

Participants: individuals who are participating in an activity and are riding or handling a horse.

Rider: a person on a horse and who is responsible for controlling the horse.

Gear: saddlery and equipment.

Spectators: people watching, but not participating in, activities. Includes family, friends and members of the public.

Venue: the buildings and grounds used by participants and spectators for activities and events.

4. ADMINISTRATIVE REQUIREMENTS

- The Organisation is registered as an Incorporated Association.
- A copy of the Organisations constitution is held by the secretary and is made available to the members upon request.
- The Organisations constitution covers the management and operation of the Organisation.
- Committee members are provided with a copy of the Organisations constitution.
- The Organisations constitution is referenced to determine correct processes and procedures for handling complaints, disputes and grievances.
- The Organisations constitution is referenced to determine rules relating to the Organisations governance including committee requirements, annual general meetings and special general meetings.
- The Organisations constitution covers all areas addressed in the 'Model Rules' (issued by Consumer Affairs Victoria).
- The Organisation abides by the Side Saddle Australia Rules as described in the Side Saddle Australia Manual.
- The Organisation recognises the Side Saddle Australia Code of Conduct and applies this Code to Organisation members.
- The roles of Committee members are as defined in the Side Saddle Australia Manual.
- The Committee meets on a regular basis.
- Accurate minutes of Committee meetings are kept.
- A financial policy covering accounting and reporting procedures is in place.
- The Committee closely monitors financial matters.
- A suitable expenditure authorisation process is in place.
- An annual budget is prepared.
- The items listed on the Organisation Risk Management checklist at Appendix 1 are actioned.
- This document and attachments are regularly reviewed and updated as required.

5. MEMBERSHIP & INSURANCE REQUIREMENTS

- The Organisation Liability Insurance Fee, Personal Accident Fee (if any) and any annual administrative levy is paid annually to HorseSport Australia.
- The HorseSport Australia as the Affiliated Body is notified of Office Bearers details within 14 days of the Annual General Meeting.
- The Organisation Renewal form is forwarded to HorseSport Australia as the Affiliated Body at the start of the Financial year.
- Members insurance and levy fees (if any) are forwarded to the HorseSport Australia as the Affiliated Body within 7 days of receipt.
- All members are required to sign the Organisations Annual Membership Disclaimer Statement.
- Members not signing this statement are not permitted to participate in Organisation activities or events.
- All riders participating in Organisation activities and events have signed the appropriate disclaimer.
- All persons are required to wear an approved riding helmet as per the HorseSport Australia requirements and riding boots whilst mounted.

6. ADMINISTRATION OF THE RISK MANAGEMENT PROGRAM

- Known or recognised hazards and safety concerns have been identified and processes are in place to manage these hazards.
- A Risk Management Officer (RMO) appointed by the Committee has overall responsibility for administration of the program.
- The Committee receives regular reports from the RMO on risk management issues and actions items requiring attention as required.
- Organisation members are encouraged to actively participate and report any item/issue that has potential to cause harm to members, children, volunteers, spectators, horses and property.
- The RMO reviews arrangements and conditions as per the checklist (appendix 2) prior to each Organisation event and issues which represent a possible health and safety risk are addressed.
- If the RMO is not present at any Organisation activity or event, the duties are delegated to an present Committee member. or Organisation Secretary. Where the term RMO is used in this document it refers to the RMO or their nominated deputy.
- Members with recognised first aid qualifications who are willing to act as First Aid Officer at Organisation events are identified.

The following documentation is available at Organisation activities and competitions:

- Side Saddle Australia Gear & Turnout Rules
- Side Saddle Australia Horse Safety & Training Guidelines
- Risk Management Policy
- Summary of Insurance Policies (Public Liability & Personal Accident)
- Copies of members personal details – including medical details and emergency contact details
- Incident Report form

7. ROLE OF SSA RISK MANAGEMENT OFFICER (RMO)

- The RMO is authorised to review and implement the Risk Management Requirements as outlined in this policy with the full co-operation of the Organisations committee and members.
- The RMO shall conduct a safety inspection prior to the commencement of each activity and competition held by the Organisation.
- The RMO shall provide regular reports to the Committee and identify safety issues or hazards that require attention.
- At Organisation events and competitions, inspections of higher-risk areas (e.g. spectator areas and riding areas) are repeated during the event as appropriate.
- The RMO shall ensure all Risk Management records are kept.

