



Instructions for Completing the DOGS NSW Pre-Event Safety Checklist

This checklist is a prompting tool to help your Committee identify and manage potential safety risks at your upcoming event. It is not intended to be exhaustive or legally binding but is designed to encourage proactive thinking and basic hazard awareness in line with Work Health and Safety (WHS) principles and DOGS NSW policies.

The checklist should be completed **before** the event commences, ideally during the site setup phase or final event planning meeting.

Who Should Complete It

A suitably responsible person appointed by the Affiliate or Club, such as the Event Manager or another authorised Committee Member.

If multiple people are involved, it's helpful to walk through the venue together and complete the checklist collaboratively.

How to Complete the Checklist

Prior to completing checklist review the site map to identify key areas such as entry, exit points, amenities, seating areas etc

Familiarise yourself with the schedule of activities.

Physically walk through the event area inspecting each section of the checklist.

1. Review Each Section

- The checklist is divided into related issues.
- Each "issue" has a corresponding requirement(s) that needs to be assessed
- Read each "Issue" and its corresponding "Requirement" carefully.

2. Tick the Appropriate Box

For each item listed:

✓ **Yes** – The requirement has been met, observed, or addressed.

X **No** – The requirement has not been met. You should:

- Describe the issue in the Comments section, try and be specific not simply 'unsafe' for example, gazebos do not have all poles correctly secured to the ground.

- Document what action has been or will be taken (e.g. notified grounds staff, extra pegs required for poles).
- Assign tasks to appropriate people and recheck after work completed
- Escalate serious risks to DOGS NSW or the venue owner immediately.

N/A (Not Applicable) – The requirement does not apply to your event (e.g. no temporary structures used, no campers onsite).

3. Use the Comments Section thoughtfully

This is your record of:

- Specific hazards or concerns noticed
- Actions taken to address issues
- Reference to any photos or files
- Persons consulted (e.g. venue manager, groundskeeper)

4. Photos & Supporting Evidence

- If photographs were taken to support a noted hazard or action, list them in the “Photos” section near the end.
- Include the location and file name of the photo if possible

5. Sign-off and Recordkeeping

- Once completed, the checklist must be signed, dated, and include the name and position of the person responsible.
- Keep a copy in your Club records.
- A copy should be made available to DOGS NSW upon request or in the event of an incident or insurance query.

Important Notes

- Complete checklist as early as possible to allow time for any adjustments
- Completing this checklist does not replace your Club’s obligations under the NSW WHS Act 2011 and related regulations.
- If you’re unsure about how to address an issue or would like advice on event safety, contact DOGS NSW for guidance.
- Encourage everyone to report hazards during the event.
- Review checklist if weather conditions change.
- Consider reviewing the DOGS NSW Extreme Weather Policy and any venue-specific risk management plans as part of your preparation.

