SHOW RISK MANAGEMENT CHECKLIST

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

1   ACKNOWLEDGMENT

Acknowledgement Criteria	Complete
I acknowledge that I have read all the insurance requirements list, risk management plan and head-license and sub-license terms and conditions and will comply with these. For your reference, these documents are available here – www.showmensguild.com.au/riskmanagement	Yes ❏ No ❏
I acknowledge that the risk management plan and this checklist is a guide only to help identify detectable risks.	Yes ❏ No ❏

2   PRE-EVENT PLANNING APPROVAL

Risk Focus Area / Criteria	Complete
Each member has an insurance policy in place covering their public liability to a limit of at least $20m and noting the interests of the Guild as licensee/landlord.	Yes ❏ No ❏
Each member is aware of and compliant with the conditions, limitations and exclusions of their individual insurance policy.	Yes ❏ No ❏
Event, local Government, association affiliation and compliance permits have been submitted	Yes ❏ No ❏
A COVID-19 plan has been developed and approved	Yes ❏ No ❏
Each member that is supplying food or beverages has the required permit, licence or Approval.	Yes ❏ No ❏

3   PRE-EVENT RISK MANAGEMENT CHECKLIST

Risk Focus Area / Criteria	Complete
Check that COVID-19 plan is implemented (information, hygiene and social distancing)	Yes ❏ No ❏

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Check that public safety controls are implemented (signs, access, walkways, seating, exclusion areas, amenities)	Yes ❏ No ❏
Check that amusement or ride facilities are safe and adequate with respect to their interface with general customer access (including shade areas, weather protection, signage, grandstands, seating and fencing)	Yes ❏ No ❏
Check that the Licensed Area is free of uneven surfaces, damage, potholes, sharps and other dangerous items and obstructions	Yes ❏ No ❏
Check that there is an unobstructed path for an emergency vehicle to access the Licensed Area	Yes ❏ No ❏
Check that throughfares and walkways are clear of any obstacle (i.e. depressions, electrical cables, trip hazards)	Yes ❏ No ❏
Check that there is sufficient lighting in and around each facility and common area to ensure the safe conduct of amusements, rides and food	Yes ❏ No ❏
Check that electrical equipment and infrastructure has been inspected and tested by qualified personnel to ensure that it is in proper, safe working order (including switch boards, power points, control gear and leads).	Yes ❏ No ❏
Check that electrical equipment and infrastructure are placed in safe locations and are protected from weather and hazards such as water or other liquids	Yes ❏ No ❏
Check that electrical cables are appropriately covered to ensure they are not obstructing walkways or risk electrical shock	Yes ❏ No ❏
Check that water/sewage pipes, tent pegs, ropes and cables are not erected in thoroughfares and are appropriately identified by signage, covered and visible by lighting	Yes ❏ No ❏
Check that the common walkway flooring is non-slip and suitable for wet conditions	Yes ❏ No ❏
Confirm operators have checked that weather conditions are suitable for rides and amusements (eg wind in excess of 40 km per hour is not suitable for inflatable structures).	Yes ❏ No ❏
Confirm operators have checked that the ground or flooring supporting rides and amusements is firm, suitable and stable (eg not soaked with water, muddy or sloping/uneven) and the amusement is otherwise safe and adequate and operating in compliance with required standards and good industry practice.	Yes ❏ No ❏

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Check that each member has safely secured any motor vehicle or machinery from public access	Yes ❑ No ❑
Check that pedestrian management and traffic control personnel and infrastructure are in place (eg at entry/exits that require motor vehicle use)	Yes ❑ No ❑
Confirm providers of food have checked they are using the appropriate PPE and complying with hygiene requirements (eg food stored in a safe environment, surfaces disinfected etc.)	Yes ❑ No ❑
Check that incident reporting and emergency management procedures are established and being followed	Yes ❑ No ❑
Check that emergency evacuation provisions and assembly areas are in place	Yes ❑ No ❑
Confirming with Members and contractors relevant food and beverage supplies have arrived	Yes ❑ No ❑

4   ACTION REQUIRED

Corrective Actions (reference the relevant section and actions to be taken)	Complete
	Yes ❑ No ❑
	Yes ❑ No ❑
	Yes ❑ No ❑
	Yes ❑ No ❑
	Yes ❑ No ❑
	Yes ❑ No ❑
	Yes ❑ No ❑

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	Yes ❏ No ❏
The contents of this checklist are true and correct to the best of my knowledge and I will monitor and immediately notify the Guild management of any changes during the course of the Event.	

Completed by: Member NAME:	Signature:	Date:

Please send a copy of the completed, signed and dated checklist to the Guild care of insurance@showmensguild.com.au.