



## **Risk Management Plan**

### **Introduction**

The Australian Warmblood Horse Association Limited (AWHA Ltd) is an organisation for the promotion and administration of the warmblood horse breeding and sport in Australia. The main objective of the Association is to promote the warmblood horse and to ensure that horses registered by members in the Studbooks and Registers are considered suitable for sports such as dressage, show jumping, eventing and driving and are performance horses showing quality, correct conformation, correct movement and jumping ability.

The Association organises and holds competitions, shows, mare classification and colt selection days and a national tour throughout Australia. The purpose of this document is to provide a Risk Management Plan (RMP) to identify and mitigate the areas of risk associated with holding competitions, mare classification days, colt selection days and to maintaining integrity of the studbook registry. The main focus is to ensure the safety of individuals and the welfare of the horse at all levels of activity organised by the Association.

This document will define the following-

- the process to identify, analyse and evaluate risk.
- how risk mitigation strategies will be developed and deployed to reduce the likelihood and/or impact of risk.
- the roles and responsibilities for the management of the risk.
- the risk outcome likely with the implementation of the RMP.

### **Risk Assessment**

As a breed association with membership and registration of warmblood horses throughout Australia, the risk factors that can be identified relate to the holding of events for members as outlined above at selected venues or at members own premises, as well as the legal, moral and financial issues associated with this type of organisation.

Particular to the type of events held by the AWHA Ltd, the risk management areas must take into account the makeup of our Constitution, Breeding Guidelines and Code of Conduct.

The AWHA acknowledges that horse activities have inherent risk and puts the welfare of the horse and the safety of participants as a first priority in this RMP.

This RMP does not refer to an event held where the AWHA is a sponsor but not the event organiser.

### **Areas of Risk**

#### **Accident/ Damage/Injury**

This category refers to the likelihood of accident, damage or injury to a horse, rider, handler, spectator or property. This includes guest judges and classifiers invited to participate. The possible

areas of risk in this category relate to a person being injured by a horse, injury to a horse during the event, damage to property by a horse and so on.

### **Environment**

Environmental risk factors relate to such things as bad weather on the day of the event as well as factors like uncontrolled action by a horse such as kicking, biting or being scared due to high winds, a loose dog, etc. It can also be the result of a road accident within a venue where a horse may collide with a vehicle.

One important factor particular to horse activities is the suitability of the venue. The competition/classification area must have the appropriate ground surface, free from obstructions such as holes, rocks, water troughs and other obstacles. The fencing/surrounds must also be appropriate for the event being held. For example, an indoor arena used for a colt selection must be suitably enclosed to prevent the free moving/jumping colt from jumping out of the area. The jumps within the jump lane must be in good repair and safe condition.

Similarly, there must be appropriate and safe areas for holding/ practice for competitors as well as the area for unloading horses, and parking for competitors and spectators.

Another environmental risk factor relates to a person or horse contracting a disease that poses a health threat.

### **Equipment**

Equipment risk factors relate to such things as tack failure leading to a fall or injury, unsuitable footwear or breakage of equipment such as jump poles in a jumping lane during a colt selection.

As some AWHHA events can be led and/or ridden events, the appropriate attire must be worn which includes protective and non-slip footwear and Safety Approved helmets for riders.

For led classes and classifications all horse (except foals) must be able to be led and controlled by bridle or halter with handler clothing being suitable for the event. The Event Organiser has the right to request the competitor to change equipment or clothing that is unsuitable and not to the requirements of the Breeding Guidelines for colt selection and mare classification.

### **Legal**

Legal issues relate to the risk associated with negligence by organisers or the wrong advice being given by event organisers, AWHHA committee or office bearers.

Events held by the AWHHA Ltd are usually held on hired grounds, indoor arenas and occasionally on private property. When an event is held at a hired facility or private property, the organiser of the event must ensure that the owners have their own Public Liability insurance in place or provide Indemnity Waivers to be signed by participants as needed.

The event organiser or committee must insure that all participants are financial members of the AWHHA and if handlers/riders are not financial members, they are required to pay day insurance prior to taking part in the event.

All horses entered into an event must be registered with the AWHHA prior to the event.

All non-AWHHA participants will be required to pay a nominal amount to the AWHHA prior to taking part in the event to ensure they are covered by the Associations insurance policies.

## **Moral**

Moral risk factors relate to the moral safety of individuals, animal welfare and the reputation of the organisation. The Event Organiser has the right to intervene at any point where the welfare of the horse is at risk and the right to ask the handler/owner of the horse to leave the venue in cases of abuse.

The reputation of the AWHHA is greatly valued and as such the correct procedures for record keeping, code of conduct, privacy policy and conduct of meetings as per the AWHHA Constitution are strictly adhered to.

## **Financial**

The financial risks issues relate to loss of assets through theft or bankruptcy of the Association.

To ensure transparency of the financial aspects of the Association a Review every two years and a Full Audit every third year is carried out by a Registered Company Auditor. Any cash receipts on the day of an event are covered by the issue of an AWHHA receipt by the Event Organiser or AWHHA committee member.

Loss of information and Website failure also come under this heading and is integral to the running of the AWHHA. Information loss relates to the loss of records for memberships, horse registrations, etc., and interacts with the website recording of data as well as written paperwork in relation to certificates and passports registration of horses in the Studbook. To ensure information is not lost, regular data backups are performed by the Federal Registrar, the Financial Administrator and Keeper of the Studbook.

Website security is maintained through the website host as well as weekly data backups done by the Federal Registrar.

## **Sundry**

This area relates to illness of key people on the day of an event or in areas where AWHHA office bearers, contractors or committee are unable to continue with their duties. The AWHHA has a succession plan that can be implemented in this case for all areas of administration and event organisation.

## **Risk Matrix**

The Risk Matrix chart show the areas of risk, the probability of the risk, the consequence of the risk, the level of risk, the mitigation and existing risk controls, who is responsible for implementing the risk management checklist as well as the action to be taken in the area of the risk, and the outcome of the implementation of the risk management procedure.

The charts are defined by the area of risk in relation to accident/injury/damage, environment, equipment, legal, moral, financial and sundry aspects that specifically relate to the AWHHA Ltd.

### ***Probability Rating Table***

Frequent	Exposure to hazard likely to occur frequently
Occasional	Likely to occur but not frequently
Remote	Exposure unlikely to occur
Improbable	So unlikely you can assume it will not happen

### ***Risk Levels***

Extreme	High	Medium	Low
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### ***Level of Risk to Consequence Comparison***

Risk Level	Consequence			
	<i>Frequent</i>	<i>Occasional</i>	<i>Remote</i>	<i>Improbable</i>
<b><i>Extreme</i></b>	Extremely serious	Extremely serious	Very serious	None to serious
<b><i>High</i></b>	Very serious	Serious	Serious	Not serious
<b><i>Moderate</i></b>	Serious	Not serious	Not serious	Not serious
<b><i>Low</i></b>	Serious	Not serious	Not serious	None

### **Priority Rating:**

<b>Extremely Serious</b>	<b>Urgent:</b> First issues to deal with, as soon as possible
<b>Very Serious</b>	<b>High:</b> As soon as possible after urgent priorities
<b>Serious</b>	<b>Medium:</b> Important but can wait until urgent and high risk matters dealt with
<b>Not Serious</b>	<b>Low:</b> Important but can wait its turn

### **Risk Management Checklist**

This checklist indicates the areas that require risk assessment at each of the AWH events and include the venue, equipment, environment and administration, accident report (if any) and general checks.

The Checklist is to be used by the Event Organiser and Committee to check all areas of risk as listed, and to mark off the items checked, the date checked and indicate if further action is required, in order to reduce any potential risk that may occur at any given AWH event.