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CONTEXT

The Australian Trail Horse Riders Association (ATHRA) was formed in January 1972, during a National Horsemen's Convention at Gatton in South East Queensland.

During the first 25 years of operation, the Association grew to become Australia's peak trail horse riding body comprising five state-based branches.

In 1995, as part of its evolutionary process ATHRA became an incorporated body under a new Constitution (Rules of Association).

The need for operational consistency, and rules for the efficient and safe planning and conduct of trail rides, prompted the development of a Code of Conduct¹ in 2003. Each year the Code is reviewed and revised to ensure it remains relevant and continues to reflect modern expectations and ATHRA's values.

The end of 2010 saw a restructure of the organisation² under a five person Executive Board of Directors, with a revised Constitution³. Restructure brought about the dissolution of the state branches, and the creation of the role of Regional Manager to assist and support clubs throughout Australia⁴.

As the peak body representing recreational trail horse riders in Australia, ATHRA recognised there was a need for a national uniformity of risk management, planning and procedures required for the safe conduct of trail rides. Accordingly, in conjunction with Affinity Insurance Brokers, the ATHRA Accreditation Training Program⁵ was developed, drawing on the values and requirements of the Code of Conduct. The Program is an integral part of ATHRA's Risk Management Plan.

SUPPORT FOR MANAGEMENT OF RISK

ATHRA's objective is to educate, preserve our heritage, and promote safe and environmentally responsible trail horse riding in Australia, so the management of risk associated with these is an integral part of the preparation and running of trail rides.

Also, because trail horse riding under the ATHRA umbrella is a non-competitive and non-commercial activity, the key factor in the Association's approach to risk management is to keep the process as simple as possible whilst maintaining its legal, moral and ethical obligations.

The Australian Horse Industry Council's Code of Practice, HorseSafe, and the Victorian Adventure Activity Standards (AAS) for Horse Trail Riding, are recognised and supported by ATHRA as part of its risk mitigation efforts.

¹ IMS-GU-009 Code of Conduct

² IMS-GU-005 Organisation Structure

³ IMS-GU-008 Rules of Association

⁴ IMS-GU-029 Organisational Roles and Responsibilities

⁵ IMS-GU-018 Accreditation Training Program

STAKEHOLDERS

The following stakeholders have been considered in developing this Risk Management Plan:

- ATHRA members (clubs and individuals)
- ATHRA volunteers and helpers
- ATHRA elected executives and appointed position holders
- Private landholders
- Public land managers
- The general public

