



Risk Assessment / Checklist

This document was designed as a resource for all users of the AGRIplex with the intention that they use it to identify risks regarding their Trade Space/Exhibits/ Animal Showing and other uses that they might have missed or mismanaged.

The AGRIplex and Burnie Agricultural and Pastoral Society encourages all trade space users and exhibitors to hold public liability insurance when operating. The AGRIplex and Burnie Agricultural and Pastoral Society will not be held liable in any case where an item identified or not listed on this document or not by the stall holder as a hazard is ignored or mismanaged, resulting in damages.

Name of Operator:	Burnie Agricultural and Pastoral Society	Weather on Day:	
Staff On Site:	Site Manager Exhibition Manager		

PROBABILLITY	SEVERITY RATE			
	MINOR INJURY / NEGLEGIBLE - A	MODERATE INJURY / HARMFUL - B	SERIOUS INJURY - C	FATAL INJURY - D
RARE - 1	1A	1B	1C	1D
UNLIKELY - 2	2A	2B	2C	2D
POSSIBLE - 3	3A	3B	3C	3D
LIKELY - 4	4A	4B	4C	4D
ALMOST CERTAIN - 5	5A	5B	5C	5D

ITEM	HAZARD(S)	POTENTIAL RISKS(S)	POTENTIAL RISK CONTROL(S)	RATING (1A)	ACTION TAKEN	RESPONSIBLE
Moving car during set up and pack up	<ul style="list-style-type: none"> - Moving car in crowded area - Moving car under fatigue 	<ul style="list-style-type: none"> - Could crash into humans, other cars and/or objects 	<ul style="list-style-type: none"> - General Vehicle Movement is not allowed between 9am and 5pm while Show is open to Public - Obey the speed limit of 5km/h - Ensure driver is in appropriate state to drive (alertness, reflex's, etc.) 	1A		Personal Exhibition Manager
Transportation, set up and removal of traffic management	<ul style="list-style-type: none"> - Manual handling injuries from lifting, twisting, pushing, pulling including: - Exposure to rusted metals - Repetitive works 	<ul style="list-style-type: none"> - Muscle strains, nicks/cuts/scratches, splinters - Soft tissue injuries, bruises etc. - Crush/pinch injuries - Infections from cuts, scratches, grazes 	<ul style="list-style-type: none"> - Use mechanical aids or machines/plant to lift & move heavy objects. - Use correct lifting & handling techniques including team lifting, warm up exercises & stretching, job rotation etc. 	2A		Atlas
Materials Handling – Transporting, loading & unloading materials. Transportation, set up and removal of traffic management	<ul style="list-style-type: none"> - Risk of injury to operators/others through: - Incorrect lifting (manual or mechanical) - Exceeding Working Load Limits - (WLL) of forklifts, hiab cranes etc - Exceeding Safe Working Loads - (SWL) of lifting gear i.e. Slings, chains etc. 	<ul style="list-style-type: none"> - Workers being struck by suspended loads - Soft tissue injuries from manually handling and guiding heavy/bulky items 	<ul style="list-style-type: none"> - Ensure Load Restrain Guide is complied with - Ensure all forklift operators are licensed - Ensure all lifting equipment has a current tag, is visually inspected for damage before use and is suited to purpose 	2A		Atlas
Loading and unloading livestock	<ul style="list-style-type: none"> - Risk of injury to operators/others 	<ul style="list-style-type: none"> - Muscle Strains if trying to stop animal going wrong way - Bruising 	<ul style="list-style-type: none"> - Owners will be unloading/loading their own cattle and they are relatively quiet and known to owner. - Chief Stewards will make sure no public is around during loading and unloading - Only experienced volunteers will be assisting with loading and unloading - Roster system, who has travelled furthest will unload first. - No Children will be around whilst stock loading and unloading 	1A		Chief Stewards of each section, ie Beef, Dairy, Sheep, Miniature Goats

