

## PONY CLUB Quarterly/Half Yearly/Annual Safety Checklist

Name of Club _____ Date _____	YES	NO	Completed/Action Taken
<b>SIGNED BY</b> _____			
<b>General Safety issues</b>			
• Have you appointed a Safety officer? If so who? _____	<input type="checkbox"/>	<input type="checkbox"/>	
• Does the Safety officer make regular inspections of pony club grounds and facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have any issues/hazards identified by the 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?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are members, officials etc. aware of emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
• Do you have a list of emergency contact numbers readily available?	<input type="checkbox"/>	<input type="checkbox"/>	
• Do you advise the local ambulance service when the club is holding events?	<input type="checkbox"/>	<input type="checkbox"/>	
• Does the club have a policy for postponing/cancelling events for inclement weather such as storms/lightening/hot or humid weather?	<input type="checkbox"/>	<input type="checkbox"/>	
• Does the safety officer maintain records of inspections made of pony club grounds and facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is professional advice sought when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
• Has your club developed and implemented steps that reduce and prevent risk in all activities, including the completion of risk assessments?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have members been advised of safe work practices or details on where to find information (see PCA NSW website under risk management)?	<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 generally dry? ( <i>no wet or boggy patches</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
• Are they clear of any rubbish or obstructions that could present problems?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are the grounds regularly maintained and trimmed? ( <i>no long grass, overhanging branches or trees</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
• Are all the 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 with no broken wires?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have unsuitable areas been cordoned off and sign posted as such?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are procedures in place to manage seasonal hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
<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"/>	
• Adequate room for parking of horse floats/trucks?	<input type="checkbox"/>	<input type="checkbox"/>	
• Access for emergency vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	
• Marshal's assigned to direct traffic control?	<input type="checkbox"/>	<input type="checkbox"/>	
• Footpaths kept 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"/>	
• 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 yards in good condition and safe?	<input type="checkbox"/>	<input type="checkbox"/>	
• Safe rider access to holding or tie up areas?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Have fall, trip, snag and bump hazards been eliminated or controlled?</b>			
• All Electric power cables either buried or arranged 1.8 meters overhead?	<input type="checkbox"/>	<input type="checkbox"/>	

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• 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?	<input type="checkbox"/>	<input type="checkbox"/>	
• Activity equipment and trailer / tractor are 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"/>	
• Are items like mowers and wiper snipers in safe working condition?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are these dangerous items securely stored and out of reach from children?	<input type="checkbox"/>	<input type="checkbox"/>	
• Has training been provided for those using this equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are fuels and other chemicals stored safely?	<input type="checkbox"/>	<input type="checkbox"/>	
• Does the club have a chemical register and Safe Material Data Sheets for each chemical?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is appropriate Personal Protection Equipment (PPE) used at all times?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Are there proper facilities to deal with an injury or medical emergency?</b>			
• Do you have a first aid kit for humans?	<input type="checkbox"/>	<input type="checkbox"/>	
• Do you have a first aid kit for horses?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are first aid kits regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are first aid kits kept in a secure place?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is a First Aid attendant rostered for duty at pony club events?	<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"/>	
• Is there an accident report book for recording any incidents occurring?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is a copy of completed accidents reports sent to the PCA office?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Are buildings/structures in good repair, stable 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"/>	
• Are there any loose projections liable to injure or cause damage?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Canteen and Clubhouse safe and Hygienic?</b>			
• Is a policy of 'No Smoking' observed in kitchen/food preparation areas?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are 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>Dispose of items passed use by date, clean benches, clean utensils</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
• Is there adequate air circulation throughout any building?	<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 adults supervising if minors are in canteen/kitchen?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are all areas clear of cables and hoses?	<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"/>	
• Are there hand washing facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are hand washing and drying facilities provided in the toilets?	<input type="checkbox"/>	<input type="checkbox"/>	
• Do you have fire extinguishers with easy access in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are fire extinguishers maintained/tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is there access to drinking water?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are 'use by' dates of foodstuffs regularly checked, and action taken if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	

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### Club Secretary

- Do you maintain records of membership applications/renewals each year?  YES  NO
- Do all financial members complete a risk warning form in each year (hardcopy or online)?  YES  NO
- Are affiliations forwarded to the State office within five days of being received?  YES  NO
- Are meeting proceedings held in accordance with the constitution?  YES  NO
- Do you give correct notice of meetings to the committee and members?  YES  NO
- Are formal agenda's set and used for meetings?  YES  NO
- Are minutes of meetings recorded, distributed and properly approved?  YES  NO
- Do you maintain an up to date copy of the PCA Handbook?  YES  NO
- Does the club committee meet on a regular basis?  YES  NO
- Have each of the members 18 years & over completed Working with Children Check (depending on club policy)?  YES  NO
- Or is a register of completed Member Protection Declaration forms maintained and kept in a secure place?  YES  NO
- Do you maintain a record of officials/workers at events? I.e. instructors, judges, canteen staff?  YES  NO

### Club Treasurer

- Are the club's financial transactions accurately recorded?  YES  NO
- Is all income receipted?  YES  NO
- Are cash and cheque payments distinguished?  YES  NO
- Is a financial report and bank statement presented at each meeting?  YES  NO
- Is expenditure authorised through an identified process?  YES  NO
- Do you have suitable banking arrangements in place?  YES  NO
- Do you have multiple signatures for withdrawals on your club accounts?  YES  NO
- Has the club appointed an auditor?  YES  NO
- Are your accounts audited in each financial year prior to being presented at the clubs Annual General Meeting?  YES  NO

### Senior Instructor

- Do you maintain records of proficiency certificates gained by members?  YES  NO
- Do you maintain records of instructor's certificates gained by members?  YES  NO
- Do you have gear checks on rally days?  YES  NO
- Do you have gear checks prior to each riding session? E.g. beginning of the day, after lunch break?  YES  NO
- Do you maintain records of schools attended by instructors?  YES  NO
- Do instructors attend regular instructor's schools to refresh/re-accredit ate?  YES  NO
- Are lessons modified for riders' ability?  YES  NO
- Is equipment used for the purpose for which it was designed?  YES  NO
- Is equipment checked for faults and maintained regularly?  YES  NO
- Is equipment in accordance with recommendations?  YES  NO
- Are all instructors aware of any pre-existing medical conditions of riders such as asthma or diabetes?  YES  NO
- Are instructors aware of medication, which riders may require such as Ventolin etc.?  YES  NO
- Are riders graded for jumping?  YES  NO
- Are rider's gradings regularly reviewed?  YES  NO
- Are riders advised to replace helmets after a heavy impact?  YES  NO
- Is any equipment, worn by riders, correctly fitted? I.e. Back protectors  YES  NO
- Are instructors/official dressed appropriately for the conditions i.e. sunscreen, hat, clothing, sunglasses?  YES  NO

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**General**

- |  |                          |                          |  |
|--|--------------------------|--------------------------|--|
| • Is your club incorporated?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| • Do you maintain regular contact with members? I.e. via newsletter, email etc.  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| • Do you provide training for workers? I.e. canteen staff, pencilers, etc.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| • Do you have By-Laws? Are these available for everyone to read?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| • Does your club follow the PCA policies on Alcohol, Anti-Harassment, Anti-Doping (Horse & rider), Child Protection, Codes of Behaviour, Privacy, Smoke Free and Sunsmart? | <input type="checkbox"/> | <input type="checkbox"/> |  |

**The emphasis must always be on avoiding situations of risk. All clubs/zones 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.**

Completed by -----

Date -----

Items to be followed up.	By When	By Whom
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