

APPENDIX G

GEA Risk Management Checklist (1 of 3)

	<i>OK / NA</i>	<i>Action Required (if any)</i>	<i>Signed</i>	<i>Date</i>
General				
Club affiliation fee & insurance paid				
Club policies & rules determined				
Members, volunteers and instructors made aware of relevant Club policies and rules				
Organising personnel know and understand safety procedures				
Instructors aware of expectations and responsibilities				
First Aid kit available & First Aid officer identified				
Horse First Aid kit available				
Emergency evacuation plan, assembly area				
Emergency phone no's. of Hospital, Ambulance, Police & Fire available				
Members' relevant medical details and emergency phone no. available				
'Incident Report' forms available and completed as required.				
Venue				
Fully fenced. Fencing in good repair.				
'Keep Gate Closed' sign on gate/s				
'No Smoking' signs displayed where appropriate				
Waste bins provided and placed adequately				
Identification of conflicting activities within venue, e.g. BMX bikes, poultry show				
Fire extinguishers/blankets current & accessible				
Access to drinking water				
Buildings/structures in good repair and safe				
Club house canteen safe and good hygiene practices followed				
Toilets maintained, hygienic and adequately stocked. Floors dry.				
Equipment in good repair				
Riders				
Annual membership forms completed / fee paid				
Annual Membership Disclaimer Statement signed by all Club members				
Approved helmets and riding boots worn				
Aware of Club policies & rules				
New / first time members identified and level of experience determined				

APPENDIX G (cont.)

GEA Risk Management Checklist (2 of 3)

	<i>OK / NA</i>	<i>Action Required (if any)</i>	<i>Signed</i>	<i>Date</i>
Horse Related				
Horse riding areas clearly defined and separate from parking area and spectators				
Adequate parking to allow space between floats (where horses are tied) & a separate area for cars				
Sufficient space for designated riding activities				
Surfaces safe for riding				
Identification of fractious or potentially dangerous horses and appropriate steps taken to address safety issues				
Group lessons – riders grouped according to combination’s level of experience and ability				
Gear correct fit and in safe condition				
EVENTS (to be read in conjunction with above)				
General				
Rules relating to the event reviewed by Organising Committee and steps taken to ensure rules complied with				
Completed entry forms and signed disclaimer statements lodged by all competitors				
Competitors’ membership and performance cards (for official events) checked as valid				
Emergency Disease outbreak contingency plan in place				
Emergency evacuation plan, assembly area				
Adverse weather policy determined				
Policies advertised on program re: <ul style="list-style-type: none"> • dogs at venue • helmets and boots whilst mounted • disclaimer statement • any other specific rules 				
Adequately trained officials & volunteers for their area of responsibility, e.g. judges, marshalls etc.				
Sufficient breaks for officials and volunteers				
Suppliers/Contractors have insurance cover. Proof of insurance provided.				
PA for safety and other announcements				
Appropriate First aid officers in attendance & Ambulance for Eventing fixtures				
Use of mechanical equipment and/or vehicles operated by appropriately trained/licensed people				

APPENDIX G (cont.)

GEA Risk Management Checklist (3 of 3)

	<i>OK / NA</i>	<i>Action Required (if any)</i>	<i>Signed</i>	<i>Date</i>
EVENTS (to be read in conjunction with above)				
Venue & Equipment				
Sufficient buffer zone between competition arenas with fencing/barriers as required				
Dressage Arena surrounds complying with EA standards				
Arena surface inspected & maintained (e.g. holes, rocks etc.)				
Sufficient area for <ul style="list-style-type: none"> • competition arenas • warm-up areas • parking of floats with space to tie horses • separate parking for cars • safe access for pedestrians / spectators 				
Cross country course appropriately inspected				
Jumping gear is safe				
'Keep Gate Closed' sign on gate/s				
Clear access for emergency vehicles				
'No Smoking Signs' displayed where appropriate				
Spectator control measures in place (e.g. signage, sectioned areas)				
Gate Control and Vehicle parking controls in place				
Parking areas controlled or clearly defined.				
Identification of conflicting activities within venue e.g. BMX bikes, poultry show				
Portable toilets in place if required				
Camping facilities (if available) are adequate (power, lights, water etc.)				
Food Outlets				
Contractors carry their own insurance.				
Staff uniforms/clothing clean				
Hair covered/hat or cap worn				
Use of gloves or tongs when handling food				
Personnel handling food are not handling money, etc. with the same glove				
Food areas are kept clean, spillages to be cleaned regularly				
Utensils are clean and used properly				
Fire extinguishers/blankets are current and easily accessible				