

Daily yard checklist

Date: _____ Shift: _____ Lead: _____

Use alongside the yard's agreed care plans. Adapt to your routine; this sheet organises work and handovers, rather than giving feeding or treatment instructions.

Before the first round

- ☐ Record the date, shift leader and people on duty.
- ☐ Check today's agreed care plan, appointments and changes.
- ☐ Confirm who owns each task and when it needs to be done.
- ☐ Check that emergency contact details are accessible to the team.

During the shift

- ☐ Record completed tasks with the time and person's initials.
- ☐ Record observations and pass concerns to the responsible person.
- ☐ Log hay and bedding used, deliveries and supplies to order.
- ☐ Log damaged equipment and tell the person responsible.

Before handing over

- ☐ List outstanding actions with a named person and due time.
- ☐ Flag changed instructions with their source and date.
- ☐ Confirm upcoming appointments and unanswered arrangements.
- ☐ Ask the incoming shift to acknowledge the open actions.

Outstanding actions

Horse / area	Action	Responsible person	Due time
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Changes / observations / who was informed

Handed over by: _____ Acknowledged by: _____ Time: _____