

RISK MANAGEMENT PLAN

Activity:	Horse Riding	Location:	Mountain Trails Adventure School	Supervision ratio:	3:12 (12 is the maximum group size for this activity)
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Experience **of participants:** Novice, limited experience

AIMS OF THE ACTIVITY	QUALIFICATIONS AND EXPERIENCE OF ACTIVITY GUIDES	STUDENT REQUIREMENTS AND SAFETY
<ol style="list-style-type: none"> 1. Provide participants with an opportunity to gain basic skills enabling them to ride horses. 2. Learn to work cooperatively within a group context around horses. 3. Extend knowledge and skill in the equine industry 	<ul style="list-style-type: none"> • Current first aid • To be the Trail Boss of the horse riding activity you must have your Horse Safe Australia accreditation. • To be horse staff you must have met all competencies in the operations manual. • Have thorough knowledge and skills with horses. • All staff must know emergency procedure and protocols 	How will the students be supervised? 3:12 Constant supervision during all contact with the horses and when working around the horses
		How will the staff be deployed? While in the arena 1 guide will be instructing the group, 2 guides will be roaming the group on foot giving individual support. On trail rides 1 guide will be at the front of the group, 1 at the back of the group and 1 in the middle of the group roaming.
		Over what area will students be spread? 9500 acres
		What activities will campers do in preparation for this activity? Safety briefing, stop start steer lesson, lesson in the arena

EQUIPMENT USED IN THIS ACTIVITY

Equipment/protective clothing	Industry Standards	Are there safety checks carried out? Yes/No How often?	Is the equipment appropriate for age group?	What can go wrong? Action in event of failure

First aid kits	Yes	Yes	Before and after each program	Yes	Missing items from first aid kit, use another first aid kit, Inform first aid officer.
UHF	Yes	Yes	Before and after each program	Yes	Flat battery, no signal. Walk to signal, take spare battery or spare UHF
Helmets	Yes	Yes	Before and after each program	Yes	Potential head/ neck injury

IDENTIFY THE RISKS (potential loss – physical, emotional, etc.) AND SCORE (using accompanying model)

RISK	SCORE	RISK	SCORE
Poor facilitation	Low	Falling/ Fallen trees limbs	Moderate
Poor weather	Moderate	Uneven ground	Moderate
Unsafe behaviour of participants	Moderate	Group becoming lost	Low
Individual becoming separate from group	Low	Dangerous flora, fauna e.g. snakes, spiders	Moderate
Natural disasters e.g. fire	Moderate	Injury from horse to client	High

IDENTIFY THE CONTRIBUTING FACTORS AND MANAGEMENT STRATEGIES TO COMBAT THE THOSE FACTORS

CATEGORY	CONTRIBUTING FACTORS	MANAGEMENT STRATEGIES
<p>PEOPLE Attributes people bring to an activity such as skills attitudes, age, physical fitness, health, numbers etc.</p>	<ol style="list-style-type: none"> 1. Incorrect or inadequate teaching, speed resulting in loss of control or low level of abilities. 2. Acting out due to extension or fears, not feeling safe, previous negative history, boundaries not clear or not adhering to Full Value Contract values. 3. Staff not trained or aware of child protection protocols. 4. Inappropriate behaviour around horses 5. Values of Mountain Trails not explained clearly or consequences for choice. 6. Previous history of abuse limited coping mechanisms 	<ol style="list-style-type: none"> 1. Ensure all staff know HSA guidelines, how to deliver a training session and follow SOPS 2. Validate behaviour, (ie extended we behave) Full Value Contract, 100% safety, support client, look for win/win positive success focused outcome and remember challenge by choice philosophy. 3. All staff have working with children checks and child protection training. 4. Basic instructions, supervisions and adhere to SOPS 5. Revisit Mountain Trails values, all clients and staff have the right to be safe, choices have consequences. FVC. If continues remove client, note severe behaviour follows SOPS. 6. Keep training up-to-date, evaluate, log any near misses and follow SOPS
	<ol style="list-style-type: none"> 7. Staff not trained in risk management and first aid Staff not trained adequately in horses or horse pecking order. 8. Client changing position of their horse in group Clients carrying heavy or awkward saddles with limited vision. 9. Staff too busy to hold horses head, impatient group, incorrect structure 10. Impatient capable riders taking off from group, procedures not followed. 	<ol style="list-style-type: none"> 7. Staff to spend additional time on horses, keeping clear concise records 8. Brief group, staff keep a visual and within hearing distance. 9. Ensure unnecessary obstacles, remove and improve access as able pre saddling. 10. Methodical step training used, group to support one another. 11. Brief group validate experience, use if able, work with and avoid power struggles 100% co-operation is necessary.

<p>EQUIPMENT Resources that impact on the activity such as clothing, helmets, ropes, harnesses, tents, hardware etc.</p>	<ol style="list-style-type: none"> 1. Inappropriate clothing or access to sunscreen and weather changes. 2. Equipment not maintained properly, unknown fault in equipment 3. Incorrect footwear, stirrup, instruction or client apathy. 	<ol style="list-style-type: none"> 1. Brief group, send what to bring list, inspect group prior to departure, and make sure sun screen is available. 2. Inspection of equipment prior to and after a horse riding activity, someone in charge of gear and allocated time. Brief 3. inspection, make available appropriate shoes, check and control group, follow SOPS and AHSE instructed guidelines
<p>ENVIRONMENTAL Factors that impact on the activity such as weather, terrain, water, tides, fire, flora, fauna, wind etc.</p>	<ol style="list-style-type: none"> 1. Incorrect clothing for weather 2. Falling tree limbs due to previous fires, characteristics of gum trees 3. Tripping over rough tracks uneven yards or groups gathering areas. 4. Spooked horses pulling off fence (same as 13) 	<ol style="list-style-type: none"> 1. Check weather reports, brief group, check if client needs to sit out, and send what to bring list, 2. Maintain trails stay clear of higher risk areas 3. Select areas for dismount, maintain trails and improve yards ie saw dust, drainage etc 4. Tether appropriately, adhere to SOPS and AHSE
<p>OCCUPATIONAL HEALTH AND SAFETY Factors which might arise if a regulation or safety guideline was not followed.</p>	<ol style="list-style-type: none"> 1. Injury to participant or facilitators 	<ol style="list-style-type: none"> 1. Ensure that safety guidelines and lessons plans are followed. Ensure that participants are properly briefed on the activity and are given clear concise instruction throughout the activity

EMERGENCY MANAGEMENT PLAN

<ol style="list-style-type: none"> 1. Keep the group together 	<p>How remote is the activity from the source of assistance?</p>	<p>Staff running the activity will be familiar with the area and emergency management procedures.</p>
<ol style="list-style-type: none"> 2. Implement Emergency Management Plan 	<p>How would help be called?</p>	<p>UHF Radios will be used to contact the camp manager/ director in the event of an emergency.</p>

3. Alert teaching staff to management plan	How long would it take to get help after an accident?	Program manager and other staff – immediately via UHF Ambulance – At least one hour Medical practitioner – Immediately via UHF (onsite doctor) Helicopter – 1-2 hours
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REPORT PREPARED BY: Breanna Hickey

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