

PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. (PLSA)

PRE-EVENT INSPECTION REPORT

This form will be utilised in conjunction with:

- OF13 – Risk Assessment Procedure; and
- OF14 – Risk Assessment Matrix.

Prior to an OF14 - Risk Assessment Matrix being completed for any event operated/managed by the PLSA, an OF13 - Pre-Event Inspection Report is to be completed.

The purpose of OF31 – Pre-Event Inspection Report is to be undertaken onsite, inspecting for any hazards which might exist and identify immediate actions required on site prior to the event operated/managed by PLSA occurring, if at all.

Name of Event:	
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Event Location:	
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Assessment Team Members	Name – Member 1	
	Name - Member 2	

Hazard No	Hazard Description	Any Immediate Intervention Required	
		YES <small>(Tick the box)</small>	NO <small>(Tick the box)</small>
1			
2			
3			
4			
5			
6			

PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

7			
8			
9			
10			

Recommendations:

If any immediate action is required, please list what action should be taken, timelines, and identify to whom the hazard should be reported to.

Hazard No	Action Required	To Whom Should the Action Required Be Reported To

Team Member 1 _____ /2026
Signature: _____ (Date Inspection Took Place)

Team Member 2 _____ /2026
Signature: _____ (Date Inspection Took Place)

Administration:

Upon completion of OF31 – Pre-Event Inspection Report, please return the completed document to the Secretary within 3 working days so the Secretary can forward the OF31 – Pre-Event Inspection Report to the Risk Management Team who will then undertake the OF14 - Risk Assessment Matrix for the event.

Secretary Signature: _____ /2026
 (Date Received)

Form:	OF31	Pre-Event Inspection Report		Version 1.7
Updated: 01 January 2026	Updated By: Public Officer	Review Date: 31 January 2027	Approved: PLSA Mgt. Team	Page 2 of 2
PLSAAdministration Update 2026/Operation Forms 2026		Palmerston and Litchfield Seniors Association Inc. (PLSA)		