



INSPECTION SHEET FOR GROUNDS WITH STABLE YARDS

Categories	OK Yes/No	Comments	Responsible Person	Action Due By
Section 1 - Outdoor Areas				
1. Work Environment				
Thermal Comfort				
Adequate Airflow				
Lighting – general & emergency				
1.1 Floors and horse walking areas				
Floors even and in good condition				
No slips, trips, fall hazards or open drains				
Clear of stock/materials				
1.2 Stable doorways, yard and paddock gates				
Not obstructed, corridors clear				
Operate without excessive force				
Correctly signed				
Fire doors not propped open or blocked				
Exposed bolts, latches, chains				
1.3 Stables, yards and paddocks, laneways				
Doors and gates operate without force				
No broken lining boards in boxes or shelters, no sharp edges, splinters, holes, cracks.				
Feed bins clean and free of sharp edges				
Water buckets clean – auto waterers operational				



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and clean				
Yards clean and free of hazards – rocks, stones, holes,				
post and rails not damaged				
Clean bedding. Soiled bedding removed to suitable disposal area				
Laneways free of obstacles, hazards				
Electric fencing strained and operational				
No machinery or tools lying in walk area				
1.4 Arenas and paddocks where horses are worked				
No machinery or tools on or adjacent to arena				
No holes or rubbish				
Post and rails in good repair				
Section 2 - Ancillary Rooms				
2 Storage room and tack room				
Free of trip hazards and floor anti slip				
No sharp edges to cupboards				
Locks working				
Heaviest objects stored between shoulder and hip height				
Lightest objects above shoulder or below hip height				
Ease of accessing gear or other items				
Appropriate step ladder (s) available				



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Adequate lighting				
Adequate ventilation				
2.1 Feed Room				
Clear and uncluttered				
Feed storage bins in good order, lift up lids can be secured				
Lifting practices are known and used when emptying feed into storage bins.				
Floor anti-slip, free of objects				
Lighting suitable to see under shelves				
Adequate ventilation				
Trolley available				
Dust masks available when tipping feed				
Lightest objects above shoulder and below hip height				
Heaviest objects between shoulder and hip height				
Ease of accessing objects				
Vermin check – spiders and mice				
2.2 Toilets, washrooms, staff rooms				
Hygienic and tidy				
Lighting adequate				
Adequate ventilation				



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Suitable hand washing and drying facilities				
Section 3 - Grounds and amenities,				
Are the following clean, tidy, even and non slip: Paths, walkways and roadways, Handrails, steps and stairs.				
No damage to stands and seating				
Indoor air quality adequate				
Dust reduced by spraying water				
No pot holes / open drains				
Lighting adequate				
Risks from neighbouring workplaces controlled				
Vegetation kept under control				
No pedestrian/vehicle blind spots				
Compliance with parking rules				
3.1 Ladders and steps				
Stored correctly				
No broken or missing rungs or other defects				
Fall protection provided in high ladders				
3.2. Stairways (if applicable)				
Adequate Illumination				
Free of trip, slip and fall hazards				



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Steps deep enough and anti-slip surface				
Handrails / toeboards				
No broken/chipped edges				
Landings clear of obstructions				
Handrails in good condition				
Section 4 - Electricity source, Fire equipment, Security				
4. Power outlets, cords and boards				
No double adapters				
No piggy back double adaptor plugs				
Covered leads if across walkways, internal roads or paths (trip hazard)				
Good condition				
Earth leakage protection				
Free of obstruction				
No exposed power / energy sources				
4.1 Fire Equipment				
Not obstructed				
Correctly signed				
Locking devices / seals unbroken				
Inspection tags present and checked within 6 months				



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Fire extinguishers operational				
Fire hoses operational				
Fire pumps in operational order				
4.2 Security Management				
Visual deterrents such as surveillance, signage and security				
Alarms situated properly				
Security measures in place for those working on their own and those working in hours of darkness				
Cash management procedures in place				
Section 5 - Work Practices, Machinery and Tools				
5. Work Practices –				
Correct use of PPE (personal protective equipment)				
Correct manual handling procedure				
Horse handling techniques				
Correct use and storage of equipment				
Adequate waste containers				
Isolation procedure developed and used				
Clear aisle access				
Evacuation procedure known				
First Aid Attendant(s) known				



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First Aid Kit adequately stocked				
Hazard reporting procedure known				
Ergonomic aspects addressed (e.g. safe office furnishings / well designed work areas)				
5.1 Use and storage of tools, machinery & equipment (including horse floats and trailers)				
In sound working order				
Registration up to date				
Volunteers trained in correct usage of tools and machinery				
Tools in good working order i.e.: pitchforks, shovels, wheelbarrows				
Tools placed securely (not able to fall)				
No sharp edges				
Pre-operating instructions for tools and machinery are available				
Warning and instructions for machinery and tools is displayed				
No damage to furniture or fittings.				
Categories – Section 6 - Tack and Gear, Chemicals				
6. Tack and Gear				
As per PCA SA rules				
6.1 Chemicals (including veterinary products)				
Correct labelling				
Stored correctly				



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Categories	OK Yes/No	Comments	Responsible Person	Action Due By
Hazards made aware to employees				
No flammable substances in stables				
SDS (Safety Data Sheets) available at point of use (e.g. Disinfectant - dilution rates / first aid)				

Comments _____