8. ORGANISATION POLICIES & RULES

The Organisation has in place policies and rules relating to health and safety of members, child safety, volunteers and the general public. These policies/rules are reviewed and amended as required.

Details covering the following issues are provided to all members and relevant persons:

- Side Saddle Australia Gear & Turnout Rules
- Side Saddle Australia Horse Safety & Training Guidelines
- First Aid
- Members Code of Conduct
- Summary of Insurance Policies (Public Liability & Personal Accident)
- Emergency Response Plan
- Responsible Alcohol Consumption
- Emergency disease response – note: Horse Venue Biosecurity Workbook can be down loaded by clicking the 'Biosecurity' tab on the AHIC website
www.horsecouncil.org.au

9. RISK MANAGEMENT AT ORGANISATION ACTIVITIES

Administration of Risk Management policy at Organisation activities

- The Organisation gives an undertaking to ensure that organisation personnel know and understand safety procedures and policies.

The Organisation Secretary/Treasurer shall:

- Ensure all participants riding at Organisation Activities are financial members of the Organisation and have signed the Annual Membership Disclaimer Statement.
- Provide an up to date list of members for each Organisation activity, event and competition.
- Ensure that Risk Management Documentation is present at all Organisation activities.
- The Organisation activity coordinator shall ensure that any personal in charge of any junior member/s have current Working With Children Check cards.
- Inform the instructor of the Organisations expectations with regard to their role in relation to risk management.
- Arrange for evaluation of new or returning horse and rider combinations for the purposes of determining level of competency and fitness to participate in planned activities.
- Address any concerns re. safety of horse and rider combinations. Arrange appropriate activities for combinations deemed unfit or unsafe to participate.

The RMO shall:

- Perform the pre activity venue risk management check and implement immediate risk management strategies to address potential hazards.
- Report any potential hazards and repairs or maintenance required to the Venue owner/s for appropriate action.
- Ensure/follow-up on any items noted to ensure they have been fixed, repaired or replaced.
- Address any risk management concerns highlighted by instructors prior to commencement of the planned activity.
- Ensure that Incident Reporting has been completed if required.
- The activity Coordinator or RMO is to be familiar with the use of a Fire Extinguisher.

- Any Committee Member who delegates a duty or task to another member or volunteer shall ensure the person has the knowledge and understanding to safely perform required tasks.
- Every attempt shall be made to group riders according to the level of experience and ability of the horse and rider combination at Organisation activities and events.
- New members shall be assessed for safety and competence prior to participating in group activities.

First Aid Facilities at Organisation Activities:

- A stocked First Aid Kit should be available and easily accessible at each Organisation activity.
- A basic First Aid Kit for horses is on site and easily accessible.
- People with first aid qualifications are available at Organisation activities, events and competitions.
- Emergency Services and Local Medical/Vet Numbers are easily located and visible.
- Organisation ground location – Road Names, (nearest Main Roads/Highways), Melways Reference, and Venue Phone Number (if applicable) are recorded and easily referenced.
- Mobile phone or land line phone is available at Organisation activities, events and competitions.

Procedure to be followed in the event of an accident:

- Halt the event or activity, if required, for safety reasons.
- Alert nominated First Aid provider.
- Obtain or provide assistance for injured people or animals. Refer to emergency numbers.
- Contain the situation to avoid further injury or accident.
- Control crowds for their protection and to allow access by emergency personnel.
- Keep horses away from injured people.
- Do not admit responsibility or volunteer information which may be incriminating.
- Make notes as soon as possible (names, addresses & phone numbers of witnesses etc.)

