

## EVENT/RALLY DAY CHECKLIST FOR PONY CLUB SAFETY

EVENT/ACTIVITY \_\_\_\_\_

YES    NO    If No -  
Action  
Taken

All members should be mindful of their Work Health & Safety responsibilities including being mindful of Transmissible Diseases and taking suitable precautions – see the Associations Biosecurity Plan for further information.

**General Safety issues**

- Have you appointed a Safety officer? If so who \_\_\_\_\_  YES  NO \_\_\_\_\_
- Do you have an emergency response plan in place? And is this plan posted?  YES  NO \_\_\_\_\_
- Are members, officials etc aware of emergency procedures?  YES  NO \_\_\_\_\_
- Do you have a list of emergency contact numbers readily available? Has this been posted to the notice board?  YES  NO \_\_\_\_\_
- Does the club have a policy for postponing/cancelling events for inclement weather such as storms/lightening/hot or humid weather?  YES  NO \_\_\_\_\_
- Is professional advice sought when necessary?  YES  NO \_\_\_\_\_
- Is the policy of 'No Smoking' observed in compliance with NSW Government regulations for sporting grounds?  YES  NO \_\_\_\_\_
- Have all members present been advised of the rules of the event/competition?  YES  NO \_\_\_\_\_

**Are the grounds in good order?**

- Are they level? (*no serious potholes/hidden holes*)  YES  NO \_\_\_\_\_
- Are they dry? (*no wet or boggy patches*)  YES  NO \_\_\_\_\_
- Are the grounds trimmed? (*no long grass, overhanging branches or trees*)  YES  NO \_\_\_\_\_
- Are they clear of any rubbish or junk that could present problems?  YES  NO \_\_\_\_\_
- Are the gates in operating condition? (*To be closed when any event is being conducted*)  YES  NO \_\_\_\_\_
- Is the fencing enclosing the grounds in good order?  YES  NO \_\_\_\_\_
- Have unsuitable areas been cordoned off and sign posted as such?  YES  NO \_\_\_\_\_
- Are procedures in place to manage hazards?  YES  NO \_\_\_\_\_

**Are car parking arrangements marked out and adequate?**

- Is there an area clearly marked as a 'Horse Free Zone'?  YES  NO \_\_\_\_\_
- Adequate room for floats/trailers/trucks?  YES  NO \_\_\_\_\_
- Access for emergency vehicles?  YES  NO \_\_\_\_\_
- Marshal's assigned to direct traffic control?  YES  NO \_\_\_\_\_
- Are Footpaths left clear for pedestrians?  YES  NO \_\_\_\_\_

**Is pedestrian access safe?**

- Access to/from parking area?  YES  NO \_\_\_\_\_
- Ground conditions safe? (*level, dry and free from tripping hazards*)  YES  NO \_\_\_\_\_
- Is sign posting adequate? (*including 'risk' warnings*)  YES  NO \_\_\_\_\_
- Have suitable 'Horse Free Zones' been provided especially around the canteen and toilet facilities  YES  NO \_\_\_\_\_
- Are areas safe for all classes of persons expected to attend the event? (*Young children, elderly, disabled*)?  YES  NO \_\_\_\_\_

**Are there safe and secure holding or tie arrangements provided for horses?**

- Horses kept separate from car park area?  YES  NO \_\_\_\_\_
- Safe rider access to holding or tie up areas?  YES  NO \_\_\_\_\_

**Have fall, trip, snag and bump hazards been eliminated or controlled?**

- Electric power cables buried or arranged overhead?  YES  NO \_\_\_\_\_
- Hoses etc buried or arranged overhead?  YES  NO \_\_\_\_\_
- Activity equipment is safe to use?  YES  NO \_\_\_\_\_
- Is all dangerous equipment (mowers etc.) safely stored out of reach of children?  YES  NO \_\_\_\_\_
- Are all chemicals safely stored and documented?  YES  NO \_\_\_\_\_

**Are there proper facilities to deal with an injury or medical emergency?**

- Do you have suitable Personal Protection Equipment – gloves, face mask, washing facilities   \_\_\_\_\_
- Do you have a first aid kit for humans?   \_\_\_\_\_
- Do you have a first aid kit for horses?   \_\_\_\_\_
- Are first aid kits regularly maintained?   \_\_\_\_\_
- Is a First Aid attendant rostered for duty at pony club events?   \_\_\_\_\_
- Is there a means of contacting the local hospital/ambulance/doctor/vet/police)   \_\_\_\_\_
- Is the first aid post clearly signposted and accessible?   \_\_\_\_\_
- Is there an accident report book for recording any incidents occurring?   \_\_\_\_\_
- Is a copy of completed accidents reports sent to the PCA office?   \_\_\_\_\_

**Are buildings/structures in good repair and safe to occupy?**

- Have hazards been recognised from previous events been corrected (loose boards, slippery floors etc.)?   \_\_\_\_\_
- Have you checked for any damage since the last checklist?   \_\_\_\_\_

**Canteen and Clubhouse safe and hygienic?**

- Is the 'No Smoking' policy observed in compliance with NSW Government regulations for sporting grounds?   \_\_\_\_\_
- Is hygiene maintained in line with NSW Food Authority regulations?   \_\_\_\_\_
- Are all volunteers either members or have signed a volunteer sheet if working in the canteen/kitchen?   \_\_\_\_\_
- Are there separate hand washing facilities provided for kitchen staff and customers?   \_\_\_\_\_
- Are all power points safety maintained and not overloaded?   \_\_\_\_\_
- Are hazardous substances/equipment clearly labelled and stored appropriately including gas bottles?   \_\_\_\_\_
- Are all chemicals safety stored and listed on a Chemical register?   \_\_\_\_\_
- Is rubbish stored in bins and removed regularly?   \_\_\_\_\_
- Is there access to drinking water?   \_\_\_\_\_
- Are extra supplies being stored correctly and safely?   \_\_\_\_\_
- Do you have fire extinguishers or other equipment within easy access in case of an emergency?   \_\_\_\_\_

**All event officials have an ongoing responsibility to identify and remedy possible risk before they result in loss or injury.**

**Completed by \_\_\_\_\_ and \_\_\_\_\_ Date \_\_\_\_\_**