

# Event and Activity Guide

## Risk Management Policy of



The Australian Distance Riding  
Association Inc

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## Section 1: General

### 1.1 Definitions

In this document:

The Australian Distance Riding Association Inc shall be known as TADRA.

Event Organiser Clubs shall be known as EOs or EO clubs, and are the associations that run events affiliated with TADRA. References to EO clubs or EOs can include TADRA itself.

Event Veterinarian (EV) is the person managing all event horse welfare and veterinary matters.

Event Manager (EM) is a person qualified to manage TADRA events in accordance with TADRA Rules.

### 1.2 Disclaimer

The information contained within this risk management guide is intended only as a general guide to assist Clubs and TADRA with the management of facilities and events and to facilitate easy access to TADRA forms, general information, policies and procedures. It does not constitute professional, expert or other advice.

This guide is not intended to provide a comprehensive and exhaustive analysis of all of the issues relevant to any party. It is strongly recommended that Event Organisers, volunteers and any others who read this guide conduct their own independent investigations to acquaint themselves with the specific implications and obligations relating to any policies, procedures or minimum standards contained within.

There may be individual Acts, Codes, Regulations or Standards that are applicable in certain States to the roles and duties of a Club or of TADRA (or associated volunteers or groups) that are not included in this Guide. Individuals should take appropriate steps to familiarise themselves with any additional such requirements that may be in force. It is not the intention of TADRA to provide, imply or contradict any such requirements, but to provide Clubs with general risk management and other information.

The information contained within this guide is current as at the date shown as the publication date of the document and TADRA takes no responsibility for ensuring the accuracy of the information subsequent to this date. No representation, warranty or undertaking is given or made as to the accuracy or reliability of any opinions, conclusions, recommendations or other information contained within this guide and no person should act or fail to act on the basis of the material contained herein alone, without prior assessment and verification of the accuracy of the information.

TADRA, its officers and agents expressly disclaim any and all liability howsoever arising (including any liability by reason of negligence or negligent misstatement) to any

person, corporation or other entity directly or indirectly as a result of anything contained within this guide. TADRA, its officers, employees and agents take no responsibility for any loss or damage howsoever suffered directly or indirectly by any person, corporation or other entity through reliance on anything contained in this or omitted from this guide.

### **1.3 Purpose of Guide**

This guide has been developed by The Australian Distance Riding Association Inc (TADRA) as a general guide to assist TADRA and affiliated Event Organisers with general risk management and to provide information, policies and procedures relative to managing events. Association members, EO clubs, volunteers and all Distance Riding participants should be familiar with the guide, as well as any applicable State or Territory Acts, Regulations or Standards.

The guide is an essential reference in establishing commonality of purpose and operation in all association sponsored and affiliated events, so that all participants, human and equine, can enjoy a reasonable standard of safety.

### **1.4 Risk Management**

TADRA's policy is to use world's best practice in risk management to:

- support and enhance activities in all areas of our organisation.
- ensure that risk management is an integral part of all our decision-making processes.

We will use a structured risk management approach to minimise reasonably foreseeable disruption to operations, harm to people and animals, the environment and property. We will identify and take advantage of opportunities and will identify adverse effects and reduce associated risk.

We will train our people to implement risk management effectively and we will strive to continuously improve our risk management practices.

The Association Management Committee (MC) has facilitated the development of a common risk management across areas of our business by:

- implementing a risk management program
- sharing information with broad application across all areas
- development of a risk management manual
- reporting progress in implementation of the risk management program on an ongoing basis.

### **1.5 Policy Management and Revue**

The MC will monitor and review the implementation of the risk management program, as needed.

### **1.6 Responsibilities**

The MC is responsible for the management of risk from the associations' perspective. Event Organising Clubs are accountable for the implementation by their individual clubs of the risk management process.

All members are responsible for managing risk in their areas and activities. While administrators will have a different view of risk to that of a rider, Event Manager, Veterinarian, or volunteer, each has an important responsibility to ensure that risks within their control are managed according to the TADRA Rulebook and the standards as expressed in this guide.

## **1.7 Health and Safety**

TADRA considers health and safety an integral part of our vision and core values.

Our objectives are to provide, with the assistance of our people, an environment that protects the health, safety and welfare of our members, volunteers, officials, visitors and the public and complies with the appropriate State or Territory Health & Safety legislation.

This will be done through the adoption of a **risk-based hazard management** approach for identifying, assessing, controlling and monitoring Health and Safety risks as part of our business initiatives and operations. In doing so, minimum standards will be established, and the necessary procedures, practices, guidance and information implemented to assist EO Clubs to provide and maintain a safe and healthy environment.

TADRA will recognise other organisational policies and procedures where relevant. In maintaining this commitment, the association will provide the resources (including internal and external expertise), equipment, skills and training necessary to ensure EO Clubs meet the association's objectives and will assist club officials and personnel to provide and maintain a safe and healthy environment.

