

New Zealand Cowboy Challenge Association Inc



Health and Safety Management Plan

December 2021

Introduction

The New Zealand Cowboy Challenge Association (NZCCA) was established in February 2010 as a non profit organisation that governs the Points Approved competitions of Cowboy Challenge throughout New Zealand.

As the governing body of Cowboy Challenge, the Association approves Points Approved challenges; maintains an official Rule Book; trains judges; keeps membership files, competition results and other records; and provides support to event organisers. The Association holds an AGM, whereby members can have input into their sport through voting on submitted motions. NZCCA itself does not organise and host challenges - these competitions are run by individuals, clubs and other groups.

This Health and Safety plan has been produced to promote a safe environment for hosts, competitors, volunteers, and all persons involved in a NZCCA event. The Association expects that anyone holding or attending a Challenge will act in a way that keeps themselves and others safe, and that requirements of the relevant Health and Safety Act and any other Government mandates are met.

NZCCA has General Indemnity and Statutory Liability cover for events it has approved and that meet NZCCA rules and regulations.

Health and Safety Policy

“Host” refers to the individual or club that runs the Challenge and/or hosts the Challenge on their grounds.

“Event” refers to an approved Cowboy Challenge (competition).

NZCCA is committed to providing and maintaining a safe environment for all involved in Cowboy Challenges. These events are run by individuals, clubs and groups on different grounds throughout New Zealand, which can be private farms or local sports grounds and may include a variety of terrain. Horse riding can be a hazardous sport and as a result, riders and other persons involved are aware of the associated risks and generally proactively manage these risks in order to protect both themselves and their horse. Our policy reflects the responsibility of the riders (competitors), hosts and volunteers to manage risks and we require that each host has their own site specific health and safety plan (including a Hazard Register) which is submitted to us in advance of their event being held.

Government requirements related to the COVID-19 Protection Framework must be met at all Challenges as applicable for the area at the time of the Challenge. These are subject to change and therefore need to be monitored. Everyone who attends a Challenge comes under the regulations, eg hosts, competitors, judges, ground crew, spectators. Hosts need to have measures in place to ensure that they can meet requirements on the day, eg if COVID Vaccination Certificates are required, contact tracing.

Hosts (or their elected person) are responsible for designing and building the Challenge course so that it adheres to the NZCCA Rule Book. Hosts are also responsible for identifying hazards, managing them appropriately, and making people aware of them on the Challenge course and the grounds used. The host must advise other officials (eg judges) re hazards within the grounds and deal with issues that may arise, in liaison with the officials as needed. The host or an NZCCA official may alter or add to the site specific plan before the event, during the course approval or course walk, or during the event.

All hosts, volunteers, competitors and persons at NZCCA events must take all practicable steps to ensure their safety as well as the safety of others. NZCCA encourages anyone who sees anything that is unsafe to report it to the Challenge hosts straight away so that steps can be taken to manage the hazard and risk.

Hazard and Risk Identification, Assessment and Management

All hazards must be identified to ensure that they are managed appropriately for their risk. Hazards are to be eliminated if possible, otherwise isolated or minimised depending on what is practicable. As elimination of all hazards is not always possible a proactive approach is to be taken to minimise the likelihood and consequences of hazards. A risk management matrix is provided below.

Expectations for Challenges:

- Hosts to identify any hazards on the grounds and eliminate these if possible. Any that cannot be eliminated are to be made known to all attending the event (through a Hazard Register).
- Hosts to identify any hazards on the course itself and eliminate these if possible. Any that cannot be eliminated are to be made known to the judges, relevant volunteers (eg obstacle re-setter) and competitors.
- Display Hazard Register including control measures, plus contact details for the host or organiser on site.
- Hosts to provide volunteers with a briefing at the start of each event which includes both event and safety information.
- Hosts to hold pre-event briefings for competitors which will include pointing out any hazards on the course (this can be done during the official course walk).
- Everyone to take responsibility for their own safety and management of their horse while at NZCCA events.
- Hosts, judges, volunteers and competitors to actively monitor safety and remind others when they see potential for risk.
- Any new hazard identified during the event to be reported to hosts straight away so actions can be taken to manage it appropriately.
- All accident and incidents to be reported to hosts. Hosts to report any significant accidents to NZCCA and follow NZCCA Incident Procedure guidelines as relevant.
- First Aid kit available on site and contact numbers for doctor/emergency medical staff displayed, as well as the names of people on site who are first aiders/responders (with a means of contacting/identifying them).

- Basic horse treatments available on site and the contact number for a local veterinarian displayed.
- If any roadsides are to be used, the host to arrange permission and secure a Traffic Management Plan if required.

Risk Management Matrix

This matrix gives an indication of the management for various levels of risk arising from hazards. See Table 2 for how to determine Risk Level.

Risk Level	Risk Management
Extreme	Intolerable: Activity should not be commenced or discontinued if started until the level of risk is reduced Reassess risk prior to commencing the event or activity to ensure the risk level is appropriate
High	Tolerable level of risk if all practicable measures are in place: Review control measures to ensure risk level is as low as reasonably practicable Check if there is anything else that can be reasonably done to reduce the probability and/or impact of the risk Ensure all persons exposed to the risk are aware of the risk level If level of risk is as low as reasonable practicable continue with the event or activity, ensuring constant monitoring is in place to ensure that the risk level does not increase further
Moderate	Tolerable level of risk: Review control measures to ensure the risk level is as low as reasonably practicable If the level of risk is as low as reasonably practicable, continue with the event or activity with ongoing monitoring and reviews of the risk
Low	Tolerable level of risk: No change required. Ensure existing control measures remain in place and are effective

Table 1

Risk Level is gauged by the Likelihood and the Consequences / impact of the risk, as per the following Table 2. Determining the Likelihood factor and the Consequences/impact factor is shown in Tables 3 and 4.

			Consequences / Impact				
			Insignificant	Minor	Medium	High	Extreme
			1	2	3	4	5
Likelihood	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme

Table 2

Likelihood Rating		Criteria
Rare	1	0-5% chance of occurrence
Unlikely	2	6-29% chance of occurrence
Possible	3	30-49% chance of occurrence
Likely	4	50-79% chance of occurrence
Almost certain	5	80-100% chance of occurrence

Table 3

Consequences Rating		Criteria
Insignificant	1	Insignificant injury of participants and/or public. No medical treatment.
Minor	2	Minor injury of participants and/or public. Basic first aid required.
Medium	3	Moderate injury of participant and/or public. Referral or transport to hospital required.
High	4	Serious injury of participant and/or public. Urgent hospitalisation, extended medical treatment.
Extreme	5	Death or total permanent disability of participant and/or public.

Table 4

Contacts for NZCCA

Email: nzccasn@gmail.com Website: www.cowboychallenge.co.nz

2021-22 season:

NZCCA President	Joanne Morgan	021 614783
NZCCA Vice President	Dave Ritchie	027 6508894
NZCCA Secretary	Vicki Christoffersen	021 0543 523

Contact details for specific events will be available on site including first aid, doctor/medical centre, local veterinarian.