

<b>EVENT CHECKLIST</b>		
Name of Event:		
Date and time of event:		
Name of person completing checklist:		
Event Manager/ organiser" name, address and telephone number:		
Exact Location of Event:		
Expected number of attendees:		
<b>GENERAL MANAGEMENT</b>	<b>Yes</b>	<b>No – (if no provide reason)</b>
Have all responsible officers been briefed on duties and procedures	<input type="checkbox"/>	<input type="checkbox"/>
Have all volunteers signed in, been assigned and duties explained	<input type="checkbox"/>	<input type="checkbox"/>
Are the grounds in good order, level and clear from obstruction Dry (no wet or boggy patches) Clean (no rubbish or waste visible) Trimmed (no long grass, overhanging bushes, dangerous trees etc) Competition surfaces inspected, independent from main traffic flows and suitability for use	<input type="checkbox"/>	<input type="checkbox"/>
Is an ambulance officer or certified first aid attendant rostered for duty at all times when competitors or members of the public are present?	<input type="checkbox"/>	<input type="checkbox"/>
Has a first aid area been designated, signage erected and clearly easily visible to patrons	<input type="checkbox"/>	<input type="checkbox"/>

Is there a pre-arranged means of contacting the local hospital or a doctor?	<input type="checkbox"/>	<input type="checkbox"/>
Are car parking arrangements marked out and adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Have marshals been organised to control vehicle traffic?	<input type="checkbox"/>	<input type="checkbox"/>
Are all areas sign posted adequately to control vehicle, horse and pedestrian flows?	<input type="checkbox"/>	<input type="checkbox"/>
Have marshals been positioned at entries to control vehicle, horse and pedestrian flow?	<input type="checkbox"/>	<input type="checkbox"/>
Have permanent structures on grounds been inspected for mechanical damage, sharp edges, etc ?	<input type="checkbox"/>	<input type="checkbox"/>
Are structures in good repair, stable and safe to occupy?	<input type="checkbox"/>	<input type="checkbox"/>
Are any approaches, ramps, steps etc. firm, clean and non-slip? Are handrails provided?		
Have hazards recognised from previous events been corrected (loose boards, slippery floors, inadequate guard rails etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any loose iron or other projections liable to injure, or cause damage to a motor car or other property?	<input type="checkbox"/>	<input type="checkbox"/>
Are pedestrian areas safe for all classes of persons expected to attend the event (very young, old, disabled)?	<input type="checkbox"/>	<input type="checkbox"/>
Have safe and secure holding or tie up provisions been provided for horses?	<input type="checkbox"/>	<input type="checkbox"/>

Have stall holders been positioned in a suitable area?	<input type="checkbox"/>	<input type="checkbox"/>
Has proof of insurance been obtained from all stall holders?	<input type="checkbox"/>	<input type="checkbox"/>
Have electric power cables, hoses etc. been buried, or arranged overhead to ensure no tripping hazards on the ground?	<input type="checkbox"/>	<input type="checkbox"/>
Is any mechanical equipment in safe condition (guards in place etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Have all staff and/or volunteers been briefed on the emergency and/or evacuation procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Have sufficient rubbish collection points been provided including monitoring collection and replacement?	<input type="checkbox"/>	<input type="checkbox"/>
Have any tents, marques, market umbrellas provided for officials and/or spectators been suitably secured ?	<input type="checkbox"/>	<input type="checkbox"/>
Have you implemented a process for incident reporting on the day and do you have a supply of incident report forms?	<input type="checkbox"/>	<input type="checkbox"/>
Where overnight camping permitted, have campers been made aware of rules during their stay? i.e. noise, rubbish, campfires etc	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMPETITION / WARM UP AREAS</b>	<input type="checkbox"/>	<input type="checkbox"/>
Is the ground surface in good condition and free of obstructions such as holes, rocks, water troughs and other obstructions ?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fencing appropriate for the activity for the protection of both participants, spectators and other horses ?	<input type="checkbox"/>	<input type="checkbox"/>

Is the size of the area appropriate for the number of participants? What are the maximum numbers allowed at any one time?	<input type="checkbox"/>	<input type="checkbox"/>
If there are jumps or other equipment of any kind, are they in good repair and safe condition?	<input type="checkbox"/>	<input type="checkbox"/>
Have arenas and any warm up areas been positioned to provide safe and adequate distance from spectators and other arenas and/or areas ?	<input type="checkbox"/>	<input type="checkbox"/>
Have access areas been positioned a safe distance away from spectators and free from obstructions ?		
Is the marshalling and/or practice areas for competitors free from ground obstructions and appropriate for the number of competitors?	<input type="checkbox"/>	<input type="checkbox"/>
Is there dedicated safe horse traffic flow areas ?		
<b>SPECTATOR AREAS</b>	<input type="checkbox"/>	<input type="checkbox"/>
Is the designated area ground surface free from obstructions as above?	<input type="checkbox"/>	<input type="checkbox"/>
Are all spectator traffic areas clear and safe?	<input type="checkbox"/>	<input type="checkbox"/>
Are any viewing structures in good condition and well maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are there barriers between spectators and horses?	<input type="checkbox"/>	<input type="checkbox"/>
Is there appropriate signage clearly showing spectator areas and restrictions?	<input type="checkbox"/>	<input type="checkbox"/>

Are there any barriers or officials preventing access to non removable physical hazards e.g. creeks, dams, structures, trees etc?	<input type="checkbox"/>	<input type="checkbox"/>
<b>VEHICLE AREAS</b>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated area for vehicles and is this free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
Is this area removed from the horse traffic area?	<input type="checkbox"/>	<input type="checkbox"/>
Are parking allotments sufficiently separated from spectator areas and footpaths, to avoid congestion and accidents?	<input type="checkbox"/>	<input type="checkbox"/>
Have the traffic marshals been instructed on their authority, speed limit, special parking permits etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Has float parking been isolated from spectator parking to avoid potential accidents?	<input type="checkbox"/>	<input type="checkbox"/>
Have float parking been spaced at a safe distance to allow sufficient room for horse access and/or tie up?	<input type="checkbox"/>	<input type="checkbox"/>
Is pedestrian access safe?	<input type="checkbox"/>	<input type="checkbox"/>
<b>STABLING AREAS</b>	<input type="checkbox"/>	<input type="checkbox"/>
Have permanent stabling areas been inspected prior to use to ensure clean and free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
Has any existing damage been reported and/or fixed prior to use?	<input type="checkbox"/>	<input type="checkbox"/>
Have all participants been allocated suitable stables?	<input type="checkbox"/>	<input type="checkbox"/>

Have all participants been provided and/or explained the rules which apply whilst stabling?	<input type="checkbox"/>	<input type="checkbox"/>
Has a Stable Marshall been appointed?	<input type="checkbox"/>	<input type="checkbox"/>
Have adequate arrangements been made for manure and rubbish removal?	<input type="checkbox"/>	<input type="checkbox"/>
Have portable stables been suitably secured and positioned?	<input type="checkbox"/>	<input type="checkbox"/>
Has sufficient water supply been provided and area kept free from becoming wet and boggy?	<input type="checkbox"/>	<input type="checkbox"/>
Has a wash down area been provided? If so, is it suitably fenced away from spectator access and ground surface adequate to prevent becoming wet and boggy?	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b> ( add as required)		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>The above examples are only a guide, you should develop your own checklist to ensure that all of those potential risks that are peculiar to your activities are noted and dealt with.</b></p>		