DOGS NSW PRE-EVENT CHECKLIST – November 2026

ISSUE	REQUIREMENTS	Yes	No	N/A	COMMENTS
Are the weather conditions hazardous?	Is there heavy rain, hail, or fog visible or forecasted? Consider how this will be managed. Refer to extreme weather regulations	☐	☐	☐	
	Is Powered lighting adequate to conduct event (car headlights not acceptable)	☐	☐	☐	
Facilities Maintenance	Emergency maintenance service providers planned and contact numbers on hand?	☐	☐	☐	
Fire safety precautions	All Fire Exit doors operational and unhindered?	☐	☐	☐	
	Escape routes free of obstructions?	☐	☐	☐	
	Clearly and correctly signposted?	☐	☐	☐	
Emergency Management	Unobstructed access for emergency service vehicles and personnel to all areas of the venue?	☐	☐	☐	
	A dedicated first aid/medical site available?	☐	☐	☐	
	Is there a Defibrillator onsite and has been checked?	☐	☐	☐	
First aid Signage	First aid posts clearly marked and easily accessible:				
Dog restraint	Have exhibitors been informed dogs must always be in control? Have or will regular announcements be made?	☐	☐	☐	
Environmental	Process for informing patrons of potential wildlife hazards, e.g. snakes?	☐	☐	☐	
	Dangerous terrain such as steep inclines or watercourses?	☐	☐	☐	
	Dangerous vegetation, e.g. trees that could drop branches during windy weather,	☐	☐	☐	
Extremes of temperature Hot / Cold / UV radiation	Adequate temporary structures or shelters? To protect officials Have you reviewed the DOGS NSW ‘Extreme Weather Policy’	☐	☐	☐	
Temporary Structures	There is adequate provision / space for temporary structures such as gazebos / shade tents: i.e. not obstructing walkways	☐	☐	☐	
	Ensure temporary structures are suitable and secured to ground safely:	☐	☐	☐	
	There are no adverse weather conditions or warnings e.g. high winds which would prevent temporary structured being erected or in situ safely	☐	☐	☐	
Show Arenas	Ground is level, firm and in good condition e.g. no holes or trip / fall hazards/ no slopes or erosion	☐	☐	☐	
	There are no slip / fall hazards because the ground is too wet?	☐	☐	☐	

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	There is provision to assess safety of arenas should it rain during the event?	☐	☐	☐	
	Has it been reported to facility owner any potential hazards	☐	☐	☐	
	Hazardous areas have been clearly identified (with orange cones or similar) and cordoned off to prevent access and exhibitors instructed to avoid area	☐	☐	☐	
	Rings are clearly defined and any ropes used have fluorescent flags/ or are highlighted to prevent trip and fall hazards or painted boundary lines	☐	☐	☐	
	Has the grass been mowed to a height that may assist in preventing trips	☐	☐	☐	
First aid Signage	First aid posts clearly marked and easily accessible: (move up)	☐	☐	☐	
Footwear	Are exhibitors aware that they are required to wear footwear that is in good condition and suitably supported closed in shoe, puncture resistant (no high heels, thongs or sandals) Reinforce with Stewards	☐	☐	☐	
Fit to participate	Have the exhibitors been informed they must be 'physically fit to participate'	☐	☐	☐	
Mandatory Photographic Evidence	Were photographs taken of all show rings and relevant areas of the venue prior to the commencement of the event, in accordance with DOGS NSW insurance requirements?	☐	☐	☐	
If any hazards or issues were identified, please provide details of their nature, location and any corrective action taken.					

Completed by (print name):	Position:	Signed:	Date:
Club Name:			
Event Address:			

Note: All pre-event photographs must be submitted with the completed checklist to info@dogsnsw.org.au within 48 hours of the event concluding, regardless of whether any hazards were identified. This is a mandatory insurance requirement. Photographs must be taken before the event commences and retained as evidence of the condition of the venue.