

Hello,

I hope this note finds you well and you are getting excited for your upcoming event!

As the Safety Administrator for Equestrian South Australia, my role was created to assist OC's and TD's to navigate around the paperwork required to run an event, and provide any additional help or information needed in the preparation of your event.

I will be able to review your Risk Management & SIM/IRP documentation, and assist in ensuring that you and your TDs have all relevant information and documents for the event.

Below is a recommended timeline for the safety elements of your events:

- **3-6 months from the event** it is recommended that you confirm your draft schedule and book medical.
Medical providers will need to receive and complete Form 06 (once per year, per provider)
- **1 month from the event** it is recommended that you complete your Risk Management document and SIMT/IRP document.
- **1 month from the event** it is recommended that you notify your State Ambulance provider about your upcoming event (they may not need to be present at the event and may have a form for this). Depending on particular conditions, you may need to notify other emergency services eg. SES, Fire services etc.
- **At close of entries**, you should adjust medical times dependent on the draw, and finalise the SIM/IR Team. The IRP and Risk Management Plan + Venue Map should be sent to us, in addition to the event TDs.
The medical provider should receive Form 07 at least 2 weeks' prior to the event. This (along with Form 06) is to be sent to your event TD and us.
- **The week before the event** you should have a Risk Briefing with your SIM Team and any Risk Coordinators.
- **During the event** you should distribute all relevant documents to your Medical and SIM Team. Medical should have a briefing every morning with the rest of the OC.
- **The week after the event** you should host an event debrief.

I am here to support your event in any way I can, so please don't hesitate to contact me for any assistance. Thank you again for your continued support of ensuring our sport is safe!

Booking Medical will be the most important part of your event, and it is important that the medical team is booked in line with Annex D.

Medical requirements, for your info, are below:

Annex D from page 122 onwards in the Eventing Rules, will inform you of the requirements for the medical providers. (the grey part are the Equestrian Australia requirements.)

1.2. EVENT CONFIGURATION REQUIREMENTS 1.2.1.

General: Minimum 2 x personnel configured as 1 Medical Team, with 1 x personnel having the skill set listed in (1.2a).

1.2.2. Dressage: A first aid service must always be present.

1.2.3. Jumping Test: A Registered Paramedic or Doctor (plus a first aider to make a team of 2) is sufficient when the jumping phase is standalone.

1.2.4. Concurrent XC and Jumping Tests:

a) 2 teams are required when XC and SJ are running concurrently unless co-located and OC's event schedule allows time for the XC to halt when there is an SJ incident.

b) If there are 2 teams the SJ team may be comprised of a single Paramedic.

c) XC must **STOP** if the response team is unable to respond to an incident on XC due to attendance at an SJ incident or for any other reason. Feel free to give me a call should you have any questions at all.

Example Only

An example of a **small** event medical booking with this schedule can be found below:

Saturday:

- Dressage
- Showjumping

Sunday:

- Cross Country
- 2 Hours of morning Showjumping (co-located to XC, with the XC schedule allowing significant time for delay should an incident occur in SJ and the XC needs to be halted).

Saturday

Event staff (Paramedic)

Date: 2023-10-14 - **Times:** 08:00 - 17:00

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Event staff (First Responder - Level 2)

Date: 2023-10-14 - **Times:** 08:00 - 17:00

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Sunday

Event staff (Paramedic)

Date: 2023-10-15 - **Times:** 08:00 - 16:00

8

Event staff (First Responder - Level 2)

Date: 2023-10-15 - **Times:** 08:00 - 16:00

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Note:

- If there is to be only one medical team on a day with 2 phases, the OC must ensure coordinators are briefed on the requirement for the XC phase to **STOP** should the medical be called away.
- Top tip: to allow time for the **mandatory briefing** with the TD (or official/OC) , you may wish to book them to arrive arrive 30 mins before their duty commences.

Checklist

You may find the below checklist useful to follow when booking medical:

3-6 months from the event:

- Finalise draft event schedule

- Contact 2 medical providers requesting quotes, ensuring they meet the requirements of the **Annex D:**
 - Personnel are representatives of the organisation and covered by their relevant scope of practice insurances.
 - Personnel are registered with AHPRA, or the MSP must have a designated supervising person with an AHPRA registration (accessible) with no relevant conditions and/or limitations or restrictions to practice. Must be either Medical Practitioner (Doctor) or person with the skills to perform (1.4) or assist Optional: Other Additional Medical Support have no relevant conditions and/or limitations or restrictions to practice. 1.1.3.
 - Personnel (Attachment A 1.2a) are **NOT** performing any other role associated with the event e.g., officiating, organising or competing 1.1.4.
 - Personnel (Attachment A 1.2a) are assessed as currently competent to perform the following procedures
 - Chest Needle Decompression
 - Advanced Airway Management (minimum LMA/i-Gel)
 - Pelvic Immobilisation (SAM splint, T-pod) & C-collar
 - Intra-venous Cannulation • Fluid Replacement
 - Splinting & management of orthopaedic fractures Inc. traction splint for fractured femur

- The Medical Service Provider Checklist & Service Agreement (Form 06) is sent to the medical team as soon as confirmed.

On close of entries:

- Finalise medical services with the updated times
- Send the Medical Services Pre-Event Checklist (Form 07) and confirm you require it returned at the latest 5 business days before the event.

Two Weeks' Prior to the Event (At Least):

- Finalise your Incident Response Plan and Risk Management Plan. Your Risk Management Plan should include a venue map with the assembly/evacuation points.
- Send the IRP/SIMP and Risk Management to your TDs and Equestrian Victoria + State Branch Rep.

To your Medical Team, you can send through the following email:

Hello,

In preparation for our upcoming event, may we request the Form 7 filled out and returned prior to COB Wednesday XXX?

Below are the medical forms for use at the event, they include:

- A copy of the events Incident management documents and venue map.
- A link to Form 08 in the case of a fall with an injury or concussion to be filled out by your team.
- Form 9a Concussion advice

In the case of an injury, form 08 needs to be submitted to Equestrian Australia via the link below:

<https://www.equestrian.org.au/content/risk-management>

Form 9a concussion:

Is attached in the case of a rider being diagnosed with concussion at the event.

This must be handed to the Athlete or their carer in consultation with the Chief Medical Officer, it is usually done after the event by the TD/CMO, but it might be helpful to have a copy.

<https://www.equestrian.org.au/content/risk-management-and-compliance>

One Week Prior to the Event:

- Host a Risk Briefing with your SIM Team and outline your Risk Management Plan.
- Confirm Medical attendance.

Event Days (Prior to Event Start Time):

- Ensure that a float has been hooked up to a suitable vehicle and that screens are available.
- Distribute all Grab Pack items to your Investigator Team
- Finalise a hazard assessment of the venue and ask phase coordinators to review their areas.
*Risk assessments can be done through apps such as iauditor.
- Finalise a risk briefing with the Medical Team and OC/TDs

Technical Delegates

- Event Investigation Team Checklist
- Fall Summary
- IRP & Risk Management Plan with Venue Map

Fence Judge

- Fall Report Form

Investigators

- Grab Pack Forms – for all three investigators
- Witness statement blank form
- Printed copy of how to complete a witness statement
- Event Investigation Team Checklist

Risk Coordinator/Head of SIMT

- Event Investigation Team Checklist
- IRP & Risk Management Plan with Venue Map
- Daily Venue Risk & Hazard Assessment

Phase Coordinators

- Daily Venue Risk & Hazard Assessment

Post Event

- Have an event debrief with OC
- Concussion Advice Forms to be sent to EA