

RISK ANALYSIS & MANAGEMENT PROCEDURE (RAMP)

ACTIVITY: Horse Trail Rides, Sulky Driving, Hourly Hire & Day Rides

LOCATION: Centennial Glen, Blackheath, NSW

PART 1 – RISK ASSESSMENT TABLE

Identify the task or activity and determine a risk score.

PART 2 – CAUSAL FACTORS

List all the factors that could contribute to an incident or accident occurring.

PART 3 – MANAGEMENT STRATEGIES

List the strategies that will, reduce or eliminate the likelihood of an incident or accident occurring...

PART 4 – SAFETY INSTRUCTION

The safety instruction will detail:

WHO are the key appointments?

WHAT procedures and resources are required?

WHERE are the resources and appointments located?

WHEN will activities commence / finish and safety information delivered.

PART 5 – VERBAL SAFETY BRIEFS

Verbal safety brief detailing appropriate safety information is given to participants and staff.

PART 6 – POST EXERCISE INCIDENT / ACCIDENT REPORT

Report of incident / accidents, cause of incident / accident and future management procedures to reduce or eliminate the incident / accident.

RISK ASSESSMENT TABLE

Part 1

INSTRUCTIONS

1. With another person, enter each identify risk in the **RISK** column of the RISK RANKING TABLE.
2. Referring to WORD PICTURES, enter values and statements for **EXPOSURE, PROBABILITY & CONSEQUENCE**.
3. Add the values for **EXPOSURE, PROBABILITY & CONSEQUENCE** to determine **SCORE**.

WORD PICTURES

# EXPOSURE		# PROBABILITY		# CONSEQUENCE		# SCORE	
1	Vary Rare	1	Conceivable but very unlikely	1	Minor injury - first aid treatment, can continue	3	Low
2	Rare	2	Unlikely	2	Minor injury - first aid treatment, requires rest	4 - 6	Moderate
3	Infrequent	3	Unusual but possible	3	Serious injury - requires hospital attention	7 - 9	Substantial
4	Occasional	4	Likely	4	Serious injury - requires ambulance evacuation	10 - 12	High
5	Frequent	5	Very Likely	5	Critical condition - requires immediate evacuation	13 - 15	Very High
6	Continuous	6	Almost certain	6	Fatality	16 - 18	Extremely High

CAUSAL FACTORS

Part 2

INSTRUCTIONS

List all the factors likely to produce the identified risks.

#	RISK	SCORE	ENVIRONMENT	HUMAN	RESOURCE & EQUIPMENT
A	Injury to general public by horses arriving at Stable	3	Horses in car park and picnic areas.	Not supervised when near horses. Not paying attention to staff.	No fencing
B	People being kick or bitten who are not riding	5	Being in horse yards or paddocks	No training in handling horses. Not paying attention to staff.	Inappropriate & poorly trained horses
C	Injury as a result of poor horse handling methods	10	Small enclosed area, rough uneven grounds	Not being trained in correct horse handling methods, not paying attention to staff	Poorly trained horses, young horses
D	Gear Breaks, Stirrup, Reins, Bridle, Girth	6	No storing riding equipment correctly, leaving it out in the weather	No trained in recognizing poorly fitting or worn out equipment	Inadequate or worn out equipment
E	Rider become fearful and panicky	6	Steep, uneven ground	low confidence & level of skills,	To large an area to ride, poorly trained horses
F	Rider involved in a Horse biting or kicking another horse	10	Small enclosed area,	No training in handling horses. Riding in large groups, Not paying attention to staff.	Poorly trained horses
G	Participant(s) are unfit to participate / continue	7	Hot, wet & cold weather	Fatigue, level of fitness not adequate	Inadequate Food & clothing.
H	Fall from horse	10	Steep, uneven ground, rough vegetation	Lack of care and attention. Not paying attention to staff. Inadequate level of experience.	Over grown and congested tracks. Horse poorly trained or exhausted
I	Motor or vehicle on Road or Trail	8	Farm trails, roadways	Lack of care and attention to trail riding plan	Poorly designed riding tracks
J	Sunburn	8	Hot Sun, Summer time	Lack of care and attention	Inappropriate Clothing & not using sun screen.
K	Hypothermia	4	Cold weather, Rain, Wind	Fatigue Inadequate food intake	Inadequate food/clothing/shelter
L	Hyperthermia / dehydration	9	Hot, dry weather	Physical exertion	Inappropriate Clothing Inadequate intake of water

M	Bite / Sting Bite / Sting (Snake, or otherwise)	5	Presence of snakes, spiders, bees, wasps	Approaching/antagonizing dangerous creatures	Inappropriate clothing, inadequate insect repellent
N	Falling Branch / Limb	6	Wind, storms, quantities of old / degraded trees, type of tree	Riding & Camping under trees,	Poorly designed riding tracks, old & dangerous trees.
O	Bushfire	9	Hot weather Wind, Dry vegetation	Smoking Signal fires	Poorly supervised cooking fires
P	Tripping or Falls causing injuries	7	Uneven terrain Loose dirt/gravel Steep terrain	Running, not paying attention	Inappropriate foot wear & clothing

MANAGEMENT STRATEGIES

Part 3

INSTRUCTIONS

List the management strategies that will reduce the identified risks.

#	RISK	SCORE	ENVIRONMENT	HUMAN	RESOURCE & EQUIPMENT
A	Injury to general public by horses arriving at Stable	3	Kept horses out of public areas, Car parks and picnic areas.	Participants only to interact with horses under the staff supervision	Fencing to keep horses and visitors separate.
B	People being kick or bitten who are not riding	5	Kept horses out of public areas, Car parks and picnic areas.	Staff to Monitor Participants interaction with horses. No running around when near horses.	Fencing to keep horses and visitors separate.
C	Injury as a result of poor horse handling methods	10	Training area on flat ground, avoid training in bad weather conditions	Adequate training in handling horses, increase skill levels	Halters, lead ropes, yards. Strong rails to tie up horses.
D	Gear Breaks, Stirrup, Reins, Bridle, Girth	6	Store riding equipment out of weather.	Adequate training in identifying wore or damaged equipment.	Only use riding equipment of high standard.
E	Rider become fearful and panicky	6	Enclosed yards, flat ground.	Adequate training in handling and riding until rider is confidence.	Quite horses, Adequate saddle and riding equipment.
F	Rider involved in a Horse biting or kicking another horse	10	Large area, horses have more room.	Being alert to horses interacting with one another, Adequate training in dealing with the situation.	Quite horses that are known to one another.
G	Participant(s) are unfit to participate / continue	7	Flat, shady areas to wait, easy access for motor vehicle.	Adequate fitness and health before starting the ride.	Motor vehicle to transport ride back to the Stables. Access to drinking water.

H	Fall from horse	10	Caution when riding in windy or stormy conditions. Steep terrain or on loose dirt/gravel or logged areas. Straight flat areas when trotting & cantering	Adequate training, don't ride faster than skills permit.	The horses are very well trained, and the riding equipment is of a very high standard and most appropriate for participants. All members are to wear helmets at all times when riding.
I	Motor or vehicle on Road or Trail	8	Ride in area free of vehicles if possible.	Stop and check for vehicles before crossing Roads, listen for oncoming vehicles, warn other riders	Well planned riding trails. Warning signs advising "horse riders using roads".
J	Sunburn	8	Minimize Activity in Direct Sunlight.	Wear appropriate clothing, Inform participants on importance of sunscreen and reapplying regularly	Wear bush hat, Shirts to be long sleeve, Sleeves rolled down, Trousers to be worn Sunscreen to be applied when appropriate
K	Hyperthermia / dehydration	9	Minimize Activity in Direct Sunlight	Avoid strenuous activity during the hottest periods of the day,	Adequate water on hand. Use shaded areas where possible.
L	Hypothermia	4	Minimize Activity in windy and cold conditions	Wear appropriate clothing, Avoid Activity outside where possible.	Provide/issue participants with appropriate footwear and adequate clothing items for the field environment.
M	Bite / Sting Bite / Sting (Snake, or otherwise)	5	Ensure there are no insect hives/nests or animal/reptile burrows near camp set up.	Participants to stay away from snakes, spiders, bees, wasps. Participants to be alerted to their possible presence, habitat and to take precautions	Ensure food is not left exposed for unsupervised extended periods.
N	Falling Branch / Limb	6	Avoid old and dangerous trees.	Where possible don't ride under dangerous Trees. Be alert to hanging branches.	Remove old trees and over hanging branches, reroute riding trail to avoid dangerous
O	Bushfire	9	Do not light fires in dry areas of vegetation; keep clear of dry, dead wood and ground.	Participants are not allowed to smoke while riding. Staff to ensure cigarettes and matches is completely extinguished and are placed with rubbish to be carried out.	When permitted, cooking fires are to have an adequate area cleared around them and that they are completely out before being left unsupervised. Staff is to ensure compliance. Refer to chapter 18. Fire Dangers Rating Plan in procedures manual (copy at the end of this document)
P	Tripping or Falls causing injuries	7	Ground clear & free of obstacles	No running, be alert to uneven walking areas.	Clear areas of obstacles, level walking area.

