

Association of Irish Riding Clubs

Health & Safety Check Lists

Reference: D07a/14
 Issued: 20/02/2014
 Amended: 19/03/2014

Venue Check List

Venue		
Date		
Venue		
Name of Safety Officer		
Administrative	Status	Actions
Planning Permission (if required)		
Fire Safety Certificate (if required)		
Food Hygiene Registration		
Safety Statement		
Manual Handling Training		
Machinery Training		
Other Training		
Incident Report Forms		
Disposable Camera (to record scene)		
Communications System		
Hi-Viz Vests		
Secretarys Office (Tent/Caravan, etc)		
Signage- Roads, Arenas, etc		
GPS Co-ordinates		
Emergency Plan		
Emergency Training		
Venue Rules		
Safety Policy		
Traffic Management Plan		
Insurance		
Welfare	Status	Actions
Toilets		
Drinking Water		
Waste Bins		
Staff Catering		
Fire Extinguishers		
First-Aid, Ambulance		
Show Grounds	Status	Actions
Arena Layout		
Practice Arenas- Lunge Area		
Access to Arenas (Exhibitors, Horses etc.)		
Walk-Ways		
Parking (Horse Boxes, Lorries, etc.)		

Parking of Spectator Vehicles		
Parking for Ambulance etc		
Boundary Fencing		
Rivers-Silage pits, livestock pens etc not part of Show		
Main road access, Safety		
Old machinery		
Pedestrian routes- especially children		
Gates- access hard standing etc		
Control- Barriers, restricted areas		
Seating Safety		
Risk assess overall venue safety		
Access to heights- not part of show, e.g. container top, loft etc		
Access to machinery used for course building etc- keys removed, competent operator		
Restrict access to venue areas unrelated to show- workshops, machinery store		
Judges Box- access egress, thermal comfort, suitability		
Site Access Egress	Status	Actions
Adequate Signage- Gardai,		
Width for lorries		
Minimal Delays		
Public Access		
Emergency Access		
Protection of the Public		
Visibility- Traffic		
Control - Stewarding		
Traffic Management- One way system?		
Debris on road		
Trade Exhibitor Area	Status	Actions
Access for public		
Location relative to horses- noise etc		
Toilets		
Waste Management		
Seating		
Insurance: - Food Vendors, - Temporary Stands - Marquees - First-aid providers?		
Food Hygiene Certs		
Trip Hazards, (tent pegs etc)		
Fire Extinguishers		
Included in Emergency Plan		
Generators		

Training / Briefing	Status	Actions
Safety Stewards		
Parking Stewards		
Road Safety Stewards		
Other Key persons- inc Officials, Judges, Course Designers, Arena party, etc		
Rules and guidelines		
Crisis Management Team		
Show Day	Status	Actions
First- aid personnel		
Safety Stewards		
Supervision		
Communications System		
Regular inspections		
Safe exit from show		
Debris-muck onto road		
Security- money handling		
Canteen / Restaurant	Status	Actions
Cleanliness		
Slip hazards		
Access- Egress		
Ventilation		
Waste management		
Procedures- spillage etc		
Fire Extinguishers		
HACCP		
Potable water supply		
Refrigeration- Heat control		

Signed:
Position:

Date:

Relevant Legislation:

- Safety, Health, and Welfare at Work Act 2005
- Safety, Health, and Welfare at Work (General Applications Regulations) 2007
- Building Control Act 1990
- Building Regulations 1997 - 2010
- Health Act 1947
- Health Act 1953
- Health Act 1970
- Various European Communities Regulations on Food Hygiene

Dressage Check List

Task -Issue	Status	Actions
Weather during set-up		
Vehicles for transport of equipment		
Access for arena preparation		
Manual handling of arena equipment, letters, etc		
Arena spacing- safety		
Arena layout- positioning of borders		
Arenas- surfaces		
Warm-up area- surfaces		
Access for Ambulance		
Access for spectators-officials		
Parking	Status	Actions
Parking- lorries, trailers		
Parking - spectators		
Parking -Ambulance		
Training	Status	Actions
Parking stewards		
Call up stewards		

Signed:

Date:

Position:

Show Jumping Check List

Task -Issue	Status	Actions
Weather for set-up		
Access to arena for course build		
Access for equipment- trailers etc		
Manual Handling- Training		
Sufficient help		
Arena size and surface		
Practice arena access		
Practice arena size		
Practice surface		
Fence material inc. flags & safety cups		
Judges box and access to it		
Welfare water food etc		
Camera (disposable)		
Parking	Status	Actions
Parking - lorries, trailers		
Parking - spectators		
Parking - ambulance		
Training	Status	Actions
Arena party		
Call up stewards		
Parking stewards		
Other	Status	Actions
GPS co-ordinates of site (air ambulance etc)		

Signed:

Date:

Position:

Cross-Country Check List

Task -Issue	Status	Actions
Weather for course building etc		
Access to land for course build		
Access for equipment- trailers etc		
Manual Handling- Training		
Sufficient help		
Fence positions and surface		
Use of machinery, excavators, chainsaws, tractors, etc		
Training for machinery use		
Appropriate distances on course		
Fence material inc. flags and safety cups		
Fence construction- safety first		
Area around fence in case of fall		
Fence Stewards	Status	Actions
Welfare -water, food, etc		
Camera (disposable)		
Flags and whistles		
Access-egress for ambulances, emergency services, Vets etc		
Communications system i.e. walkie-talkies		
Parking	Status	Actions
Practice arena access		
Practice arena size		
Parking - lorries, trailers		
Parking - spectators		
Parking - ambulance		
Training	Status	Actions
Fence stewards		
Repair crew		
Parking Stewards		
Starter and call up stewards		
Other	Status	Actions
GPS co-ordinates of site (air ambulance etc)		

Signed:

Date:

Position:

Sample Dressage Check List

Task -Issue	Status	Actions
Weather during set-up	Ok	
Vehicles for transport of equipment		Organise jeep and trailer??
Access for arena preparation	Ok	
Manual handling of arena equipment, letters, etc	Ok	
Arena spacing- safety		Check with National Office??
Arena layout- positioning of borders	Ok	
Arenas- surfaces	Ok	
Warm-up area- surfaces	Ok	
Access for Ambulance		Check with Order of Malta??
Access for spectators-officials	Ok	
Parking	Status	Actions
Parking- lorries, trailers	Ok	
Parking - spectators	Ok	
Parking -Ambulance		Cordon off area with cones??
Training	Status	Actions
Parking stewards	Ok	
Call up stewards	Ok	

Signed:

Date:

Position: