



Site Inspection Checklist

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ABN 35001440437

In relation to Risk Management Assessment, please use the following points as a guide for ensuring a safe event. During the assessment, you will need to consider the placement of barriers for the safety of spectators; establish laneways for horses; have a first aid and/or veterinary attendant emergency strategy; separate parking areas for trucks and trailers and the like.

	Tick ☺		Notes – High, medium, low risk, plus preventative measures
	Yes	No	
Are there designated areas for?			
☞ Competition (including warm-up areas)			
☞ Spectators (separated from horses & vehicles)			
☞ Competitor parking (floats, trucks etc)			
☞ Public parking (guest & spectator vehicles etc)			
☞ Horses (yards, stables, laneways etc)			
☞ First Aid (competitors/general public/access by emergency vehicles & services)			

	Yes	No	Notes – High, medium, low risk, plus preventative measures
Inspection of Competition/Activity Areas (including warm-up areas)			
☞ Are each of these areas free of hazards and obstacles? (Rocks, sticks, overhanging branches, rubbish...)			
☞ Are the surfaces safe and appropriately prepared for their intended use? (Slippery, too wet, too dry, dust, level, ploughed, suitable depth...)			
☞ Are the fences and gates appropriate for the activities? (Keeping livestock in, spectators out, numbers of competitors...)			
☞ Is there signage identifying each of these areas and their intended use? (Competitors Only, No Dogs, Warm-up Arena, Marshalling Yard...)			
☞ Is there appropriate signage at <u>all</u> access points to competition areas? (No Entry Competitors Only...)			

	Yes	No	Notes – High, medium, low risk, plus preventative measures
Inspection of Spectator Areas (separated from horses & vehicles)			
☞ Are each of these areas, including roads & tracks free of hazards & obstacles? (Rocks, sticks, overhanging branches, rubbish, uneven surfaces ...)			
☞ Seating & grandstands are properly erected and separate from livestock access? (Check access to seating areas, that access to under grandstands is limited...)			
☞ Food, eating & drinking areas are separated from livestock? (Livestock should not have access to these areas...)			
☞ Access to food areas, toilets & public parking is free of hazards & obstacles? (Check for varied weather conditions, night lighting, trip hazards...)			
☞ Are fences or barriers properly erected? (Check for nails, broken rails, rail heights...)			
☞ Is there signage identifying each of these areas and their intended use? (Spectators Only, No Horses, No Vehicles...)			

	Yes	No	Notes – High, medium, low risk, plus preventative measures
Inspection of Parking Areas			
☞ Are competitor and spectator parking areas separated?			
☞ Are loading and unloading areas for livestock separated from the general public?			
☞ Is supervision of parking areas required?			
☞ Has traffic flow and pedestrian flow been addressed?			
☞ Is there signage identifying each of these areas and their intended use? (Competitors Only, Public Parking, Floats and Trucks...)			



Inspection of Livestock Yards & Stable Areas

Yes No

Notes – High, medium, low risk, plus preventative measures

Are fences and rails secured properly? (Safe, appropriate height, no hazards...)			
Is adequate water available?			
Do the gates & latches work properly?			
Can escaping livestock be contained effectively? (Perimeter fencing, gates closed, emergency procedures ...)			
Is there signage identifying these areas and restricting access? (No Entry Competitors Only...)			

General

Yes No

Notes – High, medium, low risk, plus preventative measures

Can officials be identified clearly?			
Is there a designated and signed "Assembly Area" in the event of an emergency?			
Is there a map of the facility identifying each of the designated areas?			

Event Title/Name	
Location	Event Date
This form has been completed by:	
On behalf of the committee of	Branch/Management Council, an affiliate of the ASHS.
Signed	Date Completed

EVENT RISK STRATEGY

It is recommended that a preliminary site inspection occurs 30 days in advance of the event to identify any risk or hazard that needs attention. These issues should be addressed and a final review conducted a minimum of 24 hours prior to the commencement of the event. A Committee Member should be available during the event to continually review the site for potential hazards and take the necessary action to reduce the chance of potential harm as soon as possible.

The Australian Stock Horse Society Limited is committed to ensuring that all activities pursued by affiliates are safe and risks/hazards inherent in these activities are minimised. The risk assessment **MUST** be completed by a Committee Member appointed by the Branch in consultation with other Committee Members. The Branch shall keep a copy of the Risk Assessment and a copy must be lodged with the Society.

A HAZARD is an unsafe state or condition with the potential to cause harm to livestock, competitors or others. The RISK ASSESSMENT is a measure of the chance that a particular hazard may cause harm and the severity of harm caused. When conducting an assessment and identifying high/medium risk hazards (if any); action must be taken to reduce the risk to an acceptable level. Consider what precautions you already have in place to mitigate risk. Give priority to any risk that might affect a large number of people and/or could result in serious harm. After identifying risk, can the risk be removed or minimised through restricting access to a hazard, or can procedures be adopted to reduce the exposure to the hazard?

RETURN DETAILS

The Risk Management Assessment **MUST** be lodged with The Australian Stock Horse Society Limited. Please attach any other information in relation to your Risk Management Assessment, including precautions adopted to reduce or manage risk and send to:

Sport and Events Coordinator

The Australian Stock Horse Society Limited, PO Box 288, SCONE NSW 2337

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CONTACT US



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