

Risk Management and Business Operations Plan

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Application:

South Australia various events and locations

Stakeholders:

Management, staff, contractors, customers and patrons

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Notice and disclaimer

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The risk management plan has been developed based on the information and documentation provided. It is noted that the risk management plan is not able to identify every possible hazard and risk and is indicative of the information and documentation made available at the time of development.

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SECTION 1: GENERAL INFORMATION

1.1 ABOUT

Show Amusements is a family owned and operated mechanical amusement device operator situated in Gulfview SA and operate throughout South Australia and interstate.

Show Amusements attend events and shows where they operate the amusement devices and charge patrons a fee for using the ride. Show Amusements also hires their devices to the public and private events with operator only, there is no dry hire of amusement devices.

Show Amusements own and operate the following mechanical amusement rides:

- Ali baba (mechanical)
- Cyclone (mechanical)
- Dodgem Cars (mechanical)
- Bumper cars (mechanical)
- Bungy trampoline (trampoline)
- Safari Adventure and slide (inflatable)
- Tea cups (mechanical)

Show Amusements is committed to providing safe, compliant and registered amusement devices and competent operators to ensure a safe environment for the public, patrons and staff.

Amusement devices are subject to annual inspections by competent engineers, are registered with the state Regulator and maintained in accordance with documented systems and Australian Standards.

1.2 PURPOSE

Show Amusements has developed this risk management plan to establish and maintain effective risk management provisions for the identification, assessment and mitigation of risks associated with amusement devices and related business operations.

1.3 SCOPE

The scope of this risk management plan applies to staff, contractors, customers and patrons.

1.4 INSURANCE

Show Amusements ensures that the required insurance coverage arrangements are in place to address liability risk exposures including personal liability.

These insurances include but are not limited to:

- Public liability
- Workers' compensation / workplace personal injury
- Plant, equipment and products
- Motor vehicle

1.5 APPROVAL

The following person(s) have approved and are responsible for this risk management plan.

Name	Position	Signature	Date
Garry Lynch	Owner (Show Amusements)		20.7.22
Wayne Lynch	Operations (KW Amusements)		20.7.22

1.6 KEY CONTACTS

The following table provides key contacts for this risk management plan.

Key Contact	Number	Email
Wayne Lynch	0417 809 270	showamusements@bigpond.com
Garry Lynch	0418827251	info@showamusements.com.au

1.7 STATE REGULATORY CONTACTS

The following table details State and Territory health and safety regulatory contacts.

State and Territory Regulator	Number	Email
SafeWork NSW	13 10 50	contact@safework.nsw.gov.au
Workplace Health and Safety Queensland	1300 362 128	Online enquiry form
WorkSafe Victoria	1800 136 089	info@worksafe.vic.gov.au
WorkSafe ACT	(02) 6207 3000	worksafe@act.gov.au
SafeWork SA	1300 365 255	help.safework@sa.gov.au
NT WorkSafe	1800 019 115	safetyadvice@nt.gov.au
WorkSafe WA	1300 307 877	safety@dmirs.wa.gov.au
WorkSafe Tasmania	(03) 6166 4600	wstinfo@justice.tas.gov.au

SECTION 2: ROLES AND RESPONSIBILITIES

2.1 RESPONSIBILITIES OVERVIEW

Roles	Responsibilities
Management and staff	Management are responsible for ensuring that: • Amusement rides are compliant, fit for purpose and safe • Amusement rides are inspected by an engineer and registered annually • Appropriate insurance coverage is in place • Amusement ride related risks are identified and managed appropriately • Information and instruction is provided to staff, contractors and customers • Indemnity provisions are in place • Contractors and third parties are insured and qualified • Regulatory compliance requirements including health and safety are met
Amusement device installers	Amusement device installers are responsible for ensuring that: • Risk assessments and or safe systems of work are established and followed • The location is suitable, level, stable and safe • Amusement devices are installed in line with manufacturers requirements • Amusement devices are installed in line with instructions written by a competent person • Amusement devices are inspected post installation and tested • Customers are provided with instructions for safe use and operation • Customers are advised of weather and wind monitoring and cessation requirements • Customers are advised of supervision requirements • Customers are advised of terms, conditions, restrictions and waivers • Staff are trained and qualified / competent • Hazards and incidents are reported to management • Regulatory compliance requirements including health and safety are met
Ride operators	Ride operators are responsible for ensuring that: • Assembly is completed in accordance with manufacturers requirements • Installation and inspections are completed in accordance with procedures and checklists • Testing of amusement device and emergency equipment prior to opening • Barriers, restricted access and warning / safety signage is installed • Adequate lighting and access platforms are installed and music levels are appropriate • Ensure emergency equipment including fire extinguisher and first aid kit is available • Complete all required log books and inspection checklists • Perform daily and weekly maintenance including minor repairs • Train other operators / attendants as required • Enact emergency procedures in the event of an emergency
Contractors and third parties	Contractors and third parties are responsible for ensuring that: • Appropriate insurance coverage is in place • Risk assessments and or safe systems of work are established • Staff are trained and qualified / competent • Hazards and incidents are reported to management • Regulatory compliance requirements including health and safety are met
Customers	Customers are responsible for ensuring that: • Risks and indemnities are known, understood and acknowledged • Terms, conditions and operational safety requirements are followed • Supervision of children is provided at all times • Reasonable care is taken for their own safety and the safety of others • Reasonable instructions to manage risks and prevent harm are followed • Hazards and incidents are reported to management • Regulatory compliance requirements including health and safety are met

SECTION 3: POLICIES

3.1 RISK MANAGEMENT

Show Amusements recognises it must accept a certain level of risk in order to achieve its organisational objective. This policy does not seek to eliminate all risks but to drive processes for analysing and evaluating uncertainties that may have a positive and negative effect on objectives.

Show Amusements is committed to establishing a structured and considered approach to risk management that:

- Communicates a commitment to risk management in order to achieve strategic and operational goals;
- Establishes a consistent structure that is aligned to risk management standards (AS/NZS 31000) for the identification, assessment, treatment / control and monitoring of risks;
- Integrates risk management with strategy, creates value and supports decision making;
- Ensures regular review of organisational and operations risks and treatment / control effectiveness;
- Facilitates continuous improvement, efficiencies and the systematic management of risk;
- Identifies and establishes mechanisms to comply with relevant legislation and policies;
- Is supported through the allocation or development of supporting resources appropriate to the risk profile of the organisation;
- Builds the capacity of staff and other stakeholders to identify and mitigate risk and develop a risk aware culture;
- Establish a systematic approach for the identification, escalation, mitigation and monitoring of critical risks; and
- Adopts mechanisms to review and monitor the effectiveness of the risk management framework and risk treatments / controls through audit and assurance activities.

Endorsement:

This policy is endorsed by:

Garry Lynch

Director

3.2 HEALTH AND SAFETY

Show Amusements is committed to establishing and maintaining a safe and healthy workplace which is free from physical and psychological harm. This will be achieved by taking all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, customers, and anyone else who may be affected by our operations.

We deliver on our commitment through prevention, consultation, leadership and systematic management of risk, this includes but is not limited to:

- Promoting a culture of leadership, collaboration, respect and accountability;
- Consistently demonstrating proactive safety behaviours, practices and systems of work;
- Establishing safe systems of work to systematically manage risks;
- Providing and maintaining safe plant and equipment;
- Adopting preventative risk management practices;
- Consulting and engaging with workers, contractors and other relevant stakeholders to identify, discuss, address and continuously improve health and safety;
- Communicating health and safety responsibilities, relevant information and insights and actively driving initiatives to improve safety performance;
- Empowering workers to proactively report and discuss health, safety and wellbeing risks, incidents and opportunities to improve our practices;
- Actively addressing identified risks by implementing effective and sustainable safety measures;
- Providing information, instruction, training, resources and supervision to prevent workplace injury and illness;
- Monitoring, implementing and complying with all relevant legislation, codes of practice, standards and industry practices;
- Recognising health and safety achievements as a part of work performance; and
- Fostering a culture of continuous improvement through consultation, review and monitoring.

Responsibilities:

Owners / operators and supervisors are responsible for implementing this policy.

Owners / operators are responsible for:

- Provision of the rides and surrounding areas in a safe condition;
- Implementing relevant health and safety legislation and Australian Standards;
- Training employees and others in safe work practices
- Joining industry associations such as the AAA Showmen's Guild and remaining informed on industry changes and improvements;
- Provide the relevant resources to meet health and safety commitments;
- Ensure confidentiality of health and safety records and personal information;
- Ensure new and existing amusement devices and safety equipment comply with Australian Standards;
- Ensure confidentiality of health and safety records and personal information; and
- Adhere to EEO principles.

Endorsement:

This policy is endorsed by:

Garry Lynch

Director

3.3 INJURY MANAGEMENT POLICY

Show Amusements recognises the benefits of applying effective injury management principles and practices and is committed to supporting injured workers with their recovery following a work related injury or illness.

Injury management forms an integral part of the overarching health and safety policy commitments and it is acknowledged that effective injury management practices support injured worker(s) welfare, prompt treatment and a progressive recovery and return to work.

This commitment will be demonstrated by:

- Promoting a culture of leadership, collaboration, respect and accountability;
- Identifying, assessing and eliminating hazards and reducing unacceptable risk exposures so far as is reasonably practicable in order to prevent a work related injury or illness;
- Establishing injury management systems and standards to enable a structured approach for responding to, managing and preventing the recurrence of a work related injury or illness;
- Consulting and communicating with workers on the injury management process, reporting requirements and structured return to work arrangements that will support their recovery;
- Immediately responding to a reported work related injury or illness and commencing the injury management process as soon as reasonably practicable;
- Assisting injured or ill workers with their rehabilitation and recovery in order to make a safe and durable return to meaningful work through modified duties or other means where practicable;
- Supporting and enabling the involvement of rehabilitation specialists and providers in the recovery and return to work process where appropriate;
- Identifying, fulfilling and monitoring legal and other compliance requirements; and
- Providing the appropriate resources, awareness and management accountability to ensure these commitments are achieved.

Endorsement:

This policy is endorsed by:

Garry Lynch

Director

3.4 AGGRESSION AND VIOLENCE POLICY

Show Amusements is committed to establishing and maintaining a safe workplace and environment which is free from violence and aggression.

This will be achieved by taking all reasonably practicable measures to communicate expected standards of behaviour, de-escalate aggressive behavior where possible and report acts of violence to the authorities.

The objectives and commitments of this policy include but are not limited to:

- Workers and other persons affected by the organisation's activities will be protected as far as reasonably practicable from all forms of aggression and violence;
- A risk management approach will be applied to eliminate or minimise the risks of aggression and violence to workers and other persons;
- Regular consultation between management, workers and relevant stakeholders will occur to discuss aggression and violence concerns and factors that may increase the risk of aggression and violence;
- Workers, contractors, clients and relevant stakeholders are informed about the expected standards of behaviour and unacceptable behaviours in the workplace environment;
- All incidents of aggression are reported to management and acts of violence including domestic violence are reported to the authorities;
- All workers will be instructed and trained to provide them with the relevant skills and strategies on conflict and aggression in the workplace;
- All workers are trained on the appropriate response to aggressive behavior and acts of violence in accordance with risk assessments and emergency procedures;
- All appropriate personal safety and security measures will be taken to ensure the health and safety of workers, contractors and the public; and
- All incidents allegations of aggression and violence will be thoroughly investigated, and where appropriate, be referred to the authorities.

Endorsement:

This policy is endorsed by:

Garry Lynch

Director

3.5 COVID SAFE POLICY

Show Amusements is committed to establishing and maintaining a COVID safe environment in order to reduce the risk of infection and meeting Government health directions.

This commitment will be demonstrated by:

- Ensuring staff are fit for duty and do not present to work if feeling unwell.
- Installing information and signage for COVID safe practices
- Installing hand sanitiser and ride entry points
- Cleaning equipment, facilities and common touch points at regular intervals
- Maintaining social distancing of 1.5m where practical
- Monitoring queuing and waiting areas
- Use of contactless payment methods
- One way access and egress systems
- Making PPE such as gloves and face masks available to staff

Endorsement:

This policy is endorsed by:

Garry Lynch

Director

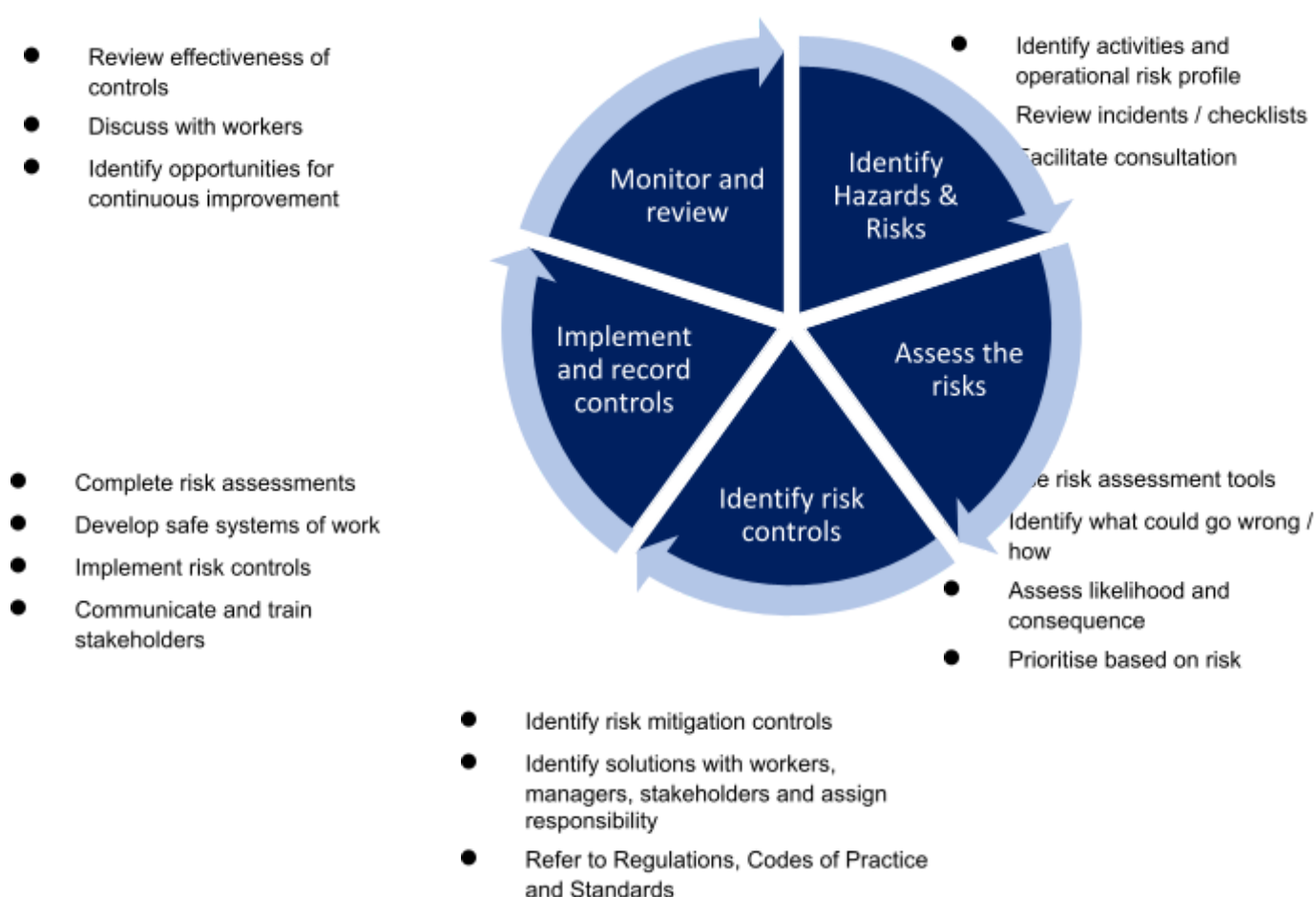
SECTION 4: RISK MANAGEMENT

4.1 RISK FRAMEWORK

This plan has been developed to establish an overarching risk management framework and system to identify, mitigate and monitor operational risks in order to reduce risk exposures and demonstrate due diligence.

4.2 RISK MANAGEMENT PROCESS

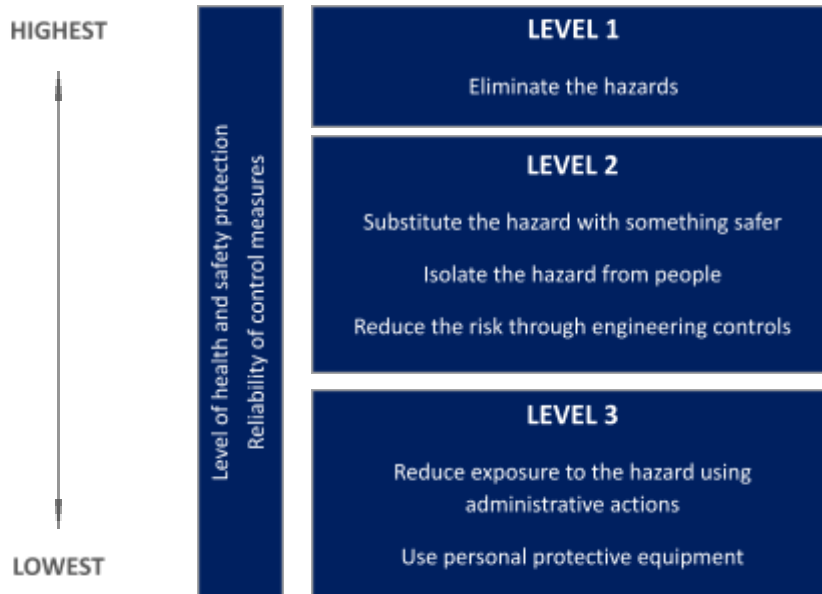
This plan provides a structure for the systematic management of risk through consultation and engagement with relevant stakeholders in order to assess and prioritise risks, implement control measures and continuously assess and improve risk mitigation strategies.



4.3 HIERARCHY OF RISK CONTROLS

The hierarchy of control is used in all risk assessment processes to ensure that the highest practical level of protection and safety is selected.

Hierarchy of control:



LEVEL 1 controls eliminate the hazard, removing the risk completely. An example may be to eliminate the risk of a fall from height by doing the work at ground level.

