

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										
Grounds (contd.)	Arena Fencing suitable public protection.										

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)	
	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:										
	- Passenger cars.										
	- Fire, Ambulance, Police.										
Car Parking (contd.)	- Exhibitors, eg, horses cattle.										
	- Pre-paid parking.										

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)	
	- Guests, judges.										
	Driveway entry or curb ramp.										
	Fencing										
	Roadways marked/indicated.										
	Parking lines and exits clearly marked.										
	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.										
Car Parking (contd.)	Level (no potholes).										
	Slippery when wet										

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)	
	Clean (no excessive waste or obstacles).										
	Approved rubbish containers placed in high traffic areas.										
	Trimmed (no long grass, overhanging bushes or dangerous trees).										
	Adequate lighting for night operation.										
	Standby lighting in event of power failure.										
Passageways / Pathways	Clearly marked public pathways.										
	Even, level surfaces										
	Slippery when wet										
	Sufficient dimensions.										
Passageways / Pathways (cont)	Rubbish / Obstacles.										
	Unprotected electrical cables.										

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)	
	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.										
	Sufficient lighting.										
	Adequate and child proof safety railings.										
Grandstands, stairways and seating (Cont)	Steps – location, safety and condition.										
	Slippery when wet.										

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)	
	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.										
	Seats clean and free of obstruction.										
Amusement Rides	Are owners and operators licensed.										
	Are rides located on ideal ground conditions.										
	Is ride being operated strictly in accordance with Operator's Manual.										
Amusement Rides (Cont)	Machinery log books.										
	Current Inspection dates.										

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)	
	Current Safety Certificates.										
	Safety Signage										
	Noise abatement.										
	Cables and lead tested and tagged.										
	Earth leakage protection provided.										
	Age and height restriction imposed where appropriate.										
	Areas fenced off to prevent unauthorised access to structures, moving parts, electrical etc.										
	Experienced and alert operator.										
	Fire extinguishers current and in good working order.										
	Approach and exit areas free of obstruction.										
Food and Catering	First Aid Kit suitable for treating burns and cuts.										

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)	
	Licensed food handlers.										
	Counters, utensils, cooking facilities clean										
	Gloves and tongs provided for food service.										
	Food handlers not handling money or coupons.										
	Refrigeration temperature below + 5 C.										
	Freezer temperature below - 4 C.										
	Hot food held at greater than + 60 C.										
	Fire extinguishers current and in good working order.										
	Approach and exit areas free of obstruction.										
Cleaning	Provision of Drinking water.										
	Adequate Rubbish bins provided										

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)	
	Regular Rubbish Removal.										
	Regular Toilets & Ablutions Cleaning										
	Portable Toilets if required.										
	Adequate Hand Washing facilities provided.										
	Regular Street sweeping.										
	Regular Pavilion Cleaning.										
Animal Control	Limited access for patrons.										
	Walkways for animals to be away from pedestrian access and clearly defined.										
	Judging rings for large animals to be strongly made and in good repair.										
Animal Control (Cont)	Animals to be under strict owner supervision at all times.										
	Directional and warning signage.										

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)	
	Fencing suitable for animals / livestock.										
	Sufficient numbers of strong tethering facilities available.										
	Animals tethered during fireworks, or other loud displays.										
	Drainage satisfactory to prevent mud patches forming in pedestrian areas.										
	Adequate hand washing facilities after handling.										
	First Aid Facilities nearby.										
	Vet on site or available.										
Wood chopping / Chainsaw Events	Suitable location of venue.										
	Good level ground.										
Wood chopping / Chainsaw Events (cont)	Fencing sufficient to protect patrons.										
	Fencing/gates sufficient to prevent public access.										

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)	
	Sufficient lighting.										
	Suitability of warning signage.										
	Sufficient space between Competitors.										
Equipment	Electrical leads tagged & tested.										
	Regularly maintained.										
	Suitable for task.										
	Good working order.										
Security	P A System.										
	Mobile Phones.										
Security (cont)	Two-way Radio.										
	Cash Control.										

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)	
	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 PA facilities available for communication of missing children.										
Emergencies	Emergency Services notified of the Event.										
	Adequate provisions to deal with injuries and medical emergency.										
Emergencies (contd.)	Ambulance officers or First Aiders available.										
	Designated First Aid Room available with internal communication.										

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)	
	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.										
Welfare	Sufficient meal breaks etc. for employees / volunteers.										
Welfare (cont)	Sufficient toilets for employees / volunteers.										
	Suitable arrangements for employees / volunteers during all weather conditions.										

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)	
	Personal protective equipment supplied.										
Other Factors											