



# MOUNT BARKER ADULT RIDING CLUB INC (M.B.A.R.C.)

## OVERVIEW

Federal Work Health Safety (WHS) laws for sporting clubs require all sporting clubs and organisations to provide members and volunteers with information about health and safety in their club environment. This document along with our club Handbook and Risk Assessment Summary are to be read and understood as part of membership.

The aim of these documents are to provide safety information to all members in a concise and clear way to help raise safety awareness for all activities both riding and non riding.

All M.B.A.R.C. members and their supporters are responsible for their safety and the safety of others, and in every instance will act in a manner that will ensure the safety of themselves and others.

Remember safety starts with **YOU**.

Members are asked to be aware of arena etiquette when riding in groups (Section 4.9 of Handbook) and be familiar with the role of Rally Masters who on the day are supervising non riding activities (Section Y of this Booklet). Instructors are in charge of the lesson and all members should follow all reasonable directions given by instructors (Section Z of Handbook).

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## **1. ROLE OF RALLY MASTER**

Rally Masters will be advised via email registration prior to any MBARC rally and is responsible for the following duties:

- Check venue is ready for classes to commence;
- Have First Aid kit handy;
- Check rally schedule to note members ride times and who has pre-paid;
- Meet instructor and advise of any late changes;
- Ensure any extraordinary cash payments are made at start of lesson;
- While lessons are in progress supervise spectators and do manure collection;
- Assist in lesson change over by helping riders enter/exit the arena as needed;
- At rally end check venue is left in reasonable state and assist members loading horses etc as required; and
- Be the last to leave

## **2. AUTHORITY OF RALLY MASTER**

- Can direct non riding activities outside of instructors' role and supervise what is going on outside the arena;
- Any actions deemed unsafe by the Instructor or Rally Master will result in a warning in the first instance and in the second you will be asked to leave the grounds immediately.

## **3. AUTHORITY OF INSTRUCTOR**

- Once a class has commenced you are under the direction of the instructor
- If you wish to question the instructors directives please do so in a respectful way, explaining why you can/cannot do what they are asking
- If you need to leave a class in progress, please ask for permission to exit the arena from the instructor
- If an instructor deems your horse is dangerous or disruptive you may be asked to leave the arena
- If you are having difficulty you may be asked to work away from the group should your horse upset others, please consider other riders safety at all times.

## **4. GEAR CHECKING**

MBARC members are solely responsible for the correct fit and safe condition of their gear. MBARC committee recommend every member checks the following every rally. If the instructor or Rally Master deems your gear unfit for use, you will not be permitted to ride.

### **4.1 Bridles**

Must contain a bit. Reins must be attached to the bit with no evidence of loose or frayed stitching, and buckles must be in good working order.

### **4.2 Saddles**

Any type of saddle (except side-saddle and saddles that contain a horn) is permissible however if a single buckle girth is used, a surcingle must be fitted. In the interest of safety, the stirrup leathers must hang free from the bar of the saddle and outside of the flap.

### **4.3 Helmet**

An approved equestrian helmet with a fixed harness must be worn at all times whilst mounted. *(Please refer to the website for the correct approved helmet)*

## **5. ARENA ETIQUETTE**

### **5.1 For Riders**

At the beginning of each class the please allow the horses *(from any previous class)* to exit the arena before entering, unless instructed otherwise.

Please feel free to lead your horse around the arena for a few moments to acclimatise, then proceed to the mounting block where assistance may be provided by the instructor, a Rally Master or designated person to mount. *(Designated persons must be briefed on the safety aspects on how to assist, without being hurt or trampled by your horse; all riders are responsible for the safety and wellbeing of the people who are assisting.)*

Ensure you travel left to left at all times, and only at the walk unless given a specific instruction to perform a free warm up.

*For more arena etiquette please refer to the MBARC Handbook (Section 4.9) on the website*

### **5.2 For spectators**

While watching the class please keep conversation to a minimum and low key so the instructor may be heard.

**PLEASE** sit back from the wall at Tilling Hill preferably about one meter to not be at risk or create a risk for riders under instruction in the arena.

While watching please remember the horse can **be spooked easily by sudden or loud movement**.

When entering and exiting the indoor please call **DOOR FREE** and wait for a response **BEFORE** opening any doors.

## **6. PERSONAL SAFETY & HELPING OTHERS**

When offering or asking for assistance, remember even the most experienced horse handler can get hurt when something goes wrong.

### **6.1 Assisting to load a horse**

Please ensure you take a minute to look at your surrounds and identify any possible crush points or other items that may cause you harm. It is preferable that any helpers are only in the form of holding breaching doors open **OR** assisting to raise / lower the tailgate for a horse that is already secured in the float.

**NEVER stand directly behind the horse while it is being loaded.** *(It is the responsibility of all MBARC horse owners to ensure the safety and wellbeing of any helpers)*

### **6.2 Helping to catch a loose horse**

If a horse loses its rider in the class please do not rush to assist, instead wait for the instructor or rally masters to give instructions.

If a horse becomes loose whilst on club grounds, please ensure horse is calm and at a standstill before approaching. If this is not the case ensure you advise the owner and a rally master who will then decide on the best course of action.

