



Risk Assessment Management Plan for Trail Riding

VERSION 11
MARCH 2016

RISK ANALYSIS AND MANAGEMENT PROCEDURE FOR HORSE RIDING

ACTIVITY: 2 hour to 5 Day Rides

LOCATION: Mansfield – Howqua Valley

PART 1 – RISK ASSESSMENT TABLE

Identify the task or activity and determine a risk score.

PART 2 – CAUSAL FACTORS

List all the factors that could contribute to an incident or accident occurring.

PART 3 – MANAGEMENT STRATEGIES

List the strategies that will, reduce or eliminate the likelihood of an incident or accident occurring..

PART 4 – SAFETY INSTRUCTION

The safety instruction will detail:

WHO are the key appointments,

WHAT procedures and resources are required,

WHERE are the resources and appointments located,

WHEN will activities commence / finish and safety information delivered.

PART 5 – VERBAL SAFETY BRIEFS

Verbal safety brief detailing appropriate safety information is given to participants and staff.

PART 6 – POST EXERCISE INCIDENT / ACCIDENT REPORT

Report of incident / accidents, cause of incident / accident and future management procedures to reduce or eliminate the incident / accident.

RISK ASSESSMENT TABLE

Part 1

INSTRUCTIONS

1. With another person, enter each identify risk in the **RISK** column of the RISK RANKING TABLE.
2. Referring to WORD PICTURES, enter values and statements for **EXPOSURE, PROBABILITY & CONSEQUENCE**.
3. Add the values for **EXPOSURE, PROBABILITY & CONSEQUENCE** to determine **SCORE**.

WORD PICTURES

# EXPOSURE		# PROBABILITY		# CONSEQUENCE		# SCORE	
1	Vary Rare	1	Conceivable but very unlikely	1	Minor injury - first aid treatment, can continue	3	Low
2	Rare	2	Unlikely	2	Minor injury - first aid treatment, requires rest	4 - 6	Moderate
3	Infrequent	3	Unusual but possible	3	Serious injury - requires hospital attention	7 - 9	Substantial
4	Occasional	4	Likely	4	Serious injury - requires ambulance evacuation	10 - 12	High
5	Frequent	5	Very Likely	5	Critical condition - requires immediate evacuation	13 - 15	Very High
6	Continuous	6	Almost certain	6	Fatality	16 - 18	Extremely High

RISK RANKING TABLE

# <u>RISK</u>		# EXPOSURE		# PROBABILITY		# CONSEQUENCE		# <u>SCORE</u>	
A	Hypothermia	4	Occasional	3	Unusual but possible	3	Serious injury - requires hospital attention	10	High
B	Bushfire	2	Rare	3	Unusual but possible	6	Fatality	11	High
C	Hyperthermia / dehydration	4	Occasional	4	Likely	3	Serious injury - requires hospital attention	11	High
D	Sunburn	4	Occasional	3	Unusual but possible	2	Minor injury - first aid treatment, can continue	9	Substantial
E	Fall causing injuries	3	Infrequent	4	Likely	2	Minor injury - first aid treatment, requires rest	9	Substantial
F	Falling Branch / Limb	3	Infrequent	4	Likely	3	Serious injury - requires hospital attention	10	High
G	Bite / Sting (Snake, or otherwise)	2	Rare	4	Likely	5	Critical condition - requires immediate evacuation	11	High
H	Participant(s) are unfit to participate / continue	4	Occasional	3	Unusual but possible	2	Minor injury - first aid treatment, requires rest and close supervision	9	Substantial
I	Fall from horse	3	Infrequent	4	likely	1	Serious injury - requires hospital attention	8	Substantial