LEVEL 2 controls eliminate as many of the risks associated with the hazard as possible. These controls include:

- Substituting the hazard for something safer (e.g. hazardous chemicals to non-hazardous);
- Isolating the hazard by physically separating people (e.g. installing rails around edges / guarding); and
- Using engineering controls (e.g. automatic shutdown, detection and safety switches)

LEVEL 3 controls rely on human behaviour and supervision which are the least effective ways to reduce risk. Level 3 controls should be used as a last resort or in addition to other control measures. These controls include:

- Setting up administrative processes such as procedures, rules and warning signs; and
- Using personal protective equipment such as ear muffs, respirators or protective eye wear.

The hierarchy of risk controls for health and safety is considered in all risk assessment and management activities.

4.4 RISK ASSESSMENT

The risk analysis and evaluation process (risk assessment) involves an assessment of the identified risks which considers the consequence and the likelihood of the risk being realised.

The risk assessment is completed in two stages:

- **Stage 1** – Inherent risk assessment which assesses the risks prior to any treatments or controls being considered or implemented.
- **Stage 2** – Residual risk assessment which assesses the risks after treatments or controls have been identified and implemented.

The following framework has been developed to structure the risk assessment analysis, evaluation and treatment criteria.

Risk likelihood:

Risk likelihood is the identified probability or frequency of a risk event occurring or being realised.

Likelihood		Description
5	Almost certain	The event is expected to occur in most circumstances.
4	Likely	The event will probably occur in most circumstances.
3	Possible	The event may occur at some time.
2	Unlikely	The event could occur at some time.
1	Rare	The event may only occur in some exceptional circumstances.

Risk consequence:

Risk consequence is the identified outcome or impact of an event occurring if a risk is realised.

Consequence		Description
5	Catastrophic	Death or irreversible environment effect, national reputation damage, catastrophic financial impact.
4	Major	Permanent injury, long-term environment impact, loss of operational capability, adverse reputational impact, major financial loss.
3	Moderate	Medical treatment or hospitalisation, medium-term environment impact, localised reputational impact, moderate financial loss.
2	Minor	First aid treatment, short-term environment impact, minimal reputational impact, minor financial loss.
1	Insignificant	No injuries, no environment impact, no reputational impact, negligible financial loss.

Risk assessment matrix:

Risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

		Consequence				
		1	2	3	4	5
Likelihood		Insignificant No injuries, no environment impact, no reputational impact, negligible financial loss.	Minor First aid treatment, short-term environment impact, minimal reputational impact, minor financial loss.	Moderate Medical treatment or hospitalisation, medium-term environment impact, localised reputational impact, moderate financial loss.	Major Permanent injury, long-term environment impact, loss of operational capability, adverse reputational impact, major financial loss.	Catastrophic Death or irreversible environment effect, national reputation damage, catastrophic financial impact.
5	Almost certain The event is expected to occur in most circumstances	Moderate	Moderate	High	Extreme	Extreme
4	Likely The event will probably occur in most circumstances	Low	Moderate	High	Extreme	Extreme
3	Possible The event should occur at some time	Low	Moderate	Moderate	High	Extreme
2	Unlikely The event could occur sometime	Low	Low	Moderate	Moderate	High
1	Rare The event may occur only in exceptional circumstances	Low	Low	Low	Moderate	Moderate

Risk Actions:

Risk actions including escalation, management and monitoring will be determined by the risk assessment.

Risk	Actions
Extreme risk	Immediate senior management actions, planning and robust controls required.
High Risk	Management attention, rigorous controls and close monitoring required.
Medium risk	Management monitoring and controls required.
Low risk	Acceptable with routine procedures and periodic review.

Risk treatment:

Risk treatment is the identification and selection of options to treat / control risks.

Approach	Means
Accept	Accept or take on the risk in order to pursue an opportunity.
Avoid	Avoid the risk by not starting or continuing with the activity that gives rise to the risk.
Control	Control the risk likelihood and consequences with additional mitigation measures.
Share	Share the risk with another party or parties through contracts, insurance or ventures.

4.5 GENERIC RISK PROFILE AND CONTROL CONSIDERATIONS

A summary of the common areas of risk associated with operations include:

Risk areas	Control considerations
General:	
Indemnity	• Terms, conditions and indemnity waivers / information • Parental / guardian consent and responsibility • Insurance policies in place
COVID-19	• COVID Safe provisions and implementation • QR code (where required), physical distancing and hygiene provisions • Instruction, communication and compliance monitoring / management
Hygiene	• Daily cleaning • Pre and post use cleaning • Hand sanitiser at entrance points
Working with children	• Working with children check / blue card for relevant staff • Parental / guardian and staff supervision • Restricted access / areas
Information and training	• Staff / operators / customers trained and competent • Use / participation terms and conditions • Customer information, safety rules and briefing
Electrical	• Regular inspections of electrical leads • Test and tag arrangements in place • Removal and repair or replacement of damaged electrical equipment
Contractors (building and construction)	• Contract, insurance and indemnity requirements • Risk assessments, safe systems of work and personal protective equipment • Qualifications, competency and compliance (health and safety)
Incident and emergency	• Emergency management procedures and information communicated • Provision of first aid equipment, nominated first aiders and fire extinguishers • Incident reporting, response and management procedures
Amusement device:	
Amusement devices compliance	• Device compliance with Australian Standards • Annual engineer inspection and certification • Annual registration with state regulator
Planning and approvals	• Council and venue approvals • Location and setup approvals • Capacity planning (including COVID-19) requirements
Installation	• Installation by competent person • Safe location identified • Anchorage systems installed and secure
Information and perimeter	• Rules, conditions, restrictions and risks on display • Containment fencing installed around the amusement device • Controlled access and egress points
Operations and supervision	• Personal safety and capacity restrictions • Safety rules and conditions of use enforced • Parental / guardian supervision of persons under 18 • Supervision of amusement rides / devices in use at all times by operator
Inclement weather	• Adverse weather and wind monitoring • Cessation and evacuation of amusement device procedures • Shutdown and securing loose items procedures
Inspection and maintenance	• Daily and post assembly inspections • Annual engineering inspection and registration • Routine and corrective maintenance
Other equipment:	

Compliance	• Pre and post use inspections and cleaning • Equipment in working order and fit for purpose • Electrical fixtures free from damage and maintained
Inspection and maintenance	• Pre and post use inspections • Annual inspection • Routine and corrective maintenance

Refer to the Appendixes for amusement device specific risk assessments.

4.6 COVID-19 PLANNING

COVID Safe provisions are implemented in conjunction with this plan and other relevant management plans, supporting systems and safe systems of work.

Refer to the table below for national and state specific COVID-19 information and planning requirements.

State	Website
Federal	https://www.health.gov.au/
National safety	https://www.safeworkaustralia.gov.au/covid-19-information-workplaces
QLD Government	https://www.covid19.qld.gov.au/
NSW Government	https://www.nsw.gov.au/covid-19/covid-safe
VIC Government	https://www.coronavirus.vic.gov.au/
NT Government	https://coronavirus.nt.gov.au/
SA Government	https://www.covid-19.sa.gov.au/
WA Government	https://www.wa.gov.au/government/covid-19-coronavirus
TAS Government	https://coronavirus.tas.gov.au/

4.7 LEGAL AND COMPLIANCE REFERENCES

The relevant Legislation and Standards have been considered in the preparation of this plan.

Type	Applicability	References
Legislation	NSW	• Work Health and Safety Act 2011 • Work Health and Safety Regulations 2017
Legislation	QLD	• Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011
Legislation	VIC	• Occupational Health and Safety Act 2004 • Occupational Health and Safety Regulations 2017
Legislation	ACT	• Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011
Legislation	SA	• Work Health and Safety Act 2012 • Work Health and Safety Regulations 2012
Legislation	NT	• Work Health and Safety (National Uniform Legislation) Act 2011 • Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation	WA	• Occupational Safety and Health Act 1984 • Occupational Safety and Health Regulations 1996
Legislation	TAS	• Work Health and Safety Act 2012 • Work Health and Safety Regulations 2012
Standard	National	• ISO 31000 Risk Management Guidelines

Standard	National	• ISO 45001 Occupational Health and Safety Management Systems
Standard	National	• Australian Standard 3533 (series) – Amusement rides and devices
Standard	National	• AS 3533.2 Amusement rides and devices Operation and maintenance

Refer to the respective Regulator for supporting codes and guidelines.

SECTION 5: PLANNING, CONSULTATION AND SYSTEMS

5.1 PLANNING

A planning process has been established to address the overall management process, delivery structure and risk management requirements to ensure the success of the business.

Key areas of planning include but are not limited to:

- Budget, approvals and compliance
- Marketing and promotional arrangements
- Staff recruitment and training
- Development and review of policies, procedures and safe systems or work
- Identification, risk assessment and acquisition of amusement rides
- Inspection, registration and ongoing engineering assessments of amusement rides
- Preventative maintenance of amusement rides and subsequent records management
- Emergency preparedness and response

5.2 COMMUNICATION AND CONSULTATION

Communication and consultation arrangements are established between management, staff and relevant stakeholders to identify, discuss and communicate risks and control provisions.

These arrangements include but are not limited to:

- Planning meetings and risk assessments
- Existing consultation forums or meetings
- Event specific forums or meetings
- Briefings, inductions and toolbox talks
- Customer communications, terms, conditions and waivers
- Emergency management planning

Formal consultation is recorded and records maintained.

5.3 OPERATIONAL SYSTEMS INDEX

The following index consolidates all of the supporting risk management and operational systems / procedures into one reference point to guide management, staff and other stakeholders on procedural requirements.

Criteria	Reference(s)
Insurance	
Public liability	Certificate of insurance.
Transit and marine	Certificate of insurance.
Motor vehicle	Certificate of insurance.
Plant and equipment	Certificate of insurance.
Workers compensation	Certificate of insurance.
Amusement Ride Compliance	
Australian standards	Refer to section 7.1 Australian Standards.
Engineering inspection and certification	Refer to section 7.3 Engineering Inspection and Certification.
Regulatory registrations	Refer to section 7.4 Device Registration.
Induction and Training	
Training and competency	Refer to section 7.5 Operator Training and Competency.
Training procedure	Refer to Appendix L Operator Training Procedure.
Training record	Refer to Appendix J Training Register.
Operating procedures	Refer to Appendix T Operating Procedures.
Customer Information and Indemnities	
Amusement ride safety	Refer to section 7.7 Safety Information and Restrictions.
Hire agreement	Refer to section 6.5 Dry hire of equipment
Responsibilities and Policies	
Roles and responsibilities	Refer to section 2 Roles and Responsibilities.
Policies	Refer to section 3 Policies.
Amusement Ride Requirements, Inspections and Maintenance	
Amusement device general	Refer to section 6 Amusement Devices General.
Mechanical Amusement rides	Refer to section 7 Mechanical Amusement Rides.
Inspections and maintenance	Refer to section 7.12 Inspection and Maintenance.
Maintenance schedule	Refer to Section 7.13 Compliance and Maintenance Schedule.
Amusement inspection checklist	Refer to Appendix M, N, O, P, Q and S – Pre-Opening Checklists.
Maintenance records	Refer to Appendix H Record of All Repairs and Alternations.
Inspection records	Refer to Appendix I Record of Inspections.
Daily and weekly maintenance	Refer to Appendix U Daily Maintenance Checklist and Appendix V Weekly Maintenance
Risk and Safety	
Amusement risk assessments	Refer to Appendix A, B, C, D, E and F - Risk Assessments for amusement devices
Emergency Preparedness and Response	
Adverse weather	Refer to section 6.6 Adverse Weather and Wind Monitoring.
Weather and wind management plan	Refer to section 7.11 Weather and Wind Monitoring Management Plan.
Incident and emergency management	Refer to section 8 Incident and Emergency Management.
Incident report	Refer to Appendix X Incident Report.

SECTION 6: AMUSEMENT DEVICES GENERAL

6.1 AMUSEMENT DEVICES

The following risk controls have been established for amusement devices:

- Engineering certification, device registration and manufacturer instructions implemented
- Safe installation including stability, anchoring and access control / fencing
- Wind ratings identified and integrated with monitoring and emergency procedures
- Trained and competent operators and supervision of amusement devices and activities
- Pre-operational inspections, repairs and maintenance program in place
- Customer / patron restrictions, warnings, rules and supervision in place
- Indemnity waivers in place and communicated through signage or forms
- Parental / guardian consent (under 18) and supervision requirements in place
- Safety information / instructional signage and or briefings in place
- Wind monitoring and activity closure in the event of adverse weather or wind tolerances exceeded

6.2 AMUSEMENT DEVICE COMPLIANCE

Manufacturers who design, manufacture and supply amusement devices must verify that their amusement devices have been manufactured in accordance with Australian Standards.

Amusement devices must also be inspected by a competent engineer prior to first use and on an annual basis to verify that the amusement device has been manufactured and maintained in accordance with Australian Standards.

The relevant Australian Standards include but are not limited to:

- AS 3533.1-2009: Design and construction
- AS NZS 3002-2008: Electrical installations for shows and carnivals
- AS 3533.2-2009 Operation and maintenance
- AS 3533.3-2003 In-service inspection
- AS 3533.4.1-2018 Land-borne inflatable devices

Amusement devices are operated in accordance with manufacturer's instructions, Australian Standards and safe systems of work / operational procedures.

6.3 AMUSEMENT DEVICE REGISTRATION

Amusement devices are required to be registered with the State Regulator. Registration requirements are monitored and assessed on an ongoing basis, triggers for assessment include but are not limited to:

- Purchasing new amusement rides
- Interstate hire / transport of amusement rides
- Changes to Legislation, Standards and or Regulator requirements

Active registrations are regularly reviewed by management and renewed on an annual basis.

6.4 TERMS, CONDITIONS AND RESTRICTIONS

Terms, conditions and restrictions for the safe use of amusement devices are established and communicated with customers / patrons prior to the use of any amusement device.

Methods of communication include but are not limited to:

- Instructions / conditions of use and safety rules signage
- Medical and physical restriction signage
- Age and height restriction signage
- Staff briefings to customers / patrons
- Indemnity waivers or signage advising of indemnities and risks

Terms, conditions and restrictions are implemented and monitored by competent staff and relevant documentation such as waivers (where implemented) are retained by management.

6.5 DRY HIRE AND CUSTOMER INFORMATION AND INSTRUCTION

Show Amusement does not dry hire amusement devices.

6.6 OVERHEAD AND UNDERGROUND HAZARDS

The following risk controls have been established for overhead and underground hazards:

- Site inspection and information gathering to identify location hazards
- Review of terrain to ensure a level and stable surface for devices and temporary infrastructure
- Review of location to ensure location is away from overhead hazards such as power lines, trees, buildings and other hazards
- Review of location to ensure location is away from underground hazards such as utilities, ground infrastructure and other hazards
- Identify underground services with the client and dial before you dig where anchoring and stabilizers require ground penetration
- Identify alternate locations where hazards and risks cannot be adequately addressed

6.7 MAINTENANCE

Maintenance arrangements, procedures and schedules are established in accordance with the Manufacturers and Australian Standards requirements to ensure that amusement devices are fit for purpose and maintained.

Maintenance arrangements include but are not limited to:

- Daily / pre and post use / weekly integrity and safety inspections
- Post issue / incident / damage inspection and maintenance
- Annual assessment and inspection by a competent engineer
- Completion of maintenance log books and related documentation / records
- Maintenance and replacement in accordance with manufacturers manual

Maintenance activities and records are documented and retained by management.

6.8 ADVERSE WEATHER AND WIND MONITORING

Weather related risks and control provisions including wind ratings are identified in the manufacturer's manual, engineering certification / specifications and associated risk assessments.

Weather and wind monitoring provisions include but are not limited to:

- Management review of weather conditions
- Monitoring of the Bureau of Meteorology (BOM) and weather apps (Willy Weather)
- Regular use and location wind monitoring using a portable anemometer
- Periodic checks and increased frequencies in escalating conditions
- Information and instruction on cessation, evacuation, pack-down and securing loose items
- Implementation of weather and wind management plan
- Triggers for cessation of activities, evacuation and shutdown / isolation of devices
- Dismantle and securing of loose infrastructure such as table umbrellas, banners and gazebos

In the event of severe inclement weather, a coordinated response will be applied between staff, management and relevant emergency response stakeholders.

6.9 PUBLIC SAFETY AND EMERGENCY PREPAREDNESS

Public safety and emergency management protocols are established to ensure that safety risks are eliminated or reduced and protocols are in place in the event of an incident or emergency.

The following risk controls are continuously monitored for public safety:

- COVID-19 safety and cleaning protocols
- Safe access, hygiene provisions and physical distancing (1.5m)
- Amusement devices, public areas and facilities inspections
- Walkways and common areas remain unobstructed and free from trip hazards
- Amusement devices are fit for purpose, maintained and safety information is communicated
- Amusement devices / facilities are secure, supervised and capacities maintained
- Marquees and similar temporary infrastructure are setup properly and secure
- Build, dismantle, bump in / bump out activities are fenced / isolated from the public
- Emergency management provisions and first aid arrangements are in place
- Weather monitoring and management provisions are in place
- No electrical leads, cords or wires are draped on the grounds

6.10 INSPECTION AND BRIEFING

An inspection and staff / operator briefing is conducted prior to the amusement devices being operated.

Inspection and site safety checks include but are not limited to the following (as applicable):

- Checking equipment and amusement devices are safe and compliant
- Checking location / terrain is flat, stable and away from overhead or underground hazards
- Checking terms, conditions and safety information is in place
- Checking all fences and access points are secure and restricted access signage is in place
- Checking walkways, staff and public areas for slips, trip and fall hazards
- Checking contractors have provided insurances and are working safely
- Checking temporary infrastructure is compliant and safe
- Checking activities and amusement devices are secure, compliance and safe
- Checking anchoring systems are setup correctly and the amusement device is stable
- Checking stabilising systems and outriggers are setup correctly and the amusement device is stable
- Checking staff / operators are trained, competent and confident in their duties
- Checking wind monitoring plans are in place and understood
- Checking communication and supervision arrangements are in place and effective
- Checking lights are working and access platforms are safe to use / free from hazards
- Checking that music levels are appropriate and that distressed passengers can be heard

6.11 COVID-19

The following risk controls have been established for COVID-19:

- Implementation of a COVID safe / management provisions
- All persons accessing the amusement devices / general areas sanitise their hands
- All persons informed of physical distancing requirements and hygiene provisions
- Installation of sanitisation stations and information signage
- Regular cleaning of common areas, equipment and facilities
- COVID-19 compliance monitoring

6.12 PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) provisions are established and communicated with staff, contractors and other relevant stakeholders.

