



EVENT CHECK LIST

Affiliate Name:

Date of Event:

Location:

Are there designated areas for?	YES	NO
Competition including warm up areas		
Spectators (separated from horses and vehicles)		
Competitor Parking (floats, trucks etc)		
Public Parking (guests & spectators vehicles)		
Horses (yards, stables, laneways etc)		
First Aid (Competitors, general public, access for emergency vehicles & services)		

Inspection of competition/activity areas, including warm up area	YES	NO
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, dusty, level, ploughed, suitable depth....)		
Are the fences and gates appropriate for the activities? (keeping livestock in and spectators out)		
Is there signage identifying each of these and their intended use? (competitors only, no dogs allowed, no horses allowed, marshalling area, warm up pen)		
Is there appropriate signage at all access points to the arena? (no entry competitors only)		

Inspection of spectator areas (separated from horses and competitors)	YES	NO
Are each of these areas, including roads and tracks, free of hazards & obstacles? (Rocks, sticks, overhanging branches, rubbish, uneven surfaces)		
Seating and grandstands are properly erected and separate from livestock areas? (check access to seating areas and restrict access to under grandstands)		
Food, drinking and eating areas separated from livestock?		
Access to toilets and 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 livestock, no vehicles)		

Inspection of parking areas	YES	NO
Are spectator and competitor areas parking separated?		
Are loading and unloading areas for livestock separated from the 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 parking, public parking, floats & trucks)		

Inspection of livestock yards and stable areas	YES	NO
Are fence and rails secured and gates and latches work properly?		
Is adequate water available?		
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
Can officials be easily identifiable?		
Is there a designated and signed "Assembly area" in the event of an emergency?		
Is there a plan for the treatment or removal of livestock?		
Is there a map of the facility identifying each designated area?		

This form has been completed by:

Date:

On behalf of: (Affiliate Name)

Signature: