

KNOBBIES RIDING PARK

Health & Safety Plan



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INTRODUCTION

This Health and Safety plan has been developed to create a safe environment to all visitors, contractors and employees of the Knobbies Riding Park (KRP). This organisation takes its obligations to Health and Safety very seriously and encourages anyone who sees anything that is dangerous or unsafe to report it to the Knobbies Riding Park Health & Safety Officer. Every person can help ensure safety at the property, including you, so make sure you keep yourself safe at all times

If you have any concerns throughout this Health and Safety plan, please contact Knobbies Riding Park Health & Safety Officer **Dinah Wales (021 041 2913)**.

KEY CONTACT LIST

<u>Name</u>	<u>Position</u>	<u>Mobile Phone</u>	<u>Email</u>	<u>Key areas of responsibility</u>
Dinah Wales	Health & Safety Officer	021 041 2913	dinahw706@gmail.com	Health & Safety
Jeremy Wales	Fencer/EV Driver	022 601 7721	jeremywales706@gmail.com	Fencing repairs Carries First Aid kit
VetEnt Alexandra	Closest veterinary service	03 440 2277		Horse care
Becci Ireland	Specialist equine vet			Horse care
Emergency Medical Care		111		Emergency contact
Roxburgh Medical Centre		03 446 8200		Non-urgent medical support
Roxburgh Police		03 446 8606		Emergency contact
Alexandra Police		03 440 2500		Emergency contact

HEALTH & SAFETY POLICY

The Knobbies Riding Park is committed to providing and maintaining a safe and healthy environment for all visitors and staff, and to providing the information and equipment required to achieve this.

We will take all practicable steps by;

- Providing a safe event, safe equipment and proper materials
- Identifying and monitoring hazards and using the hazard management hierarchy of *eliminate, isolate or minimise*.
- Insist upon establishment of safe methods and best practices
- Comply with all H&S legislation, regulations and codes of practice

We will take responsibility for health and safety procedures, however, visitors need to be aware of their responsibilities and comply with our health and safety policy.

All visitors and staff WILL be responsible for themselves at ALL times by observing safe practices and rules/instructions relating to their work procedures. They must all ensure serious harm incidents are recorded and they must ensure they are not creating a risk or adversely affecting the safety of any person at the property.

Each person is encouraged to play a vital and responsible role in maintaining a safe and healthy environment through:

- Being involved in the health and safety system.
- Following correct procedures.
- Safe and proper use of equipment.
- Wearing protective clothing and equipment as and when required.
- Ensuring all accidents and incidents are reported.
- Help other visitors to understand the right safety procedures and why they exist.
- Informing KRP immediately of any health and safety concerns.

MANAGEMENT & ORGANISATION OVERVIEW

The Knobbies Riding Park is owned and operated by Dinah and Jeremy Wales.

The Knobbies Riding Park is open to visitors from Thursdays to Sundays during term time, and at more varied hours during the school holidays. Two separate Riding Zones each offer three-hour sessions.

Term time session schedule is as follows:

ZONE	Thursday	Friday	Saturday	Sunday
Woolshed	8.45am-11.45am	8.45am-11.45am	8.45am-11.45am	8.45am-11.45am
	12.45pm-3.45pm	12.45pm-3.45pm	12.45pm-3.45pm	12.45pm-3.45pm
	4.45pm-7.45pm		4.45pm-7.45pm	
Cattleyards	9.00am-12 noon	9.00am-12 noon	9.00am-12 noon	9.00am-12 noon
	1pm-4pm	1pm-4pm	1pm-4pm	1pm-4pm
	5pm-8pm		5pm-8pm	

Each session will begin with a 10 minute safety briefing.

OPERATIONS

Base Operating Procedures:

Base of operations is situated at the Wales residence at 706 Knobbie Range Road.

Communications:

Primary means of communications is via personal mobile phones.

Visitors and staff are reminded to begin work with a fully charged mobile phone.

KRP Staff to carry an Emergency Locator Beacon in First Aid Kit.

SPECIFIC POLICIES

Vehicle Movement Policy

All road rules apply to all vehicles while operating on the Wales' property.

The nature of the activity dictates there will be vehicles moving within the area during operational hours. All vehicle movement is kept to a minimum and mitigated by:

- All vehicles must restrict speed to no more than 20 kms
- All drivers of ANY vehicle must hold the appropriate licenses/endorsements to operate the vehicle

Medical and Injury Policy

Closeby medical providers and veterinarians will be alerted of the nature of the activity undertaken at KRP.

When required the medical providers will be reached via personal cell phones.

Contingency/Weather Policy

Outdoor activities are subject to and affected by weather conditions. This is challenging to all participants and this must be taken into consideration. Information relating to weather will be monitored by KRP. If the prevailing weather is not considered safe and appropriate for the horse riding, the park may be closed. Any decision to close will be made by KRP. Safety will always remain the overriding factor when making any closure decisions.

HAZARD and SAFETY MANAGEMENT

Health and Safety General

We are committed to the safety of our visitors and staff.

There are many inherent hazards that exist in the outdoor environment and the nature of our event means we will at times be exposed to weather hazards. Elimination of natural hazards is often not possible and a proactive approach is taken to identify the hazards and manage them in the most appropriate manner possible.

In deploying this proactive approach we will:

- Assess the ability of staff to determine whether they have the appropriate skills and experience for the task they are assigned
- Communicate expectations to staff clearly
- Take all practicable steps to ensure the safety of staff at work
- Comply with any legislation regarding health and safety, and any other regulatory requirements such as relevant codes of practice

We require our visitors to:

- Take all practicable steps to ensure their safety and the safety of other visitors and staff
- Ride in a responsible manner, and use all safety equipment
- Proactively identify hazards and work to avoid them
-

The Health and Safety in the Workplace Act 2015 promotes the health and safety of everyone at work, and of other people in or around places of work. It requires those with a primary duty of care to take all practicable steps to identify, communicate, manage and/or eliminate any hazards in the event, which may cause harm or injury to visitors.

KRP supports these aims unreservedly, and will make every effort to include both visitors and staff in the health & safety decision-making process.

Safety is the responsibility of every person inclusive of visitors and staff.

However KRP is responsible for the overall safe management of the event. This includes the contents of the Health & Safety Plan, and any reviews thereof.

The KRP Health and Safety Plan is displayed digitally on the KRP website and Facebook page, and in hard copy at the Wales residence at 706 Knobbie Range Road, for staff and visitors to view.

Hazard Identification Policy

It is our policy to identify hazards on the property. Identified hazards are then managed appropriately. Significant hazards are eliminated. If this is not possible, they are isolated and if this is not possible they are minimised.

KRP are able to halt any activity if an identified hazard threatens the safety of any person. All KRP staff and visitors are involved in hazard identification, reporting, control and communication. Hazard management records are maintained and updated as they arise.

New Hazards.

Any new hazard identified will be reported either verbally to a member of KRP staff, or digitally via the KRP website, email or Facebook page for actioning as appropriate. The action taken will be recorded.

Hazard Identification forms can be found in the Appendices.

KRP staff may need to make quick decisions regarding hazards and take quick actions to manage new hazards. In some cases staff may have to use common sense to deal with a given situation on the spot.

Accident & Injury Reporting Policy

All accidents and injuries must be reported and notified to Dinah Wales who will provide guidance for how to deal with the issue.

All incidents, including near misses, will be recorded, investigated and reported as per statutory requirements. Incident Reporting forms are included in the appendices.

VISITOR MANAGEMENT

We will:

- **Systematically** identify hazards
- **Systematically** manage hazards by eliminating them, isolating them or minimising them, in that order of preference
- **Provide** safety information or supervision so that work is done safely.

We are required to take “all practicable steps” to prevent harm to visitors.

“All practicable steps” means doing everything that is reasonable in the circumstances, having regard to the harm that might occur, available knowledge about what can be done to eliminate or reduce the hazard, and the cost of doing something relative to the harm that could occur if you do nothing. Cost alone is not an excuse for failing to take action. But the Act makes it clear that you are required only to manage hazards that you know about, or that it is reasonable to expect you to know about.

We will record all injuries and near misses that occur to anyone in the event. Building up a history of all small occurrences is important information to help avoid serious problems in the future. Cases of serious harm arising in the event should be reported to WorkSafe as soon as practicable after management becomes aware of them. “Serious harm” means activity that causes significant injury or illness, whether permanent or temporary. Examples include broken bones, amputations, burns requiring specialist attention, loss of consciousness caused by exposure to any substance, damage to hearing or eyesight, and poisoning. It also includes any accident or illness that causes a person to be hospitalized for a period of 48 hours over the following week.