- Complete an “Incident Report Form” including witness details. Keep original on file for future reference.

Post incident reporting:

- A copy of the Incident Report Form to be sent with preventative ideas and feedback to the Secretary of the Organisation.
- RMO shall provide a report on incident at Organisation Meeting to review incident, assess response and identify future risk management strategies.

Instructors Responsibilities

Instructors employed by the Organisation are expected to abide by the following requirements:

- Employ safe practices in the conduct of lessons.
- Report any safety concerns to the RMO for mitigation.
- If teaching children, be able to show proof of a valid Working With Children check. Ensure adults present.
- Avoid physical contact unless necessary for rider’s safety, explain procedure to child before beginning physical contact.
- Be suitably **qualified or experienced** to undertake tuition of members.

Instructors have the support of the Committee if they request a rider leave a lesson due to safety or welfare concerns. Examples of situations considered to be safety or welfare related include but are not limited to:

- Failure of member to address safety issues relating to gear.
- Failure of member to abide by the directions of the instructor.
- Failure of member to meet the minimum level of competency to participate in planned activity or event.
- Horse’s behaviour is disruptive or posing risk to the safety of rider or other members.
- Obviously lame, injured or exhausted horse.

Members’ Responsibilities

Members are notified of and are expected to abide by the following requirements:

- Gear must be in safe condition, fit the horse and be suitable for the planned activity, event or competition.
- Be aware of and show consideration towards members who may not be confident and/or have inexperienced horses.
- Park safely – keep a distance of approximately 9m between your vehicle/float and others.
- Pass vehicles, pedestrians or mounted persons at a safe pace.
- Where possible ride and lunge in enclosed area away from parked vehicles.
- Ensure horses are tied up safely and securely. Never tie a horse up to float that is not attached to car.
- Be appropriately attired, including approved safety helmets and riding boots at all times whilst mounted. Boots to be smooth soled and heeled.
- Members to respect and keep a safe distance from other horses.
- The RMO or instructor to be notified of any potential hazards.
- If horse is unsettled or erratic to the extent that it is affecting the safety of other riders in a group, member is expected to remove horse from the situation.
- Put the welfare of their horse above personal considerations.
- Abide by rules and regulations of the Organisation. Abide by all reasonable requests of officials and instructors.
- Abide by the Organisations code of conduct.
- Notify the organisers of any issues which may affect ability to safely participate in planned activities, events or competitions (eg: health, confidence, injury, competency issues).
- All children participating in organisation activities, events and competitions are to be accompanied by a parent/guardian or adult nominated by parent/guardian.

10. RISK MANAGEMENT AT OFFICIAL ORGANISATION COMPETITIONS

The following requirements are in addition to requirements applicable to Organisation activities and events. All Side Saddle Australia official competitions are to comply with the rules for the event as covered in the Side Saddle Australia Manuals. Any unofficial events are to be conducted as far as possible in accordance with Side Saddle Australia rules or the intent of the rules. Members of the organising committee are required to familiarise themselves with the Side Saddle Australia rules relating to the event.

Event Secretary responsibilities:

- Ensure a liability clause is printed on each event entry form and program.
- Ensure that riders are current financial members of Side Saddle Australia prior to riding by verifying membership via the Side Saddle Australia database.
- On the day – ensure all entry forms and documentation is on hand.

RMO responsibilities:

- The nominated RMO (and/or appointed assistant/s) is required to be present from the time the gates open until the last person has departed the venue.
- Pre-event review of potential risk management issues and implementation of risk management strategies.
- Venue check and address safety issues prior to commencement of competition.
- Incident reporting.
- Address risk management issues as they arise at the event.

Organising Committee responsibilities:

- Event run in accordance with Side Saddle Australia rules.
- Effective communication system available for Officials (walkie-Talkies, mobile phones)
- Appropriate First Aid person/s in attendance.
- Emergency Phone Numbers available in the Secretary's office.
- Access to mobile phone or land line available.
- Appointment of gate or car park attendants if required to ensure safety of attendees.
- Bio security measures in place and Emergency Disease response formulated.

- Adverse weather policy determined.
- Ample area for competition and warm up allowing for appropriate spacing of working and warm up areas and separation from public.
- Appropriate signage.
- Ample parking space available.
- Clean water supply available.
- Toilet facilities clean and in good repair.
- Safe area for spectators.
- Service providers have appropriate insurance cover.
- Bio security and disaster plans formulated.

Catering providers responsibilities:

- Relevant food permits obtained.
- All foodstuffs purchased from reputable suppliers with high standards of quality control.
- Adequate refrigeration for perishable foods.
- Raw foods stored separately from cooked foods.
- Cooking/serving utensils, plates etc used for raw foods not used for cooked foods.
- Disposable gloves for food handlers.
- No wooden chopping boards or utensils.
- Adequate cleaning supplies.
- Appropriate sanitising/cleaning procedures in place.
- Hand washing basin, soap and paper towels provided.
- Local government health regulations adhered to.
- Food handlers aware of responsibilities relating to hygiene. Hair nets or hair tied back.
- Valid WWCC checks if applicable.

Volunteer Coordinator responsibilities:

- Ensure volunteers have sufficient knowledge to undertake their duties.
- Ensure that volunteers whose duties require them to have direct contact with children have current WWCCs. Eg: show ring steward, gear check, check in desk.
- All volunteers and officials are briefed prior to commencement of duties.

Ensure volunteers and officials health and safety is address including:

- Sufficient breaks.
- Provision of water and meals as appropriate.
- Shelter and/or clothing appropriate for the conditions.
- Age and physical capabilities considered when allocating tasks.

11. FORM 1 - RISK MANAGEMENT GENERAL CHECKLIST

GENERAL	Person Responsible	Date Completed
Organisation Annual fee and insurance paid		
Annual Membership Disclaimer Statement signed by all Organisation members		
Organisation incorporation current		
Organisation policies & rules determined regarding: <ul style="list-style-type: none"> - Group lessons safety and enjoyment - Members Code of Conduct - Permitted saddlery and equipment - Emergency response plan - Cancellation of events due to weather or other hazards - Alcohol consumption - Emergency disease response - Fitness to participate 		
Non permitted activities identified		
Known or recognised hazards identified and processes in place to		
Risk Management Officer (RMO) appointed		
Role of RMO recorded		
Deputy RMO role determined		
Organising personnel know and understand safety procedures.		
Members, visitors and instructors made aware of relevant Organisation Policies and rules.		
Fully stocked First Aid kit available		
Fully stocked Horse First Aid kit available		
Phone no.s of local Doctor, Ambulance, Police, Fire and vet readily available		
Members' relevant medical details and emergency phone no. recorded		
Incident Report' forms available and completed as required.		
Persons requiring Working with Children Checks identified and proof of check sighted		
Instructors aware of expectations and responsibilities		

VENUE	Person Responsible	Date Completed
Fully fenced. Fencing in good repair.		
Keep Gate Closed' sign on gates		
Star posts capped		
Rubbish and waste materials removed		
Horse riding areas clearly defined and separate from parking area and spectators		
Safe and secure area to tie or yard horses		
Identification of conflicting activities within venue eg: gun club, model aeroplanes, harness training, etc.		
Fire hydrants available and regularly serviced		
Access to drinking water		
Buildings/structures in good repair and safe		
Club house kitchen/canteen safe and good hygiene practices followed		
Parking space sufficient to allow space between floats and separate area for cars		
Toilet Facilities		
Lighting conditions adequate.		
Toilets maintained, hygienic and adequately stocked.		
Waste bins provided and placed adequately.		
Floors dry		
RIDERS		
Side Saddle Australia membership and insurance paid		
Non members – Disclaimer statement signed		
ASA approved helmets and riding boots worn		
Gear correct fit and in safe condition		
Aware of Organisation policies and Members' Code of Conduct		

12. FORM 2 - EVENT & COMPETITION CHECKLIST

Important note: Side Saddle Australia rules and regulations for events and competitions address risk management issues. Members of the organising committee have a responsibility to thoroughly review the rules relating to their event and ensure compliance. Anyone conducting unofficial events are expected to comply as far as possible with the Side Saddle Australia rules or the intent of the rules. Additional considerations: to be read in conjunction with Risk Management General Checklist.