## **1.8 Club Management Responsibilities**

All EO club officials are responsible for the operating environment and conditions under their control, ensuring safety procedures are in place and observed, and for communicating and implementing the necessary information and guidance to allow the safe performance of activities.

In the event of an accident or incident, club officials will ensure that the appropriate processes are adopted to reduce the impact on persons, animals and property. The association is committed to providing effective rehabilitation and equitable claims outcomes for club members, event volunteers and veterinarians (where they exist).

## **1.9 Members Responsibilities**

Members are to observe at all times safety rules, procedures and instructions provided and to conduct themselves in a manner that controls the risk of injury to themselves, fellow members, animals, volunteers, officials and the public. Club officials are to be notified of any hazard, accident or incident.

## **1.10 Consultation**



Through a continuous consultative process, we encourage two-way communication, co-operation and involvement of the association, EO club management, members, volunteers, stewards, veterinarians and officials in the ongoing development and implementation of our health and safety program. This is critical to success in preventing injuries, illness and poor health outcomes.

The association will review this policy on a regular basis to ensure it continues to reflect legislative requirements and organisational needs for continuous improvement.

## Section 2: Management

### 2.1 Purpose

To promote direction and leadership in order to ensure the TADRA risk management policy and the derived action plans are implemented in a controlled and planned manner. Effective control of risk is an essential element of prudent risk management.

### 2.2 Responsibilities

The TADRA MC is ultimately responsible for the implementation of this guide and risk management in general throughout TADRA events and affairs.

Appropriate delegation to individual EO clubs is required and essential.

EO clubs have a responsibility to comply with all risk management requirements and to report risk issues to TADRA.

EO club members have a responsibility to comply with all risk management requirements and to report risk issues to club management.

At each management connection effective and realistic forms of monitoring and reporting compliance are essential.

TADRA and affiliated EO club administrators are expected to adopt practices that consistently reinforce to members and event participants the requirement for prudent management of risk.

### 2.3 Review of RM practices

TADRA and affiliated EO clubs need to review their activities to assess the need for continuous risk management process changes, by assessing less than good outcomes and determining how those processes need to be changed. Such a review should look at all activities, including events, social activities and management practices.

TADRA will facilitate this process by providing appropriate reporting formats and will engage with EO clubs to regularly update RM processes.

### 2.4 Incident investigation and reporting

Any incident causing injury, loss, damage or a potential liability claim shall be thoroughly investigated TADRA or the EO club involved.

The investigation needs to be directed at establishing the immediate and underlying causes, and should rate the incident according to the risk management standard AS4360, and should fulfill any statutory obligations.

The report is to be sent to the TADRA secretary within 7 days of the incident, and can include suggestions that may make a recurrence less likely.

## Section 3: Policies and Procedures

### 3.1 EMERGENCY CONTACT POLICY

#### 3.1.1 Objective

Effective and straightforward emergency plan

#### 3.1.2 Responsibility

Each EO club is responsible for the adoption and operation of effective procedures

#### 3.1.3 Definition

An emergency is a sudden unforeseen crisis, usually involving danger, that requires immediate and remedial action.

#### 3.1.4 Procedure

Statutory bodies such as local police, fire and ambulance should be informed pre-event of the event date and location, the expected number of people to be present, and the area to be used for the event riding loops.

A proper and adequate list of all emergency contact numbers should be compiled pre-event and be available at all events. These emergency phone numbers should include:

- Event Director
- Event Biosecurity Manager
- Event Veterinarian
- Event Treatment Veterinarian
- Event Manager
- Equine Referral Hospital
- Ambulance
- Doctor
- Hospital
- Police
- Fire Brigade
- Emergency Manager

- Emergency Animal Disease Watch Hotline
- State Biosecurity and Health depts
- Local Council

## **3.2 COMMUNICABLE DISEASE AND BLOOD PROCEDURES: For Humans**

### **3.2.1 Objective**

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids, and highly contagious diseases such as COVID 19 can affect current restrictions or conditions for event management.

TADRA and affiliated EOs will always adhere to current state or territory legislation or mandates and guidelines concerning all disease management.

### **3.2.2 Responsibility**

Each EO club is responsible for the adoption and operation of effective procedures. Whenever possible first-aid treatments should be administered by trained medical personnel, who will be more prepared than non-medical personnel following these procedures.

### **3.2.3 Definitions**

A communicable disease is one that can be passed from one person, animal or organism to another. Some diseases are more easily transmittable than others.

