



DAILY SITE INSPECTION CHECKLIST 2020-2021

EVENT TITLE/NAME: _____ EVENT DATE: _____

LOCATION: _____ DATE COMPLETED: _____

COMPLETED BY: _____

ON BEHALF OF THE COMMITTEE OF THE (insert committee name) _____, AN AFFILIATE OF THE ABCRA.

Tick ✓

(To be completed prior to the start of each days events)

1) Are there designated areas for?	Yes	No	Notes
Competition (including warm up areas)			
Spectators (separated from horses & vehicles)			
Competitor parking (floats, trucks etc.)			
Public parking (guest & spectator vehicles etc.)			
Horses (yards, stables, laneways etc.)			
First Aid (competitors/general public/access by emergency vehicles & services)			
2) Inspection of Competition/ Activity Areas (including warm up areas)	Yes	No	Notes
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, dust, level, ploughed, suitable depth...)			
Are the fences and gates appropriate for the activities? (Keeping livestock in, spectators out, numbers of competitors...)			
Is there signage identifying each of these areas and their intended use? (Competitors Only, No Dogs, Warm-up Arena, Marshalling Yard...)			
Is there appropriate signage at <u>all</u> access points to competition areas? (No Entry Competitors Only...)			



Tick ✓

SITE INSPECTION CHECKLIST

3) Inspection of Spectator Areas (separated from horses & vehicles)	Yes	No	Notes
Are each of these areas, including roads & tracks free of hazards & obstacles? (Rocks, sticks, overhanging branches, rubbish, uneven surfaces ...)			
Seating & grand-stands are properly erected and separate from livestock access? (Check access to seating areas, that access to under grandstands is restricted...)			
Food, eating & drinking areas are separated from livestock? (Livestock should not have access to these areas...)			
Access to food areas, toilets & 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 Horses, No Vehicles...)			
4) Inspection of Parking Areas	Yes	No	Notes
Are competitor and spectator parking areas separated?			
Are loading and unloading areas for livestock separated from the general 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 Only, ← Public Parking, Floats and Trucks → ...)			
5) Inspection of Livestock Yards & Stable Areas	Yes	No	Notes
Are fences and rails secured properly? (Safe, appropriate height, no hazards...)			
Is adequate water available?			
Do the gates & latches work properly?			
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...)			
6) General	Yes	No	Notes
Can officials be identified clearly?			
Is there a designated and signed "Assembly Area" in the event of an emergency?			
Is there a map of the facility identifying each of the designated areas?			