The following personal protective equipment requirements apply as a minimum:

- Improved / high visibility garments and enclosed footwear (bump in / out periods)
- Adherence to site safety requirements

6.13 MANUAL HANDLING

Manual handling provisions are established to eliminate or reduce manual handling activities to a reasonable level, particularly for heavy and repetitive manual handling activities.

Basic controls to reduce or improve manual handling practices include:

- Delivering equipment as close to the work location as possible
- Use forklifts or lifts to move materials to elevated levels / work areas
- Use mechanical aid such as trolleys and other lifting devices
- Two person lift where possible and rotate lifting roles
- Staff trained, monitored and rotated

6.14 ELECTRICAL

Electrical equipment must be maintained in a safe condition and used in accordance with manufacturer's instructions. Only licenced electricians may carry out electrical work.

The main risks of working with electricity are:

- Electric shock and burns from contact with live parts;
- Exposure to arcing;
- Fire from faulty equipment or installations;
- Explosion caused by unsuitable electrical apparatus; and
- Explosion caused by static electricity igniting flammable vapours or dusts.

Electrical equipment must be stored and protected from damage, checked before use and regularly inspected (test and tagged). Only qualified and authorised personnel are to perform installation, inspection and testing of electrical appliances and safety switches.

6.15 CONTRACTOR MANAGEMENT

Contractors are required to provide compliance documentation and participate in relevant consultation activities, this includes but is not limited to:

- Annual collection and review of certificates of insurance
- Collection and review of relevant risk assessments
- Participation or acknowledgement of safety and compliance information

Contractor documentation is collected and retained by management (when used).

SECTION 7: MECHANICAL AMUSEMENT RIDES

7.1 AUSTRALIAN STANDARDS

Mechanical amusement rides must be compliant with Australian Standards, compliance with these requirements must be verified by the manufacturer and a competent engineer.

The relevant Australian Standards include but are not limited to:

- AS 3533.1-2009: Design and construction
- AS NZS 3002-2008: Electrical installations for shows and carnivals
- AS 3533.2-2009 Operation and maintenance
- AS 3533.3-2003 In-service inspection

Amusement devices are operated in accordance with manufacturer's instructions, Australian Standards and safe systems of work / operational procedures.

7.2 PURCHASING NEW OR SECOND HAND RIDES

Designers, manufacturers, suppliers and importers of mechanical amusement ride have a duty to ensure that the device, so far as is reasonably practicable, is without risk to health and safety.

This duty includes carrying out analysis, testing and examinations and providing specific information about the use and operation of the mechanical amusement ride.

The following minimum provisions apply for purchasing mechanical amusement rides:

- Suppliers are reputable and provide device specification and manuals
- The amusement ride complies with Australian Standards
- The amusement ride is fit for purpose and has current safety features installed

Second hand amusement devices are more likely to have out-dated or missing safety features. Suppliers must provide the following information and documentation as a minimum:

- Identify any faults
- Provide written notice of the condition of the device
- Provide records of the maintenance history
- Provide records of engineering inspections and registrations
- Provide owners / user / operator manuals and other relevant manufacturer documents

7.3 ENGINEER INSPECTION AND CERTIFICATION

A competent and registered engineer (based in Australia) must assess and verify the safety and compliance of the mechanical amusement device in accordance with the relevant Australian Standards and Codes.

The following frequency for engineering inspection and certification should apply:

- Pre / post purchase and prior to first use
- Prior to use after changing major components
- Prior to use after refurbishment
- Prior to use after serious mechanical or structural failure
- Annually as a part of the registration and maintenance program
- Increased frequencies should be considered as the device approaches the end of its lifecycle

The engineering inspection and certification process should include but is not limited to:

- Compliance of the amusement ride and manuals with Australian Standards
- Compliance of the operation and maintenance with Australian standards
- Compliance of manufacturers specifications and instructions with Australian Standards
- Compliance of controls, electrical and guarding with Australian Standards and Codes
- Condition and structural integrity of the amusement device

- Condition and integrity of stabilisers and related devices
- Condition and integrity of electrical components, controls and emergency stops
- Identification of remedial actions or repair requirements
- Verification of lifecycle compliance or refurbishment lifecycle extensions

7.4 DEVICE REGISTRATION

The mechanical amusement ride must be registered with the State Regulator every 12 months, devices that do not have a current registration (within 12 months) must not be used until they are registered.

Registration requirements are monitored and assessed on an ongoing basis, triggers for assessment include but are not limited to:

- Purchasing new amusement rides
- Interstate hire / transport of amusement rides
- Changes to Legislation, Standards and or Regulator requirements

Active registrations are regularly reviewed by management and renewed on an annual basis. Refer to the Appendix section of this plan for the relevant register, form or checklist.

7.5 MANAGEMENT & OPERATOR TRAINING AND COMPETENCY

All staff / operators must be trained and deemed as competent prior to being permitted to operate a mechanical amusement device.

Practical training is facilitated under the direct supervision of a competent person, operators in training / trainees must complete all training requirements to a satisfactory level before being signed off as competent.

Training topics / areas include but are not limited to:

- Policies and procedures
- Risk and operations plan and risk assessments
- Manufacturers manual
- Safe installation of the device
- Inspection and testing of the device
- Customer / patron information and loading procedures
- Safe operation of the device
- Customer / patron / passenger restraint
- Weather and wind monitoring and management
- Emergency procedures and emergency stop button
- Maintenance

Existing staff / operators are subject to the following training schedule:

- Annual refresher training
- New equipment training
- Changes to device / equipment training
- Post near miss or incident training
- Changes or new policies and procedures

Refer to the Appendix section of this plan for the relevant register, form or checklist.

7.6 INSTALLATION, PRE-OPERATIONAL INSPECTION AND TESTING

A safe location must be identified considering the need for a level and stable surface that is away from ground and overhead hazards such as services and power lines.

Mechanical amusement devices are installed by competent operators and in accordance with the installation procedures. The competent operator will conduct the following activities as a part of the installation process:

- Identify a suitable, stable and safe location in consultation with the venue
- Assess the area for ground and overhead hazards, if any ground penetrations are required, underground services must be identified using a dial before your dig and site contact
- Install the amusement device in accordance with manufacturer's manual, engineering specification and Australian Standards
- Implementation of anchorage / stabiliser / outrigger systems to withstand the required loads in accordance with manufacturer's manual, engineering specification and Australian Standards
- Ensure that parts are properly aligned and not bent or distorted, parts are lubricated, correct pins and bolts are in place and protective padding is installed over sharp edges
- Ensure artificial lighting is installed where necessary during installation for staff and customer safety
- Ensure health and safety equipment is kept in good working order and free from defects
- Complete post-setup inspection and testing of amusement device, restraints and emergency stops
- Ensure emergency information, procedures and equipment is in place and accessible

Refer to the Appendix section of this plan for the relevant register, form or checklist.

7.7 SAFETY INFORMATION AND RESTRICTIONS

Safety information, warnings and restrictions signage is installed at the main access points / prominent locations. This information is communicated with customers and compliance monitored by staff / operators.

Information and signage includes but is not limited to:

- Height, age and weight restrictions
- Medical, health related and physical restrictions
- Possible effects and risks of using the amusement device
- Safety requirements and rules
- Requirements for the removal of loose items and sharp objects
- Use of restraints and other safety equipment
- Behavioural expectations and requirements

7.8 SAFE OPERATION AND SUPERVISION

All staff / operators are trained and competent in the safe operation and use of mechanical rides. Safe operation and supervision requirements include but is not limited to:

- Following the manufacturer or other written instructions completed by a competent person
- Ensure awareness of general use of controls including emergency braking and stops
- Ensure speed limits, loads, ride times and frequencies are applied
- Remove operator distraction and apply restrictions on items such as mobile phone use
- Ensure safe waiting areas, loading and unloading procedures are implemented
- Ensure restricted area / no go zones are isolated and customers / patrons prevented from accessing
- Ensure that constant supervision is maintained
- Ensure that safety information, rules and restrictions are enforced
- Ensure that no loose items, food, drinks and other restricted items are taken on the ride
- Ensure that intoxicated and or impaired persons do not use the ride
- Monitor customer / patron behaviors and stop the ride if unsafe behaviors are observed
- Stop and calmly evacuate the ride in the event of poor weather or incident

7.9 EMERGENCY EQUIPMENT

The mechanical amusement ride must be fitted with the following emergency equipment:

- Emergency stop button
- Fire extinguisher
- First aid kit

All equipment must be regularly inspected and maintained at the required frequencies to ensure emergency equipment is fit for purpose and in working order.

Refer to section 7.14 Compliance and Maintenance Schedule.

7.10 AMUSEMENT DEVICE PRE-EVENT COMPLIANCE VERIFICATION

The following compliance verifications are conducted prior to attending an event:

- Engineering inspection is within 12 months and certified as compliant
- Registration is within 12 months with State Regulator
- Inspection and maintenance activities and log books are current
- The amusement device is in safe working order
- Operators are trained and competent and supervision is established
- A first aid kit and fire extinguisher is available and has a current maintenance tag
- All electrical equipment is in safe working order and has a current test tag

7.11 WEATHER AND WIND MANAGEMENT PLAN

The mechanical amusement rides have the following weather and wind restrictions:

Device	Wind rating / threshold	Weather restrictions
Ali Baba Ride	72 kph	
Cyclone Ride	72 kph	Cessation of ride in the event of rain, thunderstorm, lightning, wind and other inclement weather events.
Dodgem Cars Ride	45 kph	If a lightning storm is forecasted and within 20km to 30 km of the venue, monitoring will occur every 5 to 10 minutes.
Ufo Bumper cars		If a lightning storm is approaching or reaches 15km of the venue, all amusement rides / activities will be closed.
Bungy Trampolines x2	35 kph	
Bumper Boats		Sun protection will be provided for staff where there is exposure to the sun and hydration provisions including rotation where temperatures are 30 degrees Celsius or above.
Teacups Ride	30 kph	
Game trailers		

A designated responsible person will regularly monitor weather and wind through the following means:

- Bureau of Meteorology (BOM) to monitor weather and warnings;
- WillyWeather mobile app to monitor weather and warnings; and
- Portable anemometer to measure and monitor local winds speeds.

Conditions	Actions
Prior to amusement device / ride commencing	• Check Bureau of Meteorology (BOM) • Check WillyWeather mobile app • Measure wind speed using portable anemometer
Weather conditions fine with minimal wind / wind speeds and gusts less than 15kph	• Conduct weather and wind checks every 30 minutes
Weather conditions fine with increased wind / wind speeds and gusts that are 25kph from rating / threshold.	• Conduct weather and wind checks every 15 minutes • Inspect stabilisers / anchors / outriggers and general integrity every 15 minutes • Pack down marquees, umbrellas and loose items
Weather conditions fine with moderate wind / wind speeds and gusts that are 15kph from rating / threshold.	• Conduct weather and wind checks every 5 to 10 minutes • Inspect anchors and general integrity every 5 to 10 minutes
Inclement weather including rain or storm and / or wind speeds and gusts reach rating / threshold.	• Cessation of the amusement device activities • Evacuation of users from the device and general areas • Isolation of the amusement devices and access points

Weather checks must be conducted at the start of the day and at appropriate intervals throughout the duration, if conditions change, increased monitoring frequencies will occur. If severe weather warnings are forecasted, the use of amusement devices will cease and isolation / securing procedures will be enacted.

If at any time during the use of the amusement device the following occurs, the amusement device should be shut down until the issue is rectified or the hazard addressed:

- Severe weather is forecasted
- Lightning is forecasted or identified / alerted and is approaching or reaches 15 km of the venue
- Wind speeds and or gusts increases to above the threshold / limit
- The device shows signs of instability or mechanical issues
- The stabilisers / anchors / outriggers are compromised
- The supervisor becomes unavailable
- Rain or inclement weather occurs

Appropriate sun protection, rotation and water / hydration provisions will be established where there is exposure to the sun and hot weather is forecast such as temperatures above 30 degrees Celsius.

7.12 INSPECTION AND MAINTENANCE

Regular inspections and maintenance activities are conducted in accordance with manufacturers manuals and Australian Standards.

Inspection and maintenance activities include but are not limited to:

- Daily inspections of devices and equipment
- Post-setup inspection and testing of the device
- Pre-opening checklist or equivalent
- Annual inspections
- Detailed inspections
- Major inspection
- Periodic maintenance in accordance with the maintenance schedule
- Corrective maintenance to address identified issues

Log books are completed by staff / operators and maintenance personnel on a daily basis and log books are kept with the amusement device (along with operating and maintenance manuals).

Corrective maintenance is an ongoing process where maintenance is conducted by a competent person when issues are identified through inspection activities or as a result of damage.

Refer to the Appendix section of this plan for the relevant register, form or checklist.

7.13 MAJOR INSPECTION

Major inspections will be completed in accordance with the manufacturers, engineers and Australian Standards requirements. Major inspections will include but is not limited to:

- Structural, mechanical, electrical, instrumentation, control and operational anomalies
- Non-destructive testing to an appropriate Standard
- Controls and emergency stop
- Restraints and other safety devices
- Braking systems
- Manufacturers safety upgrades and advice
- Adequacy of safety instructions and manuals
- The viability of upgrading to the requirements of the latest standard

A major inspection must be carried out whenever any of the following circumstances apply:

- At the expiry of the design life, where that is known
- At the expiry of any period stipulated by the manufacturer or determined, or varied, by a competent person on the basis of the manufacturers advice or the inspection history of the device
- When the design life is unknown, at 10 years of age and each 10 years thereafter unless a different period is determined by a competent person
- After a ride or device has suffered a major departure from normal operation or a failure of any major structural or mechanical component
- When a device is to be recommissioned and adequate records are unavailable or the device was designed and build to unknown Standards

7.14 COMPLIANCE AND MAINTENANCE SCHEDULE

The following table identifies the applicable compliance and maintenance activity schedule.

Activity	Pre-use	Daily	Weekly	Monthly	6 Monthly	12 Monthly
Compliance						
Engineer inspection						X
Registration with Regulator						X
Maintenance						
Manufacturer maintenance checklist		X	X	X	X	
General safety inspection	X	X				
Post-setup inspection and testing	X	X				
Detailed inspection						X
Fire equipment					X	
First aid equipment					X	

Major inspections will be conducted in accordance with manufacturer and Australian Standards requirements.

7.15 STORAGE

Storage arrangements for amusement rides are established to ensure that devices are accessible, secure and not exposed to environmental hazards.

These arrangements include but are not limited to:

- Secure and covered storage with controlled access
- Designated locations that are accessible for collection and delivery
- Stored away from sources of ignition, impact zone, direct sunlight and damp areas

All amusement devices will be stored so it does not create a risk to people in the workplace or the public.

SECTION 8: LAND-BORNE INFLATABLE AMUSEMENT DEVICES

8.1 AUSTRALIAN STANDARDS

Land-borne inflatable amusement rides must be compliant with Australian Standards, compliance with these requirements must be verified by the manufacturer and a competent engineer.

The relevant Australian Standards include but are not limited to:

- Australian Standard 3533.4.1 Amusement rides and devices Specific requirements - Land-borne inflatable devices
- Australian Standard 3533 (series) – Amusement rides and devices
- AS 3533.2 Amusement rides and devices Operation and maintenance

Amusement devices are operated in accordance with manufacturer's instructions, Australian Standards and safe systems of work / operational procedures.

8.2 PURCHASING NEW OR SECOND HAND RIDES

Designers, manufacturers, suppliers and importers of inflatable amusement devices have a duty to ensure that the device, so far as is reasonably practicable, is without risk to health and safety.

This duty includes carrying out analysis, testing and examinations and providing specific information about the use and operation of the inflatable device.

The following minimum provisions apply for purchasing inflatable amusement devices:

- Suppliers are reputable and provide device specification and manuals
- The amusement device complies with Australian Standards
- The amusement device is fit for purpose and has current safety features installed

Second hand amusement devices are more likely to have out-dated or missing safety features. Suppliers must provide the following information and documentation as a minimum:

- Identify any faults
- Provide written notice of the condition of the device
- Provide records of the maintenance history
- Provide records of engineering inspections and registrations
- Provide owners / user / operator manuals and other relevant manufacturer documents

8.3 ENGINEER INSPECTION AND CERTIFICATION

A competent and registered engineer (based in Australia) must assess and verify the safety and compliance of the inflatable amusement device in accordance with the relevant Australian Standards and Codes.

The following frequency for engineering inspection and certification should apply:

- Pre / post purchase and prior to first use
- Prior to use after major changes or repairs
- Prior to use after serious device failure
- Annually as a part of the maintenance program
- Increased frequencies should be considered as the device approaches the end of its lifecycle

The engineering inspection and certification process should include but is not limited to:

- Compliance of the amusement device and manuals with Australian Standards
- Compliance of the operation and maintenance with Australian standards
- Compliance of manufacturers specifications and instructions with Australian Standards
- Compliance of blowers and guarding with Australian Standards and Codes
- Condition and integrity of the amusement device
- Condition and integrity of anchoring systems and calculations
- Condition and integrity of electrical components

- Identification of remedial actions or repair requirements
- Verification of lifecycle compliance

8.4 DEVICE REGISTRATION

Inflatable amusement devices with a platform of 3m or above must be registered with the State Regulator every 12 months, devices that do not have a current registration (with 12 months) must not be used until they are registered.

Registration requirements are monitored and assessed on an ongoing basis, triggers for assessment include but are not limited to:

- Purchasing new amusement devices
- Interstate hire / transport of amusement devices
- Changes to Legislation, Standards and or Regulator requirements

Active registrations are regularly reviewed by management and renewed on an annual basis. Refer to the Appendix section of this plan for the relevant register, form or checklist.

8.5 MANAGEMENT & OPERATOR TRAINING AND COMPETENCY

All staff / operators must be trained and deemed as competent prior to being permitted to operate a mechanical amusement device. Customers must also be instructed on safe operations and supervision.

Practical training is facilitated under the direct supervision of a competent person, operators in training / trainees must complete all training requirements to a satisfactory level before being signed off as competent.

Training topics / areas include but are not limited to:

- Policies and procedures
- Risk and operations plan and risk assessments
- Manufacturers manual
- Safe installation of the device
- Inspection and testing of the device
- Customer / patron information and operational procedures
- Safe operation of the device
- Customer / patron safety rules and restrictions
- Weather and wind monitoring and management
- Emergency procedures
- Maintenance

Existing staff / operators are subject to the following training schedule:

- Annual refresher training
- New equipment training
- Changes to device / equipment training
- Post near miss or incident training
- Changes or new policies and procedures

Refer to the Appendix section of this plan for the relevant register, form or checklist.

