



Riding Pony Stud Book Society Ltd

A Company Limited by Guarantee ABN 18 129 850 531
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RISK MANAGEMENT POLICY - STEWARDS

Stewards please follow these guidelines whilst stewarding in the ring.

1. Steward please be aware at all times of the whereabouts of all horses and ponies in the ring.
2. Any horse or pony appearing to be a danger to competitors should be told to leave the ring (with the judge's approval).
3. Please make sure competitors wear the correct safety hat, appropriate footwear, clothing and horse or pony has the correct equipment for each class entered. (Make judge aware of any issues).
4. Correct age limits suited to each class.
5. All ring stewards are to have an 'INCIDENT REPORT' book (supplied by the RPSBS) on hand at all times, to record any interaction between themselves and competitors/exhibitors/ spectators, recording in detail any conversation taking place including time. (incidents would include dress, behaviour, etc.)
6. In an accident causing injury or damage:
 - Halt the event
 - Obtain or provide assistance for injured people or animal.
 - Make notes as soon as possible complete on an incident report form.
7. If confronted by an angry or upset person it is important not to take their comments personally, and to:
 - Remain calm.
 - Treat the person politely.
 - Take notes about what they are saying.
 - Do not admit responsibility for any incident.
 - Ask the person to submit the complaint in writing to the RPSBS society.

It is important that you remain calm and treat the person politely.

Thank you on behalf of
Riding Pony Stud Book Society

I have read and understood the above guidelines.

NAME: _____

ADDRESS: _____

DATE: _____

SIGNATURE _____