

RISK MANAGEMENT GENERAL CHECKLIST

This checklist is optional for clubs and provided as a guide, clubs may use their own template.

Club Name:		
Person completing checklist;		
GENERAL	Person responsible	Date completed
Club Annual fee and insurance paid		
Annual Membership Disclaimer Statement signed by all Club members		
Club incorporation current		
Club policies & rules determined regarding <ul style="list-style-type: none"> • Child safety as per HRCVA Child Safe Policy • Stallions at rallies • Group lessons safety and enjoyment • Members Code of Conduct • Permitted saddlery and equipment • Emergency response plan • Cancellation of rallies due to weather or other hazards • Dogs at club rallies & activities • Alcohol consumption • Emergency disease response • Fitness to participate 		
Non permitted activities identified		
Known or recognised hazards identified and processes in place to address these		
Risk Management Officer (RMO) appointed		
Role of RMO recorded		
Deputy RMO role determined		
Organising personnel know and understand safety procedures.		
Members, visitors and instructors made aware of relevant Club Policies and rules.		
Fully stocked First Aid kit available		
Fully stocked Horse First Aid kit available		
<u>Where applicable, portable AED defibrillators are in proper working order and accessible with appropriate signage.</u>		
Phone no's of local Doctor, Ambulance, Police and Fire readily available		
Members' relevant medical details and emergency phone no. recorded		

'Incident Report' forms available and completed as required.		
Persons requiring Working with Children Checks identified and proof of check sighted.		
Instructors aware of expectations and responsibilities		
VENUE		
Fully fenced. Fencing in good repair.		
Star posts capped		
Rubbish and waste materials removed		
Horse riding areas clearly defined and separate from parking area and spectators		
Safe and secure area to tie or yard horses		
Identification of conflicting activities within venue eg: gun club, model airplanes, harness training.		
Fire hydrants available and regularly serviced		
Access to drinking water		
Buildings/structures in good repair and safe		
Club house kitchen/canteen safe and good hygiene practices followed		
Parking space sufficient to allow space between floats and separate area for cars		
Toilet Facilities		
Lighting conditions adequate.		
Toilets maintained, hygienic and adequately stocked.		
Waste bins provided and placed adequately.		
Floors dry.		
RIDERS		
HRCVA membership and insurance paid		
Non members – Disclaimer statement signed		
ASA approved helmets and riding boots worn		
Gear correct fit and in safe condition		
Aware of Club policies and Members' Code of Conduct		

