

**EQUINE EVENT SAFETY ASSESSMENT:  
A Checklist for Managers of Events, Horse  
Shows, and Exhibitions**



A self-safety check is important to maintain the professional integrity and safety of your equine event. A thorough check can lead to steps to assure the safest environment for participation in all horse-related activities.

Please take time to answer the following questions in order to determine what safety protocols you are currently practicing and those you may need to implement and/or enhance in order to reduce the risk of equine/human injury during equine events.

**Visit our website for more information:**

[www.horse-safety.com](http://www.horse-safety.com)

**Equine Risk Management Group**

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Disclaimer: The content and information conveyed in this document provides the reader with basic information associated with the safe care, driving, handling, and riding of horses. The application and utilization of the information and practices conveyed herein are considered to be best practices and/or those steps associated to accomplish safe equestrian practices. The reader is reminded the inherent risks associated with horses can be overpowering to the equestrian regardless of what safe practices are being applied to the animals. The purpose for implementation of safe equestrian practices is to reduce and/or eliminate the death, injury and dismemberment directly or indirectly from participating in an equestrian activity. ERMG makes no claims that following the procedures, recommendations and suggestions contained herein will prevent death, injury and dismemberment from and in association with participation in equestrian activities.

# CHECK LIST

Complete the questions with first-hand knowledge and inspection of the horse event grounds. If the answer is unknown, leave the question blank, and come back to it later, but find out the answer. If the question does not apply to your situation, then simply mark NA, not applicable.

<b>Event Facilities</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Do you have an outdoor arena?			
Do you have an indoor arena?			
Are there grandstands?			
How often are the permanent seats inspected for safe operation?			
If portable chairs are used, are they safety inspected?			
Are there bleachers?			
Do bleachers comply with local and/or state safety standards for use?			
Do bleachers have side rails, and step hand rails?			
Are there other events going on at the same facility?			
Will there be spectators?			
Are warm-up areas fenced?			
The equipment owned or leased?			
Is all of the equipment mechanically sound with safe working brakes, lights, etc?			
Are facilities checked daily for safety issues?			
Are damaged facilities repaired immediately?			
Are barriers between horse/competitions and spectators sufficient height?			
Are barriers between horse/competitions and spectators sufficient strength?			
Are all exits easily found by spectators?			
Are all exits properly marked and illuminated?			
Are all exits point doors unlocked and/or maintained open?			
Does the indoor arena have a fire protection sprinkler system?			
Are there rubbish and waste containers?			
Are the entrances to the buildings uncluttered with golf carts, scooters, bikes, etc?			
Is there a designated parking area for golf carts and other vehicles?			
Is staff available to maintain an assessable stable area for fire emergency vehicles?			
Is there a designated area for parking EMT and/or emergency vehicles?			
Is the lighting of the arena areas for spectators sufficient?			
Will the event be held after sunset?			
Will supplemental lighting be installed in areas to promote safety at night?			
Is the exterior of the facility properly illuminated for night activities for exhibitors?			
Is the exterior of the facility properly illuminated for night activities for spectators?			
In case of emergency, is there a public address system to warn all on grounds?			
Are vehicles allowed in covered barn/stable area aisles?			
Are no smoking, no open flame signs posted in all areas of the grounds?			
Are fire hydrants appropriately marked and accessible?			
Are horses stabled under tents or a permanent structure?			
Are tents secured and maintained daily for high wind damage?			
Are all electrical services provided to prevent intervention with horses and people?			

Are fire extinguishers located within stable and barn areas?			
Does staff carry fire extinguishers on their golf carts, ground transportation?			



Posted in a highly visible location are the policies, rules, time schedules, office hours and other information for this horse event facility.