### **3.2.4 Procedures**

Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to the following:

- a) The bleeding must be stopped, the open wound covered. If there is an excessive amount of blood on the athletes clothing it must be changed before he/she can again participate.
- b) Immediately wash hands and other skin services if contaminated by being in contact with blood or other bodily fluids. Wash hands immediately after removing gloves.
- c) Clean all contaminated surfaces and equipment with an appropriate disinfectant.
- d) Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments and devices.
- e) Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
- f) Persons with bleeding or oozing skin conditions should refrain from all direct athletic involvement. This can be enforced by the EM.

### **3.3 COMMUNICABLE DISEASE AND BLOOD PROCEDURES: For Horses**

#### **3.3.1 Objective**

Infectious diseases are a constant risk to the health and welfare of horses. Despite vaccination programs the threat of strangles, influenza, equine herpes virus, rotavirus, salmonella, rhodococcus, hendra virus, etc. are ever present.

TADRA will always follow the current advice of EVA, in particular those concerning the above diseases, and required relevant vaccinations. These are communicated by TADRA to the EO via the TADRA Rulebook. EOs should always check pre-event with TADRA for the current advice.

#### **3.3.2 Responsibility**

Each EO club is responsible for the adoption and operation of effective procedures.

#### **3.3.3 Definitions**

A communicable disease is one that can be passed from one person, animal or organism to another. Some diseases are more easily transmittable than others.

#### **3.3.4 Procedures**

All veterinary medical procedures must be carried out by a registered veterinarian.

Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

- a) The bleeding must be stopped, the open wound covered.
- b) Immediately wash hands and other skin services if contaminated by being in contact with blood or other bodily fluids. Wash hands immediately after removing gloves.
- c) Clean all contaminated surfaces and equipment with an appropriate disinfectant.
- d) Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments and devices.

### **3.4 EVACUATION PROCESSES**

#### **3.4.1 Objective**

In an effort to minimize potential harm and damage and to ensure the safe and orderly evacuation from a site during an unplanned emergency such as a fire, emergency plans need to be developed to respond to all likely emergencies.

#### **3.4.2 Responsibility**

Each EO club is to develop and maintain an Emergency plan.

#### **3.4.3 Definitions**

An emergency includes a sudden crisis, urgent situation, disaster or tragedy.

### **3.4.4 Procedures**

In the event of an emergency there needs to be a plan and sufficient people trained to carry out the necessary duties.

- ✓ Establish an Emergency Management Team
- ✓ Identify the people on the team;
- ✓ Identify each team member's responsibilities;
- ✓ How the Emergency Management Team's manager is identified.
- ✓ Draw up a site Emergency Plan that shows:
  - ✓ The location of emergency exits, no-go areas to avoid in an emergency – E.g., Dead ends; access ways;
  - ✓ The location and type of firefighting equipment installed;
  - ✓ Warning systems – how information will be relayed;
  - ✓ Routes to evacuation safe areas;
  - ✓ Routes to leave the site if appropriate;
  - ✓ Emergency contacts as per the Emergency Contact Policy.

## **3.5 DOGS AT EVENTS POLICY**

### **3.5.1 Objective**

Dogs and horses must not be in proximity to each other at events. To ensure safety for people and animals, dogs must be kept on a suitable lead at all times, with the lead attached to either a responsible person or a solid object, as per the TADRA Rulebook.

### **3.5.2 Responsibility**

Each EO club is responsible for the adoption and operation of effective procedures.

### **3.5.3 Definitions**

Dogs – refers to domestic and/or wild dogs, of all breeds and sizes, but does not include registered Guide or Companion dogs.

### **3.5.4 Procedure**

All members need to be reminded that dogs are best left at home, or if at an event must be well behaved and on a suitable lead at all times.

Notices are to be at entrances to events, and at gathering points. EMs may need to enforce the policy.

## **3.6 YARDS POLICY**

### **3.6.1 Objective**

To ensure that horse yards used are safe and secure, and conform with the TADRA Rulebook.

### **3.6.2 Responsibility**

Each EO club is responsible for the adoption and operation of effective procedures.

### **3.6.3 Definitions**

Yards are horse holding facilities and can be either fixtures at the event base, or transportable systems made of Steel, aluminium or electric ingredients brought by attendees to the event.

### **3.6.4 Procedures**

Ensure any yard used at an event is of sufficient standard and of a type as described by the TADRA Rulebook.

EMs may instruct event participants to improve the design and standard of their yard(s).

## **3.7 PRIVACY POLICY**

### **3.7.1 Objective**

TADRA and affiliated EO clubs are committed to respecting a person's right to by limiting the ways we use your personal information and fully disclosing our policies.

### **3.7.2 Responsibility**

TADRA MC and each EO club are responsible for the adoption and operation of effective procedures.

### **3.7.3 Definitions**

For the purpose of this policy:

Personal member information: is restricted to name, address, date of birth and contact details. It excludes all other information about a person.

