



Health and Safety Manual

Document Acceptance

Action	Name	Signed	Date
Prepared by	P Livingston		15/8/17
Reviewed by	S Williams		15/8/17
Approved by	M Verveer		15/8/17

Revision History

Name	Reason for change	Signed	Date

Table of Contents

1	Dressage Taranaki Health and Safety Policy	4
2	Responsibilities	4
3	Health and Safety Implementation	4
3.1	Hazard Identification and Control	4
4	Accident/Incident Reporting	5
4.1	Definitions	5
4.2	Procedure	5
4.3	Accident/Incident Investigation	6
5	Incident Management	6
5.1	First Aid	6
5.2	Ambulance required	6
5.3	Injury to Horse	6
5.4	Horse Escaped or Out of Control	6
6	Emergency Response	7
6.1	Fire	7
6.2	Earthquake or Storm	7
6.3	Chemical spill or Explosion	7
6.4	Crisis Management Plan	8

1 Dressage Taranaki Health and Safety Policy

Dressage Taranaki (DT) is committed to the protection of people and horses from accidental injury or damage from activities carried out by the group.

The DT committee participate in the development and ongoing implementation of the Health and Safety (H&S) system to ensure that it is fully implemented at each show or event and continuously reviewed and improved.

An H&S Officer is appointed to oversee the H&S responsibilities of DT.

2 Responsibilities

- ✓ Ensure as far as practicable the safety of competitors, horses, volunteers and members of the public
- ✓ Identify all site hazards
- ✓ Control all significant hazards
- ✓ Record incidents and near misses and investigate as necessary
- ✓ Check that corrective actions are further monitored to ensure the hazard has been controlled
- ✓ Ensure emergency plans are in place for relevant hazard
- ✓ Be clear about the priority of health and safety
- ✓ Include H&S as an agenda item at DT meetings
- ✓ Provide the DT committee, members, volunteers and competitors with ways to participate and contribute suggestions – and to raise concerns or problems. Encourage them to share their concerns and ideas for improvement.

3 Health and Safety Implementation

3.1 Hazard Identification and Control

Hazards or potential hazards at DT events need to be identified in order for appropriate controls to be put in place.

A hazard register will be kept by the HS officer and reviewed on a yearly basis.

Hazards may be reported at any time by any person. These hazards may need to be added to the Hazard Register.

Hazards may be identified as part of an accident investigation in which case the Hazard Register will need to be updated.

3.1.1 Controlling Hazards

The procedure to control hazards is to work through the following steps:

-
1. Eliminate the hazard if possible
 2. If it is not possible or practicable to totally eliminate then
 - a. Isolate people and horses from the hazard e.g. fencing or if this is not practicable then
 - b. Minimise the likelihood of harm from the hazard
 3. Notify competitors by way of white board in the office

3.1.2 Inspection prior to the DT event

DT does not have its own grounds. Events will usually be held at the Egmont A&P Showgrounds but may be held at other facilities. DT will adhere to the venue's H&S policy and procedures.

The day before the event, a DT representative will inspect the areas of the venue that will be used for any hazards that have not been identified on the Hazard Register. Should a new hazard be found then steps will be taken to control the hazard.

3.1.3 Hazard notification during event

At each event, any new or unexpected hazards will be brought to the attention of competitors by notice on the whiteboard placed in a prominent position.

3.1.4 Information Sharing

Any hazards found at the venue will be brought to the attention of venue management.

4 Accident/Incident Reporting

4.1 Definitions

"Accident" means an event that causes any person to be harmed.

"Incident" or **"near miss"** means an event that in different circumstances might have caused any person to be harmed.

4.2 Procedure

- All accidents, incidents or near misses occurring at a DT event are to be reported and recorded in the accident register
- The ESNZ Accident Reporting Forms are available in the event office, from the H&S Officer of DT or may be downloaded from the ESNZ website and are to be completed as soon as possible after the accident/incident/near miss by the person involved or if necessary by a witness
- Completed forms to be provided to the HS Officer or a DT committee member within 24 hours of accident

-
- If further investigation is required the DT committee will conduct an investigation
 - Once all action is completed every Accident/Incident form to be forwarded to the DNZ Board/ESNZ for filing as appropriate pursuant to the Privacy Act 1993
 - General information on accidents/incidents at Dressage Taranaki events will be tabled at each annual review meeting for comment and action as required
 - All investigations should be completed within one month of the incident

4.3 Accident/Incident Investigation

- Any information identifying an individual involved in an accident/incident will be kept private and confidential
- All accidents/incidents will be investigated to determine the cause
- The current hazard controls in place will be assessed and future actions decided and recorded e.g. prevention, elimination, isolation, minimisation
- The outcome of the investigation will be documented in the Accident/Incident Register

5 Incident Management

5.1 First Aid

A first aid kit will be available in the office at all times.

While there will be no designated first aider, DT has many members who are current First Aid Certificate holders or nurses. First Aid will be given by one such person. A list of first aiders attending the event will be published on the draw and on the event whiteboard.

5.2 Ambulance required

Most events will be held at the Egmont A&P Showgrounds and Hawera Hospital is within 5 minutes drive of the showgrounds. In the event of more serious injury, both at Egmont A&P or other venues, call an ambulance by dialing 111.

5.3 Injury to Horse

Contact the after hours veterinary service. Contact details of all local vets will be published on the draw and on the event whiteboard.

5.4 Horse Escaped or Out of Control

- Raise the alarm by shouting "Loose horse"
- Advise anyone near the gate
- Clear the area if there is a threat to public/competitors
- Follow up/corrective action once animal is secured

-
- Advise local council/police if animal escapes grounds

6 Emergency Response

DT will ensure effective and efficient responses to emergency situations resulting from natural or man-made disasters. In the first instance follow the emergency procedures of the venue. Otherwise as below.

6.1 Fire

Any person discovering a fire should raise the alarm immediately by shouting FIRE and then call the Fire Service – dial 111.

All persons should make their way to an open paddock upwind of the fire taking their horse if possible.

Proceed in an orderly manner out of a building by the nearest doorway keeping near the floor if the building is smoke logged.

Do not endeavour to obtain personal effects from the building.

6.2 Earthquake or Storm

Definition: Any major seismic activity, or adverse weather conditions that has the potential to lead to loss of life, damage property, lead to loss of the stock/animals and otherwise cause serious harm to persons or animals.

DT official to immediately liaise with emergency services.

Ensure the electrical power supply is turned off at the mains supply to the show or event.

Close down all competition. Secure animals.

Control traffic.

6.3 Chemical spill or Explosion

Call the Fire Service – dial 111

Evacuate all personnel from the area

Ensure the area remains secure

Do not attempt to touch, dilute or absorb the chemical

Do not use water

DT official to liaise with emergency services

6.4 Crisis Management Plan

1. Committee members present hold crisis meeting directed by senior first aider/medic
2. Police / ambulance / vet are called
3. Support given to affected parties
4. Cordone off affected area if necessary
5. Evaluation of whether to continue with the event
6. Notification to ESNZ