***NOTE: SHOW ORGANISERS & CHIEF SAFETY OFFICER ARE RESPONSIBLE FOR ENSURING COMPLIANCE WITH HEALTH AND SAFETY LEGISLATION AND SJI REQUIREMENTS. ENSURE APPROPRIATE SAFETY MEASURES ARE IMPLEMENTED TO ELIMINATE OR REDUCE RISKS. THIS CHECKLIST MAY NOT BE AN EXHAUSTIVE LIST FOR YOUR EVENT.***

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| **VENUE DETAILS** |
| **Venue Name:**  | **DATES Start:** **End:** |
| **Address:** | **Assessment Date:**  |
| **Show Organiser Chairperson:** **Email:       Contact No:** |
| **Chief Safety Officer (CSO):** **Email:       Contact No:**  |
| **STATUS:- must enter one of following: YES = In place; *OR*  NO = Not currently in place, detail further action required; *OR* N/A = Only if NOT Applicable** |
|  **DOCUMENTATION / ADMIN.** | **STATUS***(Y, N or N/A)* | **DETAIL ACTION PLAN**  |
| Is the **Chief Safety Officer (CSO**) recently up skilled as per SJI requirements? |  |  |
| Is the **Safety statement / Policy** updated annually / as required and displayed?  |  |  |
| Are **Risk Assessments** recorded and control measures in place specific to your event?  |  |  |
| Is the **Site layout & Traffic Management Plan** submitted for the different types of events held? |  |  |
| Are **Fire Safety Certificates** in place and available?*(REF: Eq. Centres/Structures)* |  |  |
| Are written **Fire & Emergency** Plans & Procedures in place and displayed? *(REF: Eq. Centres/Structures)* |  |  |
| Are all **electrical installation** and **equipment** suitable, certified and maintained?  |  |  |
| Are sufficient **resources** organised for your event *(i.e. stewards / personnel, barriers, etc)* |       |       |
| Are sufficient **Safety / Information Pictogram Signage** organised to display (e.g. Access/Exits, Roads, Parking, Arenas, Pocket Safety, Assembly Point, etc) |  |  |
| **Notify External Services** in advance (i.e. Local hospital, Gardai / PSNI)  |  |  |
| **Other Insurances** in place (i.e. tractor, stabling, commercial F&B providers, traders, contractors, etc.) |  |  |
| **SITE LAYOUT & TRAFFIC CONTROL MANAGEMENT PLAN** | **STATUS***(Y, N or N/A)* | **DETAIL ACTION PLAN** |
| Does the **Site Layout & Traffic Management** **Plan** detail all aspects of the event, such as: **location of all** **facilities;**  **entrance/exits**; **emergency routes**; **segregated routes for vehicles, animals and pedestrians;**  **designated separate parking areas** for animals and car parking; location of informaiton **safety signage / directional routes, etc**? |  |  |
| Does the **main road entrance/exits** have adequate road safety measures where required (i.e. stewards, police, cones, signage, etc)?  |  |  |
| Are **Parking Areas segregated with sufficient spaces** allocated in suitable locations?  |  |  |
| Are **junction / crossing points** avoided where possible? If not possible, is there sufficient controls in place at all **junction / crossing points**, (i.e. suitable barriers, sufficient stewards, signage, etc)? |  |  |
| Are the **locations safe and suitable** of all **trade stands** (i.e. is access / exits safe for public, safe distance from animals, etc)? |  |  |
| Are sufficient **personnel / stewards** appointed in various areas?  |  |  |
| **SHOWGROUNDS AREAS / CROWD SAFETY** | **STATUS***(Y, N or N/A)* | **DETAIL ACTION PLAN** |
| Are **ground conditions and facilities** suitable and free from hazards? |  |  |
| Are **Hazardous / Unauthorised Areas** Identified? Secured & signage displayed? |  |  |
| Are all **gates, perimeters, fences, walls**, etc in sound condition? *e.g. free from sharp edges, loose blocks, dangerous wires, etc.*  |  |  |
| Are **Height / Mezzanines areas** provided? If so, are they of suitable height with safe access / exit with adequate fall / edge protection? *(REF: Eq. Centres/Structures)* |  |  |
| Are all **slip, trip / fall hazards** identified? Are they secure and adequately protected? |  |  |
| Are **steps, stairs, viewing and seating areas** suitable and in safe and good condition for all?  |  |  |
| Is there a **suitable safe area** for vulnerable i.e. families with small children? |  |  |
| Are all **surfaces** checked regularly to check in good condition and where possible non slip?  |  |  |
| Is there **adequate normal** and **emergency lighting** provided? |  |  |
| Are **electric cables** routed / protected / kept clear of public?  |  |  |
| Ensure only suitable **advertising displayed** and secured safely. |  |  |
| **SHOWJUMPING AREAS** | **STATUS***(Y, N or N/A)* | **DETAIL ACTION PLAN** |
| Are the **arena(s)** and **warm up areas** - size, layout and access / exits suitable?  |  |  |
| Are the Course Designer(s) satisfied with the **set up plan, ground conditions, safety aspects of the** **fences in** **arenas & practice areas, etc**?  |  |  |
| Are **additional warm up areas** required(e.g. flat work exercise area - no fences permitted; separate lunge area, etc)? |  |  |
| Is the **Entrance/Exits** to arena and warm up / practice area suitably located? Where possible, create **one-way systems**.  |  |  |
| Are **routes and walkways** properly segregated and lead to the correct location? Pictogram signage displayed? |  |  |
| Is the recommended **maximum number** permitted in **warm up areas** displayed? |  |  |