SAFETY INSTRUCTION

Part 4

GENERAL

This instruction details the procedures, equipment requirements, appointments and personnel responsible for managing each identified risk during the conduct of Trail **Horse Riding**. Additional information relevant to the safe conduct of each activity is also detailed.

WHO:

1. are the instructors, - **Centennial Glen Stables Personal**
2. will give safety briefs, - **Centennial Glen Stables Personal**
3. has the first aid kit, - **Centennial Glen Stables**

WHAT:

1. Is the activity, **Riding lessons, Trail Rides 1hr to all day.**
2. Specialist equipment is needed, - **Experienced and well trained horses, saddles, bridles, saddle bags**
3. Safety equipment is needed, - **Helmets, appropriate clothing and foot ware.**
4. Are the procedures to perform the activity safely, - **Refer to Staff Procedures and Risk Management Summary for Trail Riding Version 8 January 2010 Chapters 5-9 (copy at end of this document)**
5. Are the activity boundaries, - **along the designated tracks.**
6. Are the accident procedures, - **Stop Activity, identify accident, inform all staff, and provide assistance if necessary, which includes transportation to medical facilities (Katoomba) if appropriate. Refer to Staff procedures and Risk Management Plan Chapter 19. (copy at end of document)**
7. is the evacuation route., - **Blackheath, Shipley Rd, Mount Blackheath Rd, Kanimbla Dr, then farm road & Fire Access Routes**
8. is the communication systems, - **Landline Phone / Mobile Phones**
9. is the safety vehicle, - **4WD Support Vehicle**
10. are the emergency phone numbers, -
 - **Ambulance/ Fire /Police 000**
 - **Centennial Glen Stables, 0417273438**

WHERE:

1. Is the activity being conducted, - **Centennial Glen Stables, Centennial Glen, Blackheath, NSW**
2. Is the safety equipment, - **Stables**
4. Are the first aid kits, - **At Stables & With group**
5. is nearest medical facility, **Katoomba Hospital.**
6. is the safety vehicle and keys, - **ON SITE & CONTROLLED BY Centennial Glen Stables**
7. Is the nearest phone, - **MOBILE PHONE**

WHEN:

1. Will the activity commence, - **All Week and Weekend days.**
2. will safety briefs be given, - **AT BEGINNING OF ACTIVITY, and THROUGHOUT ACTIVITY**

SAFETY BRIEFS

Part 5

GENERAL

Safety briefs must be given at the appropriate times to all participants and staff. The information delivered in the safety brief must be relevant for the recipient. Safety briefs must contain the following information:

1. **Outline of activity: Trail Horse Ride, Riding Lessons & Sulky Driving.**
2. **Risks associated with performing the activity / task:**
 - The following risks are to be taken into consideration during the activity:
 - Horse riding related injuries
 - Minor/Major Personal Injuries
 - Allergic reaction to horses / insect bites
 - Hyperthermia / Dehydration
 - Sunburn
3. **Unacceptable behaviour:**

Riders are only able to participate with a blood alcohol level of .00 and not be affected by drugs.

Smoking is permitted when customer is standing on ground and care must be taken to ensure any butts are completely extinguished.

No smoking on horse as concentration can be lessened and ability to control horse diminished.

Rider and horse are at risk of being burned.
4. **Responsibilities of all participants:**

ALL riders are to be aware of group at all times and to monitor observance of safe practices. Riders are responsible for observance of own safe practices.
5. **Special appointments:**

Centennial Glen Stables staff is in charge and control of the trail riding, Lessons and Sulky driving.
6. **Location of medical and rescue equipment:**

First aid kits are located on site with group.
7. **Procedures in the event of an accident:**

Render First Aid, situation assessed by Centennial Glen Stables Trail Rides Staff in terms of Emergency Management. Refer to Staff Procedures and Risk Management Summary for Trail Riding Version 8 January 2010 Chapters 19 (copy at end of this document)

STAFF PROCEDURES AND RISK MANAGEMENT SUMMARY FOR TRAIL RIDING RELEVANT EXTRACTS

VERSION 8
JANUARY 2010

5. ALLOCATION OF HORSES.

Horses are to allocated on the basis of the following questions being asked verbally with answer being observed both orally and visually.

