**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

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| **Job: PARADE RING/MOUNTING ENCLOSURE** | **Document Reference** |
| **Department: ADMINISTRATION/STEWARDS****Section: RACEDAY STAFF****Work Area: PARADE RING/MOUNTING ENCLOSURE** | **No:** |
| **Revision Date:****Manager’s Approval:****Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | **Safety Checks / Hazardous Substances** |
| * Safe fencing/gates
* Place getter stall padding
* Non-slip parade surface
* Adequate size of enclosure
* Advertising banners
* Personnel
* Shovel & bucket
* PPE: Safety gloves, wide-brim hat, sunscreen, safe work boots
* Approved racing gear (Horse)
 | * Ensure separation fencing is structurally sound, infill panels are fitted & secure and fence is of sufficient height.
* Ensure padding fitted & in sound conditions
* Surface should not be slippery or “polished”
* Maximum number of horses for enclosure
* Effect on horses/advertising must be securely fixed
* Only licensed persons are permitted in area
* Check for obstructions, breakages, rubbish, manure, etc.
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| **Codes of Practice Legislation: Applicable to Work? Y/N****If Yes, state:** | **External Considerations**Other (unauthorised) persons |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete work** |
| Enclosure AttendantsStewardsStrappers/trainers/owners/jockeysMedia | Monitor physical state of & people in parade area.Check condition of horse/gearSafe horse handlingInterviews, photography | Horse handling competency, people skills, on-the-job trainingAccredited Steward qualificationsRegistered Strappers/Stablehands, Licensed Trainers & JockeysAccredited Media representatives only |

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| **SAFE WORK METHOD STATEMENT (PART 2)** | **Document Reference:** |
| **Job: PARADE RING/MOUNTING ENCLOSURE** | **No:** |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | **Key Safety Controls & Associated Procedures** |
| Physically check parade area including separation fencing | Muscle strainCuts & bruises | Manual handling techniques/PPE – ensure fencing sound, signs securely affixed |
| Check warning signs in-place | Muscle strainCuts & bruises | Manual handling techniquesSafety gloves |
| Monitoring of gates to keep out unauthorised people | Physical & verbal abuse | Dispute resolution procedures to keep-out general public. No alcohol |
| Checking horse coming into the parade area | Risk of injuries from trampling | Strappers footwear safety approvedAll people (except strappers) to keep a 2m distance from all horses |
| Horse parading | Collision of horsesHorses too close together – kick injuriesInjuries from tramplingCongestion/unruly horsesAdverse interaction of horse with racegoers | All horses to enter with handler & parade in same directionMaintain safe distance between horsesClerks of course to take control if necessaryAdhere to maximum number of horses for enclosureEnsure separation fencing is in sound condition, adequate height & provides effective barrier (ie. infill panels present). Ensure media maintains safe distance from horses |
| Safe area for Jockeys, Trainers & Owners | Injuries from unruly horses | Safe area to be designated by clubOwners/connections to stay in safe area at all times |
| Jockeys mounting horses | Loss or order – horses & trainers congestedInjuries to jockeys, strappers, trainers | Stay in order – possible specific mounting order proceduresJockey to be helped by trainer/representative onlyStrapper to have control of horse at all times |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | **Key Safety Controls & Associated Procedures** |
| Horses going onto track | Injuries to jockeys, strappers, trainers | Strappers lead horse with clips released prior to entry to track |
| Opening gates after race | Riderless horse causing injuriesUnruly horses | Open unplaced runners gate to allow runaway/unruly horses to be controlled in parade area |
| Horses being unsaddled | Unruly horses causing injuries to jockeys, strappers & owners | Clerks of Course to lead in unruly horsesOwners/Connections/Media must be confined to a safe area or behind barrier in front of placegetters’ stall. |
| Closing gates after horse leave parade area (Enclosure Attendant) | Muscle strain | Manual handling techniques. |
| Checking of fencing/gates for damage, cleaning area | Muscle strain, cuts/bruises | Manual handling techniquesWear gloves for protectionShovel & bucket to remove manure/rubbish |