## **7. MANUAL HANDLING GUIDE (Lifting Poles & Jump Wings)**

### **Plan Ahead before lifting**

Knowing what you're doing and where you're going will prevent you from making awkward movements while holding something heavy. Clear a path, and if lifting something with another person, make sure both of you agree on the plan. All jump poles and wings require two people to lift. Heavy duty gloves are provided for lifting poles etc & are located in the rally box.

#### **1. Lift close to your body.**

You will be a stronger and more stable lifter if the object is held close to your body rather than at the end of your reach. Make sure you have a firm hold on the object you are lifting, and keep it balanced close to your body.

#### **2. Feet shoulder width apart.**

A solid base of support is important while lifting. Holding your feet too close together will be unstable, too far apart will hinder movement. Keep the feet about shoulder width apart and take short steps.

#### **3. Bend your knees and keep your back straight**

Practice the lifting motion before you lift the object, and think about your motion before you lift. Focus on keeping your spine straight—raise and lower to the ground by bending your knees.

#### **4. Tighten your stomach muscles.**

Tightening your abdominal muscles will hold your back in a good lifting position and will help prevent excessive force on the spine.

#### **5. Lift with your legs.**

Your legs are many times stronger than your back muscles—let your strength work in your favour. Again, lower to the ground by bending your knees, not your back. Keeping your eyes focused upwards helps to keep your back straight.



### **Start in a safe position**

Before you lift a heavy object, think through your task. Decide where you're going to place the object and how you'll get it there. If an object is too heavy to lift safely, find someone to help you or make several trips carrying lighter weight.

When lifting an object from the floor, stand as close to the object as possible. Then kneel, resting one knee on the floor. Don't lift from a standing position with your waist bent or your knees locked.



### **Maintain the natural curve in your lower back**

With one knee resting on the floor, tighten your core muscles — including the muscles in your abdomen, back and pelvis — and lift the object between your legs. Maintain the natural curve in your lower back, and don't hold your breath. Be careful to hold the object close to your body. Rest the object on your knee as you prepare to stand.



### Use your legs

As you stand, maintain the natural curve in your lower back and keep your core muscles tight. Use your leg muscles — not your back — to lift the object.



### Squatting instead of kneeling

As another option, squat rather than kneel to lift an object from the floor. Stand as close to the object as possible, positioning it between your knees as you squat. Keep your feet parallel, as shown here, or stagger one foot ahead of the other. It might help to tilt one edge of the box up to ensure a firm hold.



### Use your legs

As you stand, maintain the natural curve in your lower back and keep your core muscles tight. Use your leg muscles — not your back — to lift the object.



### Avoid twisting

When you're standing and ready to move, continue holding the object close to your body to decrease the strain on your lower back. Keep your core muscles tight. Turn by pivoting your feet, not your back.

## **8. FIRST AID & EMERGENCY**

- Please provide up to date emergency contact details to MBARC if we need to contact in case of an incident.
- MBARC recommend members have ambulance cover as in the event of an emergency, we will call an ambulance to deal with the situation.
- Check entry and exit points for rally venues in case evacuation is needed.
- There are qualified First Aiders in MBARC. Please ask the Rally Master for assistance in finding them if you require First Aid. A First Aid kit is at every rally.
- Location details and access instructions for our regular venues are in the large white rally box. If contacting ambulance or emergency contact person (ICE), use these details to provide directions to the venue.
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## 9. RISK ASSESSMENTS

### Top risks for personal harm or injury while attending a MBARC event.

Incident type	Likelihood	Consequence	Control measures	Residual Risk
Rider being kicked by a horse (mounted or unmounted).	Possible	Major	Maintain a minimum one horse length distance between other riders.	High
High impact fall off a horse (i.e. bucked off).	Possible	Major	Provide a safe controlled riding environment.	High
Higher impact crush injury in confined space (i.e. float/stall).	Unlikely	Major	Ask for help if experiencing difficulty.	Significant
Lower impact fall off a horse (i.e. lost balance).	Likely	Moderate	Provide a safe controlled riding environment.	Significant
Lower impact crush injury (i.e. horse steps on foot).	Likely	Moderate	Be aware of potential injury.	Significant
Bite, nip or blow from horse while in close proximity.	Possible	Moderate	Maintain safe distance from unknown horses.	Significant
Handler being knocked down by horse.	Possible	Major	Seek assistance if experiencing difficulty.	High
Loose horse injuring others (horses or people).	Possible	Major	Supervise horses left tied, alert other if horse escapes.	High
Personal trip or fall while on grounds.	Likely	Moderate	Be aware of potential injury.	Significant
Gear malfunction resulting in incident (i.e. saddle slip).	Possible	Major	Regular gear inspection and maintenance.	High
Loss of control of horse under saddle.	Possible	Major	Riders to be supervised at all times.	High
Exposure to heat /cold/sun/wind extremities.	Almost certain	Moderate	Take precaution for exposure to elements.	High



**MOUNT BARKER ADULT RIDING CLUB INC  
(M.B.A.R.C.)**

**SAFETY BOOKLET & RISK ASSESSMENT ACKNOWLEDGEMENT**

I \_\_\_\_\_ (print full name)

have read the Safety Booklet including the risk assessment summary and agree to follow the guidelines and directives set out by M.B.A.R.C. Committee to promote health and safety at all M.B.A.R.C. events and minimise the risk of serious incidents.

I also have read the M.B.A.R.C. Club Handbook and accept the regulations described in this document and agree to comply with these regulations to allow the club to function in a clear and defined way and meet the necessary requirements for EA affiliation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_