

## GENERAL

- ALL accidents and near misses are to be recorded.
- Debriefing should occur after accidents.
- Staff should discuss any techniques which might avoid similar problems in the future.
- At least once every three months staff should discuss how to deal with emergencies and areas of concern in the horse area using the accidents and near misses as a source of information.
- Every 12 months staff should have a 'table top exercise' on a specific emergency.

### **Instructor/Trail Guide responsibilities:**

- Ensure safety rules are posted
- Clients to sign waivers including risk declarations
- Inform riders of risks
- Limit accessibility of riders/visitors to horse areas
- Provide supervision to clients at all times when near horses
- Keep accident/incident records
- Follow Standard Operating Procedures for all activities

### **How to behave in an emergency:**

- Stay calm
- Assess situation (danger to people/animals/buildings)
- Contact help (management/emergency services)
- Have a concise description of your location ready
- Act (if possible & safe to do so) to ensure no escalation of the emergency
- If appropriate, send someone to an arranged point to meet emergency vehicles/ assistance

## **EMERGENCY PROCEDURES:**

### **FIRE**

Note the position of fire hoses/extinguishers in relation to hay shed and other buildings

#### **Fire in hayshed:**

- Notify management
- Management will ring 000 if necessary
- Ensure all personnel are accounted for and safe
- Staff to fight fire with hoses (if safe to do so)
- Send staff to meet fire services and guide them to fire
- Ensure access for fire vehicles

#### **Fire in district:**

#### **Trail rides:**

- No rides to go out if there is evidence of bushfires in the area that might endanger riders
- If fire breaks out (smoke visible) when ride has begun, riders to return to base immediately if safe to do so.
- Contact to be made with base to discover the location of fire
- advise base of riders location and ETA.
- Fire service to be notified of riders location if they could be at risk.
- On return: normal procedures for assembly area to apply  
Horses not in use
- *If there is no threat or danger to staff*, bring horses in and confine them in accessible holding paddocks/yards.
- If a fire threatens the yards, horses to be moved to safe holding area with access to the water trough
- If safe to do so and the horse holding area is threatened, the fire hose may be used to thoroughly soak the adjacent trees

***N.B. A human must not risk their life to rescue horses; horse rescue must only be carried out if it is safe to do so.***

### ACCIDENTS: RIDER FALL

#### **Arena:**

- Stop the activity,
- If necessary (depending if other staff present , severity of the accident etc. ) dismount the group,
- Person in charge delegates jobs to other staff who are present, or lone staff member to call for assistance
- Ensure all riders are safe
- Tie up or hold loose horses (if necessary)
- First aid for fallen rider: administer appropriate treatment
- Assess fallen rider:
  - Minor injury: fallen rider to be checked by senior staff and rest for a period (to be determined)
  - Moderate injury- ambulance or arrange transport to doctor for assessment
  - Major injury-000- ambulance
- Obtain medical form with details of injured rider if further assessment by hospital or doctor is necessary
- NEVER HELP RIDER TO THEIR FEET they must get up without assistance if they are able to do so
- **FALLEN RIDER MUST NOT RE-MOUNT HORSE UNTIL CHECKED BY SENIOR STAFF.** If they seem fine after a pre-determined time period, they may join in a later ride. *Remember delayed concussion may not show up for some time, and shock can mask serious symptoms.*

#### **Trail Rides:**

- Lead rider must stay at front of ride, turn and block forward progress of horses and take charge of the group
- Staff nearest fallen rider should dismount, tie up own horse or hand to other staff, assist fallen rider.
- If serious; staff with most experience in first aid to assist and remain with the injured rider
- If necessary tie up loose horse (it may just be at a safe distance eating, however if this horse is causing problems it may need to be caught and tied/held sooner to prevent escalation of emergency!)
- If sufficient staff are available it may be suitable to continue the ride (at a slower pace as there will be a lower ratio of staff to riders) and leave the injured rider with a staff member while awaiting assistance. Staff continuing on and staff waiting with injured party must both have effective communications with them if the group splits up.

## **General:**

- Resume lesson/trail ride if appropriate
- Debrief all riders after the event
- Debrief staff (especially if there if it has been a traumatic incident)
- Contact / follow up injured rider if they have been significantly injured.
- Remember to fill out an accident form

## **RUNAWAY HORSE:**

### **In Arena**

- Stop all riders
- Move to block runaway if possible
- Call commands “sit up, pull on reins”
- Use slow deliberate movements

### **On trails**

- Stop all riders/ dismount
- Never abandon front of line
- Block horse if possible
- Never chase a runaway!
- If a staff member is available
  - pursue runaway at distance at slower pace,
  - use short cut to head them off,
  - call out commands “sit up, pull on reins” possibly “pull on left rein and turn horse in big circle ...”

## **BUCKING HORSE:**

- Stop all riders
- Call out commands like “sit up , pull on reins”
- Follow procedure for runaway if out of control

## **REARING HORSE**

- Call out “lean forward, hold the mane”
- Instruct rider to walk the horse forward in a circle
- Do not make impatient horse stand for longer than necessary

## WEATHER

### Storm

- Do not ride when lightening storms are in the area.
- If caught in storm:
  - do not go near lone trees
  - go to the bottom of a hill (unless flash flooding is possible)
  - if possible, get riders away from horses
  - inform base of location and evacuation plans

### Floods

- Head to higher ground
- Return to base if possible
- Inform base of location and plan of action

## INJURED OR LAME HORSE

### Arena:

- Remove and replace horse
- Check for lameness after class

### Trails

- Check for stones or shoe problems
- If lameness is minor proceed at slow pace
- If lameness severe lead horse home, staff to lead the horse on foot giving client the staff horse to ride

### Other areas to consider

- Spectators
- Parking & traffic
- General public
- Other weather conditions (snow/high winds etc)
- Evacuation /safe assembly areas for your site