Primary purpose: is a purpose for which the individual concerned would expect their information to be used. Using the information for this purpose would be within their reasonable expectations.

### **3.7.4 Procedure**

The following procedure specifies how we collect information about a person, what information we collect, and how it is used.

### **3.7.5 Collection of information**

TADRA collects personal member information in its capacity as the Australian managing body. Such information includes your name, address, date of birth and contact details, and is maintained by way of hard copy forms and a cloud-based database.

The primary purpose for collecting this information is for the maintenance of data management, various TADRA registers and communications. Some of this information may be disclosed to regulatory bodies or print service providers for the preparation of event communications or for mail outs. Some of these disclosures may be required by the Office of Fair Trading.

To ensure the integrity and safety of your personal information, TADRA and affiliated EO clubs will only disclose information if our internal procedures deem it necessary.

### **3.7.6 Information Sharing**

#### **a. What information about you is shared?**

TADRA does not share information about you with anyone. We will only disclose personal information to comply with valid legal processes such as a search warrant, subpoena or court order, or to protect our rights and property. We will disclose information when we believe in good faith that the law requires it.

#### **b. Ways information about you is shared.**

We may use the information you provide us, such as your name, email address, telephone number or mailing address, to contact you. If you submit a request, complaint, comment or enquiry to us through our website, we may also use the information you provide us to respond to your enquiry, or to notify you of special information from TADRA or to request your participation.

### **3.7.7 External web visitor procedures**

#### **Information collected about you.**

You can visit most of our web pages without telling us who you are or revealing any personal information about yourself.

We may track your Internet Protocol ("IP") address and your domain name to help us analyse this data for trends and statistics, but you will remain anonymous unless you voluntarily tell us who you are. (An IP address is a number that is automatically assigned to your computer by the ISP computer through which you access the web, and a domain name is the name of the ISP computer itself through which you access the web.)

This monitoring helps us evaluate how our website is used and to continuously improve the content we provide.

## **3.8 COMPLAINTS PROCEDURE**

### **3.8.1 Objective**

To provide a safe and respectful environment for organisers, members, other participants and the public

### **3.8.2 Responsibility**

TADRA MC and each EO club are responsible for the adoption and operation of effective procedures.

### **3.8.3 Definitions**

A complaint is an expression of grievance, resentment or displeasure

### **3.8.4 Procedure**

There are various avenues in which complaints procedures can be initiated. The following documents provide guidance in determining the correct procedure:

- TADRA Rulebook
- Member Protection Policy
- Participant Clothing policy

### **3.8.5 Objective**

To ensure all riding athletes remain as safe as possible by wearing appropriate helmets and clothing.

### **3.8.6 Responsibility**

The Event Manager at each event is responsible for ensuring that all TADRA rules regarding safety clothing, helmets and footwear are followed.

### **3.8.7 Definitions**

Safety clothing consists of approved helmets, long sleeved shirts, and suitable footwear.

### **3.8.7 Procedure**

The EM will inform ride participants at the pre-ride briefing of their obligation to use appropriate helmets, clothing and footwear, as per the TADRA Rulebook.

The EM will visually check participants prior to departure from the event base.

## **3.9 VOLUNTEER SCREENING POLICY**

### **3.9.1 Objective**

To provide guidelines to protect members of the distance riding community

### **3.9.2 Responsibility**

Each EO club is responsible for the adoption and operation of effective procedures

### **3.9.3 Definitions**

A volunteer is someone who performs or offers to perform a service out his/her free will.

Distance riding volunteers include EO club members, and any other person engaged to assist the management of an event, including but not limited to –



pencillers, timekeepers, stewards, administrative assistants, track personnel, or communications personnel.

### **3.9.4 Procedure**

Each EO will maintain a Volunteer Register, recording in it the task performed by the volunteer, the date and time the task was performed; and will ensure that all volunteers:

- ✓ Are up to date with safety and operational procedures for the task they perform, and
- ✓ Have provided their name and contact details for the Volunteers Register.

## **3.10 CHILDREN UNATTENDED POLICY**

### **3.10.1 Objective**

To provide guidelines to protect junior members of the distance riding community.

### **3.10.2 Responsibility**

Each EO club is responsible for the adoption and operation of effective procedures.

### **3.10.3 Definitions**

A junior is someone that is currently under 18, as defined by the TADRA Rulebook.

### **3.10.4 Procedure**

The EO and EM will ensure that juniors shall not be isolated with one adult, unless that adult is –

- The junior's parent or guardian,
- A person nominated by the junior's parent(s) as acceptable, or
- A person who has a current Blue Card or has had a Working with Children Check and/or Police Check.

## **3.11 FIRST AID POLICY**

### **3.11.1 Objectives**

To provide a safe environment for all people present at a TADRA affiliated event.

To have procedures in place and a suitable First Aid practitioner at hand or on close call in case of injury.

