

## Assessment of Hired Facilities

Venue	
Contact information	
Address	
Individual completing the form	
Date of visit	

### Venue assessment

Please confirm you have seen and have a copy of the below (all must be seen for hiring purposes):

Venue Insurance (Public Liability)		Health and Safety Policy	
Venue Risk Assessments		Fire Risk Assessment	
Emergency Evacuation procedure			

### **Purpose of use (please circle)**

On foot rally	Dressage/ flatwork	Endurance	Mounted Games
Polo	Polocrosse	Pony Racing	Show Jumping
Tetrathlon/ Swim	Social	Eventing/ Tetrathlon Cross Country	

### **Considerations**

Item	Check	Comment
Example: electrical items are PAT tested	Yes	Stickers are on all items with annual dates
Assess to the site is clear and free from debris		
Car Park of suitable size with clear view <i>Consider, if horse vehicles and pedestrians are in the same space</i>		
Route of entry and exit signed/ clear on give ways		
Road/ track in good repair- comment on condition		
Fencing and Boundary/ gates for the site are in good repair and working order		
Electrical equipment for use is PAT tested annually		
Toilets and rest rooms, good working order		
General cleanliness, suitable for use		
Catering provision, food hygiene certificate present and displayed		
First aid point highlighted and kit available		
Fire extinguishers, these are present and in date		
Inclusive, the venue is accessible and has provisions for all users (wheel chair accessible)		
<b>On foot or social</b>		
Building structurally sound		
Floor in good repair		
If tables and chairs provided, they are fit for purpose		
If equipment provided, it is in good repair		
If required, lighting is available and documentation of testing is available		
Door and windows in working order to support weather conditions		

If required, heating or cooling provision available and covered in required legal testing		
<b>Ridden / Ground Schooling</b>		
Arena/ Field for use, well fenced		
Riding and ground schooling area free from debris		
Surface of use reduced impact injuries on ponies and horses taking part		
Jump wings, fences and poles are of good condition and correctly pinned (if needed)		
Fencing of arena present and in good condition		
Gates and access to arenas, of suitable condition		
Banners and panelling are securely in place		
Viewing areas, clean and in good repair including free from trip hazards		
<b>Stabling / horse or ponies housing</b>		
Biosecurity measures agreed and in place before arrival		
Buildings, including roof are in good repair		
Suitable flooring, comment if matting present		
Bedding Provided? Suitable to support welfare		
Fodder, good quality and free from mould		
Ventilation through the stables is available and provided		
Temporary stables, constructed by contractor. Have you seen documents		
Muck heap, down wind and correct distance from stables		
Yard has fire extinguishers, these are in date		
Cooling and Washing areas are available and secure		
Access to water: clean, fresh and running		
<b>Accommodation</b>		
Hotel/ hostel a reputable provider with council checks in place		
Electrical equipment for use is PAT tested annually		
Toilets and rest rooms, good working order		
General cleanliness, suitable for use		
Access to water: clean, fresh and running		
Catering provision, food hygiene certificate present and displayed		
If required, heating or cooling provision available and covered in required legal testing		
Campsite boundaries able to secure horses and ponies		
<b>Public Spaces</b>		
Free from vehicle or these are securely cordoned off		
Free from trip hazards		