

Site Location: Corner of Glenmore Rd and SH 28 Coatesville		Branch/Club: Coatesville Pony Club		LIKELIHOOD (How Often)		CONSEQUENCES (What could be the extent of possible incident)				
Event/Date	Season 2025-2026 Rallies, Events and activities				INSIG.*	MINOR	MODERATE	MAJOR	CATA.#	
Persons At Risk	Riders, Supporters, Organisers, Public, Horses			A (almost certain)	H	H	E	E	E	
President	Sam Cooke Cell #: 021 489 373			B (likely)	M	H	H	E	E	
Vet	Dairy Flat Vets	Cell: 0275984838 09 4269535	Location: 9 Kahikatea Flat Road, Dairy Flat	C (possible)		M	H	E	E	
Safety Coordinator	Lee-Anne Thorburn 021 1174489			D (unlikely)	L	L	M	H	E	
Club Secretary	Rebecca Horne 0211550955			E (rare)	L	L	M	H	H	
Emergency Details:	Ambulance, Police, Fire Dial 111 Urgent Medical: Shore Care Northcross 50 Greville Road, 09 486 7777 or Shore Care Smales Farm 74 Taharoto Road, Takapuna 09 486 7777 Nearest defibrillator location: Coatesville Settlers Hall, 4 Mahoenui Valley Rd Coatesville - Call 111 for the combination code for the cabinet from Ambulance communications			Extreme – ACT NOW – Urgent High – REVIEW – develop risk management plan & change practices Medium – FOLLOW safety instructions & safe practices Low – OK FOR NOW – record & review regularly • All personnel are subject to NZPCA regulations • Add detail for your Branch/Club/Event as appropriate in each section • Ensure Officials have been supplied with & briefed on this Risk Management Plan • COVID 19 – it is important to practice good hygiene • If you are UNWELL – please stay at home • We will be guided by NZPCA in our response to any pandemic						
Date of Approval:		Approved By: Sam Cooke	Club President							

RISK MANAGEMENT PLAN 2025/26



ACTIVITY	HAZARD	INITIAL RISK SCORE	PREVENTATIVE MEASURES	RESIDUAL RISK SCORE	RESP. PERSON
People Management	Poor conduct	M	- Health and safety briefing for all coaches prior to Rally start to review hazard register for grounds and buildings and the RMP for the season (where applicable) - Pre rally meeting with all members riding rallies for the season to go over club rules and HSE requirements - Avoid confrontation (where applicable) - Ask others to assist including police if required - All personnel on the grounds are subject to NZPCA Regulations - De-escalate situations	L	All
Vehicular traffic on the grounds - such as passenger cars, horse floats, horse trucks coming and going, parking and unloading/loading	- Pedestrians, riders, horse or property struck by vehicle - Open gate allows horse to escape onto road	M	- One vehicle entrance is available with signage to keep gate closed. 15km speed limit applies and has signage - Communicate with Groups parking and traffic management procedures - Parking on gravel area (when grass too wet) and to leave safe distances between vehicles - ie allow enough space between vehicles to safely tie horse to side. - Strictly no Loose Horses. "Loose horse" to be called loudly if this occurs and road gate checked immediately	L	All

