Riding for the Disabled Association (NSW)

CENTRE SUPPORT SCHEME

EXPLANATION AND CHECKLIST

All Centres must meet a required standard to maintain their accreditation. The annual checklist is a way of helping Centres maintain their high standards and provides evidence that this has been achieved for RTO and other regulatory bodies.

The Centre Support Scheme (CSS) checklist and audit process allow both Centre representatives and CSS Auditors to have the same level of understanding needed to achieve the outcomes necessary.

An Administration audit is conducted each year with the remaining Full Audit items audited every 2 years.

Typically Admin audits are conducted in “Odd numbered” years while Full Audits are conducted in “even numbered” years.

CSS Auditors with check those requirements and that evidence exists at the Centre to verify it.

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| Administration Audit  | Full Audit  |
| Administration  | Participants |
| Training  | Horses  |
| Venue  | Tack / Harness / Carriage |
| Maintenance and Equipment  | Programs  |
| Risk Management  | Coaches / Whips  |
|  | Volunteers  |

To achieve the outcomes in each area, the RAM and/or Coaching & Driving Manuals should be consulted. Where RAM documents clearly require certain outcomes to be achieved, that document number is listed in the checklist.

The Centre Audit officer: has been appointed by CASP to organise and coordinate CSS.

The CSS Auditors: are Regional Representatives, Coaching & CD Assessors and appropriately skilled Coaches / Whips (who may be appointed by CASP.)

THE PROCESS

At the beginning of each year the Centre Audit Officer will advise CSS Auditors in writing of the type of audits that will need to be conducted by 31st August.

Commencing in 2020, each Centre is required to submit a Self-Assessment audit within one month of commencing programs at the Centre. The Self-assessment is conducted by qualified Coaches and Whips in conjunction with the Executive Committee.

The CSS Auditors are to contact their Centres to arrange a date for the audit to be conducted. At this time the Centres are reminded that the appropriate personnel and paperwork must be at the Centre on the day of the audit.

When completing a Full audit the CSS Auditors who are not a qualified coach and Whip (if applicable) are to ensure a qualified coach and / or Whip attend the audit to complete the requirements noted with a #.

The CSS Auditors must arrange for a different CSS Auditor to complete the audit for their own Centre.

CSS Auditors are to mark each item in the Outcome achieved columns. If an item is marked as NO a target completion date is to be set, taking into account the complexity of the item and actions required to complete it.

When the audit has been conducted the checklist is to be scanned and sent to State Office (within 14 days) with the CSS Audit Confirmation slip (CEN-09C), one file per Centre to stateoffice@rdansw.org.au and to centresupport@rdansw.org.au

If there are outstanding requirements, the CSS Auditor is to actively follow up the actions required with the Centre to ensure the target completion date is met

The follow up can be evidenced by Committee meeting minutes, photographs of the rectification or by a repeat visit by the CSS Auditor or by other personnel at other times such as Coaching Assessments.

Once all outstanding items have been completed the CSS Auditor is to advise the actions have been completed by email to centresupport@rdansw.org.au.

The Centre Audit Officer:

* Keeps a spreadsheet of audits conducted, outstanding items and updates as outstanding items are rectified.
* All outstanding items are reported to CASP and the RDA (NSW) Board via reports to these meetings.

