



Activity Description:
Location:

Horse Riding Lessons & Trail Rides
Ranch Arena & Trails



Activity Use Rating:

A

- Use:**
- A** Activity must be operated by Baptist Camping Victoria qualified staff.
 - B** In-house training by Baptist Camping Victoria staff required before using this equipment.
 - C** No training required, but all Safe Operating Procedures must be read and followed by all users.
 - D** 'Use Rating' does not apply/is not required.

(See Guide Below)

(Refer to RISK MANAGEMENT MODEL over Page)

	Initial Matrix Level	Specify Hazard/s	Actions Taken/Control measures to reduce this risk	Revised Matrix Level
Activity/Task Hazard Identification				
Hazards for the Human Participant				
Having feet stepped on	M	Injury can be caused by horses stepping on handlers feet	<ul style="list-style-type: none"> Ensure appropriate footwear is worn in the horseyards, and handle horses in an appropriate way to keep them in their own space. 	L
Injury when grooming/leading a horse	H	Horses can kick or bite handlers; horses can kick and bite other horses with handlers getting caught in the middle; horses can move sideways into fences, and squash a handler.	<ul style="list-style-type: none"> Ensure horses are appropriately trained to remain calm when tied to fences, and to move over to create space for handlers between them and the fence. Ensure that there are not loose horses in the same space as horses that are tied. Ensure when horses are tied, that the lead ropes are tied short enough to ensure that neither horse nor handler can get tangled. Only qualified staff to catch horses amongst other loose horses in a contained space. 	L

	Injury from a fall from a height	H	Head injury or bodily injury incurred from a fall from a horse	<ul style="list-style-type: none"> • Safety helmets to be worn by all riders at all times. • Horses and riders to be assessed as compatible in relation to level of training and skill prior to ride. • Qualified staff with appropriate supervision for the needs of the group. Medical information on the clients must be available. • Trained first aider available at all times of activities being undertaken. • Rides aimed at the skill level of the least capable rider. • Instructor training for staff. • Allocated horse areas used that are surfaced suitable for the task, and separated from other non compatible activities. • Periodically go over trail ride tracks and ensure there are no low lying branches or branches/other debris obstructing tracks. 	M
	Injury caused by a kick from a horse	H	Horses can kick if feeling threatened or taken by surprise.	<ul style="list-style-type: none"> • Brief students how to walk behind horses. • Describe and enforce boundaries in the horse area. • Students not permitted in the Horse areas without staff supervision. • Horses used by children trained for people to move safely around them. • Only appropriate horses to be in contact with clients. 	L
	Foot caught on hayband on fence	H	Could cause a fall from the horse.	<ul style="list-style-type: none"> • Pull lead ropes to the outside of the fence. 	L
	Gates open/not secure	E	Horse could escape the confines of the horse area and trample a person or get out on the road and cause an accident. If one loose horse passes through an open gate there is a high chance that every other loose horse will follow.	<ul style="list-style-type: none"> • Check all gates are closed prior to bringing in the herd, and ensure all relevant gates are closed at all times. • Stipulate rules of the horse yards to all clients on site. • Install signage instructing gates are to be closed at all times. 	L
	Objects in area - tripping	M	Unnecessary obstacles in the arena can be a hazard for horses and instructors.	<ul style="list-style-type: none"> • Remove unnecessary obstacles before riding commences. • Train horses to manoeuvre around various obstacles so that this becomes standard practice for them. • Teach clients to steer their horses. • Ensure all horse department areas (outside of the arenas and trails) are clear of unnecessary obstacles and debris. 	L

	Uneven surfaces - falling	L	Horses can trip/stumble on uneven surfaces.	<ul style="list-style-type: none"> Regular arena maintenance to be done to keep surface even. Brief students as to how to handle uneven surfaces under saddle; leaning forward and backwards, rider to balance on their feet, look where they are going etc. Be up to date with knowledge on the horses in use, and remove any horses that are no longer up to the task. (Eyesight, lameness, old age etc.) Fill in any holes dug by horses tied up, if they are in the riding space. Don't tie horses that dig, in the riding space, or, hobble these horses when tied. Ensure that the arena rake is maintained. Periodically check over trail ride tracks and ensure that there are no significant ruts or holes. 	L
	Scratches, cuts, snags to clothing from fences	M	Fencing can have protruding bits or areas of damage that can snag, clothing/equipment/skin.	<ul style="list-style-type: none"> Make sure fences are safe, and perform regular maintenance (eg. Breakages to panels/bolts/rails/wires etc.) 	L
	Injury caused by horse spooking (eg. effects of the environment, poor surfaces, flapping tarps, push bikes etc.)	H	Horses are flight animals, and this could cause a fall, or a bystander to be trampled.	<ul style="list-style-type: none"> Train all horses to work in all possible environments with all possible fear factors prior to use with clients. Use segregated horse areas for horse activities. 'No dog' policy when clients are on site. Keep spectators and riders/horses on opposite sides of the fence. 'Gates Closed' policy always. Brief clients on how to balance on their feet when riding, and on horse behaviour, how to read the horse and where their focus is etc., and how that may influence their direction of travel. Regular assessments and maintenance to be made on all horse areas. Regular assessments and training to be conducted on all horses. 	L