EMERGENCY PLANNING

Requirements and Procedure in the event of ANY SERIOUS HARM INCIDENT

A SERIOUS HARM INCIDENT IS DEFINED AS CAUSING UNCONSCIOUSNESS, LOSS OF LIMB, SVERE BLEEDING, POTENTIAL BROKEN BONES OR DEATH.

WHEN A CRISIS OCCURS

Action to be taken at incident site

1. Member of visiting group to call emergency services.
2. Member of visiting group to report incident to Dinah or Jeremy Wales, who will be available to meet an ambulance and guide them to the site, or to take an Emergency Locator Beacon to the site to guide a helicopter.
3. Emergency services to assess injuries and decide on level of care needed.
4. Vet arranged by visitor to provide care for any injured horse or hound.
5. The incident site must not be repaired or altered in any way until examined by police (after a very serious injury or fatality).
6. If there are experienced equestrian people who witnessed the accident they could also be asked to write statements.
7. Police to be notified by KRP or police liaison person if required (a fatality).
8. Incident Report form to be completed.

PRESS AND STATEMENTS:

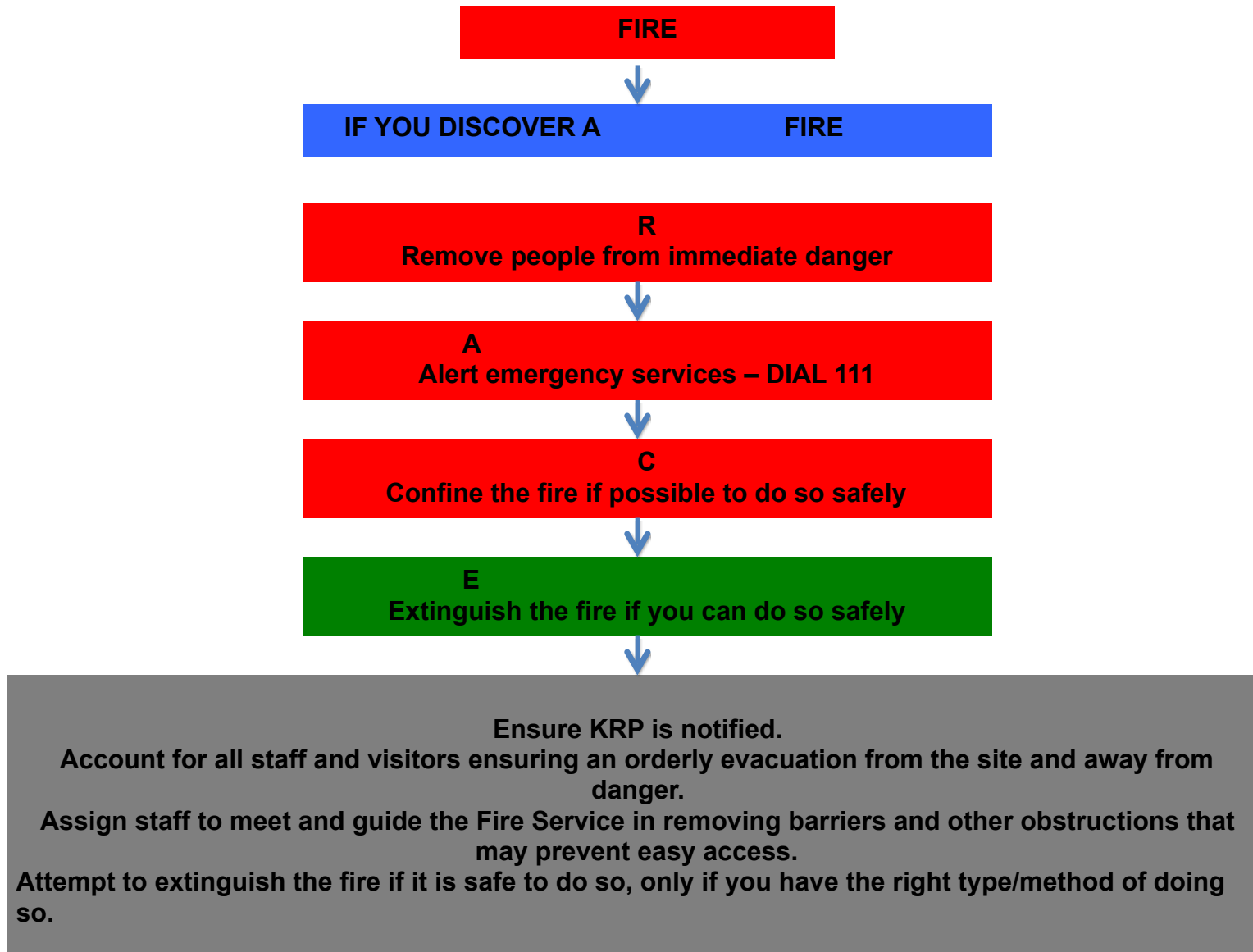
No statement should be released. A holding statement should be used as follows:

We can confirm there was a serious accident today at Knobbies Riding Park. An investigation is taking place and we will advise you as soon as we can on the details of the incident. All further inquiries should be made to the Police.

