

ACTIVITY RISK CHECKLIST

Venue Name: Location:

Owned By:

Person in Charge (Print Name):

Activity / Event Date(s):

REQUIREMENT: **Hire / Tuition:** Operators to ensure premises are fit and safe for use – to be assessed and recorded regularly and when there are changes to facilities.

Event: Risk Assessment Check to be completed prior to each event.

CHECKLIST: (List is indicative but may need to be extended to cover other potential risks)

	YES	N/A
• Staff / Officials are aware of Emergency Plans and Procedures?	<input type="checkbox"/>	<input type="checkbox"/>
• Insurance cover is in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Effective means of Emergency Services contacts are available / arranged?	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency vehicle access is available?	<input type="checkbox"/>	<input type="checkbox"/>
• Fire safety equipment is in place and functional?	<input type="checkbox"/>	<input type="checkbox"/>
• First Aid Kit(s) checked and adequate?	<input type="checkbox"/>	<input type="checkbox"/>
• Qualified First Aider(s) available / Paramedic service booked?	<input type="checkbox"/>	<input type="checkbox"/>
• Waivers (Indemnity) available / issued with entry forms?	<input type="checkbox"/>	<input type="checkbox"/>
• Building and Facilities have permits / are safe to use?	<input type="checkbox"/>	<input type="checkbox"/>
• Activity equipment is safe to use / prepared by qualified personnel?	<input type="checkbox"/>	<input type="checkbox"/>
• Fall, trip, snag and bump hazards for Humans / Horses have been eliminated or controlled?	<input type="checkbox"/>	<input type="checkbox"/>
• Specialist areas (eg. Stables, arenas, mounting and lunging yards) are safe to use?	<input type="checkbox"/>	<input type="checkbox"/>
• Traffic management planning has been completed?	<input type="checkbox"/>	<input type="checkbox"/>
• Access to roadways for uncontrolled horses has been contained?	<input type="checkbox"/>	<input type="checkbox"/>
• Separation of public parking, horses and spectators has been achieved?	<input type="checkbox"/>	<input type="checkbox"/>
• Control of areas where horses and the public use access ways is in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Arrangements for staff to control access to horse areas have been made (eg. Gates etc)?	<input type="checkbox"/>	<input type="checkbox"/>
• Staff ratios to participants / spectators are appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
• Signage is in place (eg. Restricted areas / access, danger, dog restriction ...etc)?	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate any other risk assessment checks that have been conducted: (If space is insufficient attach further detail)

I have completed the Risk Assessment described above.

Print Name

Signature

Date

Please retain completed form as a record of the Assessment conducted for the Event / Activity

Instructions/Guidance

Some items will not be appropriate for every activity.

Carry out activity risk assessment regularly and after changes/ new facilities are built.

Carry out every time for a new venue.