### **3.11.2 Responsibilities**

The Event Manager together with the EO club is responsible for the adoption and operation of effective policies and procedures.

### **3.11.3 Definitions**

First Aid is emergency treatment given to an injured or sick person before the services of an ambulance can be secured.

#### **3.11.4 Procedures**

A contact of medical support in the local area is to be compiled by the EO club, kept at hand during an event by the ride secretary and provided to the Event Manager.

There must be a suitable site for first aid parking with clear access maintained, with bunting or other aids if necessary.

### **3.12 SHARPS PROCEDURE**

#### **3.12.1 Objective**

To ensure safe management and removal of syringes and potentially dangerous sharps.

#### **3.12.2 Responsibility**

EO clubs are responsible to ensure that the procedures listed in Clause 4 are followed.

EOs need to have a sharps disposal container, pliers or tongs and disposable gloves at sites to facilitate the removal of sharps, or they may arrange for an Event Veterinarian to provide a sharps container and sharps retrieval equipment for use at their event by the EO and EM.

#### **3.12.3 Definitions**

“Sharps” refers to syringes and/or needles, singly or together.

#### **3.12.4 Procedure**

In the event of a “sharp” being found at a site the EO will collect the sharp found and arrange for it to be removed from the site. This will remove the risk of anyone being accidentally punctured or pricked.

#### **3.12.5 On finding a “sharp”**

- a) Arrange for a team member to stay near the sharp to keep people away while you obtain the necessary collecting equipment.
- b) Collect the equipment you need and take it to the sharp, including the EO's:
  - ✓ Sharps disposal container
  - ✓ Pliers or tongs
  - ✓ Disposable gloves
- c) Put on gloves, to minimize the risk of needle stick injury and/or contact with contaminated fluids.
- d) Place the container beside the sharp.
- e) DO NOT try to replace the protective cover of the needle if it has fallen off.

- f) Pick up the cover with a gloved hand and place the cover in the disposal container.
- g) Using the pliers/tongs, pick up the sharp by the barrel end of the syringe with the needle facing away from you and place it in the container.
- h) Push the needle, then the syringe past the one-way flap in the container.
- i) Close and lock the lid of the container.
- j) Take the container to place designated by the EO or the EV and secure the container if possible.
- k) Dispose of the gloves in a sealed plastic bag.
- l) Wash your hands well with soap and a disinfectant and rinse them.
- m) If necessary, clean the area where the sharp was found with bleach.

If the container is full to the recommended capacity, or as dictated by safe use, dispose of carefully.

If the EV does not take a full container then disposal can be accomplished by taking the container to your local chemist, medical centre or local hospital.

Containers can be purchased at any chemist.

### **3.12.6 If a sharp punctures the skin**

Immediately wash the wound or puncture with soap and water. Do not use household cleaning chemicals to wash the wound or puncture.

Go to the nearest medical centre or hospital for advice and treatment.

When appropriate contact TADRA for further advice and/or to arrange counselling if required.

### **3.12.7 Sharps used in a hold-up**

In the event of a hold-up involving sharps or syringes being used as weapons, those sharps or syringes are not to be moved unless directed by police.

If sharps are to be left in situ for the police then they must be isolated to prevent other personal contact, by the placement of suitable visual or physical barriers.

## **3.13 SMOKING AND ALCOHOL POLICY**

### **3.13.1 Objective**

TADRA recognises that both smoking and passive smoking are hazardous to health and that non-smokers and youths should be protected from tobacco smoke.

TADRA fully supports the responsible sale and distribution of alcohol. Accordingly, the following rules are adopted and are applicable at all events and activities affiliated with it.

### **3.13.2 Responsibilities**

Each EO club is responsible for the adoption and operation of effective procedures.

### **3.13.3 Definitions**

Passive smoking is the breathing in of air that contains other peoples' smoke from both tobacco products and E-cigarettes.

### **3.13.4 Procedure**

Smoke free areas include:

- a) All office areas and gathering areas within 10 metres of them.
- b) All change rooms, toilets and shower areas.
- c) Any outdoor gathering areas such as viewing or meeting areas.
- d) Any indoor gathering areas such as meeting or eating areas.
- e) Any indoor areas where TADRA endorsed functions are being held.
- f) All food-vending and preparation areas.
- g) Other areas deemed by the EO to be applicable.

### **3.13.5 Anti-smoking approach**

TADRA will accept no sponsorship from tobacco companies.

No advertising of tobacco products.

Tobacco products will not be sold, including through vending machines.

### **3.13.6 Sport and alcohol**

Due to the risk of injury to themselves and/or other competitors, persons deemed under the influence of alcohol or drugs will not be permitted to take part in any activities or competitions affiliated with TADRA.

Event Managers may question a person suspected of being under the influence and may prevent them from further participation in an event.