RISK MANAGEMENT PLAN 2025/26



First Aid / Members riding	• Risk of injury to rider from falls, slips, trips, general horse related accidents, kicking, biting • Loose Horse • Unruly Horses • Loss of balance • Gear malfunction • Exposure to weather • Increased injury from slow response	E	• Follow Pony Club and ESNZ rules and guidelines appropriate for this activity. • Officials have been supplied with & briefed on this Risk Management Plan • General First Aid Kits for any minor incidents are situated : Inside Clubroom - marked cupboard under sink. • First Aid/responder for all rallies • NZPCA Minimum Standards of Medical Cover as of June 2023 adhered to by CVPC at all times • All riders, supporters, volunteers stay aware, keep a safe distance around horses, & wear correct footwear. • Follow instructions of coaches. • ALL FALL'S, INCIDENTS AND/OR NEAR MISSES ARE REPORTED TO & ASSESSED BY MEDICAL PERSONNEL AND RECORDED ON THE MINOR FALLS /NEAR MISS REGISTER AND: • ALL ACCIDENTS WHERE MEDICAL OR VETERINARIAN TREATMENT IS REQUIRED ARE REPORTED AND A FULL ACCIDENT REPORT IS COMPLETED AT THE EVENT BY THE MEDICAL PERSONNEL, PERSONS'S INVOLVED AND EVENT ORGANISERS. • NZPCA Regulations & Policies apply, Green Card & Yellow card forms are available from: Mary Dawkins or Jo Lynch - See PINK HSE Folder located inside First Aid cupboard • Crisis Management Plan in place & has been discussed with officials • If a horse is loose, ask riders to stop and stand until the horse is caught. Close all gates. • Any Horse which appears to be misbehaving and may cause harm is to be asked to leave in a safe manner.	H	All
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RISK MANAGEMENT PLAN 2025/26



			• Apply sunscreen or extra clothing. • Water is available from the Clubroom or Kitchen Sinks. • Gear inspection has been conducted. • Children and junior riders to be supervised at all times by their parent or guardian		
First Aid / Members riding cont'd	• Show jump poles, stands fall onto rider or horse, • Injury from falling to both horse and or rider	H	• Riders are educated in jumping safely • Safety cups will be used on all back stands of any oxer/parallel jumps • A qualified course designer or coach will be used to design courses to ensure the safety of riders.	M	ALL
Horse injuries	• Horses getting loose • Loose dogs • Horses frightened	M	• No lunging with rider on horses • No junior riders to ride without parent or guardian present • Horses to be secured safely • Yards used (no temporary pens) • No dogs allowed • Equine first aid kit on site: on top of Fridge in Clubrooms • BYO drinking water for horses but can be supplied in an emergency • Have an area planned if helicopter required: Paddock Glenmore 2 • Horses to be held while helicopter present	L	ALL/OC
Ground Conditions	• Fall or slip of horse or rider • Rabbit holes • Long grass • Poor weather	M	• If the surface or ground conditions are deemed unsafe riding will not be held • Decision to be made by Committee no later than 2 hours prior to start of rally • Fill holes around riding areas • Check fencing • Mow riding areas, or graze • Ride according to the conditions, wear correct gear, follow Coach instruction	L	All/OC

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Water hazards	Entering is not advised at any time, unless for supervised training purposes eg water jump	H	Access to Stream/River/Water jump is restricted by: cordons using tape when required	L	ALL
Facilities	- Health risk from inadequate personal hygiene facilities - People using gear incorrectly - Hazards on ground (specify) - Fire hazard	M	- Provide adequate toilet facilities and hand cleaning facilities - Ensure facilities are kept clean - Keep equipment safe & maintained - Follow instructions for use of gear - First Aider to raise alarm by shouting Fire go to assembly point_ - Assembly point: Car park by manure bins (next to horse yards) - Fire Warden is the first aider onsite - No Smoking on site at any time	L	OC
Waste disposal	Horse manure and other waste not cleared, creating health and slip hazard	M	- Ensure area is being kept clean - Report deficiencies to people in vicinity - Dispose of waste by: placing in supplied bins	L	ALL
Manual Handling	Moving Jump stands, poles or heavy equipment	H	- Use correct lifting technique - Share load - All Members encouraged to assist	L	ALL
Events and training activities	All the hazards outlined in this RMP and more	H	For events and activities will have specific RMP that adheres to NZPCA rules and regs	L	ALL
Grounds and building hazard register	- Injuries to people and horses - Damage to property and grounds	H	- Hazard register onsite - All members and anyone on our grounds encourage to identify and report hazards, incidents and near misses to the club for action	L	ALL



PERSONNEL REGISTER		NOTE: All OFFICIALS are to sign below to confirm they have read and understood the information and responsibilities contained within this document.	
NAME AND BRANCH/TEAM		SIGNATURE	DATE
1.			
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