**Safe Work Method Statement**

**Form 007.2**

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

|  |  |  |
| --- | --- | --- |
| **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. |
| **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 Attendants  Stewards  Strappers/trainers/owners/jockeys  Media | Monitor physical state of & people in parade area.  Check condition of horse/gear  Safe horse handling  Interviews, photography | Horse handling competency, people skills, on-the-job training  Accredited Steward qualifications  Registered Strappers/Stablehands, Licensed Trainers & Jockeys  Accredited Media representatives only |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 strain  Cuts & bruises | | Manual handling techniques/PPE – ensure fencing sound, signs securely affixed |
| Check warning signs in-place | Muscle strain  Cuts & bruises | | Manual handling techniques  Safety 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 approved  All people (except strappers) to keep a 2m distance from all horses |
| Horse parading | Collision of horses  Horses too close together – kick injuries  Injuries from trampling  Congestion/unruly horses  Adverse interaction of horse with racegoers | | All horses to enter with handler & parade in same direction  Maintain safe distance between horses  Clerks of course to take control if necessary  Adhere to maximum number of horses for enclosure  Ensure 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 club  Owners/connections to stay in safe area at all times |
| Jockeys mounting horses | Loss or order – horses & trainers congested  Injuries to jockeys, strappers, trainers | | Stay in order – possible specific mounting order procedures  Jockey to be helped by trainer/representative only  Strapper 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 injuries  Unruly 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 horses  Owners/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 techniques  Wear gloves for protection  Shovel & bucket to remove manure/rubbish |