8.6 ANCHORING

Sufficient anchorage points must be provided around the entire perimeter and located such as to enable stability and restraint to be maintained under the manufacturers stated operating conditions.

Where the inflatable device is not secured with ground anchor stakes, such as on hard or paved areas, the total anchorage system must be designed and detailed to withstand the same forces as through it was secured with ground anchor stakes.

Where the inflatable device is secured to the ground with ground stakes, each anchorage point on the inflatable and its stake must be appropriately installed to withstand the required horizontal and vertical loads identified in Australian Standard 3533.4.1.

Underground and overhead hazards and services must be identified as a part of the risk assessment process to prevent contact and damage. Underground services / locations must be identified with the customer and or using dial before your dig information.

8.7 BLOWERS

Blower tubes must be designed to enable the positioning of the blower to minimise the risk to persons and must not be positioned in the impact area, blowers should be positioned externally.

The blower unit and any other electrical equipment associated with the device must be located and guarded to prevent contact by persons and protected through a residual current device. Blowers and power leads must conform to electrical safety requirements and be tested and tagged.

Guarding must be installed to ensure air volume to the intake of the blower cannot be affected by debris.

8.8 INSTALLATION

Inflatable amusement devices are installed by competent staff / operators as a part of the hire agreements / contract arrangement and in accordance with the installation checklist.

The competent operator will conduct that following activities as a part of the installation process:

- Daily inspection and cleaning
- Identification of installation location and safety requirements
- Implementation of anchorage systems to withstand the required horizontal and vertical loads
- Post-assembly inspection
- Provide operational and safety instruction to the customer
- Emergency procedures and issue reporting

8.9 UNLOADING AND INSTALLATION

The inflatable amusement device can be heavy and care needs to be taken when transporting, unrolling, inflating, adjusting position and securing to the surface. It is important to have enough people to safely manual handle the device.

After placing in a safe and level location, the device should be placed still rolled up at the rear of the site and straps opened so the device rolls out towards the front of the site and the filler pipe is to the back.

The following applies to establishing a safe location / site:

- The inflatable device must be positioned well away from possible hazards such as power lines, fences, trees or uneven terrain, ground protrusions unprotected edges or where there is a fall risk
- The inflatable device must not be erected on a location / site with more than a 5% gradient
- If positioning the device on a hard surface, impact absorbing mats must be used and extend 1.2m covering all potential impact areas
- If the surface is particularly abrasive, use a ground sheet under the inflatable
- If perimeter fencing is used for crowd control, position at least 1.8m from walled sides and 3.5m from open sides, access gateway should be at least 1m wide
- The extent of this clear area is established by dividing the height of the highest platform by two. The minimum clear area is 1.8m

Refer to the Appendix section of this plan for the relevant register, form or checklist.

8.10 INFLATING THE DEVICE

Prior to inflating or deflating the device, ensure that all persons are well away from the device.

- Place the filler tube over the cone of the fan / blower and secure tightly making sure to keep the filler tube straight and pull it up to the end of the cone. Make sure all deflation outlets and zips are closed
- Install anchor points. As soon as the device is fully inflated, check anchor points are effective or if adjustment is required
- Ground fixing pegs should be inclined away from the device at 30 to 40 degrees and no more than 25mm should protrude over the ground
- Inflatables must not be used if wind speeds reach the identified wind rating / threshold
- As soon as the device is fully inflated, routine inspection must be carried out before use and each time the equipment is made available for use, checks include:
 - Location / site is suitable
 - All anchorages are secure / in place and able to withstand specifications ratings
 - Ancillary equipment such as impact absorbing mats are in position
 - There are no holes or rips in the fabric or seams
 - Correct blower is being used, leader are protected and test and tagged
 - There are no exposed electrical parts and no wear on cables
 - Plugs, sockets, switches are not damaged
 - Connection tube and blower are firmly attached to one and other
 - Blower is safely positioned and guarding is intact

The equipment must not be used until any defects or issues identified in the inspection have been rectified.

A briefing must also be provided to operators / supervisory personnel to provide operational instructions and reiterate the following requirements for safe operation:

- Constant supervision
- Admit users to the inflatable device in a controlled and safe manner
- Restrict the maximum height of the user to the design height
- Restrict the maximum number of users at one time to the design number
- Users to remove footwear and hard, sharp or dangerous objects from their person
- Users to remove glasses where practical
- Prohibit the consumption of food, drink and gum
- Keep the entrance free from obstructions
- Prohibit the users from climbing or hanging on the containing walls
- Prohibit flips and rough play
- Supervisory personnel to monitor safety and sensible activities
- Prevent intoxicated persons from accessing / using the amusement device

8.11 ACCESS AND EGRESS

Any hard landing surface should be covered by soft landing material such as dense gym mats or equivalent of at least 25mm but no more than 125mm, extending for a distance of at least 1.2m from the open side. Safety mats used indoors should be fire resistant.

When it is necessary to have an anchorage point near and entrance / exit, they should be connected in such a way as to eliminate or minimise the risk of slips, trips and falls.

8.12 SAFE OPERATION AND USE

Safe operation and use of inflatable amusement devices is essential and operators / supervisory personnel must be made aware of the following prior to use.

- The inflatable amusement device has constant supervision by an adult who is unimpaired
- Supervisory personnel are to control access and safe use
- Supervision is required at all times, the device must be deflated if supervision cannot be provided
- Restrictions apply to the maximum number of users at any one time to the design specifications
- Restrictions apply to the maximum height of users at any one time to the design specifications
- Users must remove their footwear but remain fully clothed including socks to prevent friction burn
- Users must remove sharp or dangerous objects from their person and glasses where practical
- On slides, users must always maintain a feet first sitting up or lying down position with elbows tucked
- On slides, only one user at a time may use the slide
- Age groups and user size should be aligned
- Food, drinks and gum is prohibited on and around the device
- Alcohol and intoxicated persons is prohibited
- Hanging or climbing on containing walls is prohibited
- Rough play and flips is prohibited
- Bouncing on the front safety step is prohibited
- Adult use of inflatable amusement devices designed for children is prohibited
- Smoking or barbeques near the inflatable amusement device is prohibited
- Children must not be allowed to operate the device or access electrical equipment and fans / blower
- Do not allow anyone to be on the device during inflation or deflation
- The inflatable amusement device should not be used if it becomes wet on the jumping area
- In the event of poor weather conditions or wind reaching wind rating / threshold, the device must be switched off / deflated

8.13 DEFLATING AND PACKING UP

Prior to deflating the inflatable amusement device, ensure that all users have egressed and are well away from the device.

- Turn off and unplug the power and disconnect the filler tube from the fan / blower and open any zips or deflation tubes, anchor points must remain in place. Wait for 5 to 10 minutes for the device to deflate, the time will be dependent on the size of the device
- When it is completely deflated / flat, unfasten the anchor points and remove anchors or ground fixing pegs from the ground
- With the device lying flat on the ground, pull all the top materials inside the base, the base is the part that is in contact with the ground when the device is inflated, ensure this is as flat as possible
- When packing is flat and neat as possible, use at least two people on either end to fold in, along the length, approximately one third of the width and then walk on this section from the front to the back, then fold the other side in one third as the first side until the device is one third of the original flat width
- Walk on this again from the front to the back starting with a very tight fold at the start as this will result in a compact roll. Achieving a tight unit role is important, loose rolls are more difficult to handle. Fit the securing straps around the roll to keep it tight
- Stand the unit up with appropriate equipment. At no time should a person lift the inflatable amusement device off the ground
- Where balls and similar fillers are used, balls / fillers to be placed in containment bags as a part of the pack up process

8.14 AMUSEMENT DEVICE PRE-HIRE COMPLIANCE VERIFICATION

The following compliance verifications are conducted prior to attending an event:

- Engineering inspection is within 12 months and certified as compliant
- Competent person inspection every 12 months for inflatables with platform under 3m
- Registration is within 12 months with State Regulator (platform 3m and above)
- Inspection and maintenance activities and logbooks are current
- The amusement device is in safe working order
- Operators are trained and competent / customer instructions and waivers communicated

8.15 WEATHER AND WIND MANAGEMENT PLAN

The inflatable amusement rides have the following weather and wind restrictions:

Device	Wind rating / threshold	Weather restrictions
Safari Adventure bounce and slide combo	25 kph	Cessation of ride in the event of rain, thunderstorm, lightning, wind and other inclement weather events. If a lightning storm is forecasted and within 20km to 30 km of the venue, monitoring will occur every 5 to 10 minutes. If a lightning storm is approaching or reaches 15km of the venue, all amusement rides / activities will be closed. Sun protection will be provided for staff where there is exposure to the sun and hydration provisions including rotation where temperatures are 30 degrees Celsius or above.

A designated responsible person will regularly monitor weather and wind through the following means:

- Bureau of Meteorology (BOM) to monitor weather and warnings;
- WillyWeather mobile app to monitor weather and warnings; and
- Portable anemometer to measure and monitor local winds speeds.

Conditions	Actions
Prior to amusement device / ride commencing	• Check Bureau of Meteorology (BOM) • Check WillyWeather mobile app • Measure wind speed using portable anemometer
Weather conditions fine with minimal wind / wind speeds and gusts less than 10kph	• Conduct weather and wind checks every 30 minutes
Weather conditions fine with increased wind / wind speeds and gusts that are 10kph from rating / threshold.	• Conduct weather and wind checks every 15 minutes • Inspect stabilisers / anchors and general integrity every 15 minutes • Pack down marquees, umbrellas and loose items
Weather conditions fine with moderate wind / wind speeds and gusts that are 5kph from rating / threshold.	• Conduct weather and wind checks every 5 to 10 minutes • Inspect anchors and general integrity every 5 to 10 minutes
Inclement weather including rain or storm and / or wind speeds and gusts reach rating / threshold.	• Cessation of the amusement device activities • Evacuation of users from the device and general areas • Isolation of the amusement devices and access points

Weather checks must be conducted at the start of the day and at appropriate intervals throughout the duration, if conditions change, increased monitoring frequencies will occur. If severe weather warnings are forecasted, the use of amusement devices will cease and isolation / securing procedures will be enacted.

If at any time during the use of the amusement device the following occurs, the amusement device should be shut down until the issue is rectified or the hazard addressed:

- Severe weather is forecasted
- Lightning is forecasted or identified / alerted and is approaching or reaches 15 km of the venue
- Wind speeds and or gusts increases to above the threshold / limit
- The device shows signs of instability or mechanical issues
- The stabilisers / anchors / outriggers are compromised
- The supervisor becomes unavailable
- Rain or inclement weather occurs

Appropriate sun protection, rotation and water / hydration provisions will be established where there is exposure to the sun and hot weather is forecast such as temperatures above 30 degrees Celsius.

8.16 INSPECTION AND MAINTENANCE

Regular inspections and maintenance activities are conducted in accordance with manufacturers manuals and Australian Standards.

Inspection and maintenance activities include but are not limited to:

- Daily inspections of devices and equipment
- Post-setup inspection and testing of the device
- Pre-opening checklist
- Annual inspections
- Periodic maintenance in accordance with the maintenance schedule
- Corrective maintenance to address identified issues

Log books are completed by staff / operators and maintenance personnel on a daily basis and log books are kept with the amusement device (along with operating and maintenance manuals).

Corrective maintenance is an ongoing process where maintenance is conducted by a competent person when issues are identified through inspection activities or as a result of damage.

8.17 POST ASSEMBLY INSPECTION

Routine post assembly inspections are carried out each time the amusement device is setup and before use.

Inspection activities include the following as a minimum:

- The location / site remains suitable
- All anchorages are secure, in place and not worn
- Ancillary equipment is in position (impact attenuating mats)
- There are not holes or tears in the fabric or seams
- Deflation vents and inspection openings are closed
- The correct blower is being used
- The internal pressure is sufficient to give a firm and reliable footing
- The walls and towers are firm and upright
- There are no exposed electrical parts
- Cables, plugs, sockets, switches and the like are not damaged
- Electrical leads are not trip hazards
- If an electric blower is used, RCD's are in place and tested
- The connecting tube and blower are securely attached to each other
- The blower is safely positioned, guarded and not creating a safety hazard
- If using a petrol blower, it is in good repair and there is sufficient fuel
- Firefighting provisions are in place and inspections are current
- First aid assistance is available

If an unsatisfactory result is indicated on any item, the matter will be referred to a competent person for rectification prior to the inflatable amusement device being used / released for service.

8.18 DAILY INSPECTION

Routine daily inspections are carried out before use, these inspection include the following as a minimum:

- The location / site remains suitable
- All anchorages are secure, in place and not worn
- Ancillary equipment is in position (impact attenuating mats)
- There are not holes or tears in the fabric or seams
- The internal pressure is sufficient to give a firm and reliable footing
- The walls and towers are firm and upright
- There are no exposed electrical parts
- Cables, plugs, sockets, switches and the like are not damages
- Electrical leads are not trip hazards
- The connecting tube and blower are securely attached to each other
- The blower is safely positioned, guarded and not creating a safety hazard
- If using a petrol blower, it is in good repair and there is sufficient fuel
- Firefighting provisions are in place and inspections are current
- First aid assistance is available

8.19 ANNUAL INSPECTION

An annual inspection is carried out by a competent person to ensure that any part of the inflatable device and ancillary equipment is fit for purpose and safe to operate, the inspection includes check of:

- Previous inspection reports and certificates
- Identification of the inflatable amusement device
- The anchorage systems for wear, rips and chafing
- The type and number of ground stakes, anchors or ballast for conformity and condition
- The inflatable amusement device for wear or rips in the fabric
- The wall and towers, when fitted, for firmness and uprightness
- The internal air pressure for sufficiency to give a firm and reliable footing
- The internal ties for wear and tear, particularly at loose or exposed ends
- All seams for security
- The blower safety features such as mesh guards
- The condition of the impeller and casing
- The condition of electrical wiring
- The condition and maintenance of internal combustion engine powering the blower
- The condition of the impact attenuating material system / mats

8.20 COMPLIANCE AND MAINTENANCE SCHEDULE

The following table identified the applicable compliance and maintenance activity schedule.

Activity	Pre-use	Daily	Weekly	Monthly	6 Monthly	12 Monthly
Compliance						
Engineer inspection						X
Registration with Regulator (platform is 3m or above)						X
Maintenance						
General safety inspection	X	X				
Post-setup inspection and testing	X	X				
Annual inspection						X

8.21 STORAGE

Storage arrangements for amusement devices are established to ensure that devices are accessible, secure and not exposed to environmental hazards.

These arrangements include but are not limited to:

- Secure and covered storage with controlled access
- Designated locations that are accessible for collection and delivery
- Stored away from sources of ignition, impact zone, direct sunlight and damp areas

All amusement devices will be stored so it does not create a risk to people in the workplace or the public.

SECTION 9: INCIDENT AND EMERGENCY MANAGEMENT

9.1 INCIDENT AND EMERGENCY MANAGEMENT

Incident reporting and emergency management arrangements and procedures are established to report and respond to incidents and emergency situations.

Incident reporting arrangements are:

- Notification, reporting and recording (documenting) incidents using report forms
- Response and escalation of incidents to internal and external stakeholders
- Review, investigation and resolution of incidents
- Notification of serious incidents or dangerous occurrences to state regulators
- Notification of potential and actual claims following claims procedures and incident forms

Emergency management procedures may be enacted for:

- First aid
- Medical emergency
- Natural hazards and severe weather
- Fire / bushfire event
- Security or threat response
- Major incident or emergency

Exits and assembly areas must be established prior to the use of the amusement device. One of the operators or supervising personnel should be a qualified first aider.

9.2 INCIDENT AND EMERGENCY PROCEDURE

In the event of an accident or emergency, the following procedure will apply:

- Identify the nature of the emergency
- If there is an emergency while the ride is in operation active the brakes and or stop button
- Raise the alarm and contact emergency services on 000
- Calmly enact evacuation procedures and instructions
- If it is safe to do so, assist customers / patrons with evacuation
- If safe to do so, use emergency equipment such as fire extinguishers and first aid equipment
- If safe to do so, isolate any hazards and the amusement device

The accident / injury should be assessed and the parent / guardian / contact be advised. In the event of a suspected or actual serious incident / injury, contact 000 immediately.

The following information should be gathered as a part of the incident reporting process:

- What was occurring at the time of the accident / incident
- What were the contributing factors (damage, mechanical, behaviour, weather, other)
- Take relevant photographs of the device
- Details of the persons involved and witness

Contact management as soon as practicable after the emergency response has been initiated. Incidents reported to management are recorded and escalated as required to the relevant stakeholders such as Regulators and insurers.

Refer to the Appendix section of this plan for the incident report form.

SECTION 10: AUDIT, REFERENCES AND REVIEW

10.1 AUDIT ACTIVITIES

The following audit activities are in place to assess, monitor and address risk and compliance requirements.

Audit Activity	Frequency	Responsibility
Inspections of amusement rides	Pre and post to operation	Show Amusements
Operational and post assembly inspections	Post assembly / prior to use	Show Amusements
Maintenance inspections and repairs	Daily / post use / per maintenance schedule	Show Amusements
Engineering integrity and compliance inspections	Pre-purchase / annual	Show Amusements / Engineer

10.2 REFERENCES

The following resources and references have been used to support this management plan.

- AS/NZS ISO 31000 standard for risk management
- Work Health and Safety Act and Regulation
- Australian Standard 3533 (series) – Amusement rides and devices
- AS 3533.2 Amusement rides and devices Operation and maintenance

10.3 MONITORING AND REVIEW

This risk management plan will be subject to review every 12 months or in the event of:

- Legislative changes or changes to risk management standards;
- Serious incident or activity disruption; or
- Process improvement initiatives.

10.4 DOCUMENT CONTROL

Revision No	Date	Comments and Change References	Revised By
V1	13/07/2022	First issue.	Show Amusements

10.5 DEFINITIONS

Term	Definition
Risk	The effect of uncertainty on objectives where an effect is a deviation from the expected in both positive and negative circumstances.
Risk management	A formal process of managing the uncertainties associated with the pursuit of organisational objectives. The process and structure that is used to realise opportunities and mitigating adverse effects or exposures.
Risk assessment	The process applied for the identification, analysis, identification of risk treatments / controls and monitoring / review arrangements.
Risk mitigation	The steps or options for treating risks or avoiding adverse effects (avoiding, accepting, controlling or transferring / sharing).
Risk treatment	The process of assessing options and establishing actions to treat risks. Treatment options include avoiding, accepting, controlling or transferring / sharing.