CAUSAL FACTORS

Part 2

#	RISK	SCORE	ENVIRONMENT	HUMAN	RESOURCE & EQUIPMENT
A	Hypothermia	10	Cold weather Rain Wind	Fatigue Inadequate food intake	Inadequate clothing/shelter
B	Bushfire	11	Hot weather Wind Dry vegetation Fire Danger Ratings	Smoking Signal fires Rubbish	Poorly supervised cooking fires, Flames not controlled, equipment faulty/unserviceable.
C	Hyperthermia / dehydration	11	Hot weather	Physical exertion	Inappropriate Clothing Inadequate intake of water
D	Sunburn	9	Sun	Prolonged skin exposure	Lack of sun screen
E	Fall causing injuries	9	Uneven terrain Loose dirt/gravel Steep terrain and cliffs	Running in uneven terrain Slipping over	Carrying heavier weights (pack, webbing, etc)
F	Falling Branch / Limb	10	Wind, storms, quantities of old / degraded trees, type of tree	Camp set up under trees, use of trees for camp structural support, incorrectly cut down tree or tree limbs, lack of thought when pitching tent.	Faulty tree cutting equipment, faulty securing rope.
G	Bite / Sting	11	Presence of snakes, spiders, bees, wasps Concealing vegetation	Approaching/antagonizing dangerous creatures Failure to take precautions	Inappropriate clothing, inadequate insect repellent
H	Participant(s) are unfit to participate / continue	9	Harsh, undulating terrain, wind	Participant unfit, inadequate food and water supplies, irregular eating patterns, lack of personal exercise, exhaustion, loss of confidence.	Poor boots / clothing, lack of padding, poor saddle.

I	Fall from horse	8	Horse moving unpredictably, over head vegetation, saddle failure	Lack of care and attention. Not paying attention to staff.	Over grown and congested tracks. Horse poorly trained or exhausted.
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MANAGEMENT STRATEGIES

Part 3

See following page

	Risk Strategies with existing controls					Residual Risk Assessment after Strategies	
#	RISK	SCORE	ENVIRONMENT	HUMAN	RESOURCE & EQUIPMENT	EXPOSURE PROBABILITY CONSEQUENCE	SCORE
A	Hypothermia	10	Cold weather Rain Wind	Participants to bring adequate cold/wet weather clothing. Staff to monitor fatigue levels. Participants to monitor each other for signs of hypothermia	Sleeping bags to be stored in waterproof bag. Spare set of clothes to be stored in waterproof bag. Adequate food to be eaten	2 – exposure 2 – probability 1 - consequence	5
B	Bushfire	11	Do not light fires in dry areas of vegetation, keep clear of dry, dead wood and ground, park vehicles on solid ground.	Participants are not allowed to smoke. Staff to ensure cigarettes and matches are completely extinguished and are placed with rubbish to be carried out. Signal fires are not to be lit unless required and are to comply with the same precautions as for cooking fires. All rubbish is to be bagged and carried out.	When permitted, cooking fires are to have an adequate area cleared around them and that they are completely out before being left unsupervised. Staff are to ensure compliance. Use fire danger ratings as a guide to riding areas	2 – exposure 2 – probability 1 - consequence	5
C	Hyperthermia / dehydration	11	Minimise activity in direct sunlight.	Avoid strenuous activity during the hottest periods of the day.	Ensure sufficient water available. Ensure sufficient water consumed.	2 – exposure 2 – probability 2 - consequence	6
D	Sunburn	9	Minimise Activity in Direct Sunlight.	Inform participants on importance of sunscreen and reapplying regularly.	Wear bush hat Shirts to be long sleeve, sleeves rolled down Trousers to be worn Sunscreen to be applied when appropriate	1 – exposure 1 – probability 1 - consequence	3
E	Fall causing injuries	9	Care to be taken when moving in steep terrain or on loose dirt/gravel or logged areas. Members to stay away from cliff edges	Participants are not to run	Provide/issue participants with appropriate footwear and adequate clothing items for the field environment.	2 – exposure 3 – probability 1 - consequence	6

F	Falling Branch / Limb	10	Seek hard top shelter / open area when in windy or stormy conditions.	Follow safety guidelines, do not set up camp under or near trees.	Use correct securing guide ropes. Do not use trees for camp set up structural support.	1 – exposure 1 – probability 1 - consequence	3
G	Bite / Sting	11	Ensure there are no insect hives/nests or animal/reptile burrows near camp set up.	Participants to stay away from snakes, spiders, bees, wasps. Participants to be alerted to their possible presence, habitat and to take precautions.	Ensure food is not left exposed for unsupervised extended periods.	1 – exposure 1 – probability 1 - consequence	3
H	Participant(s) are unfit to participate / continue	9	Plan exercise route / training area on flat ground, avoid training in bad weather conditions. Remove participant(s) from activity.	Ensure all meals are eaten, ensure meals include adequate water supply, nutrients and food groups. Frequent rest periods.	Issue serviceable equipment, replace faulty equipment. Change boots / clothing appropriately (i.e.: runners)	1 – exposure 1 – probability 1 - consequence	3
I	Fall from horse.	8	Plan exercise route / training area on moderately undulating to flat ground, with clear open going.	Follow safety guidelines, listen to staff, practise saddle sitting and reins control during initial skills instruction session.	The horses are very well trained, and the riding equipment is of a very high standard and most appropriate for participants. All members are to wear helmets at all times when riding. 4WD support vehicle to tag riding group. Satellite phone on location.	1 – exposure 3 – probability 1 - consequence	5

Part 4

SAFETY INSTRUCTION

GENERAL

This instruction details the procedures, equipment requirements, appointments and personnel responsible for managing each identified risk during the conduct of **2 hour to 5 day rides**.

