



# Risk Management Form

*Please note if the Site Inspection Checklist is not completed your event is not covered*

Date event commences:            /            /            And concludes:            /            /	
Name of Event/Rodeo (to be insured under APRA's Public Liability policy):	
Name of entity conducting event: (to be insured under APRA's Public Liability policy):	
Venue name & physical address of event:	
Owner of venue:	
Interested parties that need to be included on the Certificate of Currency:	
Full name of person completing this application:	
Position held on committee, company or association:	Phone number:
Postal Address:	
Email Address:	
Signature:	Date:            /            /



(07) 4661 8183  
(07) 4661 4990 Fax



prorodeo.com.au  
apra@prorodeo.com.au



PO Box 264  
Warwick Q 4370





# Site Inspection Checklist

Are there designated areas for?

Yes    No    Notes

➤ Competition (including 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 Competition/Activity Areas (including warm up areas)

➤ 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 <b>all</b> access points to competition areas? (No Entry, Competitors Only)			

## Inspection of Spectator Areas (separated from horses & vehicles)

➤ Are each of these areas, including roads & tracks free of hazards & obstacles? (Rocks, sticks, overhanging branches, rubbish, uneven surfaces)			
➤ Seating & grandstands are properly erected and separate from livestock access? (Check access to seating areas, that access to under grandstands is restricted)			
➤ Food, eating & drinking areas are separated from livestock? (Livestock 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 and 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

➤ 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

➤ Are fences and rails secured properly? (Safe, appropriate height, no hazards)			
➤ Is adequate water available?			
➤ Do the gates & Latches work properly?			
➤ Can escaping livestock be contained effectively? (Perimeter fencing, gates closed, emergency procedures)			
➤ Is there signage identifying these areas and restricting access? (No Entry Competitors Only)			

## General

➤ 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?			

Completed by:	
Signed:	
Date:	