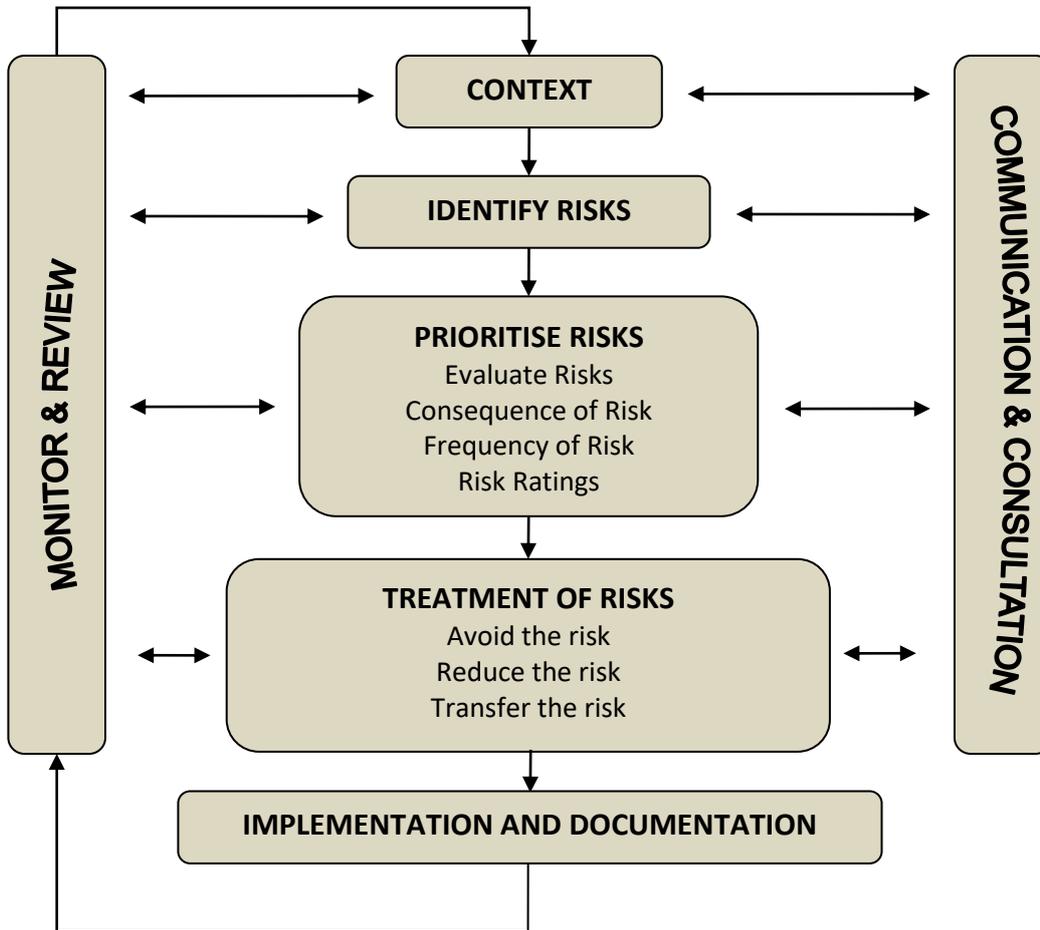
LEGISLATIVE REQUIREMENTS

In formulating the Risk Management process, ATHRA has taken into account the legislative requirements of various federal and state government agencies, including:

- The Australian Road Rules, as legislated by the individual states and territories
- NSW Department of Environment and Climate Change
- Parks Victoria
- Queensland Parks and Wildlife Service

RISK MANAGEMENT MODEL

Risk management is the process of identifying, analysing, evaluating and treating risk, as depicted in the following table:



DEVELOPING A RISK MANAGEMENT PLAN

In essence, the process of developing a Risk Management Plan is to:

- Identify all the risks and hazards that stakeholders will be exposed to;
- Evaluate the probability (likelihood) of each risk or hazard occurring;
- Evaluate the consequences (severity) for each risk;
- Determine a priority ranking for dealing with each risk and hazard;
- Implement actions to mitigate or eliminate the prioritised risks.

Probability Rating Table

PROBABILITY	
FREQUENT	Exposure to hazard likely to occur frequently
OCCASIONAL	Likely to occur but <u>not</u> frequently
REMOTE	Exposure <u>unlikely</u> to occur
IMPROBABLE	So unlikely you can assume it will not happen

Consequence Rating Table

CONSEQUENCE	
CATASTROPHIC	Death or total loss of one or more bodily functions (eg loss of use of arm, sight etc.)
CRITICAL	Severe injury, permanent or partial loss of one or more bodily functions (hearing loss, significant property damage)
MAJOR	“Reportable” accident: person unable to continue with normal duties/ lifestyle for more than seven days; major property damage (facility closure, activity stopped for more than seven days)
MINOR	Minor injury or property damage (broken window, bruising, minor sprain)
NEGLIGIBLE	First aid only, less than 30 minutes of time out due to accident (for example, cut needing washing and Band-Aid)

Priority Rating Table

PROBABILITY \ CONSEQUENCE	FREQUENT/ VERY LIKELY	OCCASIONAL/ LIKELY	REMOTE/ UNLIKELY	IMPROBABLE/ VERY UNLIKELY
Catastrophic	Extremely serious	Extremely serious	Very serious	Serious
Critical	Extremely serious	Very serious	Serious	Not serious
Major	Very serious	Serious	Not serious	Not serious
Minor	Serious	Not serious	Not serious	None
Negligible	Not serious	Not serious	None	None

Extremely serious	URGENT	First issues to deal with, as soon as possible
Very serious	HIGH	As soon as possible after urgent priorities
Serious	MEDIUM	Important but can wait until urgent and high risk matters resolved
Not serious	LOW	Important but can wait its turn
None	NONE	No action required

Treating the Risks

Risk treatment involves selecting a risk treatment option, assessing the appropriateness and effectiveness of the options, preparing treatment or action plans and implementing those plans. The options are to:

Accept the risk:

- This means that you believe that the benefits outweigh the risk.

Reject the risk and treat it by:

- Finding a safer alternative.

Reduce the risk:

- Mechanically,
- Administratively,
- By insisting on the use of appropriate personal protection equipment (PPE),
- Providing training for staff, officials, volunteers.

Transfer the risk:

- Risk Warning and Liability Waiver⁶ forms being signed,
- Parental Consent and Indemnity⁷ forms being signed (where relevant),
- Risk Warning Signs⁸ posted at events,
- Insurance,
- Contracts.

Document the Process

A culture of safety management and awareness is critical. Making it a formal part of ATHRA and its clubs provides recognition and credibility to the concepts of risk management, and becomes an educational process that can influence the attitudes of every member.

Formalising the process provides credibility should an accident occur, and evidence that a responsible attitude has been taken to the safety of the people involved in our environment.

Implement, Monitor and Review

Procedures and networks must be established as part of this process, for monitoring, reviewing, and communicating about risk management.