- How much riding experience have you had ?
- Can you trot or canter ?
- When was the last time you rode ?
- Have you learnt to ride English style?

With responses to the questions, clarify the answers with the waiver form just completed and clarify responses where required, ie how many times have you cantered ?, what do you do when the horse canters ? If customer responds to question about riding style other than English then they are to be considered a level below their own stated ability.

Body language is most important with each response to assess how comfortably the customer answers the question.

Always treat the customer as over estimating their ability and allocate a horse well within their stated ability.

Horses that have been requested by customers by name are allowed to be used upon clarification that the customer has ridden that horse themselves previously and not been referred to that horse by a friend etc..

Once horse is allocated, the customer must be observed mounting the horse (by holding onto horse as customer mounts).

Further procedures are covered in **Mounting and Dismounting** section .

6. MOUNTING AND DISMOUNTING

After customers have completed their forms they are then permitted to enter the mounting. Customers are only to enter the yard as requested to do so by staff and are to be supervised when mounting the horse:

1. Firstly this involves holding on to the bridle of the horse on the left hand side and instructing the customer to place left foot in stirrup, hold on to front right kneepad and rear of saddle, moving upward and leaning over middle of saddle before swinging right foot over the other side. Using mounting blocks to raise height of rider is permitted.
2. Instruct customer to hold onto reins whilst stirrups are adjusted on either side to a suitable length for customer to be able to rise to trot and clear saddle.
3. Follow procedures as per **Rider Instruction**.

When dismounting customers are to be instructed to remove right foot from stirrups, place left forearm on horses neck, hold onto right kneepad, lean forward, swing right leg over back of horse, and lower slowly holding onto the saddle, then remove left foot from stirrup. If they are feeling stiff or sore it is to be recommended that they stretch before dismounting.

This is to prevent feet being stuck in stirrup if over balancing when dismounting.

Customers are to dismount in the mounting area at the completion of a ride.

7. RIDER INSTRUCTION

After the customers have been suitably attired and completed the waiver form then a riding demonstration is to given.

Pre-mount Instructions

1. When mounting always do so from the left hand side of the horse. Ensure that a staff member holds onto the horse when you are mounting. In your left hand hold onto the reins and a piece of the horses mane directly in front of the saddle, with your right hand hold onto the knee pad on the right hand side of the horse (saddle). Place your left foot in the stirrup and lift yourself forward, swing your right leg over the top of the saddle and gently sit on the saddle.
2. To hold onto the reins face the palm of your hand towards you and run the rein from the horses mouth (bit) underneath your smallest finger, through the palm of your hand and over the top of your thumb. Ensure the reins are held in front of the saddle low down and of the length that when pulled towards you are firm on the horses mouth by the time your hands have reached the front (pommel) of the saddle.
3. Place only the ball of your foot in the stirrup with your heels lower than the end of your toes and looking over the top of your knee you should be able to see the tip of your toes.
4. To turn the horse left straighten your left arm and lock elbow in and pull the rein out to the left with the pressure on the horses mouth leading the horse in that direction and the same procedure to turn right.
5. To halt the horse lean back in the saddle whilst pulling the reins back and ensuring your feet are kept forward of your body.
6. To move the horse in a forward direction squeeze lightly using the heels of your feet on either side of the horse in the flanks. You may need to tap lightly on the quarter horses should they not respond.
7. When dismounting the horse, ensure (where possible) that a staff members holds onto the horse when you are doing so. Take both feet out of the stirrups, hold onto the reins in your left hand and hold onto a piece of the horses mane, with your right hand hold onto the knee pad of the saddle and gently lean forward and swing your legs over the back of the horse and lower yourself to the ground gently.

Mounting

Upon customer mounting horse customer is to be reminded “hands –on” how to steer, stop and make the horse move. Consideration needs to be given to the fact that many of the beginner horses will not respond quickly to customer actions as they are accustomed to task and await trail leader to move away from stables before responding to customer instructions.

Before departing for trail ride each customer is to be observed controlling their horse based on the following competencies:

1. Holding the reins.

2. Moving horse into a walk.
3. Turning horse left and right.
4. Stopping
5. Leave horse length between each horse

At least 15 minutes elapsed time

At this point trail leader is obtain visual contact with all riders and ask if all customers are willing to attempt a trot. Customers should then be asked to observe leader and follow his/her instructions ensuring that all customers are within eyesight of leader. The instructions are as follows:

1. Ball of foot in the stirrup with stirrups directly underneath, not too far forward or too far back.
2. Hold reins low down on either side of horse in front of saddle.
3. Stand on ball of foot in upright position, moving slightly forward.
4. Sit down again following a 1 – 2 pattern.
5. Acknowledge difficulty in perfecting same immediately and reiterate the importance of good clearance out of saddle, then working on speed in rising with further practice.
6. Explain position of feet forward in stirrups, sitting in saddle and pull back on reins to slow horse if required.
7. Explain holding rein in 1 hand and swinging end of rein from side to side to encourage horse to move faster if required.
8. Reiterate the importance of hands being kept at waist height with a short rein and feet underneath or slightly forward to enhance balance.

