



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? (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 all access points to competition areas? (No Entry Competitors Only...) | | |

| Inspection of Spectator Areas (separated from horses & vehicles) | Yes | No |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| ➤ Are each of these areas, including roads & tracks, free of hazards and obstacles? (Rocks, Sticks, overhanging branches, rubbish, uneven surfaces...) | | |
| ➤ Seating & grand-stands are properly erected and separate from livestock & obstacles? (Check access to seating areas, that access to under grandstands is restricted...) | | |
| ➤ 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...) | | |

| 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? (Competitors Only, ← Public Parking, Floats and Trucks →...) | | |

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

| 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

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Competition/Activity Areas (Including Warm Up Areas)

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Spectator Areas (separate from horses & vehicles)

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Parking Areas

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Livestock Yards & Stable Areas

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General

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