### **3.13.7 Serving alcohol**

Only trained staff and responsible adults are permitted to serve alcohol.

Alcohol must be served in standard measures.

The liquor license will be displayed at the bar.

TADRA strongly discourages excessive or rapid consumption of alcohol at any affiliated event.

### **3.13.8 Minors and alcohol**

Under no circumstance will alcohol be served to or provided for minors.

Bar staff will request proof of age when appropriate.

Only photographic ID will be accepted.

### **3.13.9 Intoxicated persons**

Alcohol will not be served to any person who bar staff deem is intoxicated.

Bar staff will ask intoxicated patrons to leave the bar area.

### **3.13.10 Water and snacks**

Water will be available at the bar at all times.

Where possible a range of snacks will be available whenever alcohol is available.

### **3.13.11 Promoting responsible use of alcohol**

TADRA will actively demonstrate its attitude relating to the responsible use of alcohol.

TADRA and EOs will not promote alcohol at events.

TADRA will pursue non-alcoholic sponsorship and other revenue sources.

Alcohol advertising will not be displayed.

TADRA will not promote alcohol through “cheap drink” strategies such as happy hours.

### **3.13.12 State and territory Licensing requirements**

If Clubs wish to sell alcohol at an event, they must apply for a liquor license.

The licence controls the way alcohol is sold and distributed to your members and their guests. Licenses are generally dealt with under legislation known as Liquor Licensing Acts. The Acts are not identical in each State or Territory. You should refer to the relevant legislation in your State or Territory.

Information on the relevant legislation is usually available from State or Territory departments responsible for liquor and gambling.

Some legislation requires a club to be incorporated before it can gain a liquor license.

## **3.14 MEDIA PLAN**

### **3.14.1 Objective**

To ensure TADRA affiliated events are promoted, publicised and reported in a professional manner.

### **3.14.2 Responsibility**

Each EO club is responsible for the adoption and operation of effective procedures.

### **3.14.3 Definitions**

### **3.14.4 Procedures**

The EO club will appoint a Media Liaison Officer (MLO). This officer will be the single spokesperson to handle media enquiries, releases and interviews.

No other person should make any comment to a media representative, or agree to be interviewed on any matters without the approval of the MLO.

The MLO should be a person that is articulate, comfortable dealing with the media and have the required enthusiasm to effectively talk about the event; someone who is also knowledgeable about Distance Riding and its protocols,

The Club is responsible for advising members of this Policy and for regular reminders, by an appropriate internal communication method.

### **3.14.5 Media Release**

A media release is the best way to notify the media of an upcoming event. Timing is important for the release to have the most effectiveness, so fax or email your media release out two weeks before the event, to give the media outlets the opportunity to schedule your event into their publication diaries.

You can also follow up with a ring around to make sure each outlet received the release, and to flesh out the important details of the event.

To be effective the media release should follow a few simple conventions:

- What, Where, Why, How, When and Who
- Be concise and avoid rambling, limit the release to one page.
- Use plain language – avoid jargon, acronyms or terms that are too technical.
- Be accurate – make sure all your facts and details are correct.
- Try to summarize the story in your heading.
- Proofread the release and get second opinion before you send it.
- Provide your, and the event's, contact details so that it is easy for media to get back to you – phone numbers, names, email addresses, web addresses.

### **3.14.6 Tips for making the most out of local media**

If you are interviewed for a story, think of it as a great opportunity to get your story across. Make sure the journalist has a copy of your media release, and that you are prepared for the interview – prepare 4 or 5 key points you want to get across.

The journalist may not know a lot about our sport, so you might need to provide some necessary but brief, background information. Try to make your points/stories as interesting as possible, as that will give your story more chance of being used.

Be positive and enthusiastic.

### 3.15 HEAT POLICY

#### 3.15.1 Dehydration control

These conditions apply equally to people and to horses -

The body's natural cooling system does not cope with heat well. Heat illness can occur if:

- The body's circulation is overloaded with too much heat and physical activity,
- Too little sweat is produced, as when the body is dehydrated,
- Sweat cannot evaporate freely from the skin due to high humidity, excessive clothing, or low air movement.

To protect athletes, horses and everybody associated with an event, when temperatures are extreme it is recommended that the EO do everything practicable to avoid competition. This can include postponing or cancelling an event, just as would be done for extreme wet weather.

Alternatively, the EO could shorten rides, or start them earlier in the day, to finish activity before heat becomes extreme.

The following **Wet Bulb Globe Temperature (WBGT)** tables should be used to ascertain:

- a) whether the conditions are extreme,
- b) if the risk of thermal injury is too high.

