

AUSTRALIAN POLO FEDERATION

EVENT CHECKLIST

AFFINITY Risk Management

EVENT TITLE/NAME:			
LOCATION: Event Dat	e		
Are there designated areas for?	Yes	No	Notes
Playing Fields (including stick & ball/warm up areas)			
Spectators (separated 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 Playing Fields (including stick & ball/warm up areas)	Yes	No	Notes
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)			
Are the boards & cleats properly erected and in suitable condition? (Even, properly pegged)			
Have the Goal Posts been checked & deemed safe for play? (Check run off areas etc)			
Has the playing field been approved by an APF Official?			
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Inspection of Spectator Areas (separated from horses & vehicles)	Yes	No	Notes
Are each of these areas, including roads & tracks free of hazards & obstacles? (Rocks, sticks, overhanging branches, rubbish, uneven surfaces)			
Seating & grand-stands are properly erected and separate from horse access? (Check access to seating areas, that access to under grandstands is restricted)			
Food, eating & drinking areas are separated from horses? (Horses should not have access to these areas)			
Access to food areas, toilets & public parking is free of hazards & obstacles? (Check for varied weather conditions, night lighting, trip hazards)			
Is the Safety Zone clearly defined? (suitable distance, lines, markers)			
Is there signage identifying each of these areas and their intended use? (Spectators Only, No Horses, No Vehicles)			

Inspection of Parking Areas	Yes	No	Notes
Are competitor and spectator parking areas separated?			
Are loading and unloading areas for horses 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 Yards, Tie-up & Stable Areas	Yes	No	Notes
Are fences and rails secured properly? Do the gates & latches work properly? (Safe, appropriate height, no hazards)			
Is adequate water available?			
Can escaping horses be contained effectively? (Perimeter fencing, gates closed, emergenc procedures)	у 🗆		
Is there signage identifying these areas and restricting access? (No Entry Competitors Only	′)		
General	Yes	No	Notes
Can officials be identified clearly? (Tournament Committee, Club Chief Umpire, Horse Welfare Officer) Have Goal Umpires been briefed on safety?			
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 horses? (Horse ambulance/float on site, Vet/Welfare officer nominated)			
Has a heat/wet weather policy been considered for the tournament?			
Is there a map of the facility identifying each of the designated areas?			
Have you checked that all participants are registered APF members?			
Have the DPI biosecurity requirements been met or planned for? (E.g. Tick spraying check f horses coming from infested areas, horse movement reporting requirements, event horse attendance record)	or		
Are incident report forms available on site?			
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On behalf of the committee of the ______, an affiliate of the APF