



2024/2025 Hazard & Risk Management Plan

Affiliate Name:

This Hazard & Risk Management Plan was completed by:

Name: _____

Position: _____

Address: _____

Contact Number: _____

If your Affiliate uses more than one venue throughout the coming year, then a Risk Management must be completed for each venue.

Event Name (if applicable): _____

Event Date (if applicable): _____

Event Venue (if applicable): _____

RISK RATING AND CONTROL

Risk Rating Chart

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	H	H	E	E	E
Likely	M	H	H	E	E
Possible	L	M	H	E	E
Unlikely	L	L	M	H	E
Rare	L	L	M	H	H

Legend

- E:** extreme risk; immediate action required
H: high risk; senior management attention needed
M: moderate risk; management responsibility must be specified
L: low risk; manage by routine procedures

Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards. Below is the control hierarchy with general examples of each control measure:

- **Eliminate**
Avoid the risk by removing the hazard completely.
- **Substitute**
Use less hazardous procedure/substances equipment/process.
- **Isolate**
Separate the process from people by the use of barriers/enclosures or distance.
- **Engineering Controls**
Mechanical/physical changes to equipment/materials/process.
- **Administrative Controls**
Change procedures to reduce exposure to a hazard
- **Personal Protective Equipment**
Supply where required

Definitions

Control Hierarchy – A series of control options ranked towards greatest and most efficient management of the hazard.

Hazard – Something with the potential to cause injury or illness.

Risk – The probability of a hazard resulting in an injury or disease, together with the seriousness of the injury or disease.

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	WHO IS GOING TO ENFORCE THE CONTROLS
Civil Disturbance including Criminal activity Drunk or rowdy behaviour	Injury to staff, competitors & public	M		L	
Broken glass, litter etc.	Potential cuts & lacerations to hands & feet of patrons & staff	M	Eliminate the use of glass where possible & practical Make sure there are clean ups regularly whilst event is in progress	L	
Ground surface	Injury to spectators and competitors	H	Fill in pot holes and level ground surfaces where required Or make sure you place highly visible signage re the area	M	
Stable area surface	Injury to persons or horses Strong smells Blockage of walkways Health hazards	H	Signs posted to keep alley clear Signed manure dumps positioned for usage Regular cleaning Routine checks Signs warning general public – HORSE AREA	L	
External Emergency	Potential injuries to public and staff	H	Establish contacts with emergency services Liaise prior to event. Ensure adequate communication systems in place.	M	
Electrical cords for camping	Injury to persons Power failure	H	Power outlets positioned for multiple use Cords contained in areas used for camping must be off the ground Competitors only signs posted No horses allowed in camp areas	M	
Fire	Burn injury & loss if fire breaks out	H	Event staff to be briefed regarding event and are aware of access routes. Post evacuation signs in stables, camp sites and arenas	L	
Dust	Poor vision Breathing difficulties Equipment failure Stock comfort Spectator comfort Competitors comfort	H	Twice daily watering or as required watering of roads and dust areas and show arenas Sprinklers used at night and early morning to suppress dust in working areas. Hand held hoses and sprinklers used throughout day as required	M	

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	WHO IS GOING TO ENFORCE THE CONTROLS
Rain	Flooded drains Slippery surfaces Bogged vehicles Damage to traders goods	M	Drains checked for no back up and safety issues Means to remove bogged vehicles	M	
Major Equipment relocations	Staff carrying large or awkward objects bumping into patrons – causing injury.	M	Pre event briefing. Public to be kept off site during set up. No major relocations once event is underway Staff instructed to exercise care in such circumstances.	L	
Medical Emergency and Emergency vehicle access to the event	Potential further injuries to public and staff. Vehicles unable to enter event site due to structures or crowds.	M	First Aid staff on site No structures to block main entrance and emergency access to be clear at all times. Emergency services will be advised as to the best route (crowd considered) at the time of an incident.	L	
Missing Person Lost Child	Trauma to those directly involved.	M	Lost children, missing person check point at Event Show Office. PA announcement to be made immediately on notification from Show Secretary	L	
Noise	Noise induced hearing loss. Unpleasant surroundings causing aggravation.	M	Announcer to prevent excessive noise levels. Staff to notify arena director of complaints. Regular sound checks to be made.	L	
Structures, scaffold, fences, marquees, etc collapsing	Crushing injury or fall injury to public or participants	H	Regular checks of all structures including but not limited to inside of stables/yards, stable doors, seating on the ground, arena surround, seating at arena. Pathways, grass areas	L	
Erection of decoration	Falls from height	H	Work place Health and Safety procedures used by all staff and contractors, Decorations to be securely fastened	M	
Plant and Equipment Trucks and	Injury to staff/public by dropping, falling, collapsing or being struck by moving equipment	M	Only appropriately licensed drivers, crane drivers, doggers and riggers used to operate plant Public kept clear of site during plant use. Tractors stored in contained areas.	L	
Erection and dismantle of panels	Injury to staff	M	Work place Health and Safety procedures used by all staff and safety equipment supplied.	L	