	Injury caused by unruly or unexpected behaviour of horses.	H	Horses can pull back, strike, buck, bolt, kick, bite when provoked.	<ul style="list-style-type: none"> • Training and assessment protocols to be adopted for all horses brought on site. • Clients to be kept in separate zones to horses that are still in training and not yet approved for client use. • Horses deemed inappropriate for Ranch use once the training period is fulfilled are to be removed from site. • Only those qualified/assessed as suitably skilled to train, are permitted to train on any horse on Ranch property. • Only horses deemed suitable for client use through the use of the 'suitability audit' are to be used for clients. 	L
	Injury through equipment failure	H	Fences, surfaces, gates, saddles, bridles, saddle pads, hoof boots, helmets etc need to be of an appropriate standard for use.	<ul style="list-style-type: none"> • Systems for regular checking of gear, to be maintained. • All gear is to be checked each time it is used - Latigo attachment points, Chicago screws, Blevins, rein ties etc. • Recording system for any maintenance required to the horse area to be updated immediately something is required and checked off when completed. • Above assessments to be made by horse educated persons. • Recording system 	L
	Incident resulting in injury caused by outside assistants (teachers, aides etc)	H	Uneducated people can be at risk of causing incidents like falls, bites, kicks, spooks, etc whilst helping.	<ul style="list-style-type: none"> • Ensure the instructor is in charge of the arena. • Clearly brief the helper prior to the session on specifically what to do and not do in order to remain safe. • Only have helpers that will follow instruction, remove them immediately if they are not following the instructors directives. • Ensure the helper and the horse are compatible. • Ensure that only qualified assistants are used for more complex tasks (catching, saddling, bridling, leading green horses etc.) 	L
	Accident caused by interaction between students/families/teachers/intruders	H	Uneducated people can be at risk of causing incidents like falls, bites, kicks, spooks, etc whilst present (giving inappropriate instruction, interrupting, getting in the way, climbing through fences, raucous children, umbrellas, etc.)	<ul style="list-style-type: none"> • Signs stating warnings and restricting access to horse areas. • Signs warning of the dangers of horses. • Waivers to be signed, with appropriate warnings of risk. • Fences and barricades to separate spectators and participants. • Gates closed policy. • No loose dog policy. • Clear signage for normal access routes for the public. 	L
	Hazards specific to spectators/bystanders				

	Injury caused TO outside assistants (teachers, aides etc)	H	Uneducated people can be at risk of being kicked, bitten, knocked, stepped on etc whilst helping.	<ul style="list-style-type: none"> • Ensure the instructor is in charge of the arena. • Clearly brief the helper prior to the session on specifically what to do and not do in order to remain safe. • Appropriate footwear to be worn by helper. • Only have helpers that will follow instruction, remove them immediately if they are not following the instructors directives. • Ensure that the assistants are capable of the task they are being asked to do. 	L
	Risk of injury to spectators and bystanders by a horse.	H	Bystanders could be kicked, bitten, stepped on, knocked etc	<ul style="list-style-type: none"> • Keep bystanders/spectators on the other side of the fence to the horses. • Apply signage to fences and gates to warn bystanders/spectators of the risks and to designate areas they must stay out of and behaviours they must not do. • Have restricted areas. • Enforce the rules. • Traffic control measures in place, directing bystanders/spectators of where they can pass from one area to another. • Ensure there is no cross over between participant and bystander areas (no shared pathways) • Gate closed policy in place. Back up/secondary gates and fences in place to separate horse and public closed during activities 	L
	Risk of injury to spectators/bystanders - non horse related	M	Bystanders could trip over, get a cut/splinters etc, be injured by something collapsing	<ul style="list-style-type: none"> • Ensure the area is free from hazards. • Train department staff regarding their responsibilities in maintaining the property appropriately. • Audit buildings and grounds where visitors attend. • Ensure all maintenance is up to date. 	L
	Hazards for external public				
	Horses escaping beyond the perimeter of the property	H	Risk of trampling and injuring a pedestrian or other animal. Risk of being hit by a vehicle.	<ul style="list-style-type: none"> • Appropriate barricades and fences in place, including secondary gates/fences closed during activities • Regular maintenance checks done to all fencing and gates. • All horses to be contained in horse designated areas. • Gates closed policy. 	L
	Hazards for the Horse				
	Dehydration of horses	H	Risk of dehydration and collapse causing death or injury	<ul style="list-style-type: none"> • Water horses regularly between sessions. • Ensure free access to water for horses in the paddocks 	

	Injury to horse from a fence	M	Risk of injury from damaged or poor fencing	<ul style="list-style-type: none"> Proper maintenance checks to be done to horse areas. Ensure repairs are completed. 	
	Injury from ill fitting gear/tack	M	Ill fitting tack can cause bodily injury	<ul style="list-style-type: none"> Ensure all tack is appropriately fitted to the horse on which it is being used. Ensure that all tack is fit for purpose, and appropriately maintained. Ensure that pads and protective equipment is cleaned and replaced at appropriate intervals. 	
	Sunburn/UV damage	M	Blue eyed horses can develop cancer if their eyes are exposed to UV light. Pink skinned horse can become severely sunburned if exposed to excessive sunlight.	<ul style="list-style-type: none"> Susceptible horses to wear face masks whilst in the sun. Horses to be tied up in the shade where possible. 	
	Workplace Conditions/ Environmental Hazard Identification				
	Extremes of Temperature	M	Hyperthermia, heat exhaustion	<ul style="list-style-type: none"> Encourage students to carry water bottles and stay hydrated, encourage regular water breaks during summer months. Ensure horses are fed and watered through the course of the day. Ensure horses are undercover where possible when raining and in the shade in extreme heat. Staff to have regular food/drink breaks. 	L
	High Wind or Humidity	M	High winds causing spook risk, increased branch falling risk, tin roofs flapping/making noise, tarpaulins/paper/coats blowing/moving unpredictably	<ul style="list-style-type: none"> Monitor weather conditions leading up to and during activities, and plan alternatives in high winds. Train horses in all conditions, and assess the individual horse's capacity to work in wind, use only suitable horses. Remain contained in the arena in high wind environments, not on the trails. Ensure there are no loose items in or near the horse area with clients, unless expressly being used as a part of the activity. 	L
	Inadequate light	L	Inadequate light for conducting the activity, poor visibility for the rider and/or the horse, risking trips or spooks at unexpected objects	<ul style="list-style-type: none"> Ensure adequate lighting for the activity. If the activity is to be run during poor natural lighting, ensure that artificial lighting is provided. Ensure that the right horse is being used for the job. 	L

	Dusts, Fumes or Vapours	L	Dust blown south from campsite, or spray drift from fertilisers and poison sprays etc, can cause ill health. Dust in the arena can cause breathing difficulty or eye irritation to riders, horses and bystanders	<ul style="list-style-type: none"> Monitor weather conditions leading up to and during activities, and plan alternatives in high winds, should fertilising or spraying being conducted in the vicinity on the day. Emergency services/contact list to be visible in all horse department buildings, and supervising staff member to carry a phone, for emergency contact in case of gas leak. Wet the surface of the arena if and when required. 	L
	Exposure to UV or other Radiation	M	Sunburn, heat exhaustion	<ul style="list-style-type: none"> Encourage sun smart attire 	L
	Access in Emergency Situations	L	Gates closed or blocked, can restrict emergency access	<ul style="list-style-type: none"> Ensure all gates are closed but not locked 	L
	Nuisance Noise	L	Nuisance to neighbours	<ul style="list-style-type: none"> Activity only to be run in suitable daylight hours. 	L
	Hazardous Waste		Manure collected from horse areas and stored in excess can be a health hazard	<ul style="list-style-type: none"> Manure to be spread in small quantities through garden beds and tree reserves, not stored in huge stockpiles. 	L
	Wildlife Interference	L	Disruption to wild life, and wild life causing spook hazards to horses and riders	<ul style="list-style-type: none"> Not applicable in the arena. Horses to stick to existing on trail rides, so as to protect habitat. Horses trained to cope with sudden unusual activity, and only suitable horses used for clients. Fences checked regularly for injured wildlife, and damage to fences by wildlife effecting livestock. Trails to be checked regularly for holes (wombat/rabbit etc.) 	L
	Bushfire Risk	H	Death or injury caused by the existence or risk of bushfire	<ul style="list-style-type: none"> Monitor weather conditions leading up to and during activities, and plan alternatives in high winds, should fertilising or spraying being conducted in the vicinity on the day. Emergency services/contact list to be visible in all horse department buildings, and supervising staff member to carry a phone, for emergency contact in case of fire. Pasture management to ensure that growth is at a minimum during fire season. Debris to be cleared. Dead tree limbs to be felled and stored away from the main site. Bushfire management plan in place. 	M/L

RISK MATRIX

Work Health and Safety (WHS) Act 2011

This WHS Act 2011 is used by Baptist Camping Victoria on Risk Management Assessment Form

		CONSEQUENCE				
		MINOR	MODERATE	MAJOR	CRITICAL	CATASTROPHIC
LIK ELI HO OD	RARE	LOW	LOW	LOW	LOW	LOW
	UNLIKELY	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
	POSSIBLE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	LIKELY	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
	ALMOST CERTAIN	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME

CONSEQUENCE	MINOR	MODERATE	MAJOR	CRITICAL	CATASTROPHIC
OH&S DESCRIPTION	Injury in the Workplace (first aid may be required)	Minor injury requiring professional medical attention, or lost time from the workplace	Injury requiring hospitalisation	Major injury requiring prolonged hospitalisation and rehabilitation	Injury causing significant permanent disability or death

LIKELIHOOD	DESCRIPTION
ALMOST CERTAIN	Is expected to occur, almost inevitable

LIKELY	Will occur in most circumstances, not surprised if it happens
POSSIBLE	Possible or likely to occur in some circumstances
UNLIKELY	Could occur in some circumstances, surprised if it happens
RARE	May occur only in rare or exceptional circumstances, but would be highly unexpected

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