Centre Support Scheme Audit Checklist

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| Name of Centre  |  |
| Date of Audit  |  |
| Person conducting Audit  |  |
| Type of Audit  | \*Administration only  |  | \*# Full Audit Items with # must be audited by a qualified RDA (NSW) coach |  | Evidence Required | Outcome Achieved  | Target date to complete |
| Yes🗹 | No🗹 |
| ADMINISTRATION – please list Comments or Actions required in the space available |
| \*RAM up to date, available and with Centre’s own Constitution inserted *Either in hard copy or access to electronic / online version at Centre* | Evidence  |  |  |  |
| \*Attendance sign-on/off book for Volunteers/Riders/Coaches/Whips | Evidence |  |  |  |
| \*Participant Consent and Medical information for all participants (incl one-off) stored securely. Doctor’s stamp or Doctor letterhead with provider number | ESR-01A *within 3 years of Doctor’s signature* |  |  |  |
| \*For participants with an NDIS plan (if applicable):* plans stored securely
* survey/feedback forms
 | EvidenceCEN-33 |  |  |  |
| \*AB Riders registration forms stored securely | ESR-01B |  |  |  |
| \*Register of Members and Committee members *This must include name and contact details* | Evidence |  |  |  |
| \*Register of Current Coaches and First Aid Certificates | Evidence |  |  |  |
| \*Volunteer forms for all volunteers and stored securely *must be completed prior to commencement* | VOL-02 |  |  |  |
| \*Completed Risk Assessment forms *must be regularly followed up* | RMS-04 |  |  |  |
| \*Risk Management Officer in place *RM Officer should be adequately trained and be provided with RDA (NSW) RMS Documents* | RMS-03 |  |  |  |
| \*Incident / Accident forms filed securely *Check for trends – ensure the Risk Assessment section has been completed* | ESR-05 |  |  |  |
| \*Horse records complete *Required info: ownership, identification, health, training. Separate files for each horse on the property including trial horses* | Evidence |  |  |  |
| \*Signed meeting minutes | Evidence |  |  |  |
| \*Financial records including Audited Annual Accounts (if applicable) showing donations and gifts received *(Monthly or quarterly reconciliations)* | Evidence |  |  |  |
| \*Current lease/agreement form for Centre *Countersigned by RDA (NSW)* | Evidence |  |  |  |
| \*Inventory and assets register – current *Should cover all operations items to be replaced in the event of damage or theft* | Evidence |  |  |  |
| \*Centre insurance policies for building / equipment | Evidence |  |  |  |
| \*Helmet Life register up to date. Helmets stored appropriately *Helmets must be within 5 years of manufacture date and meet standards AS/NZ: 3838 or ASTN1163. No new EN helmets are permitted to be added from 01/01/2016.* | Evidence  |  |  |  |
| \*WWCC register exists, numbers are verified and record of verification date and expiry date. | Evidence  |  |  |  |
| \*Centre policies and procedure documents in place *information is current and applicable to Centre* | EvidenceCEN-22 |  |  |  |
| \*Complaints register exists, securely stored & follow up complete storage for complaints accessible | Evidence  |  |  |  |
| TRAINING – please list Comments or Actions required in the space available |
| \*Volunteer Co-ordinator in place name required | Evidence |  |  |  |
| \*Volunteer training for all personnel *Must include record of induction* | Evidence VOL-10 |  |  |  |
| \*Volunteer handbooks available | Evidence  |  |  |  |
| \*Coach training library of books and CDs (recommended) | Evidence  |  |  |  |
|  | Evidence Required | Outcome Achieved  | Target date to complete |
| Yes🗹 | No🗹 |
| VENUE – please list Comments or Actions *requirements in RMS-02* required in the space available |
| \*Suitable to program needs and accessible *Meets the venue requirements* | Observe |  |  |  |
| \*If horses housed at Centre – horse yards maintained with access to shade and water | Observe |  |  |  |
| \*Daily housekeeping register maintained *any identified risks should have RMS-04 completed* | Evidence CEN-20 |  |  |  |
| \*Venue and general house-keeping check *Observe the surroundings and identify any perceived hazards* | Observe  |  |  |  |
| \*Riding / driving areas adequately fenced | Observe  |  |  |  |
| \*Gates adequate for safety, (separate activity areas) and are kept closed  | Observe |  |  |  |
| \*Horse tying up areas suitable and safe away from vehicle traffic | Observe |  |  |  |
| \*Adequate toilets, including disability access *must have individual paper towels no fabric hand towels* | Observe  |  |  |  |
| \*Mounting facilities appropriate and compliant with regulations and well maintained | Observe  |  |  |  |
| \*Mounting hoist with training of personnel and maintenance records | Evidence  |  |  |  |
| \*Appropriate food preparation area with supervised access and / or signage | Observe  |  |  |  |
| \*Sun protection available *SPF 30+ minimum – appropriate clothing being worn* | Evidence  |  |  |  |
| \*Shade area for waiting riders | Observe  |  |  |  |
| MAINTENANCE AND EQUIPMENT – please list Comments or Actions required in the space available |
| \*Safety equipment (fire extinguishers) appropriately sited and inspected | Evidence  |  |  |  |
| \*Electrical goods in normal operating environments and are in good repair and compliant with legislation any items in hostile environments must be tagged and tested | Evidence  |  |  |  |
| \*Gardening tools/machinery/equipment maintained and stored safely | Observe |  |  |  |
| \*Safety goggles/earmuffs available for maintenance work | Observe  |  |  |  |
| \*Hazardous substances stored safely and Material Safety Data sheets available | Observe  |  |  |  |
| RISK MANAGEMENT – please list Comments or Actions required in the space available |
| \*Access to telephone (mobile or land line) | Evidence  |  |  |  |
| \*Access to emergency phone numbers – including Safework NSW | Evidence  |  |  |  |
| \*Safety signage *– Eg: No Smoking, No access, Emergency meeting point* | Observe  |  |  |  |
| \*First aid kit readily accessible *including record of FA administered, products within date* | Observe  |  |  |  |
| \*Blank accident/incident forms readily available | Observe ESR-05 |  |  |  |
| \*Rider emergency details readily accessible | Evidence |  |  |  |

