

EVENT RISK MANAGEMENT CHECKLIST

The following checklist has been developed to assist event organisers, committees and associations with checking the implementation of event risk management. This checklist is generic in nature, it is aligned to the risk management plan for event organisers (RMP) and is intended to be used as a guide.

Organiser Name: _____

Place of Event: _____

Date of Event: ____/____/____

1. ACKNOWLEDGEMENT

Acknowledgement Criteria	Complete
I acknowledge that we have read all applicable insurance, management plans and T&C's and will comply with these provisions	Yes <input type="checkbox"/> No <input type="checkbox"/>
I acknowledge that the risk management plan for event organisers and this checklist is a guide only (refer to 1.2 of the RMP)	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. EVENT PLANNING AND APPROVALS (PRE-EVENT)

Risk Focus Area / Criteria	RMP Ref	Complete
Insurance policies have been placed with the NRCA	1.3 & 3.1	Yes <input type="checkbox"/> No <input type="checkbox"/>
A risk management plan has been developed and consultation meetings scheduled with relevant parties	2.1-2.4 & 3.1-3.3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Event, local Government, association affiliation and compliance permits have been submitted	3.4	Yes <input type="checkbox"/> No <input type="checkbox"/>
Rider, contractor and vendor agreements, waivers, insurances and risk assessments obtained and approved	6.5 & 3.6	Yes <input type="checkbox"/> No <input type="checkbox"/>
Traffic control and public access requirements identified and approved	3.7	Yes <input type="checkbox"/> No <input type="checkbox"/>
Public safety, security and emergency management resources and equipment identified and approved	3.8	Yes <input type="checkbox"/> No <input type="checkbox"/>
Event staff, volunteers and other people resources identified and approved	3.9	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. EVENT DELIVERY RISK MANAGEMENT CHECKLIST (DURING AND POST EVENT)

Risk Focus Area / Criteria	RMP Ref	Complete
Check that public safety controls are implemented (signs, access, walkways, seating, exclusion areas, amenities)	4.1 & 4.2	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check that areas for competition, spectators, parking, loading / unloading, horses and first aid are established	4.1 & 4.2	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check that arenas and stock yard areas are secure, setup properly, segregated from people (exclusion) and safe	4.2	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check that security personnel are in position, have required equipment and managing security requirements	4.3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check that competition regulatory, management, safety and compliance requirements are in place	4.4	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check that pedestrian management and traffic control personnel and infrastructure are in place	4.5	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check that bars and catering responsible service of alcohol and food hygiene requirements are in place	4.6	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check that animal welfare requirements are in place and being followed	4.7	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check that high risk activities are being conducted safely and in accordance with risk assessments	4.8	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check that incident reporting and emergency management procedures are established and being followed	4.9	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check that emergency evacuation provisions and assembly areas are in place	4.9	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check that post event debrief and review activities have been organised	5.1 & 5.2	Yes <input type="checkbox"/> No <input type="checkbox"/>

