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| FORM FO-01 | | | | | | |
| Bungendore & Districts Sheepdog Association  Pre-start inspection checklist | | | | | |  |
| Version date: |  | Version: | 1 | Related procedure: | - |

## Purpose

This form is used to undertake inspections of Bungendore Showground (or other location as applicable) areas including grounds, buildings, working areas and surrounding areas.

Inspections will be undertaken prior to each event, trial or training day held at the Bungendore Showground, and should involve consultation with club members, judges, volunteers and others as appropriate.

Record of site inspection

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event/Trial/ Training Day.: ……………………………………………. Date: ………………  Inspection By:……………………………  Site: ……………………………………………… Time of inspection: ………………….…... | | | | | | | | | | |
| Personnel on site: | | (Number) | Judges / Instrutors |  | Handlers / Competitors |  | Visitors |  |  | |
| **Public** | Pedestrian / Spectator safe areas designated | | | | | | | | | Y / N |
| Traffic control signage and devices used appropriately | | | | | | | | | Y / N |
| Signage posted warning public to avoid restrained dogs, livestock and designated work areas | | | | | | | | | Y / N |
| Site securely fenced and in good repair | | | | | | | | | Y / N |
|  | | | | | | | | |  |
| **Dogs** | suitably restrained away from working areas / sheep, access to water and shade | | | | | | | | | Y / N |
| in poor health / on heat removed from event / training area | | | | | | | | | Y / N |
| Kept away from working areas except when entering / leaving yards | | | | | | | | | Y / N |
|  | | | | | | | | |  |
| **Emergency preparedness** | Certified First Aider on site | | | | | | | | | Y / N |
| First aid kits available | | | | | | | | | Y / N |
| Contact numbers for first aid personnel prominently displayed | | | | | | | | | Y / N |
| Emergency services contact numbers prominently displayed | | | | | | | | | Y / N |
| All incidents and near misses are reported, investigated and documented | | | | | | | | | Y / N |
| **Grounds & Buildings** | General work area tidy and free of rubbish | | | | | | | | | Y / N |
| All gates closed, **all holes and openings securely guard railed** | | | | | | | | | Y / N |
| Safe systems for collecting, storing and disposing of waste materials | | | | | | | | | Y / N |
| Use of grounds by other groups / campers | | | | | | | | | Y / N |
| Inspect grounds for snakes / kangaroos prior to release of sheep / dogs | | | | | | | | | Y / N |
|  | | | | | | | | |  |
| General buildings – hall, canteen, stewards room, amenities – tidy and free of rubbish, spills cleaned up | | | | | | | | | Y / N |
| Electrical power outlets not overloaded | | | | | | | | | Y / N |
| Electrical appliances on stable surface in sufficient space | | | | | | | | | Y / N |
|  |  | | | | | | | | |  |
| **Sheep** | Unloading area – secure, free of obstacles that might cause injury | | | | | | | | | Y / N |
| Gates closed, pens set up | | | | | | | | | Y / N |
| Livestock free of injury / illness | | | | | | | | | Y / N |
| **Equipment** | in good condition | | | | | | | | | Y / N |
| Set up safely by experienced club members | | | | | | | | | Y / N |
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| **General comments** | |  | | |
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| **Actions and assignees** | |  | |
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|  | |
| (Signature)  ………………………………….. / /  *Inspection Officer* | | | (Please print)  ………………………………….. / /  *Club Representative or Witness* |