



Club: \_\_\_\_\_  
 Event Title/Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Event Date: \_\_\_\_\_

## Events Audit Report (To be completed on the day of the event)

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*See reverse side of this form for Audit Notes & Comments.*

Are there designated areas for?	Yes	No
➤ Competition (including warm up areas)		
➤ Spectators (separate 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)		

Inspection of Competition/Activity Areas (including warm up areas)	Yes	No
➤ Are each of these areas free of hazards and obstacles? <span style="float: right;"><small>(Rocks, Sticks, overhanging branches, rubbish...)</small></span>		
➤ Are the surfaces safe and appropriately prepared for their intended use? <span style="float: right;"><small>(Slippery, too wet, too dry, dust, level, ploughed, suitable depth...)</small></span>		
➤ Are the fences and gates appropriate for the activities? <span style="float: right;"><small>(Keeping livestock in, spectators out, numbers of competitors...)</small></span>		
➤ Is there signage identifying each of these areas and their intended use? <span style="float: right;"><small>(Competitors Only, No Dogs, Warm-Up Arena, Marshalling Yard...)</small></span>		
➤ Is there appropriate signage at all access points to competition areas? <span style="float: right;"><small>(No Entry Competitors Only...)</small></span>		

Inspection of Spectator Areas (separated from horses & vehicles)	Yes	No
➤ Are each of these areas, including roads & tracks, free of hazards and obstacles? <span style="float: right;"><small>(Rocks, Sticks, overhanging branches, rubbish, uneven surfaces...)</small></span>		
➤ Seating & grand-stands are properly erected and separate from livestock & obstacles? <span style="float: right;"><small>(Check access to seating areas, that access to under grandstands is restricted...)</small></span>		
➤ Access to food areas, toilets & public parking is free of hazards & obstacles? <span style="float: right;"><small>(Check for varied weather conditions, night lighting, trip hazards...)</small></span>		
➤ Are fences or barriers properly erected? <span style="float: right;"><small>(Check for nails, broken rails, rail heights...)</small></span>		
➤ Is there signage identifying each of these areas and their intended use? <span style="float: right;"><small>(Spectators Only, No Horses, No Vehicles...)</small></span>		

Inspection of Parking Areas	Yes	No
➤ 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? <span style="float: right;"><small>(Competitors Only, ← Public Parking, Floats and Trucks →...)</small></span>		

Inspection of Livestock Yards & Stable Areas	Yes	No
➤ Are fences and rails secured properly? <span style="float: right;"><small>(Safe, appropriate height, no hazards...)</small></span>		
➤ Is adequate water available?		
➤ Do the gates and latches work properly?		
➤ Can escaping livestock be contained effectively? <span style="float: right;"><small>(Perimeter fencing, gates closed, emergency procedures...)</small></span>		
➤ Is there signage identifying each of these areas and their intended use? <span style="float: right;"><small>(No Entry Competitors Only...)</small></span>		

General	Yes	No
➤ Can Officials be identified clearly?		
➤ Is there a designated and signed "Assembly Area" in the event of an emergency?		
➤ Is there a plan for the treatment or removal of injured stock?		
➤ Is there a map of the facility identifying each of the designated areas?		

This form has been completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

On behalf of the Committee of the: \_\_\_\_\_, an affiliate of \_\_\_\_\_

**Audit Notes & Comments**

**Designated Areas**


**Competition/Activity Areas (Including Warm Up Areas)**


**Spectator Areas (separate from horses & vehicles)**


**Parking Areas**


**Livestock Yards & Stable Areas**


**General**


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