

Queensland Yard & Utility Trial Association Inc.
Form 6 – Trial/Event Planning Checklist & Risk Assessment Form

Event Name:	Event Location:
Event Start Date:	Event End Date:
Name of Person Completing Checklist:	Telephone #:

This checklist serves as a guide to ensuring that Trial Organising Committees (TOC)/Event Organisers (EO) identify hazards and risks. This checklist will assist them in the identification and management of risk. The completion of this Event Planning Checklist/Risk Assessment Form is a mandatory requirement of QYUTA. This form is to be available for inspection at the event sections 39 to 41 are to be completed past event.

Hazard/Risk	Yes	No	N/A	Comments (if applicable)
Extreme Weather Conditions				
1. Are the conditions hot? If YES then implement the hot weather policy, maintain hydration facilities to dogs and livestock. Ensure adequate shade is provided. Encourage the use of sunscreen, hats, sunglasses and protective clothing. Ensure there is adequate rotation of volunteer workers and implement more frequent breaks for the judge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1a Is shade available for volunteers, sheep and dogs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1b Is water available for dogs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are the conditions cold? If YES then implement the cold weather policy, ensure adequate shelter is provided. Encourage the use of protective clothing. Ensure there is adequate rotation of volunteer workers and implement more frequent breaks for the judge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2a Is shelter available for the volunteers, sheep and dogs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there a risk of bushfires? If YES, then be aware of the threat, ensure an escape route is planned and that vehicles have sufficient fuel to leave the threat area. Consider cancelling trial.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3a Is it a day of severe fire danger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3b If severe fire danger is forecast, are all competitors, judges, volunteers and public aware of a safe escape route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there the threat of storms? If YES, monitor weather reports from the BOM. Cease event and ensure all persons are under shelter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yards				
5. Are there any obvious hazards – eg trip hazard, including behavior of animals and any sighting of snakes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5a Are all competitors, judges and volunteers aware of these hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are the yards secure? eg loose wires, dropper caps, sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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7. Are all yards adequate to secure livestock? (Safe, appropriate height, no hazards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7a Do all gates and latched work properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Has Spectator safety been reviewed? <ul style="list-style-type: none"> • Have spectators been separated from high risk areas? • Are fences appropriate height to prevent animals and spectators mixing? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Have all volunteers in the let out/backyards been inducted as regards low stress stock handling and safe manual handling practices and signed attendance sheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are all volunteers prepared to rotate tasks and take regular breaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Can escaping livestock be contained effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is Perimeter fencing adequate to prevent livestock from entering public area and roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Livestock & Working Dogs				
13. Have livestock been inspected for condition upon arrival?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are all livestock sound and fit for purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is adequate water and feed available (where appropriate) for livestock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Shade and shelter for livestock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is a hospital pen available for sick/injured livestock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Is there a plan for the treatment or removal of injured livestock or working dog?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. All appropriate paperwork regarding livestock and transport completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Where possible hessian or similar is to be placed between trial course and livestock holding area/let out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. All dogs competing in general good health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Discussion with judges re importance of animal welfare?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COVID 19				
23. Has the Qld Health website been reviewed for any updated concerning health alerts for COVID?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Is a copy of the COVID 19 Symptoms Summary Sheet clearly on display and accessible by all competitors, volunteers and judges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid				
25. Is a first aid kit available and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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26. Are all competitors, volunteers and judges aware a first aid kit is available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. List the names of person/s with first aid qualifications _____ _____			<input type="checkbox"/>	
28. Identify the nearest medical facility: _____				
Insect Carrying Diseases				
29. Are all competitors, judges and volunteers aware of these and the need to wear protective clothing and insect repellent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General/Administration Matters				
30. Has Affiliation fee been paid to cover event for insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Have you verified that all competitors are current QYUTA members incl day members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Are all competitors financial members (excluding day members).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Day membership forms, incl waiver and day membership fees have been received by TOC/EO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. Is there a designated and signed "Assembly Area" in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Briefing of all involved and in attendance of exit points and assembly area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Course inspection by Judge and TOC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Refreshments organised for Judge, Volunteers and Officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Has the Risk Management Plan Policy been reviewed. 38a If no, please provide an explanation. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Post Event				
39. Did any reportable incidents/complaints occur? If Yes ensure an Incident/Complaint Form is completed and submitted to QYUTA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. All borrowed equipment/signage returned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. All documentation/results submitted to QYUTA Sec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signature of person completing form	_____		Date Completed:	_____
QYUTA Admin	QYUTA Date Received	_____		QYUTA Checked
QYUTA Admin	Is a form 4A Affinity Incident required & reportable?:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date reported to Affinity