

## VEIS SAFETY OFFICER CHECKLIST FOR EQUESTRIAN EVENTS

Event Name \_\_\_\_\_ Date: \_\_\_\_\_ Venue: \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

### 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			
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#### 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 is rostered for duty at the 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 (if applicable)

	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			

SHOWJUMPING PHASE (if applicable)

	YES	NO	N/A
The competition arena is of sufficient size			
The ground is satisfactory			
The quality and maintenance of the jumping obstacles is good			
The red and white flags are in place on the obstacles, according to the rules			
There are starting and finishing lines according to the rules			
The practice obstacles are within the height limits set by the rules			
The practice obstacles flags are in place			
Stewards are in attendance, briefed prior			

Nominated Safety Officer

(Name).....Signature.....

Date.....