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	WHO IS GOING TO ENFORCE THE CONTROLS
Slip, Trip, Fall and Knock	Bodily injury to public or participants	M	Serious trip and fall hazards identified and protected to prevent injury. Site safety induction.	L	
Toilet and shower block blockage etc.	Inconvenience to public Potential health risk	M	Venue plumber on call	M	
Broken water lines	Inconvenience to public Flooding Lack of water for stock	M	Venue plumber on call and Event staff instructed how to turn off water in the area that needs repair	L	
Vehicles travelling within showgrounds	Injury to staff & public	H	Public parking kept separate from horses and competition areas. Competitor parking confined to day park area and camping areas No unsupervised traffic in public areas	M	
Cattle trucking	Cattle injury Cattle loss Cattle sickness Stress to cattle	M	All trucking will be handled by a qualified Stock transport company and experienced drivers IF APPLICABLE	L	
Cattle Handling in yards	Stress to cattle Injury to cattle Cattle escape from yards Water stress Care Sickness	M	Experienced stock handlers Well constructed cattle yards Double fenced to avoid escape Water available in yards Cattle feed hay when held overnight Official vet on grounds IF APPLICABLE	L	
Cattle unloading	Trucks unable to unload Wet surface and bogging	M	Access to unloading ramp kept clear Large turning area for trucks graded IF APPLICABLE	L	

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	WHO IS GOING TO ENFORCE THE CONTROLS
Public contact with animals	Injury to public Injury to animals	M	Signs warning of danger No access to public in competition areas Competitors only zones posted Animals contained in working and competition arenas Fences and stabling containing horses Yards containing cattle Horses must be attended by handler at all times.	L	
Catering on grounds	Food poisoning Lack of food Long waiting periods for food Dry access to food and drink	M	Heath code certificates from caterers Adequate staffing to handle expected numbers Clear ways to catering areas Covered restaurant and eating areas if applicable	M	
Camping on grounds	Injury to persons Power interruptions Lack of toilets & showers	M	All leads must have current safety tag All vans checked for safety No leads on ground No horses in camping areas	M	
Indoor arena spectators seating	High Steps Low beams and injury to spectators No fire reels/extinguishers Dust No lights if power fails Poor exits Excessive noise Blocked down pipes Trip or slip	E	Signs posted to watch steps Signs posted to watch out for low beams Dust control with water every night and during show Competition scheduled in daylight or early evening. Electrician on call, staff trained in returning power Exits kept clear Regular sound checks Owner of venue notified and aware of state of indoor arena City Council approval of indoor for public Carpet placed to stop slipping Security on duty during competition hours if applicable	M	
Event manager becomes ill or unable to attend event	Coordination of event become disrupted	M	Arena manager able to organise main events Event Manager has staff trained to take over management	L	

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	WHO IS GOING TO ENFORCE THE CONTROLS
Staff become ill Or unable to attend event	Event staffing inadequate	M	All staff have a back up person that can take over different sections Additional staff on call Extra staff hired for emergency	L	
Press and media arrival on grounds	Unable to find Management/media liaison. Taking poor photos Talking to ill-informed people Entering unsafe areas	E	Media liaison coordinator and staff Trained staff to accompany in competition areas	H	
Sponsors arrival, entertainment and satisfaction	Sponsors unscheduled arrival Sponsors unable to find seats etc Unhappy with coverage or detail on the day Arrive with extra guest	E	Sponsors to notify management upon arrival Sponsors given VIP passes and introduced to hostess which will look after their needs – if applicable Good communication well in advance to avoid misunderstanding of sponsors requests. Request all signage and advertising approval before event Send full details for events marketing	H	
Water hoses Sprinklers Water troughs	Injury to persons Leaking and flooding	M	Hoses to be coiled and placed in restricted area after use Sprinkler to be placed in restricted area after use To be checked and cleaned on a regular basis	L	
Exercise and competition areas	Injury to persons from horses Injury to horses Injury to staff	M	All spectators restricted from area Signs posted Safe fences and gates Staff experienced with livestock	L	

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	WHO IS GOING TO ENFORCE THE CONTROLS
Wash bays for horses	Clogging of drains Horse injury Injury to a person from horses	M	Wash bay cleaned and checked daily Horses tied and restrained General public not allowed in the area Horse handlers experienced Rubbish bins provided for soap bottles and rubbish	L	
Night lighting and stable lighting	Injury to competitors Injury to horses Injury to staff Injury to campers	M	Lighting in all stable areas Lighting in toilet blocks and shower areas Venue night lights throughout grounds	M	

Name and Signature of person completing this form on behalf of the Affiliate: _____

Date signed: _____