Additional information relevant to the safe conduct of each activity is also detailed.

WHO:

1. are the instructors, - **Staff of Watsons Mountain Country Trail Rides**
2. will give safety briefs, - **Staff of Watsons Mountain Country Trail Rides**
3. has the first aid kit, - **Staff of Watsons Mountain Country Trail Rides**

WHAT:

1. is the activity, **2 hour to 5 Day rides with overnight camping**
2. specialist equipment is needed, - **Experienced and well trained horses, saddles, bridles, saddle bags**
3. safety equipment is needed, - **Helmets, toe stoppers or escape stirrups**
4. are the procedures to perform the activity safely, - **Refer to Staff Procedures and Risk Management Summary for Trail Riding Version 11 March 2016 Chapters 5-9.**
5. are the activity boundaries, - **along the designated tracks, as per route shown on 2 hour to 5 day ride map.**
6. are the accident procedures, - **Stop Activity, identify accident, inform all staff, and provide assistance if necessary, which includes transportation to medical facilities (Mansfield) if appropriate. Refer to Staff procedures and Risk Management Plan Chapter 19**
7. is the evacuation route., - **Fire Access Route / Main Road**
8. is the communication systems, - **Landline Phone / Mobile Phone / Hand held radios / Satellite Phone**
9. is the safety vehicle, - **4WD Support Vehicle**
10. are the emergency phone numbers, -
 - **Watsons Mountain Country Trail Rides 03 5777 3552**
 - **Ambulance/ Fire /Police 000**
 - **Mansfield Hospital 03 5775 2111**

WHERE:

1. is the activity being conducted, - **MANSFIELD, HOWQUA VALLEY**
2. is the safety equipment, - **With group - Base Camp**
4. are the first aid kits, - **With group – Base Camp**
5. is nearest medical facility, **MANSFIELD HOSPITAL – (03) 5775 2111**
6. is the safety vehicle and keys, - **ON SITE & CONTROLLED BY Watsons Mountain Country Trail Rides**

7. is the nearest phone, - **MOBILE PHONE**

WHEN:

1. will the activity commence, - __/__/____
2. will the activity finish, - __/__/____
3. will safety briefs be given, - **AT BEGINNING OF ACTIVITY, and THROUGHOUT ACTIVITY**

Part 5

SAFETY BRIEFS

GENERAL

Safety briefs must be given at the appropriate times to all participants and staff. The information delivered in the safety brief must be relevant for the recipient. Safety briefs must contain the following information:

- 1. Outline of activity: 2 hour to 5 Day Horse Ride including overnight camping**
- 2. Risks associated with performing the activity / task:**
 - The following risks are to be taken into consideration during the activity:
 - Horse riding related injuries
 - Minor/Major Personal Injuries
 - Allergic reaction to insect bites
 - Hyperthermia / Dehydration
 - Sunburn
- 3. Boundaries / out of bounds areas:**

Boundaries are as per area as shown on map.
- 4. Unacceptable behaviour:**

Riders are only able to participate with a blood alcohol level of .00 and not be affected by drugs.

Smoking is permitted when customer is standing on ground and care must be taken to ensure any butts are completely extinguished.

No smoking on horse as concentration can be lessened and ability to control horse diminished.

Rider and horse are at risk of being burned.
- 5. Responsibilities of all participants:**

ALL riders are to be aware of group at all times and to monitor observance of safe practices. Riders are responsible for observance of own safe practices.
- 6. Special appointments:**

Watson's Mountain Country Trail Rides staff are to be in charge and control of the trail riding phase.
- 7. Location of medical and rescue equipment:**

First aid kits are located on site with group.

8. Procedures in the event of an accident:

Render First Aid, situation assessed by Watson's Mountain Country Trail Rides Staff in terms of Emergency Management. Refer to Staff Procedures and Risk Management Summary for Trail Riding Version 11 March 2016 Chapters 19.