⁶ IMS-F-006 Risk Warning and Waiver

⁷ IMS-F-028 Parental Consent and Indemnity

⁸ IMS-GU-017 Insurance Waiver Kit



ATHRA RISK MANAGEMENT PLAN

RISK GROUP	RISK	RISK RATING	MINIMISATION STRATEGIES	RISK OUTCOME
Riders/ Handlers	Differing skills, abilities, balance, control and confidence of riders resulting in a fall/incident	HIGH	<ul style="list-style-type: none"> • Pre-ride talk • Buddy system, Ride Rules 	HIGH
	Injury to other horses or riders (ie being kicked by another horse or an incident resulting from one rider's horse reacting to aggressive behavior of another rider's horse	MEDIUM	<ul style="list-style-type: none"> • Red ribbon on tail of horse as a courtesy to other riders to identify horses which may potentially kick – this is not admitting any liability • Education of riders to keep safe distance from horse in front • Do not crowd around gate after passage through 	MEDIUM
	Lack of control of the horse resulting in a fast pace or uncontrolled situation which unseats the rider (new riders more vulnerable).	HIGH	<ul style="list-style-type: none"> • Encourage riders to bring suitable horses to a trail ride. • Trail riding education days. • Improve knowledge of ATHRA Ride Rules and club rules • Pre-ride checklist 	MEDIUM
	Rider falls when horse jumps when frightened by unexpected events (ie, kangaroo, pigs, dogs, goannas, other fauna).	HIGH	<ul style="list-style-type: none"> • 'No dogs' rule • Ride in groups • Ride rules and club rules 	HIGH
	Environment – injury or illness due to hypothermia/sunstroke, allergic reactions, fatigue, etc.	MEDIUM	<ul style="list-style-type: none"> • Adequate preparation for prevailing conditions ie proper clothing: Drizabone, sun block, hat, water • Knowledge of individuals with sensitivity/allergies to fauna and ensure medication is carried at all times • Buddy system/Briefing/ Pre-ride talk 	MEDIUM
	Injury through effects of environment (poor surfaces, flapping tarps, campsite, weather, terrain, etc).	HIGH	<ul style="list-style-type: none"> • Check weather conditions and trail terrain prior to ride • Horses not to be ridden in camp area • Ride rules and club rules • Pre-ride checklist 	MEDIUM
	Poor equipment breaking, badly fitting, equipment slipping, unsuitable equipment (halters), injury through failure of equipment.	MEDIUM	<ul style="list-style-type: none"> • Regular checks of equipment by rider • Pre-ride talk • Team environment, buddy system. 	LOW
	Health, fitness, suitability and welfare of horse.	LOW	<ul style="list-style-type: none"> • Encourage members to prepare horses adequately, both in fitness and behavior 	LOW
	Loss of balance of rider or a horse reacting to unfamiliar surroundings and causing rider/ handler injury through unruly behavior. This could occur through the actions of someone else's horse frightening or causing a reaction in the victim's horse.	HIGH	<ul style="list-style-type: none"> • Encourage riders to bring suitable horses for a trail ride • Trail riding education days • Ride rules and club rules • Pre-ride checklist/ Pre-ride talk 	HIGH

	Lost rider	MEDIUM	<ul style="list-style-type: none"> • Buddy system • Ride Rules and club rules • Pre-ride talk • Head counts 	LOW
Non Riders/ Assistants	Poor supervision could cause to be knocked or trodden on by horses while handling	MEDIUM	<ul style="list-style-type: none"> • Correct footwear is worn by everyone handling horses • Inexperienced people, particularly young children, should be supervised when near horses 	MEDIUM
Spectators	Unsupervised access to horses could result in injury	MEDIUM	<ul style="list-style-type: none"> • Spectators should remain separated from horses Inexperienced people, particularly young children, should be supervised when near horses 	LOW
	Injury from escaped horse	HIGH	<ul style="list-style-type: none"> • Spectators should remain separated from horses • Perimeter fencing required where possible • Prevent horses escaping by procedures etc 	LOW
	Horses and people in a confined area	HIGH	<ul style="list-style-type: none"> • Separation of horses, people and vehicles • Ensure parking plan provides adequate spacing • Pre ride risk assessment 	MED
Property	Damage to vehicles, buildings and other property	MEDIUM	<ul style="list-style-type: none"> • Adequate distance/separation between horses, vehicles, building and property • Pre-ride checklist 	MEDIUM
General public	Horse escaping beyond the perimeter of the event and causing damage to persons or property outside of it.	HIGH	<ul style="list-style-type: none"> • Perimeter gate kept closed wherever possible • Ride Rules • Training/ Pre-ride talk 	HIGH
	Others sharing the same areas (eg, visitors, bushwalking in a forest, motor bike riders) when a horse escapes from a group (out of control) and could run into a person or damage property (hit a car), etc.	HIGH	<ul style="list-style-type: none"> • Pre-ride talk • Training • An experienced rider should attempt to retrieve the horse in an expedient and safe manner 	MEDIUM