

RISK ASSESSMENT CHECKLIST – 1 (Entertainment)

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 WPH&S Officer is required to report on) ❖ Main Arena for entertainment ❖ Fireworks ❖ Grand Parade

Event Secretary / Manager:	(Name)
Appointed WPH&S Section Officer / Chief Steward:	(Name)
Other area: ❖ Stage ❖ Coral ❖	

Preliminary inspection prior to Event:	Is any remedial action required before the event: <p style="text-align: center;">YES / NO</p> <hr/> (Signature of WPH&S Section Officer/ Chief Steward) (Date)
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Event Secretary / Manager on completion of preliminary inspection:	Has repair action been taken as indicated by the Section WPH&S Officer / Chief Steward: <p style="text-align: center;">YES / NO / NOT APPLICABLE</p> <hr/> (Sign on completion of remedial Action) (Date)
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Final Inspection during or immediately before Event:	(Return to Event Secretary / Manager no later than _____) <hr/> (Signature of WPH&S Section Officer / Chief Steward) (Date)
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Event Secretary / Manager to sign on completion of final inspection	<hr/> (Sign on completion of final Inspection) (Date)
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Factors	Controlling Elements	Prior to Event					During the Event				Comments
		OK	Not OK	N/A	Action Req'd	Action Taken (if required)	OK	Not OK	Action Req'd	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										
	Arena Fencing suitable public protection.										

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Grounds (cont)	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?										
	If the event is licensed, have drinking areas been defined?										
	Has security been briefed on items and areas to protect including goods in care etc.										
Car Parking	Is car parking provision adequate for the following: - Fire, Ambulance & Police, - Guests & Judges										
	Driveway entry or curb ramp.										
	Fencing										
	Roadways marked/indicated.										
	Level (no potholes).										

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Car Parking (cont)	Is pedestrian access & egress safe and clearly marked.										
	Are sufficient numbers of marshals &/or signs organized.										
	Traffic controllers instructed on their authority, speed limits, parking areas etc.										
	Are parking areas sufficiently clear of pedestrian areas and animal areas to avoid accidents and congestion.										
	Trimmed (no long grass, overhanging bushes or dangerous trees).										
	Slippery when wet.										
	Clean (no excessive waste or obstacles).										
	Adequate lighting for night operation.										
	Standby lighting in event of power failure.										
Passageways / Pathways	Clearly marked public pathways.										
	Even, level surfaces										

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Passageways / Pathways (cont)	Slippery when wet										
	Sufficient dimensions.										
	Rubbish / Obstacles.										
	Unprotected electrical cables.										
	Obstructions to entry's / exits.										
	Sufficient lighting.										
	Mobility impaired access and facilities.										
Grandstands, stairways and seating	Compliance to Australian Standards.										
	Condition.										
	Load distributed evenly.										
	Unaffected by wind.										

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Grandstands, stairways and seating (cont)	Sufficient lighting.										
	Adequate and child proof safety railings.										
	Steps - location, safety and condition.										
	Seats clean and free of obstruction Slippery when wet.										
	Mobility impaired access and facilities.										
	All access and egress points clearly marked.										
	Approaches and exits free of obstructions.										
	Access safe to negotiate in numbers anticipated and complying with Australian Standards.										
	No sharp edges or screws to catch or tear clothing.										
Fireworks	Approved, licensed contractor.										
	Suitability of location.										

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Fireworks (cont)	Signage.										
	Distance to patrons.										
	Animal control.										
	Signal to commence.										
	Fire extinguishers current and in good working order.										
	Approach and exit areas free of obstruction.										
Equipment	Electrical leads tagged & tested.										
	Regularly maintained & in Good working order.										
	Suitable for task.										
Security	P A System.										
	Mobile Phones.										

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Security (cont)	Two-way Radio.										
	Storage facility suitability.										
	Security of area.										
	Transporting procedure.										
Emergencies	Emergency Services notified of the Event.										
	Adequate provisions to deal with injuries and medical emergency.										
	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										

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Emergencies (cont)	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.										
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											

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