



PONY CLUB STATE CHAMPIONSHIPS SAFETY CHECKLIST

PONY CLUB
NEW SOUTH WALES

State Championship _____ Date _____

Signed by _____

YES

NO

If No - Action
Taken

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

General Safety issues

- Has an event Safety Office been appointed? If so who _____ YES NO _____
- Have the Technical Delegate and Safety Officer agreed as to who has responsibility for completing this form? YES NO _____
- Are any issues/hazards identified by the Technical Delegate/Safety Officer actioned/rectified or managed? YES NO _____
- Do you have an emergency response plan in place? YES NO _____
- Do you have emergency procedures posted on the notice board? YES NO _____
- Are members, officials etc. aware of emergency procedures? YES NO _____
- Has the Host Zone provided a list of emergency contact numbers? YES NO _____
- Has that list been posted on the notice board? YES NO _____
- Has the Host Zone advised the local ambulance service? YES NO _____
- Has the Associations policy for postponing/cancelling events for inclement weather such as storms/lightening/hot or humid weather been advised to all present? YES NO _____
- Does the Technical Delegate/Safety Officer understand that a copy of all documents of inspections made of pony club grounds and facilities must be sent to and retained by the State Office? YES NO _____
- Has professional advice been sought when necessary? YES NO _____
- Has the Safety Officer read and posted a Safety Briefing? YES NO _____
- Is the policy of 'No Smoking' observed in compliance with NSW regulations for sporting grounds? YES NO _____
- Have all members present been advised of the rules of the event/competition? YES NO _____
- Is the Technical Delegate/Safety Office aware of steps that have been implemented to reduce risk? YES NO _____

Judges and Officials?

- Has the Safety Officer made themselves known to the Judges and Officials for the Championship? YES NO _____
- Has the Safety Officer advised the Judges and Officials of who to speak to in relation to refreshments and breaks during the Championship? YES NO _____
- Is the Safety Officer aware that they need to monitor the well-being of the Judges and Officials throughout the Championship? (including advising them of the offer of extra accommodation if necessary due to fatigue if the Championship runs overtime) 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 the main 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 _____
- Is the competition arena clearly marked and of sufficient size? YES NO _____



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|---|------------|--------------------------|--------------------------|----------------------|
| Are car parking arrangements marked out and adequate? | | | | |
| • Is there an area clearly marked as a 'Horse Free Zone'? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is there adequate room for trailers/trucks? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is there access for emergency vehicles? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Have Marshal's been assigned to direct traffic control? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are Footpaths clearly marked and clear for pedestrians? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Is pedestrian access safe? | | | | |
| • Access to/from parking area? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Ground conditions safe? (<i>level, dry and free from tripping hazards</i>) | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is sign posting adequate? (<i>including 'risk' warnings</i>) | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Have suitable 'Horse Free Zones' provided especially around the canteen and toilet facilities? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are areas safe for all classes of persons expected to attend the event? (<i>young children, elderly, disabled</i>)? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Are there safe and secure holding or tie arrangements provided for horses? | | | | |
| • Horses kept separate from camping and car park area? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Safe rider access to holding or tie up areas? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Shade and protection provided? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Sufficient water and hoses provided? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are the stables/yards of suitable standard and sufficient for the horses at the venue? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are stable allocations clearly indicated? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Have fall, trip, snag and bump hazards been eliminated or controlled? | | | | |
| • Are all Electric power cables either buried or arranged 1.8 meters overhead? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are suitable Portable Protected Power Outlets (RCD's) been supplied? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Power points not overloaded? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Have all power cables and electrical devises been tested and tagged (<i>this includes all power cables and electrical devises used by riders and their families</i>)? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are all mowers and other equipment safely stored and out of reach of children? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are all chemicals safely stored and out of reach of children? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Watering point's pipes and hoses etc. buried or arranged overhead? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Activity equipment is safe to use? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Has any unsafe equipment been identified & marked as such? (<i>Unsafe for use, out of order, do not start, caution etc.</i>) | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Are there proper facilities to deal with an injury or medical emergency? | | | | |
| • Is first aid available? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is veterinary assistance available for horses? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is there a designated First Aid post with rest room (or shelter)? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is there a means of contacting the local hospital/ambulance/doctor/vet/police | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is the first aid post clearly signposted and accessible? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Has a separate area been provided for the First Aid staff? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is there an accident report book for recording any incidents occurring? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Has a copy of all completed accidents reports been sent to the PCA office? | | <input type="checkbox"/> | <input type="checkbox"/> | _____ |



