



ARM CHECKLIST: EVENTS

Category	Action	OK <input type="checkbox"/>
Required:	<u>Rules and regulations re.</u> rider equipment: minimum standards set & random checks; skill prerequisites for participation at various levels authority for officials to remove unsafe horses, riders, deny involvement if necessary dogs on leashes	<input checked="" type="checkbox"/>
	Presence of appropriate first aid resources: ambulance/designated first aid officer	<input type="checkbox"/>
	Separation of public with suitable barriers (depends on type of event what will be necessary)	<input type="checkbox"/>
	Designated personnel: security, public relations; human resources	<input type="checkbox"/>
	Assessment, approval and maintenance of spectator facilities (stands, ablutions, food and drinks supplies, parking etc)	<input type="checkbox"/>
	Provision & maintenance of appropriate arena surfaces, fencing etc.	<input type="checkbox"/>
	Traffic control for spectator access, separation of horses and public, warm-up rings, vehicles (trucks & floats) etc	<input type="checkbox"/>
	Appropriate barricade to prevent escape of animals from grounds	<input type="checkbox"/>
	Appropriate signage	<input type="checkbox"/>
	Training of officials (rules and responsibilities)	<input type="checkbox"/>
	Risk management and risk assessment on event	<input type="checkbox"/>
	Risk management training of main staff	<input type="checkbox"/>
	Reporting of incidents and accidents	<input type="checkbox"/>
	Minimum food handling requirements	<input type="checkbox"/>
	Recommended:	Waivers for participants
Training of officials/volunteers: Risk Management and responsibilities		<input type="checkbox"/>
Detailed signs		<input type="checkbox"/>
Event manager (depends on size)		<input type="checkbox"/>
Event staff (depends on size)		<input type="checkbox"/>
Designated staff for rubbish, crowd control, facility maintenance needs, finances etc.		<input type="checkbox"/>
Complaints process		<input type="checkbox"/>
Checklists and records		<input type="checkbox"/>
Debriefing of staff and volunteers after event		<input type="checkbox"/>
Education of public		<input type="checkbox"/>
Ongoing training of officials and volunteers	<input type="checkbox"/>	