|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  | Practicable | All practicable | Controls required | Person | Date to be | Completed |
| **Hazard** | Significant | to eliminate | steps to minimise | (including existing) | responsible | completed by | (date/initials) |
|  | Yes | No | Yes | No | Yes | No |  |  |  |  |
| Heavy lifting | Y |  |  | N | Y |  | Use trolleys, help each other, small loads | Show Manager | Prior to and during show |  |
| Jammed Fingers |  | N |  | N | Y |  | Concentrate on job Work slowly and carefully | All workers + contractors | As Above |  |
| Damaged flooring | Y |  | Y |  |  |  | Prevent access to damaged areas | Show Manager | As above |  |
| Damaged flooring | Y |  |  | N | Y |  | Tape down rolled edges | Show Officials | As Above |  |
| Wet or Slippery Flooring | Y |  | Y |  |  |  | Wash and/or dry wet slippery areas | Show Officials | As Above |  |
| Wet or Slippery Flooring | Y |  |  |  | Y |  | Block access, put buckets under leaks, warning signs | Everyone | As Above |  |
| Cleaning Chemicals | Y |  | Y |  |  |  | Use animal and people safe chemicals | Show Officials | As Above |  |
| Cleaning Chemicals | Y |  |  | N | Y |  | Have good ventilation, gloves, use caution when spraying | Everyone | As Above |  |
| Hot Water | Y |  | Y |  |  |  | Check water temp not high, Carry water no hotter than hand hot, don’t carry water if lots of people around, especially children playing | Everyone | As Above |  |
| Stairs & Stair wells without handrails | Y |  | Y |  |  |  | Block off access, too dangerous | Show manager | As Above |  |
|  |  | Practicable | All practicable | Controls required | Person | Date to be | Completed |
| **Hazard** | Significant | to eliminate | steps to minimise | (including existing) | responsible | completed by | (date/initials) |
|  | Yes | No | Yes | No | Yes | No |  |  |  |  |
| Cat Scratches / Bites | Y |  |  | N | Y |  | **Exhibits MUST have claws clipped prior to show**, Stop judging fractious cats, make sure handlers are trained and competent, have welding gloves available  | **Exhibitors** & Everyone | As above |  |
| Tripping over Gear under tables | Y |  | Y |  |  |  | Make sure everything is right underneath tables, remove large and unstable items | Exhibitors & Officials | As Above |  |
| Tripping over Gear under tables | Y |  |  | N | Y |  | Floor wardens should check this as they walk around | Floor wardens & everyone | As Above |  |
| Zoonosis /  |  | N | Y |  |  |  | Vet inspection of exhibits, removal of obviously sick animals | Vet, Officials | As Above |  |
| Zoonosis |  | N |  | N | Y |  | Use animal and human friendly sprays between (but not on) cats and on clothing and benches | Judges, handlers  | As Above |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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**RISK ASSESSMENT TOOL.**

The following table, based on Likelihood and Consequence, can be used to prioritise hazards. A score greater than 4 can be regarded as “significant”. Use the 2 parts to work out the total score.

|  |  |  |
| --- | --- | --- |
| LIKELIHOOD(Chances the outcome could occur) | Consequence (Potential Outcome) |  |
|  | Insignificant(Minor First Aid)1 | Minor(Medical Treatment)2 | Significant(Require time off work)3 | Major(Serious harm occurs)4 | Catastrophic(Fatality occurs)5 | Comment |
| 1 | 2 | 3 | 4 | 5 | 6 |  |
| 2 | 3 | 4 | 5 | 6 | 7 |  |
| 3 | 4 | 5 | 6 | 7 | 8 |  |
| 4 | 5 | 6 | 7 | 8 | 9 |  |
| 5 | 6 | 7 | 8 | 9 | 10 |  |

KEY for Likelihood

1 = Very Rare 2 = Unlikely 3 = Moderate 4 = Likely 5 = Almost Certain