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| Are **persons / stewards appointed** to monitor and supervise safe use of warm up, horse waiting / junction areas? |  |  |
| Is the **Animal Waiting Area** suitable and restricted access (i.e. no persons permitted in area other than person assisting rider)?  |  |  |
| Is the **Judges Boxes / Secretaries Office** clean, suitable with safe access / exits? |  |  |
| Do the judges have a **clear view** of the arena and if possible the practice area? |  |  |
| If **steep banks, rough areas or other potential hazards exist** – are they adequately fenced off and warning notices displayed? |  |  |
| **ACCIDENT/ EMERGENCY ARRANGEMENTS** | **STATUS***(Y, N or N/A)* | **DETAIL ACTION PLAN** |
| Are **emergency exits** and **vehicle routes identified** and **kept clear** at all times?  |  |  |
| Are there adequate **First Aid / Medic Arrangements** on site as required?  |  |  |
| Are **First** **aid boxes / treatment area** suitable for treated person to lie down? Is it clearlysign posted?  |  |  |
| Is the **SJI Accident/Incident Procedure, Emergency Plan & Contact Details and Assembly Point sign(s)** displayed in prominent locations (i.e. Secretary’s Office, Judge’s Box, etc.)? |  |  |
| Are **SJI Accident / Incident Report Forms** available?  |  |  |
| Are suitable **Fire extinguishers** provided, certified and signage displayed? *(i.e. Eq. Centres/Structures)* |  |  |
| Is there a **Emergency plan** with competent persons in place?  |  |  |
| **WELFARE** | **STATUS***(Y, N or N/A)* | **DETAIL ACTION PLAN** |
| Are there **sufficient toilets and hand washing facilities** in place (including disabled)?  |  |  |
| Adequate **waste facilities** provided? |  |  |
| **TRADERS / CONTRACTORS / STAND AREA** | **STATUS***(Y, N or N/A)* | **DETAIL ACTION PLAN** |
| Only **approved and authorised** traders / contractors permitted?  |  |  |
| Check that **safe working area maintained** and **no slip, trip or fall hazards** to public / visitors. |  |  |
| **Location suitable** to allow **safe access / exits for public, safe distance from animals**, noise, etc. |  |  |
| Traders / Contractors have suitable **Waste Control Management** in place? |  |  |
| **Fire Controls / Extinguishers** in place as required and certified? |  |  |
| **Food Hygiene -** Registration Certs, Training, Insurance, etc. |  |  |
| **Generators** controls in place (i.e. noise, fumes, etc) |  |  |
| **SAFETY BRIEFING / TRAINING**  | **STATUS***(Y, N or N/A)* | **DETAIL ACTION PLAN** |
| **Contact list** maintainedof all personnel working / assisting / volunteering at the event? |  |  |
| **Safety briefing** training held with ALL persons involved in show prior to show |  |  |
| Are all persons assisting informed of appropriate safety and health risks associated with volunteering at venue |  |  |
| Is appropriate PPE available |  |  |
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| **ANY OTHER ITEMS** | **STATUS***(Y, N or N/A)* | **DETAIL ACTION PLAN** |
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| **SIGNED:** |  |  |
| **NAME:**  |  |  |
| **DATE:**  |  |  |
| **POSITION:** | Show Organiser | Chief Safety Officer |

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| **Northern Ireland – Relevant Legislation** | **Republic of Ireland - Relevant Legislation** |
| * *Health and Safety at Work (Northern Ireland) Order 1974 and 1978*
* *Fire Safety Regulations (N.I.) 2010*
* *Food Safety Act 1990*
* *Food Standards Act 1999*
* *Food Hygiene (N.I.) Regulations 2006*
* *Various European Communities Regulation on Food Hygiene*
* *Plus any other relevant legislation or standards.*
 | * *Safety, Health & Welfare at Work Act 2005 and 2012*
* *General Application Regulation 2007 and any other amendments / updates*
* *Building Control Act 1990, 2007*
* *Building Regulations 1997 -2013*
* *Food Safety Authority of Ireland Act, 1998*
* *Various European Communities Regulation on Food Hygiene*
* *Plus any other relevant legislation and standards.*
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