

## BC Carriage Driving Society EVENT PLANNING and ACTION PLAN

To be completed by BCCDS Event Organizer and submitted with Event Approval Application Form for Insurance Coverage. The following guidelines are to be used to assist event organizers make their event safe, fun and educational for all. Organizers at their discretion may make additional requirements in the interest of safety of all participants, volunteers and spectators in preparation prior to and during the event.

| <b>Venue Lease/Hire</b>  | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
|--|-------------------|--------------------------|-----------------------------|
| When leasing or hiring check lease or rental agreement for insurance requirements for disclaimers.                             |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |
| <b>Hiring Equipment</b>  | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
| Onsite vehicles third party insurance (golf carts, etc)  |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |
| <b>Contractors – for services, demonstrations, sponsor or retail displays</b>  | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
| Service providers have provided evidence of insurance coverage. (First Aid Services, Demonstrations, Sponsor Displays, Retail) |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |
| <b>Records and Documentation</b>   | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
| Privacy policy for personal information  |                   |                          |                             |
| Ample supply of incident./accident reports   |                   |                          |                             |
| Incident management procedures   |                   |                          |                             |
| Staff and volunteers have appropriate training   |                   |                          |                             |
| Show office & required equipment available   |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |
| <b>The Venue or Location</b>   | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
| Warning and directional signage (spectator areas, exclusion areas, exits, dogs etc)  |                   |                          |                             |
| No Smoking signage   |                   |                          |                             |
| Garbage and recycling  |                   |                          |                             |
| Safe routes for horses to stabling, warm up and competition areas  |                   |                          |                             |
| Fencing and gates  |                   |                          |                             |
| Toilets  |                   |                          |                             |
| Camping facilities   |                   |                          |                             |
| Identified safe areas for emergencies and bad weather  |                   |                          |                             |
| Weather – tracking weather systems   |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |
| <b>Parking Areas</b>   | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
| Parking areas should be controlled. Signage should state restrictions and display a no responsibility waiver                   |                   |                          |                             |
| Adequate parking for horse trailers  |                   |                          |                             |
| Safe unloading and loading areas   |                   |                          |                             |
| Separate paths for spectators and horses   |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |

|  |                   |                          |                             |
|--|-------------------|--------------------------|-----------------------------|
| <b>Staffing &amp; Volunteers</b>   | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
| Safety, security and job description briefing.   |                   |                          |                             |
| Breaks and relief. Food and water for staff/volunteers   |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |
| <b>Emergency Plan</b>  | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
| Emergency plan current and reviewed for all areas  |                   |                          |                             |
| Access route for emergency service vehicles  |                   |                          |                             |
| Human First Aid Kit location (if not supplied by on-site FA staff)   |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |
| <b>Warm - Up and Competition areas</b>   | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
| Functioning gates where applicable   |                   |                          |                             |
| Obstacles and fencing in good repair   |                   |                          |                             |
| Separate areas for spectators and horses where possible  |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |
| <b>Stabling</b>  | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
| No smoking signage   |                   |                          |                             |
| Extinguishers  |                   |                          |                             |
| Notice board for information and emergency services i.e. vets, farriers, horse transport, dead stock removal               |                   |                          |                             |
| Medication Control - drug testing area (stall)   |                   |                          |                             |
| Water and electricity  |                   |                          |                             |
| Hay and bedding storage  |                   |                          |                             |
| Manure areas and removal   |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |
| <b>Communication</b>   | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
| Equipment – radios, cell phones, loud speakers   |                   |                          |                             |
| Emergency team identified  |                   |                          |                             |
| Emergency contact information available  |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |
| <b>Accidents</b>   | <b>OK/<br/>NA</b> | <b>Not<br/>Completed</b> | <b>Action<br/>Completed</b> |
| Injury, illness and death of horse   |                   |                          |                             |
| Equipment to move dead horse   |                   |                          |                             |
| Horse first aid kit available  |                   |                          |                             |
| <b>Comments:</b>   |                   |                          |                             |
| <b>Dogs/Pets</b>   |                   |                          |                             |
| Dogs/Pets must be under the direct control of the owner: either on a leash, caged or confined to your trailer at all times |                   |                          |                             |
| <b>Name and date of Event:</b>   |                   |                          |                             |
| <b>Signature of Organizer:</b>   |                   |                          |                             |
| <b>Date signed:</b>  |                   |                          |                             |