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| Are buildings/structures in good repair and safe to occupy? | | | |
| • Are the approaches (ramps, steps etc.) firm, clean and non-slip? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are handrails provided? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are handrails in safe working condition? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Have hazards recognised from previous events been corrected (loose boards, slippery floors, inadequate guard rails etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Have you checked for any projections liable to injure or cause damage? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Canteen and Clubhouse safe and Hygienic? | | | |
| • Is the policy of 'No Smoking' observed in compliance with NSW regulations for sporting grounds? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is shelves/storage adequate? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are desks, chairs, tables etc. in safe and appropriate condition? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is lighting and heating appropriate? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is Hygiene maintained in food preparation and storage? (<i>clean benches, clean utensils</i>) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is the Host Zone aware of their responsibilities towards judges, first aid and officials in regard to providing food and drink? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is the floor clean and surface even? (<i>No oil/grease, cracks, holes etc.</i>) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are all volunteers members or signed a volunteer sheet if they are in canteen/kitchen? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are all volunteers working in the canteen at least 14 years of age? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are any power points overloaded? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are gas bottles and hazardous substances clearly labelled and stored appropriately? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is rubbish stored in bins and removed regularly? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is there hand washing facilities provided for kitchen staff? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is there hand washing facilities provided for customers? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Do you have fire extinguishers with easy access in case of emergency? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Do you have an evacuation plan in case of fire? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is there access to drinking water for children? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Are extra supplies being stored correctly? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Event Secretary / Organiser | | | |
| • Is a copy of the PCA Handbook available? With Updates? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Has each of the member's volunteering 18 years & over completed a Prohibited Employment Declaration as per the Child Protection Act? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is a register of completed Prohibited Employment Declaration forms maintained and kept in a secure place? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Do you have a complete record of all officials/workers at the event? I.e. instructors, judges, canteen staff | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Is the Event Secretary/Organiser aware of their obligations to providing refreshments, shade/shelter and sufficient breaks for the Judges and Officials? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Technical Delegate | | | |
| • Has the Technical Delegate and Safety Officer discussed any issues relating to the completion of this form? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Has the Technical Delegate met with the Host Zone to discuss any issues relating to the championships | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Has the Technical Delegate met with the Scorer to ensure that they have all | <input type="checkbox"/> | <input type="checkbox"/> | _____ |



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the information and help that they require

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YES NO

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- Is the facilities/equipment and support for the Scorer satisfactory?
- Is there a backup printer?
- Does the scorer have a UPS in case of power failure?
- Is there a backup computer?
- Are meals and refreshments being provided to officials and judges by the Host Zone?
- Are walkie talkies and vehicles available for Chief Gear Steward/Officials/Judges etc. where necessary?
- Has the equipment been checked for faults?
- Is all the equipment in accordance with the Blue Book?
- Are the batteries fully charged and a charger available?
- Is the Fitness check area suitable?
- Is the PA suitable and working?
- Are instructors/official dressed appropriately for the conditions i.e. sunscreen, hat, clothing, sunglasses?

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Exercise and Gear Check Areas

- Are they large enough?
- Have sufficient gear stewards been appointed?
- Have gear stewards been provided with a copy of the draw for the competition?
- Are PCA rules and regulations for events followed?
- Do the gear check stewards have a copy of the rules and regulations?

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Toilets / Showers / Camping facilities

- Are the accommodation/showers/toilets and other facilities for competitors satisfactory?
- Are water supply points sufficient?
- Are there enough electrical outlets for campers?
- Power points not overloaded?

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

Completed by----- Date -----