

## Horses – SOPs

### Overall Activity Summary

Horse activities are a **high risk activity** at CYC Waihola. The range of the activities varies greatly from entry level through to advanced horse activities for experienced participants

Therefore horse activity is split into the following SOPs:

- ▶ [Horses \(Riding and Trekking\) – SOP](#) which can include: paddock riding, trekking, arena work and using the cross country course
- ▶ [Horses \(Entry Level Riding\) – SOP](#) which is for participants that are “having a go” at riding (as opposed to learning to ride) in a controlled arena

### Overlapping Responsibilities within Horse Activities

CYC Waihola does not own many of the horses that are grazed on it's camp-site and utilised within some of it's operations. This means sometimes there are horse activities that do not fall under the responsibility of CYC operations and therefore do not use the above SOPs.

The following list includes all those activities that **do fall** under the above two activity SOPs:

- ▶ Ministry Camps involving horses (i.e. Horse Trek, Pony Camp, etc.)
- ▶ Accommodation Groups using horses as an activity (i.e. school camps, etc.)
- ▶ Other events that involve horses that are organised by CYC Waihola

The following list of activities **do not fall** under CYC Waihola operations however overlapping responsibility of PCBU<sup>29</sup> applies:

- ▶ Local Youth Group's using horses as part of their organised activities on-site<sup>30</sup> unless the activity is being run by CYC Waihola for the youth group.
- ▶ Waihola Riding Club (run by the Grace Presbyterian Church of Waihola on the CYC Waihola camp-site).
- ▶ Owners of the horses (and anyone that has been invited to come along) going on rides to and from the CYC Waihola camp-site.

Where horse activities do not fall under CYC Waihola operations, CYC Waihola's responsibilities still include:

- ▶ Provision of a safe facility addressing all building and site hazards as required
- ▶ Giving guidance relating to the groups planned schedule whilst on-site where provided
- ▶ Passing on information such as forest closures, pest control operations, etc
  - ▷ This can be via phone-call, txt message or viber message.
- ▶ Reporting all safety concerns to the external group that relate to the group's own responsibilities

The external persons (ie. horse owners, youth group, etc.) responsibilities include:

- ▶ Signing a group hire agreement form where exclusive use of any of the facilities is required
  - ▷ Where regular use is expected then a signed agreement form per season (i.e. from October through to April) is sufficient rather than every time.
- ▶ Assessing all risk and hazards relating to their own activities and schedule
- ▶ Ensuring the safety of those within their group
- ▶ Communicating to the CYC Waihola on-call staff member when they are planning to be on-site
  - ▷ This can be via phone-call, txt message or viber message.
  - ▷ Where regular use is expected then this can be agreed ahead of time (e.g. every Thursday from 3pm - 5pm)
- ▶ Providing their own first aid equipment
- ▶ Reporting all safety concerns to CYC Waihola that relate to CYC Waihola's responsibilities

<sup>29</sup>Refer to Shared PCBU Responsibility

<sup>30</sup>However Shared PCBU Responsibility policy still applies here

## Horses – Risk Analysis

- ▶ The following table represents the hazards and risks associated with this activity as per [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
	Risk	Risk Rating	Serious risk	Control	Instructions
<b>People: Secondary Impact Syndrome</b>	<b>Spinal Injuries Head Injuries Fractures Internal Injuries Bruises</b>	High	✓	<b>Eliminate</b>	▶ Persons with a recent concussion may not participate in this activity
<b>Equipment: Fall from a horse</b>		High	✓	<b>PPE</b>	▶ Anyone riding must wear a correctly fitted riding helmet.
				<b>Administrative</b>	▶ Participants must hear horse safety talk and agree to adhere to content.
				<b>Administrative</b>	▶ Leaders will instruct participants in correct position for balance.
<b>Environment: Collision with a vehicle</b>		High	✓	<b>Administrative</b>	▶ Participants will be given clear instructions about road rules
<b>Equipment: Horse Spooked / Misbehaving</b>		High	✓	<b>Isolate</b>	▶ Activity will not run if winds speed is too high or forecast as such
				<b>Eliminate</b>	▶ Misbehaving horses that cannot be calmed down will be removed from the activity
<b>People: Experience not matched to horse</b>		High	✓	<b>Substitute</b>	▶ Activity Leader must ensure those participants with little prior experience be matched with appropriate horses.
<b>Equipment: Horse Tack failure</b>		Moderate	✓	<b>Administrative</b>	▶ Leaders will check horse tack before mounting. ▶ Regular equipment checks performed
<b>People: Inadequate Supervision</b>	Moderate	✓	<b>Administrative</b>	▶ Children will be supervised by competent Activity Leaders only ▶ Clear instructions for use of activity will be given to children	
<b>People: Fooling around</b>	Moderate	✓			
<b>Equipment: Kicked by a horse</b>	<b>Fractures Bruises Internal Injuries</b>	High	✓	<b>Isolate</b>	▶ New participants stay a horse space away from rear of horse when walking behind them.
				<b>Administrative</b>	▶ Participants taught how to Handle a horse including: No loud noises, avoid sudden or jerky movements, correct catching, leading & tying up.
				<b>Substitute</b>	▶ Don't tie horses in gate ways and don't have loose horses in the same area as tied ones.
<b>Equipment: Crushed by horse</b>		High	✓	<b>Administrative</b>	▶ Competent person selected by instructor to manage gateways.
				<b>Substitute</b>	▶ Participants not to walk between tied horse and rail.
<b>People: Allergic Reactions</b>	<b>Anaphylactic shock</b>	High	✓	<b>Administrative</b>	▶ Participants with known medical issues will be discussed with all leaders before departure
<b>Environment: Extreme Fire Danger</b>	<b>Forest Fire</b>	Moderate	✓	<b>Isolate</b>	▶ Access to forest areas will not be permitted during periods of very high or extreme fire danger
<b>Environment: Hot weather</b>	<b>Dehydration</b>	Moderate	✓	<b>Administrative</b>	▶ Participants will be encouraged to drink water regularly



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<b>People: Getting Lost</b>	<b>Exposure</b> <b>Fear</b> <b>Hyperthermia</b> <b>Hypothermia</b>	<b>Moderate</b>	✓	<b>Administrative</b>	<ul style="list-style-type: none"> <li>▶ Activity Leader will ensure participants have appropriate clothing for the weather forecasted.</li> <li>▶ On non standard routes: <ul style="list-style-type: none"> <li>▷ Activity Leader must know routes</li> <li>▷ planned route will be notified to CYC Office</li> <li>▷ PLB and communication devices will be carried</li> </ul> </li> </ul>
<b>People: Impairment of activity leaders</b>	<b>Fatigue</b>	<b>High</b>	✓	<b>Administrative</b>	▶ Activity Leaders must not be fatigued when running this activity
	<b>Alcohol / Drugs</b>	<b>Moderate</b>	✓	<b>Administrative</b>	▶ Full alcohol / drug prohibition applies to this activity as per policy
<i>Risk and Hazard Analysis Last Updated: 20 October 2017</i>					



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