



RISK ASSESSMENT – AGRICULTURAL SHOW DOG SECTIONS

NOTE: This form is indicative of the process taken and is not designed to lay responsibility with any individual

Event:	
Date of Event:	
Designated inspection areas:	(Indicate the physical areas that the appointed Dog Section Steward is required to report on) ❖

Event Secretary / Manager:	
	(Name)
Appointed Dog Section Steward:	
	(Name)
Other area:	
	❖

Preliminary inspection prior to Event:	<p>Is any remedial action required before the event?:</p> <p style="text-align: center;">YES / NO</p> <hr/> <p>(Signature of Dog Section Steward) (Date)</p>
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Event Secretary / Manager on completion of preliminary inspection:	<p>Has repair action been taken as indicated by the Dog Section Steward?:</p> <p style="text-align: center;">YES / NO / NOT APPLICABLE</p> <hr/> <p>(Sign on completion of remedial Action) (Date)</p>
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Final Inspection during or immediately before Event:	<p>Return to Event Secretary / Manager no later than</p> <p>_____ (Date)</p> <hr/> <p>(Signature of Dog Section Steward) (Date)</p>
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Event Secretary / Manager to sign on completion of final inspection	<hr/> <p>(Sign on completion of final Inspection) (Date)</p>
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Factors	Controlling Elements	Prior / During the Event				Comments
		OK	Not OK	Action Required	Action Taken (if required)	
Grounds	Location suitable for the designated purpose: > Weather > Topography > Access > Overhead clearance > Adjacent clearance					
	Free of trip hazards: > Public > Exhibitors > Animals > Plant					
	Free of slip hazards: > Public > Exhibitors > Animals > Plant					
	Free of excessive obstacles: > Public > Exhibitors > Animals > Plant					
	Appropriate quantity and location of waste receptacles: > Industrial > Household > Green > Hazardous					
	Overhanging or impinging vegetation removed					
	Perimeter Fencing: > Intact > Correct height					

Factors	Controlling Elements	Prior / During the Event				Comments
		OK	Not OK	Action Required	Action Taken (if required)	
Grounds (Cont'd)	Arena Fencing suitable public protection					
	Lighting: ➤ Arena ➤ Parking ➤ Pedestrian areas					
	Standby lighting					
	Is fuel and chemical storage restricted from public access?					
	Has all rigging / lighting / sound equipment, etc. been inspected to confirm proper mounting?					
	Has security been briefed on items and areas to protect including goods in care etc.?					
Passageways / Pathways	Clearly marked public pathways					
	Even, level surfaces					
	Slippery when wet					
	Sufficient dimensions					



Factors	Controlling Elements	Prior / During the Event				Comments
		OK	Not OK	Action Required	Action Taken (if required)	
Passageways / Pathways (Cont'd)	Rubbish / Obstacles					
	Unprotected electrical cables					
	Obstructions to entries / exits					
	Sufficient lighting					
	Mobility impaired access and facilities					
Cleaning	Provision of drinking water					
	Adequate rubbish bins provided					
	Regular rubbish removal					
	Regular toilets and ablutions cleaning					
	Portable toilets if required					



Factors	Controlling Elements	Prior / During the Event				Comments
		OK	Not OK	Action Required	Action Taken (if required)	
Cleaning (Cont'd)	Adequate hand washing facilities provided					
	Regular street sweeping					
	Regular pavilion cleaning					
Equipment	Electrical leads tagged and tested					
	Regularly maintained					
	Suitable for task					
	Good working order					
	Star pickets to be driven no more than 600mm into the ground in all areas. Where pickets require more than 600mm depth, the Electrical contractor is to be consulted for cable and water pipe locations					
Security	P A System					



Factors	Controlling Elements	Prior / During the Event				Comments
		OK	Not OK	Action Required	Action Taken (if required)	
Security (Cont'd)	Mobile phones					
	Two-way radio					
	Storage facility suitability					
	Security of area					
	Transporting procedure					
Lost Children	Is there a properly set up child minding facility?					
	Is the area constantly attended by a qualified youth worker or First Aider?					
	Is there a properly equipped First Aid Kit in this area?					
	Are adequate P A facilities available for communication of missing children?					
Emergencies	Adequate provisions to deal with injuries and medical emergency.					



Factors	Controlling Elements	Prior / During the Event				Comments
		OK	Not OK	Action Required	Action Taken (if required)	
Emergencies (Cont'd)	Ambulance officers or First Aiders available					
	Designated First Aid Room available with internal communication					
	Is First Aid Room properly signposted and accessible to Emergency Services					
	Fire extinguishers					
	Fire hoses					
	Evacuation routes displayed					
	Incident reporting forms at all First Aid facilities					
	Dangerous chemicals safely stored with appropriate signage					
	Bomb threat – is appropriate evacuation plan in conjunction with Emergency Services in place?					
	Terrorist Attack – emergency procedures for terrorist-type activities					



Email: info@dogsqueensland.org.au, Website: www.dogsqueensland.org.au

Factors	Controlling Elements	Prior / During the Event				Comments
		OK	Not OK	Action Required	Action Taken (if required)	
Welfare	Sufficient meal breaks etc. for employees / volunteers					
	Sufficient toilets for employees / volunteers					
	Suitable arrangements for employees / volunteers during all weather conditions					
	Personal protective equipment supplied					
Other Factors						