<b>Accreditation/Legal</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Is this a sanctioned or recognized show by a regional and/or national governing body?			
Does the sanctioning body need a certificate of insurance?			
Are all types of equestrian events and activities cover by insurance policy?			
Does the insurance policy have any specific restrictions, non-coverage activities?			
Are there insurance exclusions for the operation of golf carts, motorized vehicles by unlicensed persons?			
Does your state have an equine liability law?			
Are you familiar with your state's equine liability law?			
Are you operating your event in accordance with the state's equine liability law?			
Do you post appropriate signage regarding the state's equine liability law?			
Do you have all the appropriate signage visible in accordance with state law?			
Will signage be easily readable?			
Does signage include illustrations of safety procedures and requirements?			
Do you require a waiver be signed before activity participation?			
Is this waiver in accordance with state laws and sanctioning body regulations?			
Has your waiver been endorsed by legal counsel?			
Does your waiver include parent/guardian waiver for minors?			
If food is provided are the proper health certifications posted?			

Is security, including off-duty police required by the facility?			
Are parking permits required for specific areas on the grounds?			
Is there a specific area for parking horse trailers and related vehicles?			
Are specific areas of the grounds posted no motorized vehicles?			
Is a special occupancy permit required by the city, county, or state?			
Is a fire marshal inspection necessary as a part of the use of the facilities?			
Is occupancy of facility in balance with the tickets being sold?			



Signage, sharps container, rubbish receptacles, safety ribbons applied to tent tie down lines, fire extinguishers and open, easy access to stalls.

<b>Support Staff</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Is there trained security on-site?			
Is certified medical staff on-site?			
Does medical support staff include ambulance, EMTs and paramedics?			
Is there a minimum age requirement for staff?			
Do you have physical requirements for staff?			
Do you have communication requirements for staff?			
Do you train staff for their specific responsibilities?			
Do you have a formal emergency training program for staff?			
Do you have a printed manual[s] for staff?			
Does your training program include hands-on training?			
Is staff trained in basic medical procedures in case of injury/emergency to horse?			
Is staff trained in basic medical procedures in case of injury/emergency to rider?			
Are staff trained and licensed to operate machinery, including tractors?			
Do all staff have proper identification name badges for access to the facilities?			
Is staff provided two-way communication radios?			
Does staff know how to handle emergencies on the radios?			

Is staff provided specific radio channels for activities?			
Are all areas of the event grounds within range of radio communications?			
Is a communications repeater device used to enhance radio signal distance?			
Is a night manager on the grounds during non-event hours to handle emergencies?			



Police, EMT and Fire Emergency Crew equipped with all-terrain vehicles to access horses and competitors at any location at the event.

<b>Trade Show/Vendor Area</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Is there a trade show/vendor manager?			
Are special permits required for vendors?			
Do vendors provide proof of insurance before setting up for event?			
Are vendors required to use only fire retardant products in their vendor area?			
Are vendors provided electrical boxes sufficient to operate their equipment?			
Are vendors securing extension cords and other items on floor to prevent tripping?			
Are vendors removing their rubbish to reduce fire hazard?			
Are all carpeted areas taped to floor?			
Are extension cords prohibited from being run under carpets?			
Is vendor supplemental lighting in compliance with electrical wattage provided?			
Is vendor supplemental lighting in compliance with approved electrical sources?			
Is security to be provided during all hours of operation?			
Is security to be provided during non-operational hours?			
Are all vendors provided with identification badges, tickets, etc?			
Are the names of all vendors and their employees recorded?			
Do vendors and their employees sign in and out during non-operation hours?			
Is there special vendor parking?			
Do vendor parking permits have number codes to identify vehicle owner?			
Is a vender meeting held to review safety and risk management issues?			

Summary:

The number of questions is unlimited, but the point of this check list is to initiate the process for self-review of the policies and procedures used to assure participant, staff and spectator safety.

It is important to remember that the state equine liability law is there to protect the equine professional, property owner or event manager, but most statutes will not protect against faulty equipment and/or negligence. Therefore, it is imperative to be aggressive in your actions to insure all potential risks have been reviewed and preparations made to correct to prevent injury.

For more information on how to make your event operation safer or to schedule a consultation, please contact the Equine Risk Management Group via our website at [www.horse-safety.com](http://www.horse-safety.com).

Do you have your proper signage posted, in an obvious location?

