



EQUESTRIAN
AUSTRALIA

Policy and Procedures for Managing Serious Eventing Incidents

POLICY & PROCEDURES FOR MANAGING EVENTING INCIDENTS

This policy and the related procedures apply to all Eventing Competition.

Prior to the event, the Organising Committee (OC) must develop a Serious Incident Management Plan (SIMP) having reference to the FEI template and its own individual event circumstances. The OC must appoint a Serious Incident Management Team (SIMT) who will execute the SIMP if required and prior to the start of the XC phase the SIMT must meet to review the SIMP and confirm roles and responsibilities.

If a death or Serious Injury¹ to horse or rider occurs, the Serious Incident Management Plan should be followed.

The SIMT will collect all relevant factual material at the scene (i.e. photographs and witness details etc.), while liaising with the police, and within 48 hours, prepare a preliminary contemporaneous report for the National Safety Manager (NSM) and the Equestrian Australia Eventing Committee (EAEC) Chair. The preliminary report (using the EA template) will include the facts of the incident. At this time, the OC delegate or NSM will also notify EA's insurance broker of the circumstances in case of an insurance claim.

The NSM and the EAEC Chair or their delegate(s) will review the preliminary report and determine whether an independent investigation is to be undertaken.

No independent investigation required

If determined that an independent investigation *is not* necessary, the NSM and EAEC Chair will prepare a report for the EA GM – Business Operations & Integrity, EA CEO and EA Board.

The report is to include recommended changes (if any) to be made to safety and risk mitigation policies/procedures.

Independent investigation to proceed

If determined that an independent investigation *is* necessary, the NSM will appoint a panel of three investigators (Panel) to prepare a report within four (4) weeks of the death or Serious Injury.

The chair of the Panel is to be "independent" (i.e. not a current member of the OC, an employee or Director of Equestrian Australia (EA) or a State Branch or be a member of the State Branch where the death or Serious Injury occurred); -

The NSM will provide a document entitled Terms of Reference to the Panel.

Purpose of the Panel investigation

The purpose of the Panel investigation is not to opine on cause(s) or contributing factor(s), or to attempt to attribute blame to any one person or group of people, but is to:

- (a) review the SIMT's preliminary contemporaneous report;

¹ A **Serious Injury** is defined as any injury or suspected injury to the head or spine that results in the admission of a rider into hospital.

In the case of a horse any injury that requires transfer to an equine hospital will be considered serious.

- (b) identify the issues that lead to the death or Serious Injury²;
- (c) collect further witness statements and evidence relevant to those issues; and
- (d) prepare a report of findings and recommendations to be submitted to the EAEC Chair and NSM.

An invitation will be extended to the affected family, OC and SIMT for input into the Panel's report. The Panel's draft report will be provided to the affected family, OC and SIMT before it is provided to Equestrian Australia.

The Panel's report will be provided to the NSM, EAEC Chair, General Manager – Business Operations & Integrity, EA CEO and EA Board.

The Panel's Chair will present the report to the EA CEO and EA Board.

The EA Board will decide whether any changes need to be made to safety and risk mitigation policies/procedures.

A summary of the EA Board's decisions (if any) will be published on the EA website as soon as possible.

The NSM will provide regular updates to the GM – Business Operations & Integrity on EA's progress towards implementation of the EA Board's decisions (if any).

Appendices

1. Investigation Panel's Terms of Reference
2. EA Templates

² A **Serious Injury** is defined as any injury or suspected injury to the head or spine that results in the admission of a rider into hospital.

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