



## WESTERN DRESSAGE ASSOCIATION OF AUSTRALIA (INC.)

### Event Management Checklist

Venue		Yes	No	N/A	Action Required
1	Is there a designated warm up area?				
2	Are spectators separated from horses and vehicles?				
3	Is there sufficient parking for motor vehicles, floats, trucks?				
4	Are there sufficient horse yards / stables?				
5	Is there sufficient access for emergency and first aid services?				
6	Is there easy access to water / power? (E.g. are leads and cables secured)				
7	Is there a designated food area separated from horse area?				
<b>Environment</b>					
1	Is there adequate lighting?				
2	Is there adequate shelter from sun / rain for spectators?				
3	Is there a weather risk for the event? (e.g. extreme heat / rain)				
4	Is there adequate rubbish / manure disposal receptacles?				
<b>Equine Activity Area (Competition, Education, Warm-Up)</b>					
1	Is the area free of hazards and obstacles? (E.g. rocks, sticks, low branches, rubbish etc.)				
2	Is the surface safe and appropriately planned for their intended use? (E.g. too wet / slippery, dust, level, suitable depth)				
3	Are fences and gates appropriate for the activity? (E.g. securing of horses, spectator safety)				
4	Is there signage identifying area and intended use and access points (E.g. Competitors only, Warm-up arena, No Dogs, No Entry – Competitors)				
<b>Spectator Area (separated from horses and vehicles)</b>					
1	Is the area including roads and tracks free of hazards and obstacles? (E.g. rocks, sticks, low branches, rubbish etc.)				
2	Seating is properly erected and separate from horse access area?				

3	Are public toilet facilities sufficient, clean and access free from hazards and obstacles?				
<b>Spectator Area (separated from horses and vehicles)</b>					
4	Are fences and barriers properly erected? (E.g. broken rails, protruding nails, rail height)				
5	Is there signage identifying area and intended use and access points (E.g. Spectators only, No Horses, No Vehicles)				
<b>Parking Area</b>					
1	Is loading and unloading are for horses separated from general public?				
2	Is supervision required for parking area?				
3	Has traffic flow and pedestrian flow been considered?				
4	Is there signage identifying area and intended use and access? (e.g. Parking, Float and Trucks)				
<b>Yards and Stable Area</b>					
1	Are fences secure and in good condition?				
2	Is there adequate water?				
3	Do gates / latches work properly?				
4	Can escaping horses be contained in emergency? (E.g. perimeter fencing, gates closed)				
5	Is there signage identifying the area and restricting access?				
<b>General</b>					
1	Are volunteers and officials easily identified?				
2	Is there a designated and signed "Assembly Area" in the event of emergency?				
3	Is there a file containing competitor / participant waivers and emergency information? (E.g. Next of kin, medical conditions, treatment and removal of injured horses)				
4	Is there a first-aid officer and first aid kit available?				
5	Is there a designated Event Manager?				

This form has been completed by: ..... Sign:.....

Event and Location ..... Date:.....