Administration Audit Overall Comments:

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Auditor Name: Sign: Date:

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| Name of Centre  |  |
| Type of Audit:  | \*Administration only  |  | \*#Administration & Programs |  | Evidence Required | Outcome Achieved  | Target date to complete |
| Yes🗹 | No🗹 |
| PARTICIPANTS – please list Comments or Actions required in the space available |
| \*# Appropriately dressed for activities *ie: Riding / CD / Connections, Sun smart, helmets, long pants when riding / driving* | Observe  |  |  |  |
| \*# Using correctly fitted helmets and suitable footwear *Toe Stoppers to be used where boots not being worn* | Observe |  |  |  |
| HORSES – please list Comments or Actions required in the space available |
| \*# Horses used complying with Centre’s weight list for riding | Evidence  |  |  |  |
| \*# Horses used for driving combined weight of driver, whip and carriage not exceeding weight of horse | Evidence  |  |  |  |
| \*# Horses trained and suitable for program *Any suitability concerns observed to be discussed with Coach / Horse manager* | Observe  |  |  |  |
| \*# Horses in good condition *Any condition concerns observed to be discussed with Coach / Horse manager* | Observe |  |  |  |
| \*# Horses hooves well maintained | Observe  |  |  |  |
| \*# Regular dental maintenance program | Evidence  |  |  |  |
| \*# Regular worming program | Evidence  |  |  |  |
| \*# Horse health records accessible for coaches/whips | Observe  |  |  |  |
| \*# Equine First Aid box accessible *all products kept up to date* | Observe  |  |  |  |
| \*# Feeding program in place | Observe  |  |  |  |
| \*# Horse manager / committee in place | Evidence  |  |  |  |
| TACK / HARNESS / CARRIAGE – please list Comments or Actions required in the space available |
| \*# Tack / harness maintained in good repair *Check for cracks in leather straps* | Observe  |  |  |  |
| \*# Saddles suitable for specific use *Must have two (2) anchor points* | Observe  |  |  |  |
| \*# Stirrups sized correctly *One finger width on each side of the foot* | Observe  |  |  |  |
| \*# Carriage balanced and suitable *Shafts must sit horizontal* | Observe  |  |  |  |
| \*# For Carriage driving wheelchair restraints used safely | Observe  |  |  |  |
| \*# Tack / harness stored appropriately | Observe  |  |  |  |
| \*# Special equipment as approved by RDA (NSW) used correctly | Observe  |  |  |  |
| PROGRAMS – please list Comments or Actions required in the space available |
| \*# RDA Safety regulation and procedures are followed – manuals | Observe  |  |  |  |
| \*# Sessions observed meet the SAFE – ENJOYABLE – ACHIEVEABLE principle  | Observe |  |  |  |
| \*# Program equipment safe and appropriate | Observe |  |  |  |
| \*# Lesson plans and outcomes recorded and filed for each session | Evidence  |  |  |  |
| \*# Briefing and de-briefing volunteers included in each program | Observe |  |  |  |
| COACHES – please list Comments or Actions required in the space available |
| \*# Qualified for program *eg: Coaching / Lunging* | Evidence  |  |  |  |
| \*# Suitably dressed for task | Observe  |  |  |  |
| \*# Adherence to Coaches’ Code of Behaviour | Observe  |  |  |  |
| \*# Appropriate level of volunteer assistance for rider | Observe |  |  |  |
| WHIPS – IF CARRIAGE DRIVING – please list Comments or Actions required in the space available |
| \*# Qualified | Evidence  |  |  |  |
| \*# Suitably dressed for task and wearing helmet when driving | Observe |  |  |  |
| \*# First Aider in attendance at all sessions | Evidence |  |  |  |
| \*# Appropriate level of volunteer assistance for driver | Observe |  |  |  |
| \*# Adherence to Whips’ Code of Behaviour | Observe |  |  |  |
| VOLUNTEERS – please list Comments or Actions required in the space available |
| \*# Working safely in the environment | Observe |  |  |  |
| \*# Suitably dressed for task | Observe |  |  |  |

Full Audit Overall Comments:

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Auditor Name: Sign: Date: