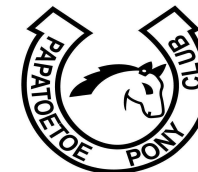
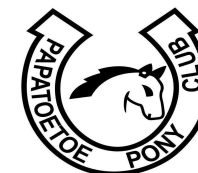


HAZARD REGISTER - RALLY



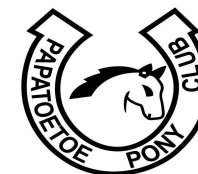
HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	E	M	ACTION PROPOSED
Horses	<ul style="list-style-type: none"> Loose horse on grounds or public road Injury 	H		M	<ul style="list-style-type: none"> One of the two access gates to main road must remain closed at all times. Suitable footwear to be worn around horses.
Poor Traffic Control	<ul style="list-style-type: none"> Injury Serious Incident Death 	H		M	<ul style="list-style-type: none"> 15kph on site. Parking in designated areas. Keeping access from main gate clear. Cones and signage if required. Allow 2m plus the length of the horse between vehicles to allow safe pedestrian egress. Tie horse to one side of truck Walking only whilst the horse is being ridden in the car park area.
Unloading / Loading	<ul style="list-style-type: none"> Kicking Trampling Loose horse 	H-E		L	<ul style="list-style-type: none"> Do not stand on the ramp behind the horse Horse must be on a lead rope Discourage rugs and hay nets in float Wear sturdy footwear
Tie up	<ul style="list-style-type: none"> Crushing Unruly horses 	H-E		L	<ul style="list-style-type: none"> Do not step under or over a lead rope connected to a horse Horses that pull back, kick out, are restless and/or display bad manners that compromise the safe passage of pedestrians and/or other riders activities should use pens or be tied up at a safe distance from other people or horses

HAZARD REGISTER - RALLY



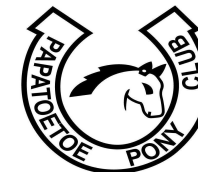
HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	E	M	ACTION PROPOSED
Warm-up	<ul style="list-style-type: none"> Dangerous riding 	M-H		L	<ul style="list-style-type: none"> Rider should warm up their horses well away from the parking area and where horses are being tacked up. There must be no cantering past these areas.
On ground	<ul style="list-style-type: none"> Unruly horse 	L-H		L	<ul style="list-style-type: none"> Red ribbons must be worn in the tail of all horses that kick Maintain a distance from others
Rally activities	<ul style="list-style-type: none"> Faulty / missing rider equipment 	M-H		L	<ul style="list-style-type: none"> NZPCA approved helmet, footwear, body protector to comply with NZPCA general regulations
	<ul style="list-style-type: none"> Faulty/missing tack/horse equipment 	M-H		L	<ul style="list-style-type: none"> tack/stirrup leathers/stirrups/other equipment should comply with NZPCA general regulations
	<ul style="list-style-type: none"> Dangerous ground conditions 	M-H		L	<ul style="list-style-type: none"> Monitor ground conditions – cancel rally if necessary
	<ul style="list-style-type: none"> Horse collisions 	M-H		L	<ul style="list-style-type: none"> Ask for assistance if required when required when riding in groups in confined areas Control group at all times
	<ul style="list-style-type: none"> Unruly horse 	M-H		L	<ul style="list-style-type: none"> Manage and isolate Report to Head Coach
	<ul style="list-style-type: none"> Falls 	M-E		L	<ul style="list-style-type: none"> Ride within capabilities Report incident for Committee discussion in Head Coach report
	<ul style="list-style-type: none"> Near Miss 	L-M		L	<ul style="list-style-type: none"> All must be reported and documented, and discussed at monthly committee meeting
	<ul style="list-style-type: none"> Accident/Illness/Injury 	L-M		L	<ul style="list-style-type: none"> All must be reported and documented, and discussed at monthly committee meeting

