**Introduction**

The Cowboy Challenge Association Waikato (CCW) was established in November 2018 as a non-profit club that aims to promote the sport of Cowboy Challenge in the local area.

We cater to riders of all levels from those just starting out to our more experienced combinations. We offer competitions for our young riders still on a lead rein as well as older riders first starting out and even classes for our open division level riders.

Cowboy Challenge is a test of partnership between horse & rider. The Challenge is designed to test the horse’s confidence, training, and trust, as well as the riders’ cues and direction. Combinations compete over a course of 13 obstacles and are judged on softness, speed & partnership.

The club holds an AGM, whereby members can have input into their sport through voting on submitted motions.

This Health and Safety plan has been produced to promote a safe environment for hosts, competitors, volunteers, and all persons involved in a CCW 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 are met.

CCW has General Indemnity and Statutory Liability cover for events it has approved.

## Health and Safety Policy

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

*“Event” refers to an approved Cowboy Challenge (competition) or other Club Event (club day/s).*

CCW is committed to providing and maintaining a safe environment for all involved in Cowboy Challenges. These events are run by CCW 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 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, e.g., hosts, competitors, judges, ground crew, spectators. Hosts need to have measures in place to ensure that they can meet requirements on the day, e.g., 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 (e.g., judges) re hazards within the grounds and deal with issues that may arise, in liaison with the officials as needed. The host or an CCW 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 CCW events must take all practicable steps to ensure their safety as well as the safety of others. CCW encourages anyone who sees anything that is unsafe to report it to the host through the CCW Ground & Rider Representative 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 (e.g. 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 CCW 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 CCW and follow CCW 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 reasonably 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 CCW

Email: [cowboychallenge.waikato@gmail.com](about:blank) Website: <https://cowboy-challenge-waikato.weebly.com>

2022-23 season:

CCW President Kiri Rhodes 021520956

CCW Vice President Dave Ritchie 0276508894

CCW Secretary Robyn Faulkner 027 3246 969

Contact details for specific events will be available on site including first aid, doctor/medical centre, local veterinarian and the CCW Site Specific Hazard Register.

## Hosts Health & Safety Plan

|  |  |
| --- | --- |
| **Name of Event:** |  |
| **Address of Event:** |  |
| **Host/s of the Event:** |  |
| **Host Statement:** | We are committed to providing and maintaining a safe and healthy environment for our competitors, volunteers, and visitors at our Cowboy Challenge Waikato event.  We will.   * Actively encourage and accurate the timely reporting and recording of all incidents and injuries. * Investigate all reported incidents and injuries to ensure all contribution factors are identified and, where appropriate, plans are developed to take corrective action. * Identify all existing and new hazards and take steps to assess and manage the risk associated with these hazards. Refer to the CCW Site Specific Hazard Register that will be displayed on the CCW Notice Board at the event. |
| Every host, competitor, volunteer, visitor is expected to share in this commitment to health and safety at this event by.   * Observing all safe procedures, rules, and instructions. * Ensuring all incidents, injuries and hazards are reported to the CCW Ground & Rider Representative. |
| **Emergency Response Process:** | * Assess the situation. * Prevent the situation from getting worse. * Decide on a plan of action. * Allocate tasks. * Execute the plan. * Refer to the CCW Site Specific Hazard Register that will be displayed on the CCW Notice Board at the event containing all relevant Emergency Contact Services and their numbers.. |