Wet Bulb Globe Temperature	Risk of thermal injury
Under 22°	Minimal
From 22° to 28°	Moderate
From 28° to 32°	High
Over 32°	Extreme

#### 3.15.2 Appropriate course of action

**Up to 28° on WBGT** – Competition Okay

**From 28<sup>o</sup> to 32<sup>o</sup> on WBGT** – the Event Veterinarian must give approval for competition, following these considerations:

- The time of day,
- The age of horses – older horses do not deal as well with heat,
- The fitness of horses,
- The weather forecast – are the prevailing conditions predicted to ease?

If competition does proceed, modifications to the competition could be considered:

Shorten the distance to be ridden – do less or shorter loops,

Re-schedule to a cooler time of day, if the ride has not started, or,

If the ride has started, have a ride suspension until a cooler time of day,

Having plenty of cold or temperate water available for strapping and drinking.

Over 32<sup>o</sup> on WBGT – Competition must be stopped.

Attention must be given to all horses to ensure they become re-hydrated and do sufficiently recover.

### 3.15.3 Wet Bulb Globe Temperature Calculation Table

		Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity																														
		Temperature (°C)																														
Relative Humidity (%)	0	15	16	16	17	18	18	19	19	20	20	21	22	22	23	23	24	24	25	25	26	27	27	28	28	29	29	30	31	31	32	32
	5	16	16	17	18	18	19	19	20	21	21	22	22	23	24	24	25	26	26	27	27	28	29	29	30	31	31	32	33	33	34	35
	10	16	17	17	18	19	19	20	21	21	22	23	23	24	25	25	26	27	27	28	29	30	30	31	32	33	33	34	35	36	36	37
	15	17	17	18	19	19	20	21	21	22	23	23	24	25	26	26	27	28	29	29	30	31	32	33	33	34	35	36	37	38	39	
	20	17	18	18	19	20	21	21	22	23	24	24	25	26	27	27	28	29	30	31	32	32	33	34	35	36	37	38	39			
	25	18	18	19	20	20	21	22	23	24	24	25	26	27	28	28	29	30	31	32	33	34	35	36	37	38	39					
	30	18	19	20	21	22	23	23	24	25	26	27	28	29	29	30	31	32	33	34	35	36	37	38	39							
	35	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39									
	40	19	20	21	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39									
	45	19	20	21	22	23	24	25	26	27	27	28	29	30	32	33	34	35	36	37	38											
	50	20	21	22	23	23	24	25	26	27	28	29	30	31	33	34	35	36	37	39												
	55	20	21	22	23	24	25	26	27	28	29	30	31	32	34	35	36	37	38													
60	21	22	23	24	25	26	27	28	29	30	31	32	33	35	36	37	38															
65	21	22	23	24	25	26	27	28	29	31	32	33	34	36	37	38																
70	22	23	24	25	26	27	28	29	30	31	33	34	35	36	38	39	WBGT > 40															
75	22	23	24	25	26	27	29	30	31	32	33	35	36	37	39																	
80	23	24	25	26	27	28	29	30	32	33	34	36	37	38																		
85	23	24	25	26	28	29	30	31	32	34	35	37	38	39																		
90	24	25	26	27	28	29	31	32	33	35	36	37	39																			
95	24	25	26	27	29	30	31	33	34	35	37	38																				
100	24	26	27	28	29	31	32	33	35	36	38	39																				

Note: This table is compiled from an approximate formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light winds



The Australian Bureau of Meteorology (BOM) is able to provide information on thermal comfort and heat stress indicators on a regional basis through its website, in the form of wet bulb global temperature or **WBGT**.

True WBGT considers temperature, humidity, wind speed and solar radiation. However, the Bureau can only provide a calculated WBGT measurement which does not consider wind speed and solar radiation.

Nevertheless, the Event Veterinarian or Event Manager is able to access this information from the BOM website as it is updated during the day, and therefore able to monitor for the possibility of adverse conditions.

Heat stress is most likely to occur on days when the ambient temperature is 35° or above, or when the “WBGT shade” is 26° or above.

It is the responsibility of the EO, EM and EV of an event to obtain the forecast conditions and monitor the Thermal Comfort Observations as provided on the Bureau of Meteorology websites:

NSW <http://www.bom.gov.au/products/IDN65179.shtml>

VIC [www.bom.gov.au/products/IDV65079.shtml](http://www.bom.gov.au/products/IDV65079.shtml)

QLD [www.bom.gov.au/products/IDQ65214.shtml](http://www.bom.gov.au/products/IDQ65214.shtml)

SA [www.bom.gov.au/products/IDS65004.shtml](http://www.bom.gov.au/products/IDS65004.shtml)

WA [www.bom.gov.au/products/IDW65100.shtml](http://www.bom.gov.au/products/IDW65100.shtml)

TAS [www.bom.gov.au/products/IDT65050.shtml](http://www.bom.gov.au/products/IDT65050.shtml)

## Section 4: Event Management

### 4.1 Purpose

To ensure that:

- Events are run safely, and that people and horses do not come to harm,
- To maintain the good name of the sport,
- To comply with rules and regulations.

### 4.2 Venue risk review and mitigation

grounds, fencing, amenities, parking

### 4.3 Horse floats and transports

Vehicles, no matter their size, are to be parked in an orderly manner to allow for the safe passage of horses and people during the course of the event.

The EO and the EM will have authority over the design and implementation of traffic movements and parking.

#### **4.4 Stables and Yards**

Permanent stables must be suitable for use, and temporary yards must be set out in a manner to allow for the safe passage of horses and people during the course of the event.

#### **4.5 Clear Access for Emergency Services**

There must be clear access into and through the grounds and suitable parking locations for Ambulance, Paramedic, First Aid, and other Emergency Services on event bases.

#### **4.6 Washing and watering of Horses**

Adequate water points must be provided for strappers to access good quality horse drinking water.

Suitable quantities of water must also be provided for the cooling and washing of horses.

#### **4.7 Registration of Volunteers**

The EO must record a register of all the volunteers involved in and at an event, whether they are working at or outside the event base. The register should record - Name, Address, Phone numbers, email address, the work undertaken, and the date and times of the work.

#### **4.8 Car Parks & Traffic Control**

Adequate car parking space is required at events such that areas taken up by parking shall not restrict the safe and necessary movement of horses and people that is necessary and vital for the operation of an event.

Ground conditions need to be considered when selecting parking areas located on grassed areas or uneven ground, to prevent damage to amenities, vehicles, people or horses, whether by contact or by fright.

Drivers must handle their vehicle responsibly when moving to or from parking, and when actually parking, remaining in control at all times.

Unlicensed drivers are not permitted to be in control of any vehicle on the event base.

#### **4.9 Crowd and Horse Management**

A crowd and horse management strategy is required at every event venue to ensure the safety of people and horses. While strategies will vary depending on the site and the event population, it is important to ensure that horses and bystanders do not come into direct contact with one another.

The EM must take this into consideration when managing the layout of the Vetting, Administration, Strapping and camping areas, as well as the competitive loop areas into or out of the event base.

It may be necessary to clearly delineate the limit of various areas with rope, signage, paint, witch's hats or similar.

#### **4.10 Waivers**

Waivers are to be included on event entry forms, notifying all competitors of the inherent dangers involved in Distance Riding, and through generally being closely involved with horses.

#### **4.11 Toilets and Showers**

All toilets and showers need to comply with local authority guidelines.

#### **4.12 Temporary structures – tents, marquees, etc.**

Temporary structures such as tents and marquees need to be correctly sited and be suitable for the anticipated weather conditions.

Tent and marquee pegs and guy ropes need to be arranged so that they do not present a trip hazard, so may need to be screened off by suitable barriers.

Ensure that tents and other temporary structures are erected according to the hirers or manufacturer's instructions.

#### **4.13 Mobile screen for horse destruction**

Any animal seriously injured whilst at the event may as a last resort need to be euthanised by a veterinarian.

Before euthanasia occurs, a screen is to be erected around the horse. The screen should remain until the horse is able to be removed by a suitable machine for burial.

#### **4.14 Hazard Warnings**

Bunting, coloured tape, witches hats or other materials can be used to designate hazards, and to mark the limits of the area from which to stay clear.

#### **4.15 Security**

Adequate security arrangements are necessary at events. Valuables should not be left in public view or otherwise accessible, especially as camps may be left un-manned for periods of time.

EOs should ensure that cash or other valuables are well secured.

## **Section 5: Occupational Health & Safety**

### **5.1 Purpose**

To ensure that:

- People do not come to harm,
- Horses do not come to harm,
- The good name of the sport is retained,

- All TADRA rules and guidelines, and all regulations are complied with.

## **5.2 Responsibilities**

EOs are responsible to ensure that procedures are in place at their event to ensure the safety of everyone present.

## **5.3 Incident Investigating and Reporting**

A TADRA Incident Report Form needs to be filled in for any incident or accident, as soon as possible after it occurs, as managed by the EM. The completed report should be sent by the EM to the TADRA secretary within 7 days of the event, as record for insurance purposes.

The incident or accident should also be reviewed to determine the underlying causes and to ascertain if any processes or procedures need to be updated to help prevent a similar incident or accident happening again.

See the Appendix for a copy of the Incident Form.

## **5.4 Electrical Safety**

Portable electrical equipment needs to comply with current Australian standards, regarding the requirements of routine inspection and testing of portable equipment, leads and cables.

It is the responsibility of the person or entity using electrical equipment ensure that these standards are up to date.

## **5.5 First Aid Kit**

Ensure there is an adequate First Aid Kit available at the event base.