NOTE:

Indication of the severity of the accident should only be released after consultation with police if involved, and next of kin must be given every consideration. This applies to all persons involved with the accident, who should be kept isolated until an official statement has been issued and they should be briefed to this effect by the CTM.

For further details, refer to H&S Action Plan.



MEDICAL PLAN

For moderate injuries, call Roxburgh Medical Centre (03 446 8200) or Central Medical Centre Alexandra (03 440 0295).

For severe injuries call Emergency (111).

H&S Manager (Dinah Wales) to carry a Locator beacon (XXX).

H&S Manager will be responsible for setting up and maintaining a First Aid Kit, which they will keep with them at all times.

Severity Ranking	Impact on Participation	Injury	Illness	Social /Psychological Damage	Equipment Damage	Environmental Damage
1	Minor or short term impact on	Splinters, insect bites, stings	Minor irritant	Temporary stress or embarrassment.	Minor cost	Littering
2	Individual(s) that doesn't have large effect on their participation in the programme.	Sunburn, scrapes, bruises, minor cuts.	Minor cold, infection, Mild allergy.	Temporary stress or embarrassment with peers.	>\$50	Minor damage to environment that will quickly recover.
Severity Scale 3 & above to be recorded on National Incident Database						
3	Medium impact on individual(s) that may prevent participation in the activity/ programme for a day or two	Blisters, minor sprain, minor dislocation, cold/ heat stress	Minor asthma, cold, upset stomach, etc.	Stressed. Beyond comfort level. Shown up in front of group.	>\$100	Scorched campsite, plant damage
4		Lacerations, frostnip, minor burns, mild concussion, mild/hypo hypothermia.	Mild flu, migraine.	Stressed. Wants to leave activity. A lot of work to bring back in.	>\$500	Burnt shrubs, cut live branches to burn, wash dishes in stream.
5		Sprains & hyperextensions, minor fracture.	Flu, food/hygiene related diarrhoea / vomiting	Distressed. Freezes on activities, requires 'emotional rescue'. Does not want to participate again.	>\$2,000	Walked through sensitive ecological area destroying some plant life, toileting close to water course
Any Incidents to people at grade 6 & above need to be reported to OSH						
6	Major impact on individual(s) that would mean they were unable to continue with large parts of the programme.	Hospital stay< 12 hours. Fractures, dislocations, frostbite, major burn, concussion. Surgery. Breathing difficulties moderate hypo/ hypothermia.	Medical treatment required Hospital stay < 12 hours e.g. Serious asthma attack, serious infection, Anaphylactic reaction.	Very distressed. Leaves activity and requires on site counselling. Unwilling to participate in activity ever again.	>\$8,000	Destroyed / killed some example of flora/fauna
7		Hospital stay> 12 hours e.g. Arterial bleeding, severe hypo / hypothermia. Loss of consciousness.	Hospital stay > 12 hours e.g. Infection or illness causing loss of consciousness, serious medical emergency.	Therapy / counselling required by professional.	>\$20,000	Killed, destroyed, polluted small area of environment.
8		Life changing effect on individual(s) or death	Major injury requiring hospitalisation e.g. Spinal damage, Head injury.	Major illness requiring hospitalisation e.g. Heart attack.	Long term counselling/ therapy required after incident.	>\$50,000
9		Single death	Single death	Post-traumatic stress disorder, changed profession because of incident. Post-traumatic stress disorder.	>\$250,000	Fire or pollution etc. resulting in area of wilderness being destroyed
10		Multiple fatality	Multiple fatality	Suicide because of incident.	>\$1,000,000	Major fire or pollution causing serious loss of environment or life.

APPENDICES

- 1** **Emergency / Incident Action Plan**
- 2** Hazard Identification
- 3** New Hazard Identification Form
- 4** Incident Report Form
- 5** Covid Safety Policy
- 6** Cancellation Policy
- 7** Safety Briefing Template