HAZARD REGISTER - RALLY



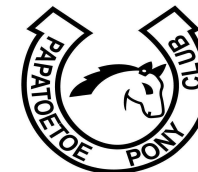
HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	E	M	ACTION PROPOSED
Site Safety	<ul style="list-style-type: none"> Members of the public 	L-M		L	<ul style="list-style-type: none"> Hazard signs at entry gate Hazardous chemicals are kept locked away Personnel are trained to use farm equipment
Rally Equipment	<ul style="list-style-type: none"> Broken items such as poles, jumps, wood with exposed nails, sharp edges etc 	L-M		L	<ul style="list-style-type: none"> Remove from arena area Report damage to Head Coach or Committee Member
Spectators	<ul style="list-style-type: none"> Family members/responsible adults 	L-M		L	<ul style="list-style-type: none"> Sturdy covered footwear around horses Non-riding children should be supervised Dogs to be kept on a lead at all times and should not enter the arena
Food Handling	<ul style="list-style-type: none"> Potential illness 	L-E		L	<ul style="list-style-type: none"> Ensure adequate refrigeration Ensure adequate cooking temperature Ensure segregation of raw meat and cooked food Wear disposable gloves during food preparation Ensure money handling is performed separately to food handling
Violent Threats against personnel by the public.	<ul style="list-style-type: none"> Injury Reputation damage Litigation 	H		M	<ul style="list-style-type: none"> Do not confront the person(s). Answer any questions they may have in a calm manner. If the situation does not get better, contact a PC committee member or H&S Officer.
Other contractors on site	<ul style="list-style-type: none"> Injury Death Property damage 	M		M	<ul style="list-style-type: none"> Be aware of contractors on site and the associated hazards due to the type or location of work. (e.g. tree felling over bridleway). Discuss safety and hazards with the contractor prior to starting work in the same area.

HAZARD REGISTER - RALLY



HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	E	M	ACTION PROPOSED
General Housekeeping	<ul style="list-style-type: none"> Injury Serious injury Property damage Product damage 	M		M	<ul style="list-style-type: none"> General rule is a place for everything and everything in its place all the time. Keep access to emergency service clear. See Stacking Hazard for stacking safety
General safety signage	<ul style="list-style-type: none"> Injury Property damage Product damage 	M		M	<ul style="list-style-type: none"> Display signage H&S at all entrances and identify areas of risk or hazard. Display signage in areas where specific PPE usage is required.
Emergency safety signage	<ul style="list-style-type: none"> Injury Serious injury 	H		M	<ul style="list-style-type: none"> All safety signage needs to be visible. Signage must be large enough to read. Emergency plan to be on display for all to see.
Slips/Trips/Falls	<ul style="list-style-type: none"> Injury Serious Injury 	M		M	<ul style="list-style-type: none"> Identify “no go” zones and enforce. Wear safety footwear suitable for the environment. Identify and clear the route of travel making any hazards safe. Three points of contact when climbing up, over or down from equipment, ladders, stairs, etc. Use safe lifting techniques or more than one person to move heavy items. If trained, use lifting / moving equipment (e.g. tractor, gator) Keep work areas/walking paths clear (housekeeping).

HAZARD REGISTER - RALLY



HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	E	M	ACTION PROPOSED
Hazardous chemicals	<ul style="list-style-type: none"> • Fire • Illness 	H		M	<ul style="list-style-type: none"> • Cupboards kept locked to prevent unauthorised access • Safety signage displayed.
Electric Fences	<ul style="list-style-type: none"> • Electrical shock 	M	M		<ul style="list-style-type: none"> • Warning sign displayed at front gate.
Facilities	<ul style="list-style-type: none"> • Health risk from inadequate personal hygiene facilities 	M	M		<ul style="list-style-type: none"> • Provide adequate toilet and hand washing facilities. • Facilities are kept clean and monitored on a regular basis. • Hand washing reminder notices in toilet facilities.
Dehydration	<ul style="list-style-type: none"> • Illness 	M		M	<ul style="list-style-type: none"> • Ensure there is plenty of drinking water available. • Wear a hat and wear clothing that will allow you to cool down.
Mobile Phones	<ul style="list-style-type: none"> • Injury 	M		M	<ul style="list-style-type: none"> • Included in RMPs and Hazard Registers • Communicated to members via newsletter
Dogs	<ul style="list-style-type: none"> • Injury or medical attention 	M		M	<ul style="list-style-type: none"> • Dogs to be on a lead – signs displayed onsite • Communicated via social media / Facebook Members Page