Any Stock Escape	<ul style="list-style-type: none"> - Animal running out of controlled area 	<ul style="list-style-type: none"> - Muscle Strains if trying to stop animal going wrong way - Bruising 	<ul style="list-style-type: none"> - Animal will be caught and restrained by handler/ owner/ experienced animal handler 	1A		Chief Stewards of each section, ie Beef, Dairy, Sheep, Miniature Goats
Injury or accident at any stage of show	<ul style="list-style-type: none"> - Any person may fall, trip, etc - 	<ul style="list-style-type: none"> - Any persons hurt in any way 	<ul style="list-style-type: none"> - St. Johns Ambulance is on the ground while Show is open to public. Incident reports to be forwarded to Show Office and Work Safe Tasmania if deemed necessary 	2A		St Johns
Long distance travel to AGRIPLEX	<ul style="list-style-type: none"> - Driving under fatigue 	<ul style="list-style-type: none"> - Falling asleep at the wheel resulting in crash 	<ul style="list-style-type: none"> - Ensure a good night sleep before the market day - Only drive under appropriate conditions and if safe to do so - Take turns driving if possible - Power nap if feeling drowsy 	1A		personal
Gazebo / Marquee / Trestle Tables / Shelves	<ul style="list-style-type: none"> - Movement during high winds - Manual labour - Pieces falling off 	<ul style="list-style-type: none"> - If not erected correctly it may collapse causing injury or damages - Movement during high winds causing injury or damage 	<ul style="list-style-type: none"> - Freestanding gazebos are to have all legs secured and weighted down with no less than 20kg. - Ensure weight limits are identified and adhered to - Manufactures instructions to be followed during assembly and dissemble - Check with AGRIPLEX staff if unsure 	2A		Personal Exhibition Manager
Theft	<ul style="list-style-type: none"> - Customers stealing items from stall 	<ul style="list-style-type: none"> - Customers stealing items from stall - Confrontation 	<ul style="list-style-type: none"> - Have an action plan in place in case a theft occurs - Set up stall, including staff location to have a good view of stock and customers 	1A		Personal Exhibition Manager
Dehydration / Sunstroke	<ul style="list-style-type: none"> - Human body being exposed to direct sunrays for an extended period of time 	<ul style="list-style-type: none"> - Dehydration - Elevated body temperature - Fainting - Potentially fatal 	<ul style="list-style-type: none"> - Wear loose-fitting, lightweight clothing - Wear sunscreen / hat - Drink plenty of water - Never leave anybody in a parked car - Take time away from the sun when possible 	1A		personal
Aggressive customer / member of the public	<ul style="list-style-type: none"> - Aggressive confrontations 	<ul style="list-style-type: none"> - Physical assault of stall holder - Verbal assault of stall holder 	<ul style="list-style-type: none"> - General three step method of dealing with aggressive customer through negotiation includes: 1. Listen, 2. Show empathy, 3. Find a resolution - Notify AGRIPLEX staff for assistance - Call site Office mobile (number below) 	1A		Security

ITEM	HAZARD(S)	POTENTIAL RISKS(S)	POTENTIAL RISK CONTROL(S)	RATING (1A)	ACTION TAKEN	RESPONSIBLE
Unsecure objects / signage	- Movement during high winds	- If not erected correctly it may collapse causing injury or damages	- Ensure weight limits are identified and adhered to	2A		Personal Exhibition Manager
	- Falling objects	- Movement during high winds causing injury or damages	- Manufactures instructions to be followed during assembly and dissemble - Check with market staff if unsure			
Trip hazards	- Objects below knee level	- Patrons and stall holders may trip causing injury	- If your stall is arranged for patrons to walk through, ensure walk ways clear and void of protruding objects	2A		Personal Exhibition Manager
Power cables	- Leads exposed	- Electrocutation hazard to staff and patrons	- All leads and appliances to be tagged and tested	1A		Personal Electrician
	- Leads creating trip hazards	- Trip hazards	- All equipment to be correctly maintained and inspection checklist/reports available for review			
	- Leads close to water		- Mains and generator supplied power to be installed by a qualified electrical contractor - Ensure cables on the ground are covered with anti-trip mats			
Slippery surfaces	- Rainwater, mud on market surface	- Potential falls causing injury or damage	- Wear suitable footwear	2A		Personal Exhibition Manager
	- Sudden changes in weather		- Put anti-slip removable surface down - Move with caution during wet conditions			
Onsite emergency	- Extreme weather	- Damages to plant equipment / stock	- Ensure that you have viewed and understand the emergency evacuation plan displayed at the venue and the bottom of this document	1A		Security Personal Exhibition Manager
	- Antisocial behavior	- Injury	- Cooperate with instructions from Chief and Area Wardens, Emergency Services where appropriate - Call AGRIPLEX security			
Manual handling	- Stall holders lifting equipment which could cause muscle or spinal damage	- Incorrect manual handling leading to injury	- Stall holders to have correct lifting equipment and trolleys for assistance - Manual handling training - Inductions	1A		personal

ITEM	HAZARD(S)	POTENTIAL RISKS(S)	POTENTIAL RISK CONTROL(S)	RATING (1A)	ACTION TAKEN	RESPONSIBLE
Faulty equipment	- Faulty equipment causing damage to staff and/or staff holders/customers		<ul style="list-style-type: none"> - Stall management to keep a log of all equipment testing and tagging, also put in place a regular maintenance inspection or tables, clothes racks, anything associated with the stall - Documentation of the time equipment was checked / inspected to be kept on site by-stall holder - All electrical items must be tagged and tested 			Personal Electrician Exhibition Manager