APPENDIX A – ALI BABA AMUSEMENT RIDE RISK ASSESSMENT

GENERAL INFORMATION:

Company / organisation:	Show Amusements	ABN:	81 007 689 081
Address:	25 Gully Drive Gulfview Heights SA 5096	Locations:	South Australia and various interstate locations
Activity:	Ali Baba amusement ride installation and operation.		
Date developed:	12/07/2022	Developed by:	Ryan Kellen, Simplifyrisk (ABN 55 633 578 864)
RA approved by:	Garry Lynch	Date of next review:	12/07/2023

REQUIREMENTS:

Person(s) responsible for implementing and monitoring the risk assessment:	Wayne Lynch
Applicable legislation and compliance references:	Work Health and Safety Act 2012 Work Health and Safety Regulation 2012 Code of Practice – How to manage work health and safety risks Code of Practice – Work health and safety consultation, cooperation and coordination Code of Practice – Managing the risks of plant in the workplace Australian Standard 3533 (series) – Amusement rides and devices
Training and induction requirements:	Staff induction, customer / patron information / instruction and risk assessment briefing.
Plant and equipment requirements:	Plant and equipment fit for purpose, compliant with Australian Standards and compliance certified by an engineer. Transport vehicle, electrical leads and trailers maintained and fit for purpose.
Personal protective equipment requirements:	Personnel involved in the setup and dismantle are required to wear enclosed footwear and gloves as required.
Inspection requirements:	Staff or nominated personnel to inspect general areas and devices to address safety hazards and maintain housekeeping.
Chemicals and safety data sheets:	Oils and lubricants / maintenance consumables.

RISK ASSESSMENT MATRIX:

The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

		Consequence				
		1	2	3	4	5
Likelihood		Insignificant No injuries, no environment impact, no reputational impact, negligible financial loss.	Minor First aid treatment, short-term environment impact, minimal reputational impact, minor financial loss.	Moderate Medical treatment or hospitalisation, medium-term environment impact, localised reputational impact, moderate financial loss.	Major Permanent injury, long-term environment impact, loss of operational capability, adverse reputational impact, major financial loss.	Catastrophic Death or irreversible environment effect, national reputation damage, catastrophic financial impact.
5	Almost certain The event is expected to occur in most circumstances	Moderate	Moderate	High	Extreme	Extreme
4	Likely The event will probably occur in most circumstances	Low	Moderate	High	Extreme	Extreme
3	Possible The event should occur at some time	Low	Moderate	Moderate	High	Extreme
2	Unlikely The event could occur sometime	Low	Low	Moderate	Moderate	High
1	Rare The event may occur only in exceptional circumstances	Low	Low	Low	Moderate	Moderate

Risk actions including escalation, management and monitoring will be determined by the risk assessment.

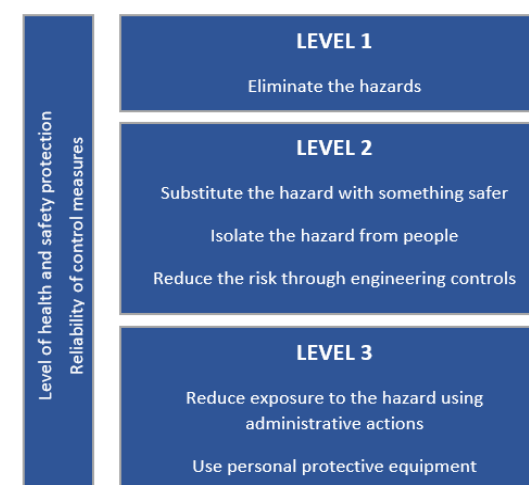
Risk Actions	
Risk	Actions
Extreme risk	Immediate senior management actions, planning and robust controls required.
High risk	Management attention, rigorous controls and close monitoring required.
Moderate risk	Management monitoring and controls required.
Low risk	Acceptable with routine procedures and periodic review.

HIERARCHY OF CONTROL

HIGHEST



LOWEST



RISK ASSESSMENT:

Assess the likelihood (L) and consequence (C) of the inherent risk score (before treatment) and residual risk score (after treatments) using the risk assessment matrix.

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Insurances	Insurances not in place exposing the company to potential or actual direct financial and legal liability for harm or property damage.	L3	C4	High	- Public liability insurance placed. - Workers' compensation insurance placed. - Asset / property insurance placed. - Other insurances placed as required.	L1	C4	Moderate	Management
Indemnity	Terms, conditions and restrictions not established or communicated with customers / patrons.	L3	C4	High	- Terms and conditions established and communicated with customers / patrons. - Information and safety signage installed - Supervision and management of amusement operational areas and activities.	L1	C4	Moderate	Management
Covid-19 safety and compliance	COVID-19 safety management provisions not established or effectively implemented resulting in exposure, business closure, adverse media or fines.	L3	C4	High	- Implementation of a COVID safe provisions. - Strict cleaning protocols for all equipment (pre and post operation). - All staff / customers / patrons accessing the amusement device to sanitise hands. - All staff / customers / patrons briefed on safety requirements and hygiene provisions. - Installation of sanitisation stations and information signage. - Regular cleaning of common areas and equipment touch points.	L2	C4	Moderate	Management
Working with children	Staff are not checked or do not hold a current working with children / blue card resulting in a child safety exposure or incident.	L3	C3	Moderate	- All staff required to hold a current working with children check / blue card. - Renewal of blue cards when they are approaching expiry date. - Staff trained on child safe behaviours, conduct and incident reporting procedures.	L1	C3	Low	Management
Staff / operator training and competency	Staff / operator not trained on company policies, customer service, safe amusement device operation, compliance and emergency procedures resulting in an incident, injury and or property damage.	L3	C4	High	- All staff / operators are inducted / trained on policies and procedures including safety, compliance, emergency and customers / patron safety. - All staff / operators trained on correct / safe operation of amusement devices and emergency procedures. - Annual refresher training is conducted.	L1	C4	Moderate	Management

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
First aid and emergency management	Emergency management plan and provisions not established or maintained inhibiting / delaying a response to an emergency situation.	L3	C5	Extreme	- Amusement device operators trained in first aid (at least one person onsite). - First aid kit and injury register available / in close proximity to amusement device. - Fire extinguisher with current maintenance tag in close proximity to amusement device. - Emergency management and evacuation procedures in place for amusement devices. - Staff trained on enacting / implementing emergency and evacuation procedures. - Emergency procedures communicated with customers / patrons prior to use of amusement device.	L1	C5	Moderate	Management
Contractors and third parties	Contractor and third party compliance requirements not established or effectively implemented resulting in contractors operating without the required safe systems or works, qualifications or insurance coverage.	L3	C3	Moderate	- Engagement or reputable providers - Certificates of insurance are collected - Risk assessments / documentation are collected and reviewed (for high risk activities)	L1	C3	Low	Management
Aggressive behavior or violence	Staff and or customers / patrons exposed to aggressive or violent behaviour resulting in physical or psychological harm.	L3	C4	High	- Emergency procedures in place for aggressive / violent behavior. - Staff trained on dealing with aggressive behaviour. - Staff to contact the police if there is a threat or act of violence (occupational / domestic).	L2	C4	Moderate	Management Operators Authorities / police
Manual handling	Poor manual handling practices when loading, unloading, setting up and packing up amusement devices resulting in musculoskeletal injury / soft issue injury.	L3	C3	Moderate	- Operators understand and follow manual handling guidelines - Warm/up stretches and rotation of manual tasks between operators - Operators use correct tools / lifting guidelines when setting up amusement	L2	C3	Moderate	Management Operators

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Amusement device compliance	Mechanical amusement device non-compliance with Australian Standards resulting in asset defect or failure, customer / patron injury / death and or voidance of insurance.	L3	C4	High	- Manufacturing and testing in accordance with Australian Standard 3533 (series) – Amusement rides and devices. - Certificates of conformity obtained from manufacturer. - Annual registration with Regulator and engineering inspection / conformance verification certificate.	L1	C4	Moderate	Management
Maintenance	Mechanical amusement device not adequately inspected or maintained resulting in critical failure and serious injury / death to a customer / patron and or property damage. Build-up of grease / dull lighting resulting in staff / customer injury / property damage	L3	C4	High	- Daily inspections completed by staff / operators prior to customer / patron use. - Post-setup inspection and safety checks prior to allowing use (following the device inspection checklist / MFG instructions). - Regular inspection, lubrication and maintenance of main bearings and components. - Annual maintenance inspection by a competent engineer. - Major inspections and NDT completed in accordance with manufacturer and Australian Standards requirements. - Routine maintenance in accordance with manufacturers manual and maintenance schedule. - Routine and corrective maintenance where issues, damage and defects are identified. - Prevention of any unsafe or damaged amusement device from being used. - Regular completion of log book and maintenance records in accordance with maintenance schedule / MFG manual. - Electrical inspection / test and tag of portable electrical equipment and RCD for mains. - Regular cleaning of amusement / lights / pathways	L1	C4	Moderate	Management

Transporting amusement device	Motor vehicle accident, amusement device not secured correctly or signed if parts hanging off trailer resulting in serious road incident, property damage and or fines.	L3	C4	High	- Operator has a current and appropriate drivers licence and is confident travelling with a trailer / towing device. - Transport vehicle and trailer is registered and regularly maintained / road worthy. - All amusement equipment is securely fixed to the vehicle and or trailer. - Appropriate signage is on the vehicle or trailer (if oversize / overhang). - Inspect location conditions prior to driving to the set up areas to avoid incorrect setup of vehicle / trailer becoming bogged or contacting structures and fixed assets.	L1	C4	Moderate	Management Operator
Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Set up of amusement device	Mechanical amusement device not installed or secured correctly resulting in a serious injury / death to a customer / patron and or property damage. Staff / operator installer fall from heights during setup resulting in serious injury / death and or property damage. Staff / operator installer not handling blocking correctly resulting in hand splinters / wounds / foot injuries Staff / operator installer crushed when lowering sides of amusement	L3	C4	High	- Staff trained and competent to install amusement device safely. - Installation location confirmed with client and inspected for safety hazards. - Fixed asset, overhead hazards and terrain hazards identified, installation location must be away from asset / overhead hazards and on a flat and stable surface / ground. - Fit for purpose working at heights equipment used including fall restraint devices / arrest harness and ladders and staff trained to use. - Anchorage / stabilising / outrigger systems installed in accordance with MFG manual and Australian Standards ensuring the device is properly secured / stable and levels checked. - Access equipment, guarding and rails installed to provide safe access to the device and prevent access to moving parts. - Operational controls and electrical installations secure / restricted access and trip hazards eliminated using cable covers and or barriers. - Staff issued gloves when setting up amusement. - Staff must wear appropriate clothing including closed toe shoes when setting up amusement and when on operating site. - Staff advised safe working areas when lowering sides.	L1	C4	Moderate	Management Operator

Access and restricted use	Access control provisions not installed resulting in unauthorised access to the mechanical amusement device or back of house areas such as controls and electrical equipment resulting in injury. Customer / patron restrictions including age, height, weight and medical not established or communicated resulting injury / death or medical event.	L3	C4	High	• Installation of perimeter fencing / containment and one way access and egress points. • Installation and communication of terms, conditions, customer / patron restrictions and safety rules / signage including height, weight, age and medical restrictions. • Installation and communication or warnings and information on the possible effects the use of the amusement device may have on customers / patrons.	L1	C4	Moderate	Management Operator
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Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Pre-use / post setup inspection	Mechanical amusement device not secured correctly or safe installation / setup confirmed resulting in a serious injury / death to a customer / patron and or property damage. Setup / installation untidy exposing staff and customers / patrons to trip hazards and resulting in injury.	L3	C4	High	- Post setup inspection checklist completed by competent staff / operator. - Inspection of stabiliser points / jacks, safety bars / restraints, general condition of device, electrical / console and housekeeping. - Staff / operators to check for any loose wiring, damage and loose items. - Staff / operators to check locking pins are secure, nuts and bolts are tight, automatic safety devices and clearances from other objects / structures. - Staff / operators to complete a test operation of the mechanical device prior to first customers / patrons to ensure ride is safe. - Staff / operators to test the brakes and emergency stop button.	L1	C4	Moderate	Management Operator
Operational controls and exclusion zones / areas	Excessive control speed resulting in customer / patron injury or health incident. Staff / operators or customers / patrons access the loading deck while the device is in motion resulting in serious injury / death and or property damage. Staff / operators or customers / patrons access the counterweigh enclosure resulting in serious injury / death and or property damage.	L3	C4	High	- Variable speed of device set to a fixed maximum set within the control system. - Regular inspection, speed and adjustment testing by a competent person. - Loading deck provided with fencing / barriers and staff / operators to ensure the deck is clear prior to commencing the ride. - Staff / operators to ensure that counterweigh enclosure is secure with interlocking doors. Ride cannot commence unless doors closed. - Containment fencing / barriers and or guarding to be installed to prevent access to moving parts, crush zones, pinch points, contact zones and other identified exclusion zones / areas. - Staff / operators to monitor / maintain full view of all areas and prevent access to exclusion zones / areas.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Passenger restraints	Passenger restraints not in working order, damaged and or customers / patrons are able to remove restraint resulting in serious injury / death to a customer / patron and or property damage. Passengers slip from chairs or throw items from ride.	L3	C4	High	- Restraints are designed so that customers / patrons cannot remove while the ride is in operation / device must be stopped to release. - Ride cannot be operated without primary latches locked. - Restraints regularly inspected, tested and maintained in accordance with the manufacturers requirements and maintenance schedule. - Staff / operators to inspect and ensure customers / patrons are secure before the amusement ride starts. - Staff / operators to ensure all primary and secondary latches are secure. - Staff / operators to check seats are secure / safety straps are secure before each ride. - Staff to advice passengers safety briefing and ensure no loose items are carried onto the ride.	L1	C4	Moderate	Management Operator
Emergency stop button	Emergency stop button not labelled, not in an accessible location resulting in a delayed device cessation in the event of an emergency or issue.	L3	C4	High	- Emergency stop buttons are installed on all mechanical amusement devices. - Emergency stop buttons are labelled, clearly is visible and tested on a daily basis as a part of the pre-operation inspection process. - Staff / operators are trained on the use of emergency stop buttons and maintain clear access at all times. - Staff / operators to remain at the control console and emergency stop button at all times during device operations.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Fire extinguisher	Fire extinguisher not installed, operator does not know how to operate a fire extinguisher, fire extinguisher is not compatible with emergency resulting in serious injury and or property damage.	L3	C3	Moderate	- Fire extinguisher are installed next to the ride / easy to access area. - Operators are trained and confident in operating a fire extinguisher. - The appropriate fire extinguisher is on site class ABE (fire extinguisher red with white band) are designed for most fires except oils. - All systems and surfaces to be maintained / kept clean to avoid sources of ignition.	L1	C3	Low	Management Operator
Electrical equipment and power	Electrical equipment not fit for purpose, damaged and or not maintained resulting in electric shock, power failure and or property damage. Electrical leads not secure / under trailer / crushed	L3	C3	Moderate	- All electrical systems and equipment to inspected and confirmed fit for purpose. - Electrical leads and equipment inspected, tested and tagged by a competent person in the required frequencies. - Mains power protected by RCD and RCD tested at the required frequencies. - All electrical leads are secured / in restricted areas and not underneath trailer	L1	C3	Low	Management Operator
Customer / participant / user safety	Customers / patrons not clear on or fails to adhere to terms, conditions and requirements resulting in injury to a customer / patron and or property damage. User safety requirements not adequately managed by operator resulting in injury to a customer / patron and or property damage.	L3	C3	Moderate	- Staff / operators trained and competent in operating the amusement device. - Terms, conditions, safety rules, capacity and customer / patron restrictions implemented. - Customer / patrons to ensure loose items, food or drinks are not taken onto the amusement device. - All customers / patrons to fit / secure safety restraint devices and staff / operators to check restraints are secure. - Adequate lighting installed to ensure staff / operator and customer / patron safety - Behavior is monitored and managed to ensure no unsafe acts or dangerous behaviors occur, emergency stop procedures to be enacted if this occurs. - Staff / operator to supervise amusement device activities at all times. - Staff / operator to ensure music levels remain at a level where they can hear / detect an emergency or call for assistance. - Staff / operator to monitor load imbalances, if identified ride to cease operation until cause is identified and rectified. - Enact emergency or evacuation procedures in the event of an emergency or inclement weather.	L1	C3	Low	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Inclement Weather	Inclement weather such as windy conditions, rain, storm or electrical storm event compromises the integrity of the mechanical amusement device and creates unsafe conditions resulting in a serious injury / death to a customer / patron and or property damage.	L3	C4	High	- Daily weather information monitored on BOM and WillyWeather app. - Wind regularly monitored using a portable anemometer. - Amusement device cessation if inclement weather / conditions are identified that will compromise safety or the amusement device is forecasted. - Daily weather information provided to staff and customers / patrons. - Staff and customers / patrons instructed on emergency / cessation procedures. - Amusement device cessation requirements in storm events including rain, electrical and when wind gusts reach thresholds identified in manufacturers manual and weather and wind management plan. - Amusement device to cease if wind speeds / gusts reach wind thresholds / tolerances. - Safety checks including device integrity and slippery surfaces to be conducted and addressed prior to recommencement after inclement weather / event. - Secure and reinforce / strap device and loose items if windy conditions are expected or identified / detected.	L1	C4	Moderate	Management Operator
Other site specific:	(Insert)				(Insert)				(Insert)

CONSULTATION AND REVIEW:

All workers involved in the activity must confirm that consultation and review of this risk assessment has occurred.

