



EVENT SAFETY CHECKLIST

The Chief Steward must ensure that all relevant requirements on this checklist have been checked and signed off. It must be posted to Kerry Spratt within 14 days. An insurance claim can be affected if this document is not received by Kerry in a timely manner

Ride Details

Name: _____ Date: _____

Location: _____ Distance: _____

Ride Director Details

Name: _____ Phone: _____

Address: _____

		Yes	No	Signature
1.	The Event Committee has referenced and complies with the Ride Organisers Handbook	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Competitors issued with Event Safety documents.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Disclaimer forms returned by competitors.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Emergency Services notified and briefed on event.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Required approvals confirmed: <input type="checkbox"/> Local authority <input type="checkbox"/> Police <input type="checkbox"/> Local land owners. <input type="checkbox"/> National Park <input type="checkbox"/> State Forest <input type="checkbox"/> Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
6.	Risks assessed (to include): <input type="checkbox"/> Review of existing assessments <input type="checkbox"/> Compile assessments unique to event <input type="checkbox"/> Track inspected.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
7.	Event safety procedures <input type="checkbox"/> Documentation in place <input type="checkbox"/> Participants briefed on procedures <input type="checkbox"/> Event safety personnel briefed <input type="checkbox"/> Emergency access confirmed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Please return form within 7 days of the ride to WAERA Secretary (see WAERA SMC Contact List for contact details).