

PONY CLUB Quarterly/Half Yearly/Annual Safety Checklist

Name of Club _____	Zone _____	YES	NO	Completed/Action Taken
SIGNED BY _____	Date; _____			
General Safety issues				
• Have you appointed a Safety officer? If so who? _____		☐	☐	
• Does the Safety officer make regular inspections of pony club grounds and facilities?		☐	☐	
• Have any issues/hazards identified by the safety officer actioned/rectified or managed?		☐	☐	
• Do you have an emergency response plan in place?		☐	☐	
• Do you have emergency procedures posted?		☐	☐	
• Are members, officials etc. aware of emergency procedures?		☐	☐	
• Do you have a list of emergency contact numbers readily available?		☐	☐	
• Do you advise the local ambulance service when the club is holding events?		☐	☐	
• Does the club have a policy for postponing/cancelling events for inclement weather such as storms/lightening/hot or humid weather?		☐	☐	
• Does the safety officer maintain records of inspections made of pony club grounds and facilities?		☐	☐	
• Is professional advice sought when necessary?		☐	☐	
• Has your club developed and implemented steps that reduce and prevent risk in all activities, including the completion of risk assessments?		☐	☐	
• Have members been advised of safe work practices or details on where to find information (see PCA NSW website under risk management)?		☐	☐	
Are the grounds in good order?				
• Are they level? (<i>no serious potholes/hidden holes</i>)		☐	☐	
• Are they generally dry? (<i>no wet or boggy patches</i>)		☐	☐	
• Are they clear of any rubbish or obstructions that could present problems?		☐	☐	
• Are the grounds regularly maintained and trimmed? (<i>no long grass, overhanging branches or trees</i>)		☐	☐	
• Are all the gates in operating condition? (<i>To be closed when any event is being conducted</i>)		☐	☐	
• Is the fencing enclosing the grounds in good order with no broken wires?		☐	☐	
• Have unsuitable areas been cordoned off and sign posted as such?		☐	☐	
• Are procedures in place to manage seasonal hazards?		☐	☐	
Are car parking arrangements marked out and adequate?				
• Is there an area clearly marked as a 'Horse Free Zone'?		☐	☐	
• Adequate room for parking of horse floats/trucks?		☐	☐	
• Access for emergency vehicles?		☐	☐	
• Marshal's assigned to direct traffic control?		☐	☐	
• Footpaths kept clear for pedestrians?		☐	☐	
Is pedestrian access safe?				
• Access to/from parking area?		☐	☐	
• Ground conditions safe? (<i>level, dry and free from tripping hazards</i>)		☐	☐	
• Is sign posting adequate? (<i>including 'risk' warnings</i>)		☐	☐	
• Are areas safe for all classes of persons expected to attend the event? (<i>Young children, elderly, disabled</i>)?		☐	☐	
Are there safe and secure holding or tie arrangements provided for horses?				
• Horses yards in good condition and safe?		☐	☐	
• Safe rider access to holding or tie up areas?		☐	☐	
Have fall, trip, snag and bump hazards been eliminated or controlled?				
• All Electric power cables either buried or arranged 1.8 meters overhead?		☐	☐	

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Are suitable Portable Protected Power Outlets (RCD's) been supplied?				
☐	☐			
Power points not overloaded?				
☐	☐			
Have all power cables and electrical devices been tested and tagged?				
☐	☐			
Activity equipment and trailer / tractor are safe to use?				
☐	☐			
Has any unsafe equipment been identified & marked as such? (<i>unsafe for use, out of order, do not start, caution etc.</i>)				
☐	☐			
Are items like mowers and wiper snipers in safe working condition?				
☐	☐			
Are these dangerous items securely stored and out of reach from children?				
☐	☐			
Has training been provided for those using this equipment?				
☐	☐			
Are fuels and other chemicals stored safely?				
☐	☐			
Does the club have a chemical register and Safe Material Data Sheets for each chemical?				
☐	☐			
Is appropriate Personal Protection Equipment (PPE) used at all times?				
☐	☐			
Are there proper facilities to deal with an injury or medical emergency?				
Do you have a first aid kit for humans?				
☐	☐			
Do you have a first aid kit for horses?				
☐	☐			
Are first aid kits regularly maintained?				
☐	☐			
Are first aid kits kept in a secure place?				
☐	☐			
Is a First Aid attendant rostered for duty at pony club events?				
☐	☐			
Is there a designated First Aid post with rest room (or shelter)?				
☐	☐			
Is there a means of contacting the local hospital/ambulance/doctor/vet/police)				
☐	☐			
Is the first aid post clearly signposted and accessible?				
☐	☐			
Is there an accident report book for recording any incidents occurring?				
☐	☐			
Is a copy of completed accidents reports sent to the PCA office?				
☐	☐			
Are buildings/structures in good repair, stable and safe to occupy?				
Are the approaches (ramps, steps etc.) firm, clean and non-slip?				
☐	☐			
Are handrails provided?				
☐	☐			
Are handrails in safe working condition?				
☐	☐			
Have hazards recognised from previous events been corrected (loose boards, slippery floors, inadequate guard rails etc.)?				
☐	☐			
Are there any loose projections liable to injure or cause damage?				
☐	☐			
Canteen and Clubhouse safe and Hygienic?				
Is a policy of 'No Smoking' observed in kitchen/food preparation areas?				
☐	☐			
Are shelves/storage adequate?				
☐	☐			
Are desks, chairs, tables etc. in safe and appropriate condition?				
☐	☐			
Is lighting and heating appropriate?				
☐	☐			
Is Hygiene maintained in food preparation and storage? (<i>Dispose of items passed use by date, clean benches, clean utensils</i>)				
☐	☐			
Is there adequate air circulation throughout any building?				
☐	☐			
Is the floor clean and surface even? (<i>no oil/grease, cracks, holes etc.</i>)				
☐	☐			
Are adults supervising if minors are in canteen/kitchen?				
☐	☐			
Are all areas clear of cables and hoses?				
☐	☐			
Are gas bottles and hazardous substances clearly labelled and stored appropriately?				
☐	☐			
Is rubbish stored in bins and removed regularly?				
☐	☐			
Are there hand washing facilities?				
☐	☐			
Are hand washing and drying facilities provided in the toilets?				
☐	☐			
Do you have fire extinguishers with easy access in case of emergency?				
☐	☐			
Are fire extinguishers maintained/tested regularly?				
☐	☐			
Is there access to drinking water?				
☐	☐			
Are 'use by' dates of foodstuffs regularly checked, and action taken if necessary?				
☐	☐			

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YES NO Completed/Action Taken

Club Secretary

- Do you maintain records of membership applications/renewals each year? ☐ YES ☐ NO
- Are all financial members aware of PCA NSW policies? ☐ 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 all members 18 years & over completed Working with Children Check (depending on club policy)? ☐ YES ☐ NO
- If no to above 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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	YES	NO	Completed/Action Taken
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General

- | | | | |
|--|--------------------------|--------------------------|--|
| • Is your club incorporated? | ☐ | ☐ | |
| • Do you maintain regular contact with members? i.e., via newsletter, email etc. | ☐ | ☐ | |
| • Do you provide training for workers? i.e., canteen staff, pencilers, etc. | ☐ | ☐ | |
| • Do you have By-Laws? Are these available for everyone to read? | ☐ | ☐ | |
| • 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? | ☐ | ☐ | |

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