First Name:	Last Name:	Employer:	Date:	Signature:
WAYNE	LYNCH	Show Amusements	27.7.22	
Jason	Firth	Show Amusements	27.7.22	
Garry	LYNCH	Show Amusements	27.7.22	
DAVID	SNOOK	Show Amusements	27.7.22	
WAYNE	LYNCH	Show Amusements	6.7.23	
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APPENDIX B – CYCLONE AMUSEMENT RIDE RISK ASSESSMENT

GENERAL INFORMATION:

Company / organisation:	Show Amusements	ABN:	81 007 689 081
Address:	25 Gully Drive Gulfview Heights SA 5096	Locations:	South Australia and various interstate locations
Activity:	Cyclone amusement ride installation and operation.		
Date developed:	12/07/2022	Developed by:	Ryan Kellen, Simplifyrisk (ABN 55 633 578 864)
RA approved by:	Garry Lynch	Date of next review:	07/07/2023

REQUIREMENTS:

Person(s) responsible for implementing and monitoring the risk assessment:	Garry Lynch
Applicable legislation and compliance references:	Work Health and Safety Act 2012 Work Health and Safety Regulation 2012 Code of Practice – How to manage work health and safety risks Code of Practice – Work health and safety consultation, cooperation and coordination 2011 Code of Practice – Managing the risks of plant in the workplace Australian Standard 3533 (series) – Amusement rides and devices
Training and induction requirements:	Staff induction, customer / patron information / instruction and risk assessment briefing.
Plant and equipment requirements:	Plant and equipment fit for purpose, compliant with Australian Standards and compliance certified by an engineer. Transport vehicle, electrical leads and trailers maintained and fit for purpose.
Personal protective equipment requirements:	Personnel involved in the setup and dismantle are required to wear enclosed footwear and gloves as required.
Inspection requirements:	Staff or nominated personnel to inspect general areas and devices to address safety hazards and maintain housekeeping.
Chemicals and safety data sheets:	Oils and lubricants / maintenance consumables.

RISK ASSESSMENT MATRIX:

The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

		Consequence				
		1	2	3	4	5
Likelihood		Insignificant No injuries, no environment impact, no reputational impact, negligible financial loss.	Minor First aid treatment, short-term environment impact, minimal reputational impact, minor financial loss.	Moderate Medical treatment or hospitalisation, medium-term environment impact, localised reputational impact, moderate financial loss.	Major Permanent injury, long-term environment impact, loss of operational capability, adverse reputational impact, major financial loss.	Catastrophic Death or irreversible environment effect, national reputation damage, catastrophic financial impact.
5	Almost certain The event is expected to occur in most circumstances	Moderate	Moderate	High	Extreme	Extreme
4	Likely The event will probably occur in most circumstances	Low	Moderate	High	Extreme	Extreme
3	Possible The event should occur at some time	Low	Moderate	Moderate	High	Extreme
2	Unlikely The event could occur sometime	Low	Low	Moderate	Moderate	High
1	Rare The event may occur only in exceptional circumstances	Low	Low	Low	Moderate	Moderate

Risk actions including escalation, management and monitoring will be determined by the risk assessment.

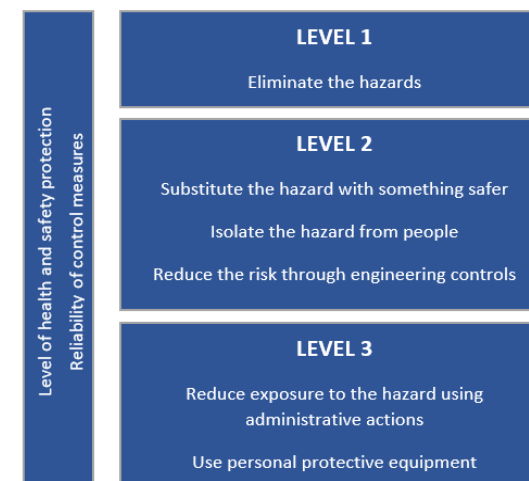
Risk Actions	
Risk	Actions
Extreme risk	Immediate senior management actions, planning and robust controls required.
High risk	Management attention, rigorous controls and close monitoring required.
Moderate risk	Management monitoring and controls required.
Low risk	Acceptable with routine procedures and periodic review.

HIERARCHY OF CONTROL

HIGHEST



LOWEST



RISK ASSESSMENT:

Assess the likelihood (L) and consequence (C) of the inherent risk score (before treatment) and residual risk score (after treatments) using the risk assessment matrix.

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Insurances	Insurances not in place exposing the company to potential or actual direct financial and legal liability for harm or property damage.	L3	C4	High	- Public liability insurance placed. - Workers' compensation insurance placed. - Asset / property insurance placed. - Other insurances placed as required.	L1	C4	Moderate	Management
Indemnity	Terms, conditions and restrictions not established or communicated with customers / patrons.	L3	C4	High	- Terms and conditions established and communicated with customers / patrons. - Information and safety signage installed - Supervision and management of amusement operational areas and activities.	L1	C4	Moderate	Management
Covid-19 safety and compliance	COVID-19 safety management provisions not established or effectively implemented resulting in exposure, business closure, adverse media or fines.	L3	C4	High	- Implementation of a COVID safe provisions. - Strict cleaning protocols for all equipment (pre and post operation). - All staff / customers / patrons accessing the amusement device to sanitise hands. - All staff / customers / patrons briefed on safety requirements and hygiene provisions. - Installation of sanitisation stations and information signage. - Regular cleaning of common areas and equipment touch points.	L2	C4	Moderate	Management
Working with children	Staff are not checked or do not hold a current working with children / blue card resulting in a child safety exposure or incident.	L3	C3	Moderate	- All staff required to hold a current working with children check / blue card. - Renewal of blue cards when they are approaching expiry date. - Staff trained on child safe behaviours, conduct and incident reporting procedures.	L1	C3	Low	Management
Staff / operator training and competency	Staff not trained on company policies, customer service, safe amusement device operation, compliance and emergency procedures resulting in an incident, injury and or property damage.	L3	C4	High	- All staff / operators are inducted / trained on policies and procedures including safety, compliance, emergency and customers / patron safety. - All staff / operators trained on correct / safe operation of amusement devices and emergency procedures. - Annual refresher training is conducted.	L1	C4	Moderate	Management

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
First aid and emergency management	Emergency management plan and provisions not established or maintained inhibiting / delaying a response to an emergency situation.	L3	C5	Extreme	- Amusement device operators trained in first aid (at least one person onsite). - First aid kit and injury register available / in close proximity to amusement device. - Fire extinguisher with current maintenance tag in close proximity to amusement device. - Emergency management and evacuation procedures in place for amusement devices. - Staff trained on enacting / implementing emergency and evacuation procedures. - Emergency procedures communicated with customers / patrons prior to use of amusement device.	L1	C5	Moderate	Management
Contractors and third parties	Contractor and third party compliance requirements not established or effectively implemented resulting in contractors operating without the required safe systems or works, qualifications or insurance coverage.	L3	C3	Moderate	- Engagement or reputable providers - Certificates of insurance are collected - Risk assessments / documentation are collected and reviewed (for high risk activities)	L1	C3	Low	Management
Aggressive behavior or violence	Staff and or customers / patrons exposed to aggressive or violent behaviour resulting in physical or psychological harm.	L3	C4	High	- Emergency procedures in place for aggressive / violent behavior. - Staff trained on dealing with aggressive behaviour. - Staff to contact the police if there is a threat or act of violence (occupational / domestic).	L2	C4	Moderate	Management Operators Authorities / police
Manual handling	Poor manual handling practices when loading, unloading, setting up and packing up amusement devices resulting in musculoskeletal injury / soft issue injury.	L3	C3	Moderate	- Operators understand and follow manual handling guidelines - Warm/up stretches and rotation of manual tasks between operators - Operators use correct tools / lifting guidelines when setting up amusement	L2	C3	Moderate	Management Operators

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Amusement device compliance	Mechanical amusement device non-compliance with Australian Standards resulting in asset defect or failure, customer / patron injury / death and or voidance of insurance.	L3	C4	High	- Manufacturing and testing in accordance with Australian Standard 3533 (series) – Amusement rides and devices. - Certificates of conformity obtained from manufacturer. - Annual registration with Regulator and engineering inspection / conformance verification certificate.	L1	C4	Moderate	Management
Maintenance	Mechanical amusement device not adequately inspected or maintained resulting in critical failure and serious injury / death to a customer / patron and or property damage.	L3	C4	High	- Daily inspections completed by staff / operators prior to customer / patron use. - Post-setup inspection and safety checks prior to allowing use (following the device inspection checklist / MFG instructions). - Regular inspection, lubrication and maintenance of main bearings and components. - Annual maintenance inspection by a competent engineer. - Major inspections and NDT completed in accordance with manufacturer and Australian Standards requirements. - Routine maintenance in accordance with manufacturers manual and maintenance schedule. - Routine and corrective maintenance where issues, damage and defects are identified. - Prevention of any unsafe or damaged amusement device from being used. - Regular completion of log book and maintenance records in accordance with maintenance schedule / MFG manual. - Electrical inspection / test and tag of portable electrical equipment and RCD for mains.	L1	C4	Moderate	Management
Transporting amusement device	Motor vehicle accident, amusement device not secured correctly or signed if parts hanging off trailer resulting in serious road incident, property damage and or fines.	L3	C4	High	- Operator has a current and appropriate drivers licence and is confident travelling with a trailer / towing device. - Transport vehicle and trailer is registered and regularly maintained / road worthy. - All amusement equipment is securely fixed to the vehicle and or trailer. - Appropriate signage is on the vehicle or trailer (if oversize / overhang). - Inspect location conditions prior to driving to the set up areas to avoid incorrect setup of vehicle / trailer becoming bogged or contacting structures and fixed assets.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Set up of amusement device	Mechanical amusement device not installed or secured correctly resulting in a serious injury / death to a customer / patron and or property damage. Staff / operator installer fall from heights during setup resulting in serious injury / death and or property damage.	L3	C4	High	- Staff trained and competent to install amusement device safety. - Installation location confirmed with client and inspected for safety hazards. - Fixed asset, overhead hazards and terrain hazards identified, installation location must be away from asset / overhead hazards and on a flat and stable surface / ground. - Fit for purpose working at heights equipment used including fall restraint devices / arrest harness and ladders and staff trained to use. - Anchorage / stabilising / outrigger systems installed in accordance with MFG manual and Australian Standards ensuring the device is properly secured / stable and levels checked. - Access equipment, guarding and rails installed to provide safe access to the device and prevent access to moving parts. - Operational controls and electrical installations secure / restricted access and trip hazards eliminated using cable covers and or barriers.	L1	C4	Moderate	Management Operator
Access and restricted use	Access control provisions not installed resulting in unauthorised access to the mechanical amusement device or back of house areas such as controls and electrical equipment resulting in injury. Customer / patron restrictions including age, height, weight and medical not established or communicated resulting injury / death or medical event. Customers / patrons crushed on entry / exit points or slip when walking on pathways	L3	C4	High	- Installation of perimeter fencing / containment and one way access and egress points. - Installation and communication of terms, conditions, customer / patron restrictions and safety rules / signage including height, weight, age and medical restrictions. - Installation and communication or warnings and information on the possible effects the use of the amusement device may have on customers / patrons. - Entrance / exit gate and pathways are always inspected and kept clear. - Exit / Entry gates operate at low pressure until they are closed then changed to high pressure to lock - Gates are held shut by high pressure air cylinders, if forced open the ride comes to a controlled stop.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Pre-use / post setup inspection	Mechanical amusement device not secured correctly or safe installation / setup confirmed resulting in a serious injury / death to a customer / patron and or property damage. Setup / installation untidy exposing staff and customers / patrons to trip hazards and resulting in injury.	L3	C4	High	- Post setup inspection checklist completed by competent staff / operator. - Inspection of stabiliser points / jacks, safety bars / restraints, general condition of device, electrical / console and housekeeping. - Staff / operators to check for any loose wiring, damage and loose items. - Staff / operators to check locking pins are secure, nuts and bolts are tight, automatic safety devices and clearances from other objects / structures. - Staff / operators to complete a test operation of the mechanical device prior to first customers / patrons to ensure ride is safe. - Staff / operators to test the brakes and emergency stop button.	L1	C4	Moderate	Management Operator
Operational controls and exclusion zones / areas	Excessive control speed resulting in customer / patron injury or health incident. Staff / operators or customers / patrons access the loading deck while the device is in motion resulting in serious injury / death and or property damage. Staff / operators or customers / patrons access the counterweigh enclosure resulting in serious injury / death and or property damage. Operational control cabinet not shut correctly and risk of electric shock.	L3	C4	High	- Variable speed of device set to a fixed maximum set within the control system. - Regular inspection, speed and adjustment testing by a competent person. - Loading deck provided with fencing / barriers and staff / operators to ensure the deck is clear prior to commencing the ride. - Staff / operators to ensure that counterweigh enclosure is secure with interlocking doors. Ride cannot commence unless doors closed. - Containment fencing / barriers and or guarding to be installed to prevent access to moving parts, crush zones, pinch points, contact zones and other identified exclusion zones / areas. - Staff / operators to monitor / maintain full view of all areas and prevent access to exclusion zones / areas. - Control cabinet door cannot be opened when the power is on and only trained engineers can enter the control cabinet - Control circuit is key locked.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Passenger restraints	Passenger restraints not in working order, damaged and or customers / patrons are able to remove restraint resulting in serious injury / death to a customer / patron and or property damage. Ride starts without the lap bars correctly secured.	L3	C4	High	- Restraints designed so that customers / patrons cannot remove while the ride is in operation / device must be stopped to release. - Ride cannot be operated without primary latches locked. - Restraints regularly inspected, tested and maintained in accordance with the manufacturers requirements and maintenance schedule. - Staff / operators to inspect and ensure customers / patrons are secure before the amusement ride starts. - Staff / operators to ensure all primary and secondary latches are secure. - Staff to advise passengers safety briefing and ensure no loose items are carried onto the ride. - Lap bars are secured by two independent locking devices, the status of bar / locks are monitored throughout the ride. - Lap bars are protected by three independent sensors that are linked to the control system. - Sensors and the control system are self-checking after each ride.	L1	C4	Moderate	Management Operator
Emergency stop button	Emergency stop button not labelled, not in an accessible location resulting in a delayed device cessation in the event of an emergency or issue.	L3	C4	High	- Emergency stop buttons are installed on all mechanical amusement devices. - Emergency stop buttons are labelled, clearly visible and tested on a daily basis as a part of the pre-operation inspection process. - Staff / operators are trained on the use of emergency stop buttons and maintain clear access at all times. - Staff / operators to remain at the control console and emergency stop button at all times during device operations.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Fire extinguisher	Fire extinguisher not installed, operator does not know how to operate a fire extinguisher, fire extinguisher is not compatible with emergency resulting in serious injury and or property damage.	L3	C3	Moderate	- Fire extinguisher are installed next to the ride / easy to access area. - Operators are trained and confident in operating a fire extinguisher. - The appropriate fire extinguisher is on site class ABE (fire extinguisher red with white band) are designed for most fires except oils. - All systems and surfaces to be maintained / kept clean to avoid sources of ignition.	L1	C3	Low	Management Operator
Electrical equipment and power	Electrical equipment not fit for purpose, damaged and or not maintained resulting is electric shock, power failure and or property damage.	L3	C3	Moderate	- All electrical systems and equipment to inspected and confirmed fit for purpose. - Electrical leads and equipment inspected, tested and tagged by a competent person in the required frequencies. - Mains power protected by RCD and RCD tested at the required frequencies. - Operates on 24v DC.	L1	C3	Low	Management Operator
Customer / participant / user safety	Customers / patrons not clear on or fails to adhere to terms, conditions and requirements resulting in injury to a customer / patron and or property damage. User safety requirements not adequately managed by operator resulting in injury to a customer / patron and or property damage.	L3	C3	Moderate	- Staff / operators trained and competent in operating the amusement device. - Terms, conditions, safety rules, capacity and customer / patron restrictions implemented. - Customer / patrons to ensure loose items, food or drinks are not taken on board - All customers / patrons to fit / secure safety restraint devices and staff / operators to check restraints are secure. - Adequate lighting installed to ensure staff / operator and customer / patron safety - Behavior is monitored and managed to ensure no unsafe acts or dangerous behaviors occur, emergency stop procedures to be enacted if this occurs. - Staff / operator to supervise amusement device activities at all times. - Staff / operator to ensure music levels remain at a level where they can hear / detect an emergency or call for assistance. - Staff / operator to monitor load imbalances, if identified ride to cease operation until cause is identified and rectified. - Enact emergency or evacuation procedures in the event of an emergency or inclement weather. - Ride will only start when the start-up criteria has been met. - Cars body is constructed from glass reinforced plastic / made of non-conductive material.	L1	C3	Low	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Inclement Weather	Inclement weather such as windy conditions, rain, storm or electrical storm event compromises the integrity of the mechanical amusement device and creates unsafe conditions resulting in a serious injury / death to a customer / patron and or property damage.	L3	C4	High	- Daily weather information monitored on BOM and WillyWeather app. - Wind regularly monitored using a portable anemometer. - Amusement device cessation if inclement weather / conditions are identified that will compromise safety or the amusement device is forecasted. - Daily weather information provided to staff and customers / patrons. - Staff and customers / patrons instructed on emergency / cessation procedures. - Amusement device cessation requirements in storm events including rain, electrical and when wind gusts reach thresholds identified in manufacturers manual and weather and wind management plan. - Amusement device to cease if wind speeds / gusts reach wind thresholds / tolerances. - Safety checks including device integrity and slippery surfaces to be conducted and addressed prior to recommencement after inclement weather / event. - Secure and reinforce / strap device and loose items if windy conditions are expected or identified / detected.	L1	C4	Moderate	Management Operator
Other site specific:	(Insert)				(Insert)				(Insert)

CONSULTATION AND REVIEW:

All workers involved in the activity must confirm that consultation and review of this risk assessment has occurred.

First Name:	Last Name:	Employer:	Date:	Signature:
WAYNE	LINCH	Show Amusements	27.7.22	
Jason	Firth	Show Amusements	27.7.22	
Garry	LINCH	Show Amusements	27.7.22	
David	Snook	Show Amusements	27.7.22	

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APPENDIX C –DODGEM CARS / BUMPER CARS /BUMPER BOAT AMUSEMENT RIDE RISK ASSESSMENT

GENERAL INFORMATION:

Company / organisation:	Show Amusements	ABN:	81 007 689 081
Address:	25 Gully Drive Gulfview Heights SA 5096	Locations:	South Australia and various interstate locations
Activity:	Dodgem cars / Bumper cars amusement ride installation and operation.		
Date developed:	12/07/2022	Developed by:	Ryan Kellen, Simplifyrisk (ABN 55 633 578 864)
RA approved by:	Wayne Lynch	Date of next review:	12/07/2023

REQUIREMENTS:

Person(s) responsible for implementing and monitoring the risk assessment:	Wayne Lynch
Applicable legislation and compliance references:	Work Health and Safety Act 2012 Work Health and Safety Regulation 2012 Code of Practice – How to manage work health and safety risks Code of Practice – Work health and safety consultation, cooperation and coordination Code of Practice – Managing the risks of plant in the workplace Australian Standard 3533 (series) – Amusement rides and devices
Training and induction requirements:	Staff induction, customer / patron information / instruction and risk assessment briefing.
Plant and equipment requirements:	Plant and equipment fit for purpose, compliant with Australian Standards and compliance certified by an engineer. Transport vehicle, electrical leads and trailers maintained and fit for purpose.
Personal protective equipment requirements:	Personnel involved in the setup and dismantle are required to wear enclosed footwear and gloves as required.
Inspection requirements:	Staff or nominated personnel to inspect general areas and devices to address safety hazards and maintain housekeeping.
Chemicals and safety data sheets:	Oils and lubricants / maintenance consumables.

