



## PONY CLUB STATE CHAMPIONSHIPS SAFETY CHECKLIST

State Championship _____ Date _____	YES	NO	If No - Action Taken
Signed by _____			
<b>All members should be mindful of their Work Health &amp; Safety responsibilities including being mindful of Transmissible Diseases i.e. Hendra Virus and taking suitable precautions – see the Associations Biosecurity Plan for further information.</b>			
<b>General Safety issues</b>			
• Has an event Safety Office been appointed? If so who _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Have the Technical Delegate and Safety Officer agreed as to who has responsibility for completing this form?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are any issues/hazards identified by the Technical Delegate/Safety Officer actioned/rectified or managed?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Do you have an emergency response plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Do you have emergency procedures posted on the notice board?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are members, officials etc. aware of emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Has the Host Zone provided a list of emergency contact numbers?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Has that list been posted on the notice board?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Has the Host Zone advised the local ambulance service?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Has the Associations policy for postponing/cancelling events for inclement weather such as storms/lightening/hot or humid weather been advised to all present?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• 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?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Has professional advice been sought when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Has the Safety Officer read and posted a Safety Briefing?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Is the policy of 'No Smoking' observed in compliance with NSW regulations for sporting grounds?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Have all members present been advised of the rules of the event/competition?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Is the Technical Delegate/Safety Office aware of steps that have been implemented to reduce risk?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Judges and Officials?</b>			
• Has the Safety Officer made themselves known to the Judges and Officials for the Championship?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Has the Safety Officer advised the Judges and Officials of who to speak to in relation to refreshments and breaks during the Championship?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Is the Safety Officer aware that they need to monitor the well-being of the Judges and Officials throughout the Championship? <i>(including advising them of the offer of extra accommodation if necessary due to fatigue if the Championship runs overtime)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Are the grounds in good order?</b>			
• Are they level? <i>(no serious potholes/hidden holes)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are they dry? <i>(no wet or boggy patches)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are the grounds trimmed? <i>(no long grass, overhanging branches or trees)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are the main gates in operating condition? <i>(To be closed when any event is being conducted)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Is the fencing enclosing the grounds in good order?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Have unsuitable areas been cordoned off and sign posted as such?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Is the competition arena clearly marked and of sufficient size?	<input type="checkbox"/>	<input type="checkbox"/>	_____



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<b>Are car parking arrangements marked out and adequate?</b>				
• 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"/>	_____	
<b>Is pedestrian access safe?</b>				
• 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"/>	_____	
<b>Are there safe and secure holding or tie arrangements provided for horses?</b>				
• 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"/>	_____	
<b>Have fall, trip, snag and bump hazards been eliminated or controlled?</b>				
• 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"/>	_____	
<b>Are there proper facilities to deal with an injury or medical emergency?</b>				
• 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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<b>Are buildings/structures in good repair and safe to occupy?</b>				
• 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"/>		_____
<b>Canteen and Clubhouse safe and Hygienic?</b>				
• 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"/>		_____
<b>Event Secretary / Organiser</b>				
• 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"/>		_____
<b>Technical Delegate</b>				
• 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 the information and help that they require	<input type="checkbox"/>	<input type="checkbox"/>		_____



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• Is the facilities/equipment and support for the Scorer satisfactory?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Is there a backup printer?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Does the scorer have a UPS in case of power failure?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Is there a backup computer?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are meals and refreshments being provided to officials and judges by the Host Zone?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are walkie talkies and vehicles available for Chief Gear Steward/Officials/Judges etc. where necessary?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Has the equipment been checked for faults?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Is all the equipment in accordance with the Blue Book?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are the batteries fully charged and a charger available?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Is the Fitness check area suitable?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Is the PA suitable and working?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are instructors/official dressed appropriately for the conditions i.e. sunscreen, hat, clothing, sunglasses?		<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Exercise and Gear Check Areas</b>				
• Are they large enough?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Have sufficient gear stewards been appointed?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Have gear stewards been provided with a copy of the draw for the competition?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are PCA rules and regulations for events followed?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Do the gear check stewards have a copy of the rules and regulations?		<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Toilets / Showers / Camping facilities</b>				
• Are the accommodation/showers/toilets and other facilities for competitors satisfactory?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are water supply points sufficient?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are there enough electrical outlets for campers?		<input type="checkbox"/>	<input type="checkbox"/>	_____
• Power points not overloaded?		<input type="checkbox"/>	<input type="checkbox"/>	_____

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

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