

SAFETY OFFICER CHECKLIST

VEIS DRESSAGE QUALIFIER 3

Werribee Park National Equestrian Centre - 28 May 2022

Contact Person – Julia Williams

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General Management

| | Check | Event Representative Sign |
|--|-------|---------------------------|
| Organisation, Club or School is affiliated with Equestrian Australia | | |
| Your Organisation, Club or School follows the Child Safeguarding Guidelines 2021 | | |
| Your Organisation, Club or School follows the relevant EA policies | | |

The emphasis must always be on avoiding situations of risk. All personnel and event officials have an ongoing responsibility to identify and remedy possible risks through dangerous situations and practices before they result in loss or injury.

This list is intended simply as a prompt for areas of investigation and other site specific areas may need to be added to the list by zones/clubs – for complete details of ‘what and ‘how’ reference should be made to the Rules and Bylaws of Equestrian Australia.

Please see the ISV handbook for relevant interschool requirements and recommendations

General Safety Issues

| | YES | NO | N/A |
|---|-----|----|-----|
| A Safety Officer is appointed | | | |
| The Safety Officer makes regular inspections of the equestrian grounds and facilities | | | |
| There are emergency procedures posted | | | |
| Issues/hazards identified by the Safety Officer are actioned/rectified or managed. | | | |
| Participants, officials etc. are aware of emergency procedures | | | |
| Local ambulance service is informed when a club/organisation is holding events | | | |
| List of emergency contact numbers readily available | | | |
| Event policy for postponing/cancelling events for inclement weather such as storms/lightning/hot or humid weather | | | |
| The Safety Officer maintains documentation of inspections made of grounds and facilities | | | |
| Professional advice is sought when necessary | | | |
| Working With Children checklist completed for judges, officials, photographers, contracted services | | | |
| A trained Child Safe Officer is appointed and relevant signage in place | | | |
| The club/organisers have developed and implemented steps that integrate and prevent risk in all activities | | | |

Grounds and Venue

| | YES | NO | N/A |
|---|-----|----|-----|
| The grounds/venue used are in good order and suited for purpose | | | |
| Level, no serious potholes/uneven areas | | | |
| Surfaces for riding are not too wet (no slippery or boggy patches) | | | |
| Surfaces are clear of any rubbish or hazards that could present problems | | | |
| The grounds are maintained (check long grass, overhanging branches or trees) | | | |
| The fencing enclosing the grounds is in good order | | | |
| The main gate is in operating condition. To be closed when any event is being conducted | | | |
| Unsuitable areas have been cordoned off and signage posted | | | |
| Procedures are in place to manage hazards | | | |

Parking/Traffic Arrangements

| | YES | NO | N/A |
|--|-----|----|-----|
| There is adequate room for floats/trucks | | | |
| Vehicles are not parked in horse areas | | | |
| There is good access for emergency vehicles | | | |
| Footpaths/lanes are left clear for pedestrians | | | |
| If needed, there are marshals assigned to direct traffic control | | | |

Fall, Trip, Snag and Bump Hazards Control

| | YES | NO | N/A |
|--|-----|----|-----|
| The activity equipment is safe to use | | | |
| Any unsafe equipment been identified & marked as such (unsafe for use, out of order, do not start, caution etc.) | | | |
| Electric power cables buried or arranged overhead | | | |
| Water lines, hoses etc. are buried or arranged overhead | | | |

Facilities to deal with an injury or medical emergency

| | YES | NO | N/A |
|---|-----|----|-----|
| External First Aid provider in place prior to commencement | | | |
| At least a Level 2 First Aid attendant rostered for duty at event | | | |
| First Aid is aware of any severe medical alerts for riders | | | |
| The First Aid post/vehicle is clearly signed and accessible | | | |
| First Aid kit for humans | | | |
| First Aid kit for horses | | | |
| First Aid kits kept in an accessible and secure place | | | |
| Location of defibrillators is known and clearly signed. | | | |
| Riders and officials are aware of interschool rider requirement to attend First Aid if they fall, for any reason even minor | | | |
| There is an accident report system for recording of any incidents occurring | | | |
| There is a means of contacting the local hospital, ambulance, doctor, vet, police | | | |

Buildings/structures in good repair, stable and safe to occupy

| | YES | NO | N/A |
|---|-----|----|-----|
| The approaches (ramps, steps etc.) are firm, clear and non-slip | | | |
| Any handrails provided are in safe working condition | | | |
| Any hazards recognised from previous events have been corrected (loose boards, slippery floors, inadequate guard rails etc. | | | |
| Any loose materials or projections liable to injure or cause damage are secured | | | |

Riding Protocols

| | YES | NO | N/A |
|---|-----|----|-----|
| Levels, classes, lessons modified for riders' ability | | | |
| Equipment used is in accordance with recommendations | | | |
| Equipment used is checked for faults and maintained regularly | | | |
| Instructors aware of any pre-existing medical conditions of riders such as asthma or diabetes? | | | |
| Instructors, first aiders are aware of medication, which riders may require such as an epipen, ventolin | | | |
| Any riders graded for jumping are at the correct level | | | |
| Riders graded are regularly reviewed | | | |
| Riders' helmets and other equipment conforms with Australian Standards including helmet tagging | | | |
| Equipment used and worn by riders is correct. | | | |
| Riders advised to replace helmets after a heavy impact? | | | |
| Instructors/officials are dressed appropriately for the conditions i.e. sunscreen, hat, warm clothing | | | |

LOGISTICS

| | YES | NO | N/A |
|--|-----|----|-----|
| Quiet room for scorer with power and heat/cold depending on weather away from spectators | | | |
| Coordinator judges, officials, stewards | | | |
| Communication system e.g. walkie talkies | | | |

FITNESS INSPECTIONS**DRESSAGE PHASE**

| | YES | NO | N/A |
|---|-----|----|-----|
| The ground is flat, with correct size rings offering good surfaces | | | |
| The placing of letters and markers is correct | | | |
| Judges, vehicles in correct and safe positions | | | |
| Spectators are sufficiently far away from the dressage arenas, according to the rules | | | |
| The quality of the training, warm up ground is similar to that of the competition arena | | | |
| Stewards are in attendance, briefed prior | | | |

Nominated Safety Officer

Julia Williams

Signed.....

Date.....