RISK ASSESSMENT MATRIX:

The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

		Consequence				
		1	2	3	4	5
Likelihood		Insignificant No injuries, no environment impact, no reputational impact, negligible financial loss.	Minor First aid treatment, short-term environment impact, minimal reputational impact, minor financial loss.	Moderate Medical treatment or hospitalisation, medium-term environment impact, localised reputational impact, moderate financial loss.	Major Permanent injury, long-term environment impact, loss of operational capability, adverse reputational impact, major financial loss.	Catastrophic Death or irreversible environment effect, national reputation damage, catastrophic financial impact.
5	Almost certain The event is expected to occur in most circumstances	Moderate	Moderate	High	Extreme	Extreme
4	Likely The event will probably occur in most circumstances	Low	Moderate	High	Extreme	Extreme
3	Possible The event should occur at some time	Low	Moderate	Moderate	High	Extreme
2	Unlikely The event could occur sometime	Low	Low	Moderate	Moderate	High
1	Rare The event may occur only in exceptional circumstances	Low	Low	Low	Moderate	Moderate

Risk actions including escalation, management and monitoring will be determined by the risk assessment.

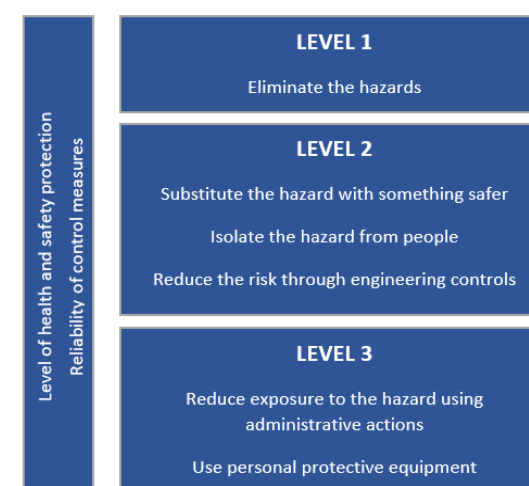
Risk Actions	
Risk	Actions
Extreme risk	Immediate senior management actions, planning and robust controls required.
High risk	Management attention, rigorous controls and close monitoring required.
Moderate risk	Management monitoring and controls required.
Low risk	Acceptable with routine procedures and periodic review.

HIERARCHY OF CONTROL

HIGHEST



LOWEST



RISK ASSESSMENT:

Assess the likelihood (L) and consequence (C) of the inherent risk score (before treatment) and residual risk score (after treatments) using the risk assessment matrix.

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Insurances	Insurances not in place exposing the company to potential or actual direct financial and legal liability for harm or property damage.	L3	C4	High	- Public liability insurance placed. - Workers' compensation insurance placed. - Asset / property insurance placed. - Other insurances placed as required.	L1	C4	Moderate	Management
Indemnity	Terms, conditions and restrictions not established or communicated with customers / patrons.	L3	C4	High	- Terms and conditions established and communicated with customers / patrons. - Information and safety signage installed - Supervision and management of amusement operational areas and activities.	L1	C4	Moderate	Management
Covid-19 safety and compliance	COVID-19 safety management provisions not established or effectively implemented resulting in exposure, business closure, adverse media or fines.	L3	C4	High	- Implementation of a COVID safe provisions. - Strict cleaning protocols for all equipment (pre and post operation). - All staff / customers / patrons accessing the amusement device to use hand sanitiser. - All staff / customers / patrons briefed on safety requirements and hygiene provisions. - Installation of sanitisation stations and information signage. - Regular cleaning of common areas and equipment touch points.	L2	C4	Moderate	Management
Working with children	Staff are not checked or do not hold a current working with children / blue card resulting in a child safety exposure or incident.	L3	C3	Moderate	- All staff required to hold a current working with children check / blue card. - Renewal of blue cards when they are approaching expiry date. - Staff trained on child safe behaviours, conduct and incident reporting procedures.	L1	C3	Low	Management
Staff / operator training and competency	Staff not trained on company policies, customer service, safe amusement device operation, compliance and emergency procedures resulting in an incident, injury and or property damage.	L3	C4	High	- All staff / operators are inducted / trained on policies and procedures including safety, compliance, emergency and customers / patron safety. - All staff / operator trained on correct / safe operation of amusement devices and emergency procedures. - Annual refresher training is conducted.	L1	C4	Moderate	Management

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
First aid and emergency management	Emergency management plan and provisions not established or maintained inhibiting / delaying a response to an emergency situation.	L3	C5	Extreme	- Amusement device operators trained in first aid (at least one person onsite). - First aid kit and injury register available / in close proximity to amusement device. - Fire extinguisher with current maintenance tag in close proximity to amusement device. - Emergency management and evacuation procedures in place for amusement devices. - Staff trained on enacting / implementing emergency and evacuation procedures. - Emergency procedures communicated with customers / patrons prior to use of amusement device.	L1	C5	Moderate	Management
Contractors and third parties	Contractor and third party compliance requirements not established or effectively implemented resulting in contractors operating without the required safe systems or works, qualifications or insurance coverage.	L3	C3	Moderate	- Engagement or reputable providers. - Certificates of insurance are collected. - Risk assessments / documentation are collected and reviewed (for high risk activities).	L1	C3	Low	Management
Aggressive behaviour or violence	Staff and or customers / patrons exposed to aggressive or violent behaviour resulting in physical or psychological harm.	L3	C4	High	- Emergency procedures in place for aggressive / violent behavior. - Staff trained on dealing with aggressive behaviour. - Staff to contact the police if there is a threat or act of violence (occupational / domestic).	L2	C4	Moderate	Management Operators Authorities / police
Manual handling	Poor manual handling practices when loading, unloading, setting up and packing up amusement devices resulting in musculoskeletal injury / soft issue injury.	L3	C3	Moderate	- Operators understand and follow manual handling guidelines. - Warm/up stretches and rotation of manual tasks between operators.	L2	C3	Moderate	Management Operators

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Amusement device compliance	Mechanical amusement device non-compliance with Australian Standards resulting in asset defect or failure, customer / patron injury / death and or voidance of insurance.	L3	C4	High	- Manufacturing and testing in accordance with Australian Standard 3533 (series) – Amusement rides and devices. - Certificates of conformity obtained from manufacturer. - Annual registration with Regulator and engineering inspection / conformance verification certificate.	L1	C4	Moderate	Management
Maintenance	Mechanical amusement device not adequately inspected or maintained resulting in critical failure and serious injury / death to a customer / patron and or property damage.	L3	C4	High	- Daily inspections completed by staff / operators prior to customer / patron use. - Post-setup inspection and safety checks prior to allowing use (following the device inspection checklist). - Regular inspection, lubrication and maintenance of main bearings and components. - Annual maintenance inspection by a competent engineer. - Major inspections and NDT completed in accordance with manufacturer and Australian Standards requirements. - Routine maintenance in accordance with manufacturers manual and maintenance schedule. - Routine and corrective maintenance where issues, damage and defects are identified. - Prevention of any unsafe or damaged amusement device from being used. - Regular completion of log book and maintenance records in accordance with maintenance schedule / MFG manual. - Electrical inspection / test and tag of portable electrical equipment and RCD for mains.	L1	C4	Moderate	Management
Transporting amusement device	Motor vehicle accident, amusement device not secured correctly or signed if parts hanging off trailer resulting in serious road incident, property damage and or fines.	L3	C4	High	- Operator has a current and appropriate drivers licence and is confident travelling with a trailer / towing device. - Transport vehicle and trailer is registered and regularly maintained / road worthy. - All amusement equipment is securely fixed to the vehicle and or trailer. - Appropriate signage is on the vehicle or trailer (if oversize / overhang). - Inspect location conditions prior to driving to the set up areas to avoid incorrect setup of vehicle / trailer becoming bogged or contacting structures and fixed assets.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Set up of amusement device	Mechanical amusement device not installed or secured correctly resulting in a serious injury / death to a customer / patron and or property damage. Staff / operator installer fall from heights during setup resulting in serious injury / death and or property damage.	L3	C4	High	- Staff trained and competent to install amusement device safety. - Installation location confirmed with client and inspected for safety hazards. - Fixed asset, overhead hazards and terrain hazards identified, installation location must be away from asset / overhead hazards and on a flat and stable surface / ground. - Fit for purpose working at heights equipment used including fall restraint devices / arrest harness and ladders and staff trained to use. - Anchorage / stabilising / outrigger systems installed in accordance with MFG manual and Australian Standards ensuring the device is properly secured / stable and levels checked. - Access equipment, guarding and rails installed to provide safe access to the device and prevent access to moving parts. - Operational controls and electrical installations secure / restricted access and trip hazards eliminated using cable covers and or barriers.	L1	C4	Moderate	Management Operator
Access and restricted use	Access control provisions not installed resulting in unauthorised access to the mechanical amusement device or back of house areas such as controls and electrical equipment resulting in injury. Customer / patron restrictions including age, height, weight and medical not established or communicated resulting injury / death or medical event. Unauthorised start of the ride by passenger.	L3	C4	High	- Installation of perimeter fencing / containment and one way access and egress points. - Installation and communication of terms, conditions, customer / patron restrictions and safety rules / signage including height, weight, age and medical restrictions. - Installation and communication or warnings and information on the possible effects the use of the amusement device may have on customers / patrons. - Security system installed which implements a double action switching to prevent any unauthorised starts by passenger.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Pre-use / post setup inspection	Mechanical amusement device not secured correctly or safe installation / setup confirmed resulting in a serious injury / death to a customer / patron and or property damage. Setup / installation untidy exposing staff and customers / patrons to trip hazards and resulting in injury.	L3	C4	High	- Post setup inspection checklist completed by competent staff / operator. - Inspection of stabiliser points / jacks, safety bars / restraints, general condition of device, electrical / console and housekeeping. - Staff / operators to check for any loose wiring, damage and loose items. - Staff / operators to check locking pins are secure, nuts and bolts are tight, automatic safety devices and clearances from other objects / structures - Staff / operators to complete a test operation of the mechanical device prior to first customers / patrons to ensure ride is safe - Staff / operators to test the brakes and emergency stop button.	L1	C4	Moderate	Management Operator
Operational controls and exclusion zones / areas	Excessive control speed resulting in customer / patron injury or health incident. Staff / operators or customers / patrons access the loading deck while the device is in motion resulting in serious injury / death and or property damage.	L3	C4	High	- Variable speed of device set to a fixed maximum set within the control system. - Any unusual noises from ride operator enacts the emergency stop button. - Regular inspection, speed and adjustment testing by a competent person. - Catwalk / platform with fencing / barriers and staff / operators to ensure the platform is clear prior to commencing the ride. - Containment fencing / barriers and or guarding to be installed to prevent access to moving parts, crush zones, pinch points, contact zones and other identified exclusion zones / areas. - Staff / operators to monitor / maintain full view of all areas and prevent access to exclusion zones / areas. - Ride operator to provide a full safety briefing to customers prior to ride starting. - Ride operator to switch off powder / shut down the ride if any sparks come from grid / whips and immediately inform supervisor / owner.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Passenger seating / restraints	Passenger restraints not in working order, damaged and or customers / patrons are able to remove restraint resulting in serious injury / death to a customer / patron and or property damage.	L3	C3	Moderate	• Seatbelts are installed in each Dodgem and is an entry requirement all customers / patrons have fastened at all times when in the car. • Operator trained to look out for any customers / patrons not wearing seatbelts, patrons in distress / not following the ride rules and will stop the ride immediately. • Seatbelts regularly inspected, tested and maintained in accordance with the manufacturers requirements and maintenance schedule. • Staff / operators to inspect and ensure customers / patrons are secure / seat belts fastened before the amusement ride starts.	L1	C3	Low	Management Operator
Emergency stop button	Emergency stop button not labelled, not in an accessible location resulting in a delayed device cessation in the event of an emergency or issue.	L3	C3	Moderate	• Emergency stop buttons are installed on all mechanical amusement devices. • Emergency stop button are labelled, clearly is visible and tested on a daily basis as a part of the pre-operation inspection process. • Staff / operators are trained on the use of emergency stop buttons and maintain clear access at all times. • Staff / operators to remain at the control console and emergency stop button at all times during device operations.	L1	C3	Low	Management Operator
Fire extinguisher	Fire extinguisher not installed, operator does not know how to operate a fire extinguisher, fire extinguisher is not compatible with emergency resulting in serious injury and or property damage.	L3	C3	Moderate	• Fire extinguishers are installed next to the ride / easy to access area. • Operators are trained and confident in operating a fire extinguisher. • The appropriate fire extinguisher is on site class ABE (Fire extinguisher red with white band) are designed for most fires except oils. • All systems and surfaces to be maintained / kept clean to avoid sources of ignition.	L1	C3	Low	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Electrical equipment and power	Electrical equipment not fit for purpose, damages and or not maintained resulting is electric shock, power failure and or property damage.	L3	C3	Moderate	- All electrical systems and equipment to inspected and confirmed fit for purpose. - Electrical leads and equipment inspected, tested and tagged by a competent person in the required frequencies. - Mains power protected by RCD and RCD tested at the required frequencies.	L1	C3	Low	Management Operator
Customer / participant / user safety	Customers / patrons not clear on or fails to adhere to terms, conditions and requirements resulting in injury to a customer / patron and or property damage. User safety requirements not adequately managed by operator resulting in injury to a customer / patron and or property damage. Passenger becomes distressed during ride.	L3	C3	Moderate	- Staff / operators trained and competent in operating the amusement device. - Terms, conditions, safety rules, capacity and customer / patron restrictions implemented. - Customer / patrons to ensure loose items, food or drinks are not taken onto the amusement device. - All passengers to remain seated in car and seatbelts / steering wheels are checked by operators before the ride starts. - Adequate lighting installed to ensure staff / operator and customer / patron safety - Behavior is monitored and managed to ensure no unsafe acts or dangerous behaviors occur, emergency stop procedures to be enacted if this occurs. - Staff / operator to supervise amusement device activities at all times. - Staff / operator to ensure music levels remain at a level where they can hear / detect an emergency or call for assistance. - Staff / operator to monitor load imbalances, if identified ride to cease operation until cause is identified and rectified. - Enact emergency or evacuation procedures in the event of an emergency or inclement weather. - Ride is stopped immediately if any passenger becomes distressed / not following rules and is escorted off the ride by staff.	L1	C3	Low	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Inclement Weather	Inclement weather such as windy conditions, rain, storm or electrical storm event compromises the integrity of the mechanical amusement device and creates unsafe conditions resulting in a serious injury / death to a customer / patron and or property damage.	L3	C4	High	- Daily weather information monitored on BOM and WillyWeather app. - Wind regularly monitored using a portable anemometer. - Amusement device cessation if inclement weather / conditions are identified that will compromise safety or the amusement device is forecasted. - Daily weather information provided to staff and customers / patrons. - Staff and customers / patrons instructed on emergency / cessation procedures. - Amusement device cessation requirements in storm events including rain, electrical and when wind gusts reach thresholds identified in manufacturers manual and weather and wind management plan. - Amusement device to cease if wind speeds / gusts reach tolerance / thresholds. - Safety checks including device integrity and slippery surfaces to be conducted and addressed prior to recommencement after inclement weather / event. - Secure and reinforce / strap device and loose items if windy conditions are expected or identified / detected.	L1	C4	Moderate	Management Operator
Other site specific:	(Insert)				(Insert)				(Insert)

CONSULTATION AND REVIEW:

All workers involved in the activity must confirm that consultation and review of this risk assessment has occurred.

First Name:	Last Name:	Employer:	Date:	Signature:
WAYNE	LYNCH	Show Amusements	28.7.22	
JASON	FIRTH	Show Amusements	28.7.22	
GARRY	LYNCH	Show Amusements	28.7.22	
DAVID	SNOOK	Show Amusements	28.7.22	

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APPENDIX D – BUNGY TRAMPOLINES RISK ASSESSMENT

GENERAL INFORMATION:

Company / organisation:	Show Amusements	ABN:	81 007 689 081
Address:	25 Gully Drive Gulfview Heights SA 5096	Locations:	South Australia and various interstate locations
Activity:	Bungy Trampolines installation and operation.		
Date developed:	12/07/2022	Developed by:	Ryan Kellen, Simplifyrisk (ABN 55 633 578 864)
RA approved by:	Garry Lynch	Date of next review:	12/07/2023

REQUIREMENTS:

Person(s) responsible for implementing and monitoring the risk assessment:	Wayne Lynch
Applicable legislation and compliance references:	Work Health and Safety Act 2012 Work Health and Safety Regulation 2012 Code of Practice – How to manage work health and safety risks Code of Practice – Work health and safety consultation, cooperation and coordination Code of Practice – Managing the risks of plant in the workplace Australian Standard 3533 (series) – Amusement rides and devices
Training and induction requirements:	Staff induction, customer / patron information / instruction and risk assessment briefing.
Plant and equipment requirements:	Plant and equipment fit for purpose, compliant with Australian Standards and compliance certified by an engineer. Transport vehicle, electrical leads and trailers maintained and fit for purpose.
Personal protective equipment requirements:	Personnel involved in the setup and dismantle are required to wear enclosed footwear and gloves as required.
Inspection requirements:	Staff or nominated personnel to inspect general areas and devices to address safety hazards and maintain housekeeping.
Chemicals and safety data sheets:	Oils and lubricants / maintenance consumables for blower.

RISK ASSESSMENT MATRIX:

The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

		Consequence				
		1	2	3	4	5
Likelihood		Insignificant No injuries, no environment impact, no reputational impact, negligible financial loss.	Minor First aid treatment, short-term environment impact, minimal reputational impact, minor financial loss.	Moderate Medical treatment or hospitalisation, medium-term environment impact, localised reputational impact, moderate financial loss.	Major Permanent injury, long-term environment impact, loss of operational capability, adverse reputational impact, major financial loss.	Catastrophic Death or irreversible environment effect, national reputation damage, catastrophic financial impact.
5	Almost certain The event is expected to occur in most circumstances	Moderate	Moderate	High	Extreme	Extreme
4	Likely The event will probably occur in most circumstances	Low	Moderate	High	Extreme	Extreme
3	Possible The event should occur at some time	Low	Moderate	Moderate	High	Extreme
2	Unlikely The event could occur sometime	Low	Low	Moderate	Moderate	High
1	Rare The event may occur only in exceptional circumstances	Low	Low	Low	Moderate	Moderate

Risk actions including escalation, management and monitoring will be determined by the risk assessment.