GENERAL	Person Responsible	Date Completed
Rules relating to the event reviewed by Organising Committee members and steps taken to ensure rules are complied with		
Side Saddle Australia Manual up to date and copy on hand		
Completed HRCAR entry forms lodged by all competitors		
Competitors' membership checked as valid		
Emergency Disease outbreak contingency plan in place.		
Disaster plan in place		
Adverse weather policy determined		
Policies advertised on program re: - dogs at venue - helmets and boots whilst mounted - disclaimer statement		
Sufficient breaks for officials and volunteers		
Suppliers/Contractors have insurance cover. Proof of insurance provided.		
Spectator control on XC course – special requirements in place		
Safety announcements over PA		
General First Aid area provided		
Appropriate first aid providers in attendance		
Use of mechanical equipment and/or vehicles operated by appropriately trained/licensed people		
Show Jumping courses inspected and approved by Course Builder.		

GENERAL	Person Responsible	Date Completed
Volunteers whose duties require them to have direct contact with children have valid WWCCs		
VENUE & EQUIPMENT		
Sufficient buffer zone between competition arenas with fencing/barriers as required		
Dressage Arena surrounds complying with rules		
Sufficient area for <ul style="list-style-type: none"> - competition arenas, - warmup areas, - parking of floats with space to tie horses - separate parking for cars - safe access for pedestrians 		
Cross country course accreditation process completed		
'Keep Gate Closed' sign on gate/s		
Clear access for emergency vehicles		
Crowd control measures in place		
Gate Control and Vehicle parking controls in place		
Parking areas controlled or clearly defined.		
Identification of conflicting activities within venue eg: gun club, model aeroplanes, harness training, etc.		
FOOD OUTLETS		
Contractors carry their own insurance.		
Liquor licenses displayed.		
Staff uniforms/clothing clean		
Hair covered/hat or cap worn		
Use of gloves or tongs when handling food		
Others to handle money/coupons		
Food areas are kept clean.		
Valid WWCCs for contractors whose duties require them to have direct contact with children		

13. FORM 3 - INCIDENT REPORT FORM

PLACE WHERE INCIDENT OCCURRED

- Venue Name: _____
- Address: _____
- Contact Person: _____
- Phone / Email: _____
- Date: ____ / ____ / ____
- Time: _____ AM/PM
- Weather Conditions: _____

RESPONSIBLE PERSON ON-SITE

- Name: _____
- Role (e.g., Instructor, Steward): _____
- Number Supervised (if relevant): _____

INJURED PERSON DETAILS

- Name: _____
- Address: _____
- Phone: _____
- Membership No. (if applicable): _____
- Date of Birth: ____ / ____ / ____
- Indemnity Signed? ☐ Yes ☐ No

ACCIDENT ACTIVITY (tick one):

- ☐ Mounting ☐ Dismounting ☐ Handling Horse
- ☐ Flat Work/Dressage ☐ Jumping ☐ Cross Country
- ☐ Trail Ride ☐ Unmounted Activity ☐ Other: _____

INJURY LOCATION (tick):☐ Head ☐ Spine ☐ Neck ☐ Trunk☐ Arm/Hand ☐ Leg/Foot ☐ Eyes☐ Internal ☐ Other: _____**INJURY SEVERITY** (tick):☐ First Aid – Continued to ride☐ First Aid – Went home☐ First Aid – Sought medical attention after leaving☐ Ambulance☐ Doctor/Dental Treatment☐ Hospital Admission☐ Fatal☐ Other: _____**WITNESS DETAILS**

• Name: _____ \ _____

• Address: _____

• Phone / Email: _____

• Date of Birth: ____ / ____ / ____

INCIDENT SUMMARY

(Describe what happened—include sequence of events, equipment involved, immediate causes, etc.)

RESPONSE ACTIONS TAKEN

- Immediate treatment/first aid given by: _____
- Emergency services called: ☐ Yes ☐ No (which: _____)
- Horse management (e.g., moved away, contained): _____
- Scene secured to prevent further risk: _____

FOLLOW-UP & RECOMMENDATIONS

- Suggested measures to prevent recurrence:

SIGNATURES

- Person Completing Report: _____
- Date: ____ / ____ / ____
- Witness Signature: _____
- Date: ____ / ____ / ____

This is not an insurance claim form; any claim must be made by the injured party. Keep this report for 7 years and provide a copy to Side Saddle Australia and any relevant insurance or governing body.

14. EMERGENCY PLAN

IN THE EVENT OF AN ACCIDENT

- Stay calm.
- Establish the nature of the problem.
- Contact relevant emergency service.
- Have a concise description of your location ready.
- If a person is injured and a minor, locate their medical consent form.
- Send someone to an arranged point to meet emergency vehicles.
- Supervise other riders/people to ensure their safety (this may include relocating them).
- Ensure that other riders / people do not put the injured person(s) in jeopardy.
- Monitor member for symptoms of concussion and apply concussions protocols if necessary – refer to Point 15 Page 25.

CATASTROPHIC HORSE INJURY

If a horse is so severely injured that, on humanitarian grounds, it ought to be destroyed, the following procedure is followed:

- If the owner or his authorised representative is present, his agreement will first be obtained by the veterinarian or other person with relevant permission called to attend.
- A veterinarian may euthanise the horse by use of lethal injection. A firearm can be used to euthanise the horse. This can be carried out by a veterinarian, a knackery representative or a person experienced in large animal euthanasia with a firearm license.
- If the owner or his representative cannot be contacted the person in charge of the horse, acting on the advice of the official Veterinarian, may order the destruction of a severely injured horse on humanitarian grounds.
- The horse should be handled quietly beforehand to ensure it is not unduly distressed or alarmed.
- People apart from the person/s caring for the horse should be removed from the scene.
- Be aware of situations which present a danger to persons present and manage risks.

15. FORM 4 - CONCUSSION PROTOCOLS & ADVICE

CONCUSSION PROTOCOLS

- All riders are to be assessed for signs of concussion following a fall.
- A rider exhibiting any of the symptoms listed in the table below may not remount under any circumstances and shall be provided with assistance by a person nominated by the organising committee.
- The nominated person shall assist with the rider's horse and equipment, organise transport to a medical facility or the concussed rider's place of residence as per the advice of medical personnel/first aid.
- At no stage shall the concussed rider be permitted to drive a vehicle.
- Any rider that is, in the opinion of medical/first aid personnel, suffering from concussion, shall be issued with a Concussion Injury Advice prohibiting them from participating in any ridden activity for a period of 21 days.
- The Concussion Injury Advice form is to be given to the person assisting the injured rider and is to be left with the injured rider.
- This ban may be lifted after 6 days upon presentation to Side Saddle Australia of a medical certificate stating the rider is fit to resume riding activities.
- All suspected or confirmed concussions are to be reported to Side Saddle Australia on an Incident Report form for recording on the rider's file.

Critical symptoms/signs	Obvious symptoms/signs	Subtle symptoms/signs
Neck pain Increasing confusion, agitation Irritability Repeated vomiting Seizure or convulsion Weakness or tingling/burning in the arms or legs Deteriorating conscious state Severe or increasing headache Unusual behavioural change Double vision	Loss of consciousness No protective action in fall to ground directly observed or on video Seizure or jerky movements after a knock Confusion, disorientation Memory impairment Unsteady on feet or balance problems Athlete reports significant, new or progressive concussion symptoms Dazed or looking blank/vacant Changed behaviour – may be more irritable, agitated, anxious or emotional than normal	Headache 'Pressure in the head' Neck pain Nausea or vomiting Dizziness Blurred vision Balance problems Sensitivity to light Sensitivity to noise Feeling slowed down Feeling like 'in a fog' 'Don't feel right' Difficulty concentrating Difficulty remembering Fatigue or low energy Confusion Drowsiness More emotional Irritability Sadness Nervous or anxious Trouble falling asleep (if applic)

CONCUSSION INJURY ADVICE

To be given to the **person monitoring** the concussed member and left with the member concerned.

To the person monitoring the member: this member has suffered a suspected concussion and should be checked by a doctor. Ensure that the member is closely monitored for the first 4 hours and preferably not left alone for 12-24 hours. Recovery time is variable and the patient will need monitoring for a further period by a responsible adult. The treating doctor will provide guidance as to this time frame.

Should there be any change in behaviour, vomiting, dizziness, worsening headache, double vision or excessive drowsiness, please contact a doctor or the nearest hospital emergency department immediately.

Member advice:

- Rest (physically and mentally) until symptom free.
- Recover by following your doctor's advice and gradually becoming active.
- The decision regarding the timing of your return to riding should be made by your doctor.
- Do not drink alcohol or take prescription or non-prescription drugs without medical supervision.

Any member in receipt of a concussion advice form is prohibited from participating in any ridden activity for a period of 21 days. This ban may be lifted after 6 days upon presentation to the HRCav of a medical certificate stating that the rider is fit to resume riding activities.

INCIDENT DETAILS

Venue/Event: _____

Members Name: _____

Members Emergency Contact: _____ **Phone:** _____

Time & Date of Injury: _____

Time & Date of Assessment: _____

Assessing Official/s

Medical Service Name & Number: _____

Comments: _____

16. FORM 5 - RISK ANALYSIS FORM

PROBABILITY RATING TABLE (Table A)

Almost Certain	Will probably occur, could occur several times per year
Likely	High probability, like to occur in a year
Possible	Reasonable likelihood ie: may occur
Unlikely	Plausible, could occur
Rare	Very unlikely but not impossible

CONSEQUENCE RATING TABLE (Table B)

Catastrophic	<ul style="list-style-type: none"> - Death or permanent injury - Organisation would be permanently disbanded
Major	<ul style="list-style-type: none"> - Serious bodily injury - Serious property damage - Organisation severely affected
Moderate	<ul style="list-style-type: none"> - Casualty treatment - Minor property damage - Considerable effort to rectify situation
Minor	<ul style="list-style-type: none"> - First aid only - Easily remedied
Insignificant	<ul style="list-style-type: none"> - Very small impact, easily rectified by normal processes

RISK LEVEL TABLE (Table C)

Consequences	Likelihood Of Occurrence				
	Almost Certain	Likely	Possible	Unlikely	Rare
Catastrophic	Extremely Serious	Extremely Serious	Extremely Serious	Very Serious	Serious
Major	Extremely Serious	Extremely Serious	Very Serious	Serious	Not Serious
Moderate	Very Serious	Serious	Serious	Not Serious	Not Serious
Minor	Serious	Not Serious	Not Serious	Not Serious	None
Insignificant	Serious	Not Serious	Not Serious	Not Serious	None

Evaluate the risk and determine mitigation strategies

Enter the details on the Risk Analysis form (Page29).

Take action to mitigate the risk

If the risk is extremely serious despite attempts at mitigation, activity to be postponed or cancelled. Record actions and follow up. Discuss risk and formalise mitigation strategies at your next meeting.

17. FORM 5 - RISK ANALYSIS FORM

Date Prepared:

Risk Group	Risk	Risk Rating	Mitigation Strategies	Risk Outcome