

Saint Mary's Catholic College Equestrian Events

Note: For those schools not using OneSchool, this template is to be used in combination with the [Curriculum activity risk planner](#). If a CARA activity guideline exists for the activity, the minimum requirements outlined in it must be followed.

Activity Description: Cowhorse Competition	
Teachers/Leaders: John Dalton and Leah Frohloff	
Class groups: Years Prep to Year 12	Number of students: 90
Start date: 09/05/19	End Date: 09/05/19

Use this risk assessment matrix as a guide to assess the [inherent risk level](#). Refer to the [Curriculum activity risk planner](#) for further details.

Likelihood	Consequence				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Critical
5 - Almost Certain	Medium	Medium	High	Extreme	Extreme
4 - Likely	Low	Medium	High	High	Extreme
3 - Possible	Low	Medium	High	High	High
2 - Unlikely	Low	Low	Medium	Medium	High
1 - Rare	Low	Low	Low	Low	Medium

Indicate the assessed risk level and undertake the actions required for that level of risk.

Inherent risk level			Action required
<input type="checkbox"/>	Low	Little chance of incident or injury	<ul style="list-style-type: none"> Manage risk through regular planning processes.
<input type="checkbox"/>	Medium	Some chance of an incident and injury requiring first aid	<ul style="list-style-type: none"> Document risks and controls in regular planning documents. Manage risk through regular planning processes OR complete this <i>Curriculum Activity Risk Assessment</i>.
<input checked="" type="checkbox"/>	High	Likely chance of a significant incident and injury requiring medical treatment	<ul style="list-style-type: none"> A <i>Curriculum Activity Risk Assessment</i> is required to be completed. Principal or head of program (i.e. DP, HOD, HOSES) approval is required prior to conducting this activity. Parent/carer consent is recommended. Once approved, activity details are to be entered into the School curriculum activity register.
<input type="checkbox"/>	Extreme	High chance of a serious incident resulting in highly debilitating injury	<ul style="list-style-type: none"> Consider conducting an alternative activity or modifications to the activity that could achieve comparable learning outcomes. A <i>Curriculum Activity Risk Assessment</i> must be completed. Principal approval is required prior to conducting this activity. Parent/carer consent must be obtained for student participation. Once approved, activity details are to be entered into the School curriculum activity register.

NOTE: If the activity is to be held off-site, parent/carer consent is required irrespective of the inherent risk level. Refer to the [School Excursions](#) procedure for the Excursion planner template.

Planning considerations

Incorporate the following factors when planning risk management strategies for this activity.

Which students will be involved?

- Consider the number of students, size of student groups and students' capabilities e.g. age, experience, competence, fitness, maturity.
- Consider any individual student needs e.g. personalised learning, support provisions (including behaviour support plans), health management (including health plans and prescribed medication requirements).

Where will the students be?

- Consider the location of the activity e.g. remote/easily accessible, public /private, school/classroom/workshop/other.
- Is the number of students appropriate for the available space?
- If outdoors – sunsafe strategies are implemented; weather and environmental conditions are assessed before and during activity (e.g. temperature, storms, water currents, tides); and strategies to reduce the likelihood of viruses, allergies and skin infections caused by insects (e.g. ticks, mosquitoes, spiders) and other animals are applied.
- The site is checked for hazards (e.g. poisonous plants, dangerous animals, uneven terrain, barbed wire,) and necessary controls implemented.
- Activities are appropriately situated in relation to buildings, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, spectators and vehicles are established.

What will the students be doing?

- Consider the nature and duration of the activity i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
- Instruction in rules and pre-requisite skills is provided.
- Student skills are developed in a progressive and sequential manner.
- First aid and emergency medical treatment provisions are appropriate for the type of activity and location e.g. first aid kit, first aid trained personnel, Ventolin®, Epipen®, and students' personal prescribed medications as required in health plans are available.
- Emergency response strategies are in place e.g. communication plans (e.g. mobile phone, walkie talkie), safety induction, evacuation plans.
- Hair, clothing, footwear and jewellery are worn in a manner that is appropriate and safe for the activity.
- Personal items, e.g. drink bottles, towels and mouthguards, will not be shared between students.

What will the students be using?

- Instruction in safety procedures and safe handling of equipment is provided.
- Equipment is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
- Relevant [department procedures and guidelines](#) are adhered to for the use of equipment and work processes.

Who will be leading the activity?

- A registered teacher has overall responsibility for the activity.
- Sufficient adult supervision is in place to manage the activity safely (including in emergency situations).
- The activity leader has the competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for students and others.
- There are sufficient adults present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
- Blue Card requirements are adhered to for leaders/volunteers.

I have incorporated the above factors when planning my risk management strategies for this activity.

Additional activity-specific requirements for students with specialised learning needs are provided in the Other Details box below.

Other Details:

Although there are no know students with specialised learning needs, constant monitoring by judges and chief steward for unsafe behaviour will occur continuously, and noncompliance with safety measures corrected.

Mandatory/Special Requirements

Check if relevant Codes of Practice/Guidelines exist for each activity.

Provide information about any mandatory or special requirements for each activity that is to occur:

These events will be conducted according to Pony Club Association of Queensland rules and regulations. A copy of these rules and regulations is attached to this document.

Participating school will develop supplementary CARA to cover travel to and from the event, preparing the horse for the arena and competition, and the welfare of students outside the defined competition arena.

Matters associated with Qld Govt biosecurity are accounted for in the use of healthy horse declarations and compliance with Low Risk Cattle Tick Carrier (OSW-RC) procedures as stated in the attachments to this document and on the College website.

Cattle used for team penning will move according to and compliant with Qld Govt requirements for the movement of cattle. Management and welfare of cattle for events will be overseen by the owner of the cattle. Persons moving and managing cattle will be assessed for experience and competence in this domain.

Supervision Requirements

Check if relevant Codes of Practice/Guidelines exist for each activity.

Provide information about supervision for each activity that is to occur:

All riding will take place in a defined arena.

Students will lead their horses into the defined area at the beginning of the day, and there will be a gear inspection by stewards as students lead horses in. This will be followed by an unmounted assembly of all riders, where the chief steward will address all riders about safety issues for the day.

Once riders mount they will then move to competition areas and be supervised by the judges and associated official assigned to that event.

Although the most active supervision of riders will be the domain of the judges, officials and stewards, these measures will be supplemented by attending parents and school officials.

Qualification Requirements

Check if relevant Codes of Practice/Guidelines exist for each activity.

Provide information about the leader/supervisor's relevant qualifications and/or competence for each activity that is to occur:

John Dalton: (Assistant to the Principal @ Saint Mary's, and experienced rider, competitor and official)
 Leah Frohloff (NCAS Level , Level B PCAQ, Experienced competitor and equestrian administrator)
 Kym Schultz, (WHSO @ Saint Mary's)

Equipment/Facility Requirements

Check if relevant Codes of Practice/Guidelines exist for each activity.

Provide information about equipment/facilities for each activity that is to occur:

This Equestrian Events will occur at Nanango Show Grounds and Pony Club arena.
 Yearling cattle will be used for Team Penning and Working Cowhorse competition in the Rodeo Area. This area is of a sand "softfall" nature.
 Equipment will include barrels and marker pegs, rails, and other lesser equipment associated with horse events. The equipment used is considered standard and safe, and in common use at shows and pony club event.

Hazards and Control Measures

Information on managing common hazards and risks in the school environment can be found at [Hazards and Risks](#).

Provide information about:	
<ul style="list-style-type: none"> Hazards: 	<ul style="list-style-type: none"> Planned control measures:
Horses and Cattle	<p>Horse events will comply with PCAQ rules and equipment standards Chief steward and judges to inspect competitor equipment and gear for compliance with PCAQ regulations. This will especially focus on (but not be excluded to) girths, stirrups, age and security of helmets. Chief Steward and judges to monitor for compliant and safe conduct throughout the day, There will be additional supervision of this compliance by parents. To increase vigilance and compliance, riders are restricted to riding in the competition arena only, even when warming up. A mounted steward will be in attendance should a horse become separated from its rider. Horse will only be near cars at the time of embarking from floats and during grooming and saddling up. At all other times, a fence will separate mounted riders from cars, spectators and food vending areas. Cattle will be managed by the owner and experienced cattle handlers on the day.</p>

Approval *(only required for high or extreme risk activities)*

<input checked="" type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	Approved with the following conditions:

Approval <i>(only required for high or extreme risk activities)</i>	
<input type="checkbox"/>	Not approved for the following reasons:
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> .	Reference No.

Monitoring and Review <i>(to be completed during and/or after the activity.)</i>	Yes	No
Have additional hazards been identified?	<input type="checkbox"/>	<input type="checkbox"/>
Were the control measures effective?	<input type="checkbox"/>	<input type="checkbox"/>
Are further or different actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

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