

**RISK ASSESSMENT CHECKLIST – PAVILIONS AND EXHIBITION CENTRES**

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

<b>Event:</b>	
<b>Date of Event:</b>	
<b>Designated inspection areas:</b>	(Indicate the physical areas that the appointed WPH&S Officer is required to report on) ❖

<b>Event Secretary / Manager:</b>	(Name)
<b>Appointed WPH&amp;S Section Officer / Chief Steward:</b>	(Name)
<b>Other area:</b>	❖

<b>Preliminary inspection prior to Event:</b>	<p><b>Is any remedial action required before the event:</b></p> <p style="text-align: center;">YES / NO</p> <hr/> <p>(Signature of WPH&amp;S Section Officer/ Chief Steward) (Date)</p>
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<b>Event Secretary / Manager on completion of preliminary inspection:</b>	<p><b>Has repair action been taken as indicated by the Section WPH&amp;S Officer / Chief Steward:</b></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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<b>Final Inspection during or immediately before Event:</b>	<p>(Return to Event Secretary / Manager no later than _____ )</p> <hr/> <p>(Signature of WPH&amp;S Section Officer / Chief Steward) (Date)</p>
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<b>Event Secretary / Manager to sign on completion of final inspection</b>	<hr/> <p>(Sign on completion of final Inspection) (Date)</p>
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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										

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		OK	Not OK	N/A	Action Req'd	Action Taken (if required)	OK	Not OK	Action Req'd	Action Taken (if required)	
<b>Grounds (contd.)</b>	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.										
<b>Passageways / Pathways</b>	Clearly marked public pathways.										
	Even, level surfaces										
	Slippery when wet										
	Sufficient dimensions.										

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		OK	Not OK	N/A	Action Req'd	Action Taken (if required)	OK	Not OK	Action Req'd	Action Taken (if required)	
<b>Passageways / Pathways (cont)</b>	Rubbish / Obstacles.										
	Unprotected electrical cables.										
	Obstructions to entry's / exits.										
	Sufficient lighting.										
	Mobility impaired access and facilities.										
<b>Cleaning</b>	Provision of Drinking water.										
	Adequate Rubbish bins provided										
	Regular Rubbish Removal.										
	Regular Toilets & Ablutions Cleaning										
	Portable Toilets if required.										

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		OK	Not OK	N/A	Action Req'd	Action Taken (if required)	OK	Not OK	Action Req'd	Action Taken (if required)	
<b>Cleaning (cont)</b>	Adequate Hand Washing facilities provided.										
	Regular Street sweeping.										
	Regular Pavilion Cleaning.										
<b>Equipment</b>	Electrical leads tagged & 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.										
<b>Security</b>	P A System.										

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<b>Security (cont)</b>	Mobile Phones.										
	Two-way Radio.										
	Storage facility suitability.										
	Security of area.										
	Transporting procedure.										
<b>Last Children</b>	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 PA facilities available for communication of missing children.										
<b>Emergencies</b>	Adequate provisions to deal with injuries and medical emergency.										

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Emergencies (cont)	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.										

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<b>Welfare</b>	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.										
<b>Other Factors</b>											