



Roping in families since 2006!

RISK ANALYSIS FORM

Jackpot/Clinic/School: Date:

Promoter/Club Representative:

Instructor (for clinics and schools):

Location:

Managing risks effectively means identifying what could go wrong and how it might happen. This Risk Analysis is designed to identify any potential hazards by assessing the grounds, arena, equipment and stock used on the day of the event and ensuring plans are in place to reduce the risk of those hazards occurring.

DESCRIPTION	RESPONSE	IF NO - REASON OR PLANNED ACTION
GENERAL		
Have you appointed a Safety Officer? If so, who?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is there a certified First Aid Officer on site? If so, who?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a first aid kit for humans?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a first aid kit for horses and cattle?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are these first aid kits regularly maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have an emergency response plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have all personnel (e.g. staff, volunteers, officials) been notified of this plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have an emergency evacuation plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have all personnel (e.g. staff, volunteers, officials) been notified of this plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a list of emergency contact numbers (hospital, ambulance, vet, police) readily available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a policy for postponing or cancelling the event due to extreme weather (e.g. storms, heat)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



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GENERAL (cont.)

Do you have sunscreen and drinking water available for outdoor workers? Yes No N/A

Do you have a procedure for dealing with lost children? Yes No N/A

Do you have cash handling procedures in place? Yes No N/A

Is the event likely to affect neighbours or the surrounding community? Yes No N/A

If so, have these groups been notified? Yes No N/A

Are members and competitors aware that they are responsible for maintaining their own equipment and stock? Yes No N/A

GROUNDS

Is there adequate room for floats/trailers/trucks? Yes No N/A

Is there clear access for emergency vehicles and personnel? Yes No N/A

Have all personnel and attendees been notified of the location of the Emergency Evacuation Assembly Point (EEAP)? Yes No N/A

Is there clear signage and are there barricades where necessary (e.g. parking, restricted access areas, emergency assembly areas, potential hazards)? Yes No N/A

Is traffic management required? Yes No N/A

If so, have traffic marshals been provided with high visibility vests? Yes No N/A

Is there adequate parking and access to facilities for people with disabilities? Yes No N/A



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GROUND'S (cont.)

Has a 'horse free zone' been clearly marked around the office, canteen, bar and toilet facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are all areas safe for the people expected to attend the event (e.g. young children, elderly, disabled)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If not, are hazardous areas barricaded off and sign posted with warnings?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are the ground conditions safe (e.g. level, dry, no long grass, overhanging branches and trees trimmed, walkways clear of any tripping hazards)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has the grounds been inspected to identify and eliminate any slip, trip, bump or fall hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are the fences and gates enclosing the grounds in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is there adequate shade and shelter for attendees to avoid exposure to the sun?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is there an adequate number of bins provided for rubbish?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are these bins emptied regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is there adequate access to drinking water for attendees and stock?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are there sufficient toilets and hand washing facilities for the expected number of attendees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are all free standing objects (e.g. marquees, tables, notice boards) secured?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



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GROUNDS (cont.)

If alcohol is to be served: Yes No N/A
 Has an alcohol license been obtained and displayed?

Do the people serving alcohol have a current RSA (Responsible Service of Alcohol) Certificate? Yes No N/A

Is the bar area partitioned off and relevant signage displayed? Yes No N/A

If there is a BBQ or canteen: Yes No N/A
 Are there food handling and hygiene procedures in place (e.g. correct storage of food, use of gloves and aprons)?

Are there hand washing facilities available? Yes No N/A

Do you have fire extinguishers and other safety equipment within easy access? Yes No N/A

Are hazardous substances and equipment clearly labelled and stored correctly? Yes No N/A

ARENA

Does the arena comply with rodeo event standards (e.g. height, width, distance between posts, cables and rails)? Yes No N/A

Have the arena, chutes, lanes and yards been inspected for any damage (e.g. loose, cracked or broken rails or posts) that are likely to cause injury? Yes No N/A

Are there any protrusions on fences or gateways that are likely to cause injury to the stock, handlers or competitors? Yes No N/A



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ARENA (cont.)

Are all gates in good operating condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the arena surface level, free of rocks, holes and obstacles?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the arena surface provide traction, stability and reduction of shock for the livestock and competitors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have watering equipment on hand to maintain the arena surface between events?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have dragging equipment on hand to maintain the arena surface between events?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have the barrels been inspected for protrusions and damage that is likely to cause injury to either rider or horse?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

EQUIPMENT

Has equipment been installed in accordance with the manufacturer's guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has all electrical equipment, tools, leads and power boards been tested and tagged as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are all power points safely maintained and not overloaded?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are all leads, cables and hoses raised overhead or buried/covered?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are all lead connections and power boards protected from the weather and other liquids?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



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EQUIPMENT (cont.)

Is all dangerous equipment (e.g. mowers, chainsaws, drills) safely stored out of reach of children? Yes No N/A

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Are all chemicals labelled and safely stored and documented? Yes No N/A

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Do you have suitable personal protection equipment (e.g. gloves, goggles, face masks, earmuffs)? Yes No N/A

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In case of an emergency, do you have fire extinguishers and other safety equipment close by and easily accessible? Yes No N/A

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Has all equipment been visually inspected on site? Yes No N/A

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Is the dummy roping equipment in order? Yes No N/A

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STOCK - ALL CATTLE MUST BE FIT, HEALTHY AND SUITABLE FOR THE INTENDED USE.

Is there a Veterinary or appointed person with experience in dealing with the health and welfare of livestock on site to inspect the stock to be used? Yes No N/A

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If so, who is this person?

Have the stock been inspected to ensure they are not lame, sick, injured or sight impaired? Yes No N/A

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Have any sick or seriously injured animals been removed to a suitable place and given the appropriate treatment? Yes No N/A

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Do all steers used for team roping and breakaway roping events have horn wraps? Yes No N/A

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OTHER

Have the cattle been assessed (e.g. weight and horn length) and meet the requirements for use in each event?

Yes No N/A

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Have hazards that were identified at previous events been corrected (e.g. loose boards, slippery floors)?

Yes No N/A

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Have you checked for any damage since the last event?

Yes No N/A

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All event officials have an ongoing responsibility to identify, report and correct any potential risks that may arise throughout the event.

Completed By: Date:

Signed: