

**Canadian Pony Club**  
**BC Lower Mainland Region**  
**Regional Discipline / Branch / Event Safety Binder**

**Guidance to Safety Plan Development**

**Safety / First Aid / Security Organization:**

Well before the day:

- Arrange for a designated Safety Officer – must be able to roam on the day.
- Arrange for a designated First Aid person – must be readily available on the day.
- If needed, arrange for sufficient security personnel to control required areas or situations that may include:
  - Unauthorized persons gaining access to sensitive persons or areas
  - Safety risks presented by vehicles / gators / bicycles in congested areas
  - Ensuring parking is managed to maintain emergency vehicle access

It is strongly recommended that the “Safety Officer” and “First Aid” persons **NOT** be combined roles, and that if either person is asked to take on anything else, it must not affect proceedings of the day, or their ability to deliver their role of Safety Officer or First Aid as their priority.

**Safety Plan:**

The Safety Plan should be organized into a number of key areas:

- Advance Planning – identify needed roles, identify and acquire needed equipment;
- Preparation on the Day – have a list of things to complete early AM so they are in place;
- The actual Safety Plan of procedures for during the event; and
- Determine need for Emergency Procedures, e.g. evacuation, serious injury, loose horse.

**Advance Planning:**

- Develop the list of Key Contacts for the Event – including a facility contact person;
- Determine who will need to have and be in radio contact;
- Determine emergency information to have on hand (medical info for participants);
- Facility location, hospital and walk-in clinic locations and directions on hand-out sheet;
- Make Key Contacts aware of the Safety Officer and First Aid and their contact info;
- Make Key Contacts aware of the Safety Plan and Emergency Procedures;
- Fire Protection considerations (fire extinguishers, hoses, alarms, “No Smoking” signs)
- Facility layout maps, labelled as to designated areas (warm up ring, cool out areas, main competition arenas, positions of whipper ins, tack checkers, Technical Delegate, etc.)
- Potential need for an evacuation plan, muster station, roll call for participants.
- Ensure adequate first aid kit and potentially additional supplies (ice, water)
- Consider possible need for additional first aid equipment (splints, stretcher)

### Key Personnel:

When the event actually involves riding ponies and or horses, and particularly if the event involves competitions, consider identifying and retaining:

- On site farrier;
- On site veterinarian;
- Emergency dental office open during key event hours;
  - Possible requirements to assist with issues with braces;
- Ensure rider safety by identifying tack checker(s) at entrance(s) to competition arena(s)
- Contingency plan for serious horse injury:
  - Vehicle or means to transport a rider injured by a fall;
  - Truck and horse trailer on site ready to transport an injured horse;
  - Ability to conduct large animal rescue (Langley & Maple Ridge Fire Depts);
  - Ability to manage a deceased horse

### Preparation before the day:

- Arrange for required equipment:
  - Hi-Vis Vest for Safety Officer, and ideally for the designated First Aid person;
  - Charged up 2-way radios – see “Key Contacts” sheet;
  - Flagging tape and duct tape or traffic cones for “blocking off” areas;
  - Traffic cones to establish “No Parking” areas if appropriate;
  - Masking tape / staple gun to post signs in protective sleeves where needed;
  - Determine needs for canopies for shade or weather protection;

### Preparation early AM on the day:

- Have a list of key things to be done at the beginning of the day (early):
  - Post signs, place traffic controls, put up canopies;
  - Ensure key personnel are on site and aware of their assigned locations;
  - Check radios and ensure they are distributed to key persons;

### Additional Resources / Thoughts:

Over many years, the BCLM Regional Rally Committee has developed a “jobs description” that includes ones for each of “Dressage Day”, “XC Day” and “Stadium Day”. Those could be reviewed for approaches to Regional Dressage, Regional Showjump, and 2-Phase events, etc. The Safety Plan is well developed for overnight camping, games night, and supervised swimming. Any branches planning “camps” could find that material useful for their activities.

The plans for Rally also include Emergency Procedures that would be used in the event the Show Stalls stable area needed to be evacuated for fire.

The Safety Plan for Regional Quiz is to manage an entirely indoor, day-long event in a school, and includes an Emergency Plan in case the school needs to be evacuated.

On the CPC website, there is a document “Safety Officer – Sample Planning Document”. This document could be reviewed as a means of triggering other aspects that might be applicable for your event and considered in developing your Safety Plan and Emergency Procedures.