First trot to be kept at shuffle pace.

Upon further trotting at designated areas, verbal warning of trotting is to be conveyed with opportunity for customers to decline same.

Safe Cantering Area

Upon reaching this area an opportunity is to be given to those who have cantered before or demonstrated continuous rising to the trot skills, to have a canter.

Instructions for the same are to be given as:

1. Sitting in saddle with hands down low and feet in front of body.
2. Relax lower body (hips down) in saddle to move with horse and upper body to lean back to compensate for movement of bouncing in saddle.

First canter to be kept at a slow pace if first time canterers are participating.

Directions are to be given to prepare rider for length and terrain of canter.

Customers are to be advised to maintain a safe distance from each other to avoid the risk of the horses being able to bite or kick out against each other.

8. GUIDES AND GROUP SIZES.

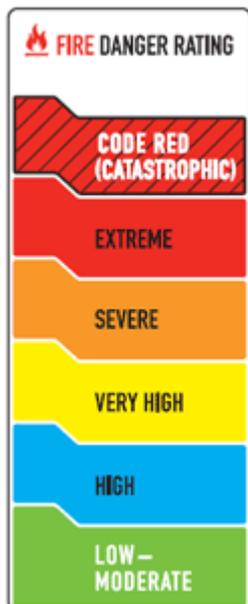
In accordance with AHSE standards the following protocol has been established.

All trail ride horses are trained and well accustomed to the task.

Staff Ratio is to be 1:6

18. FIRE DANGER RATINGS PLAN

During fire restriction season or designated danger days as specified by official government warnings then the below policy for fire danger ratings apply.



RATING	Recommended Action
CODE RED (Catastrophic):	All rides cancelled for the day.
EXTREME:	If no fires active within the area, then rides will be available during the morning and be within 30 minutes riding time of stables from where they originated.
SEVERE:	If no fires active within the area, then rides available and to be within 30 minutes riding time of stables from where they originated.
VERY HIGH:	If no fires are active within the area then rides available
HIGH:	If no fires active within the area then normal rides available.
LOW-MODERATE:	If no fires active within the area then normal rides available

19. EMERGENCY MANAGEMENT PLAN

In case of being in the process of trail ride and there is an encounter with electrical storm, loud and close thunder, severe weather (ie. heavy hail, heavy rain, severe wind etc.), bushfire or any other unexpected hazard then head trail leader must take most direct route to the stables or evacuation point.

In the event that there is insufficient time to reach any of these destinations, then horses are to be dismounted and given a free rein. If possible contact via mobile phone or 2 way radio is to be made to make transport arrangements back to stables and to alert those back at stables of the forthcoming free reined horses.

Head trail ride leader is to ensure customers and staff are kept together and progress made towards nearest of evacuation point, or stables.

In the case of a sick or scared rider where the rider can no longer continue on the ride, the head trail ride leader is to dismount the said rider and place in a safe place away from horses.

The assistant trail leader/s is/are to monitor safety of remaining riders to continue to stay mounted. If horses show signs of restlessness or if there is a prolonged wait then assistants are to arrange safe dismounting of other customers and supervise customers holding onto horses.

Head trail ride leader is to organise a vehicle to collect sick or scared rider and for rider to be collected at nearest point to where customer dismounted in accordance with vehicle access.

In the case of an injured rider head trail ride instructor is to stay with injured rider. Head trail ride leader is to assess injury and if patient is conscious agree to evacuation arrangements either by vehicle supplied by management or ambulance. (if rider is unconscious or assessed risk of spinal injury - ambulance only).

The assistant trail leader/s is/are to monitor safety of remaining riders to continue to stay mounted. If horses show signs of restlessness or if there is a prolonged wait then assistants are to arrange safe dismounting of other customers and supervise customers holding onto horses.

In both above cases when a rider is evacuated the horse they were riding is to have its reins secured and it is permitted to travel with group for remainder of ride.

Refer to **First Aid** section for injury emergency management.