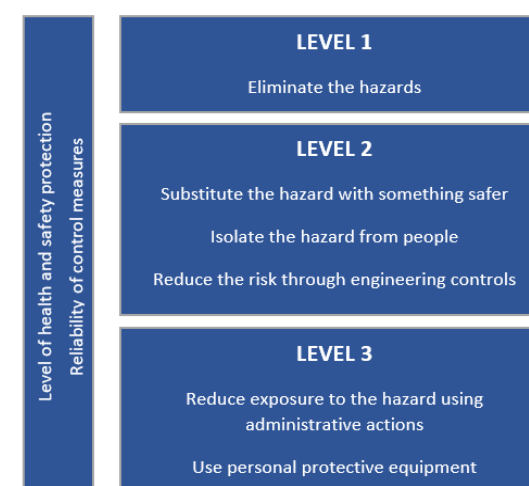
Risk Actions	
Risk	Actions
Extreme risk	Immediate senior management actions, planning and robust controls required.
High risk	Management attention, rigorous controls and close monitoring required.
Moderate risk	Management monitoring and controls required.
Low risk	Acceptable with routine procedures and periodic review.

HIERARCHY OF CONTROL

HIGHEST



LOWEST



RISK ASSESSMENT:

Assess the likelihood (L) and consequence (C) of the inherent risk score (before treatment) and residual risk score (after treatments) using the risk assessment matrix.

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Insurances	Insurances not in place exposing the company to potential or actual direct financial and legal liability for harm or property damage.	L3	C4	High	- Public liability insurance placed. - Workers' compensation insurance placed. - Asset / property insurance placed. - Other insurances placed as required.	L1	C4	Moderate	Management
Indemnity	Terms, conditions and restrictions not established or communicated with customers / patrons.	L3	C4	High	- Terms and conditions established and communicated with customers / patrons. - Information and safety signage installed - Supervision and management of amusement operational areas and activities.	L1	C4	Moderate	Management
Covid-19 safety and compliance	COVID-19 safety management provisions not established or effectively implemented resulting in exposure, business closure, adverse media or fines.	L3	C4	High	- Implementation of a COVID safe provisions. - Strict cleaning protocols for all equipment (pre and post operation). - All staff / customers / patrons accessing the amusement device to use hand sanitiser. - All staff / customers / patrons briefed on safety requirements and hygiene provisions. - Installation of sanitisation stations and information signage. - Regular cleaning of common areas and equipment touch points.	L2	C4	Moderate	Management
Working with children	Staff are not checked or do not hold a current working with children / blue card resulting in a child safety exposure or incident.	L3	C3	Moderate	- All staff required to hold a current working with children check / blue card. - Renewal of blue cards when they are approaching expiry date. - Staff trained on child safe behaviours, conduct and incident reporting procedures.	L1	C3	Low	Management
Staff / operator training and competency	Staff not trained on company policies, customer service, safe amusement device operation, compliance and emergency procedures resulting in an incident, injury and or property damage.	L3	C4	High	- All staff / operators are inducted / trained on policies and procedures including safety, compliance, emergency and customers / patron safety. - All staff / operator trained on correct / safe operation of amusement devices and emergency procedures. - Annual refresher training is conducted.	L1	C4	Moderate	Management

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
First aid and emergency management	Emergency management plan and provisions not established or maintained inhibiting / delaying a response to an emergency situation.	L3	C5	Extreme	- Amusement device operators trained in first aid (at least one person onsite). - First aid kit and injury register available / in close proximity to amusement device. - Fire extinguisher with current maintenance tag in close proximity to amusement device. - Emergency management and evacuation procedures in place for amusement devices. - Staff trained on enacting / implementing emergency and evacuation procedures. - Emergency procedures communicated with customers / patrons prior to use of amusement device.	L1	C5	Moderate	Management
Contractors and third parties	Contractor and third party compliance requirements not established or effectively implemented resulting in contractors operating without the required safe systems or works, qualifications or insurance coverage.	L3	C3	Moderate	- Engagement or reputable providers. - Certificates of insurance are collected. - Risk assessments / documentation are collected and reviewed (for high risk activities).	L1	C3	Low	Management
Aggressive behavior or violence	Staff and or customers / patrons exposed to aggressive or violent behaviour resulting in physical or psychological harm.	L3	C4	High	- Emergency procedures in place for aggressive / violent behavior. - Staff trained on dealing with aggressive behaviour. - Staff to contact the police if there is a threat or act of violence (occupational / domestic).	L2	C4	Moderate	Management Operators Authorities / police
Manual handling	Poor manual handling practices when loading, unloading, setting up and packing up amusement devices resulting in musculoskeletal injury / soft issue injury.	L3	C3	Moderate	- Operators understand and follow manual handling guidelines. - Warm/up stretches and rotation of manual tasks between operators.	L2	C3	Moderate	Management Operators

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Amusement device compliance	Trampoline amusement device non-compliance with Australian Standards resulting in asset defect or failure, customer / patron injury / death and or voidance of insurance.	L3	C4	High	- Manufacturing and testing in accordance with Australian Standard 3533 (series) – Amusement rides and devices. - Certificates of conformity obtained from manufacturer. - Annual registration with Regulator and engineering inspection / conformance verification certificate.	L1	C4	Moderate	Management
Maintenance	Trampoline amusement device not adequately inspected or maintained resulting in critical failure and serious injury / death to a customer / patron and or property damage. Hard mat frame failure / hard trampoline frame collapse / overall structure collapse Inflatable soft fall for trampoline power failure and or tear in inflatable resulting in serious injury to a customer / patron and or property damage.	L3	C4	High	- Daily inspections completed by staff / operators prior to customer / patron use. - Post-setup inspection and safety checks prior to allowing use (following the device inspection checklist). - Regular inspection and maintenance of main ropes, winches, bolts, pins, d shackles, chords, harnesses, carabiners, mats, and components. - Annual maintenance inspection by a competent person. - Routine maintenance in accordance with manufacturers manual and maintenance schedule. - Routine and corrective maintenance where issues, damage and defects are identified. - Prevention of any unsafe or damaged amusement device from being used. - Regular completion of log book and maintenance records in accordance with maintenance schedule / MFG manual. - Electrical inspection / test and tag of portable electrical equipment and RCD for mains. - Safety valve in soft trampoline blower which releases air slowly.	L1	C4	Moderate	Management
Transporting amusement device	Motor vehicle accident, amusement device not secured correctly or signed if parts hanging off trailer resulting in serious road incident, property damage and or fines.	L3	C4	High	- Operator has a current and appropriate drivers licence and is confident travelling with a trailer / towing device. - Transport vehicle and trailer is registered and regularly maintained / road worthy. - All amusement equipment is securely fixed to the vehicle and or trailer. - Appropriate signage is on the vehicle or trailer (if oversize / overhang). - Inspect location conditions prior to driving to the set up areas to avoid incorrect setup of vehicle / trailer becoming bogged or contacting structures and fixed assets.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Set up of amusement device	Trampoline amusement device not installed or secured correctly resulting in a serious injury to a customer / patron and or property damage. Contact with or damage to underground services when installing stakes resulting in serious injury or property damage Incorrect elastic assignment upon set up resulting in serious injury to a customer /patron and or property damage	L3	C4	High	- Staff trained and competent to install amusement device safety. - Installation location confirmed with client and inspected for safety hazards. - Fixed asset, overhead hazards and terrain hazards identified, installation location must be away from asset / overhead hazards and on a flat and stable surface / ground. - Anchorage / stabilising systems installed in accordance with MFG manual and Australian Standards ensuring the device is properly secured / stable and levels checked. - Access equipment, guarding and padding installed to provide safe access to the device and prevent access to pinch points and moving parts.	L1	C4	Moderate	Management Operator
Access and restricted use	Access control provisions not installed resulting in unauthorised access to the trampoline area or back of house areas such as controls and electrical equipment resulting in injury. Customer / patron restrictions including age, height, weight and medical not established or communicated resulting injury / death or medical event.	L3	C4	High	- Installation of perimeter fencing / containment and one way access and egress points. - Installation and communication of terms, conditions, customer / patron restrictions and safety rules / signage including height, weight, age and medical restrictions. - Installation and communication or warnings and information on the possible effects the use of the amusement device may have on customers / patrons.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Pre-use / post setup inspection	Trampoline and components not secured correctly or safe installation / setup confirmed resulting in a serious injury to a customer / patron and or property damage. Setup / installation untidy exposing staff and customers / patrons to trip hazards and resulting in injury. Components snapping, including elastic, winch rope, jump rope and cables. Staff / Customer slipping on mats .	L3	C4	High	- Post setup inspection checklist completed by competent staff / operator. - Inspection of elastic, nets, winch, winch ropes, jump ropes, cables and the general condition of device. - Continuous mat inspections pre / post and during ride to ensure mats are stable and free from any obstacles - Staff / operators to check for any loose wiring, damage and loose items. - Staff / operators to complete a test operation of the amusement first before customers / patrons to ensure ride is safe	L1	C4	Moderate	Management Operator
Exclusion zones / areas	Staff / operators or customers / patrons access the loading area while another customer is on the trampoline resulting in serious injury and or property damage. Containment zone not adequate and spectators are kicked / knocked down by jumper	L3	C4	Moderate	- Trampoline area secured with fencing / barriers and staff / operators to ensure the loading area / activity area is clear prior to commencing the ride. - Containment fencing / barriers / protective foam and or guarding to be installed to prevent access to moving parts, jumper collision with equipment / spectators being hit and other identified exclusion zones / areas. - Staff / operators to monitor / maintain full view of all areas and prevent access to exclusion zones / areas. - Entry and exit points are visible and clear at all times.	L1	C3	Low	Management Operator Customer

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Customer / participant / user safety	Patron / user safety requirements not adequately managed by customer resulting in injury to a customer / child and or property damage. Patrons / users collide with hard objects or one and other resulting in injury / serious injury.	L3	C4	Moderate	- Staff / operators trained and competent in operating the amusement device. - Soft trampoline must be fully inflated prior to use. - Terms, conditions, safety rules, capacity and participant restrictions implemented. - Participant / user to ensure shoes are removed, sharp objects (glasses / jewellery etc.) are removed and no food or drink is allowed. - Behavior is monitored and managed to ensure no rough play, climbing on ropes are prevented. - Staff / operator to supervise amusement device activities at all times. - Enact emergency or evacuation procedures in the event of an emergency or inclement weather.	L1	C3	Low	Management Staff / installer / operator
Fire extinguisher	Fire extinguisher not installed, operator does not know how to operate a fire extinguisher, fire extinguisher is not compatible with emergency resulting in serious injury and or property damage.	L3	C3	Moderate	- Fire extinguishers are installed next to the ride / easy to access area. - Operators are trained and confident in operating a fire extinguisher. - The appropriate fire extinguisher is on site class ABE (Fire extinguisher red with white band) are designed for most fires except oils. - All systems and surfaces to be maintained / kept clean to avoid sources of ignition.	L1	C3	Low	Management Operator
Electrical equipment and power	Electrical equipment not fit for purpose, damages and or not maintained resulting in electric shock, power failure and or property damage. Electrical failure or incorrect placement of electrical components resulting in property damage or electrocution Overheating of winch motors resulting in property damage and or electrocution	L3	C3	Moderate	- Operational controls and electrical installations secure / restricted access and trip hazards eliminated using cable covers and or barriers. - Ventilation to winch area to reduce overheating - All electrical systems and equipment to inspected and confirmed fit for purpose. - Electrical leads and equipment inspected, tested and tagged by a competent person in the required frequencies. - Mains power protected by RCD and RCD tested at the required frequencies.	L1	C3	Low	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Inclement Weather	Inclement weather such as windy conditions, rain, storm or electrical storm event compromises the integrity of the mechanical amusement device and creates unsafe conditions resulting in a serious injury / death to a customer / patron and or property damage.	L3	C4	High	- Daily weather information monitored on BOM and WillyWeather app. - Wind regularly monitored using a portable anemometer. - Amusement device cessation if inclement weather / conditions are identified that will compromise safety or the amusement device is forecasted. - Daily weather information provided to staff and customers / patrons. - Staff and customers / patrons instructed on emergency / cessation procedures. - Amusement device cessation requirements in storm events including rain, electrical and when wind gusts reach thresholds identified in manufacturers manual and weather and wind management plan. - Amusement device to cease if wind speeds / gusts reach tolerance / thresholds. - Safety checks including device integrity and slippery surfaces to be conducted and addressed prior to recommencement after inclement weather / event. - Secure and reinforce / strap device and loose items if windy conditions are expected or identified / detected.	L1	C4	Moderate	Management Operator
Other site specific:	(Insert)				(Insert)				(Insert)

CONSULTATION AND REVIEW:

All workers involved in the activity must confirm that consultation and review of this risk assessment has occurred.

First Name:	Last Name:	Employer:	Date:	Signature:
WAME	LYNCH	SHOW Amusement	28.7.22	
Jason	Frith	SHOW Amusement	28.7.22	
Garry	LYNCH	SHOW Amusement	28.7.22	
David	Snook	SHOW Amusement	28.7.22	

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APPENDIX E – SAFARI ADVENTURE BOUNCE AND SLIDE INFLATABLE RISK ASSESSMENT

GENERAL INFORMATION:

Company / organisation:	Show Amusements	ABN:	81 007 689 081
Address:	25 Gully Drive Gulfview Heights SA 5096	Locations:	South Australia and various interstate locations
Activity:	Safari Adventure bounce and slide combo (inflatable) installation and operation.		
Date developed:	12/07/2022	Developed by:	Ryan Kellen, Simplifyrisk (ABN 55 633 578 864)
RA approved by:	Garry Lynch	Date of next review:	12/07/2023

REQUIREMENTS:

Person(s) responsible for implementing and monitoring the risk assessment:	Wayne Lynch
Applicable legislation and compliance references:	Work Health and Safety Act 2012 Work Health and Safety Regulation 2012 Code of Practice – How to manage work health and safety risks Code of Practice – Work health and safety consultation, cooperation and coordination Code of Practice – Managing the risks of plant in the workplace Australian Standard 3533 (series) – Amusement rides and devices
Training and induction requirements:	Staff induction, customer / patron information / instruction and risk assessment briefing.
Plant and equipment requirements:	Plant and equipment fit for purpose, compliant with Australian Standards and compliance certified by an engineer. Transport vehicle, electrical leads and trailers maintained and fit for purpose.
Personal protective equipment requirements:	Personnel involved in the setup and dismantle are required to wear enclosed footwear and gloves as required.

Inspection requirements:	Staff or nominated personnel to inspect general areas and devices to address safety hazards and maintain housekeeping.
Chemicals and safety data sheets:	Oils and lubricants / maintenance consumables for blower.

RISK ASSESSMENT MATRIX:

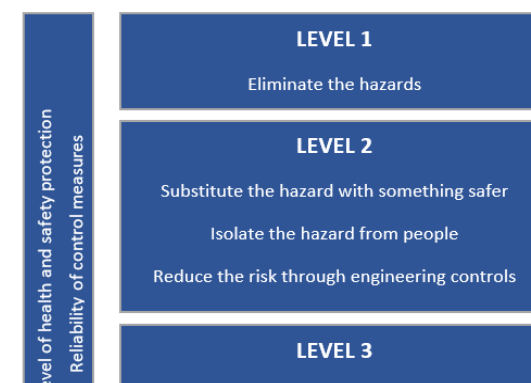
The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

		Consequence				
		1	2	3	4	5
Likelihood		Insignificant No injuries, no environment impact, no reputational impact, negligible financial loss.	Minor First aid treatment, short-term environment impact, minimal reputational impact, minor financial loss.	Moderate Medical treatment or hospitalisation, medium-term environment impact, localised reputational impact, moderate financial loss.	Major Permanent injury, long-term environment impact, loss of operational capability, adverse reputational impact, major financial loss.	Catastrophic Death or irreversible environment effect, national reputation damage, catastrophic financial impact.
5	Almost certain The event is expected to occur in most circumstances	Moderate	Moderate	High	Extreme	Extreme
4	Likely The event will probably occur in most circumstances	Low	Moderate	High	Extreme	Extreme
3	Possible The event should occur at some time	Low	Moderate	Moderate	High	Extreme
2	Unlikely The event could occur sometime	Low	Low	Moderate	Moderate	High
1	Rare The event may occur only in exceptional circumstances	Low	Low	Low	Moderate	Moderate

Risk actions including escalation, management and monitoring will be determined by the risk assessment.

Risk Actions	
Risk	Actions
Extreme risk	Immediate senior management actions, planning and robust controls required.
High risk	Management attention, rigorous controls and close monitoring required.

HIGHEST



Moderate risk	Management monitoring and controls required.
Low risk	Acceptable with routine procedures and periodic review.

RISK ASSESSMENT:

Assess the likelihood (L) and consequence (C) of the inherent risk score (before treatment) and residual risk score (after treatments) using the risk assessment matrix.

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Insurances	Insurances not in place exposing the company to potential or actual direct financial and legal liability for harm or property damage.	L3	C4	High	- Public liability insurance placed. - Workers' compensation insurance placed. - Asset / property insurance placed. - Other insurances placed as required.	L1	C4	Moderate	Management
Indemnity	Terms, conditions and restrictions not established or communicated with customers / patrons.	L3	C4	High	- Terms and conditions established and communicated with customers / patrons. - Information and safety signage installed - Supervision and management of amusement operational areas and activities.	L1	C4	Moderate	Management
Covid-19 safety and compliance	COVID-19 safety management provisions not established or effectively implemented resulting in exposure, business closure, adverse media or fines.	L3	C4	High	- Implementation of a COVID safe provisions. - Strict cleaning protocols for all equipment (pre and post operation). - All staff / customers / patrons accessing the amusement device to use hand sanitiser. - All staff / customers / patrons briefed on safety requirements and hygiene provisions. - Installation of sanitisation stations and information signage. - Regular cleaning of common areas and equipment touch points.	L2	C4	Moderate	Management
Working with children	Staff are not checked or do not hold a current working with children / blue card resulting in a child safety exposure or incident.	L3	C3	Moderate	- All staff required to hold a current working with children check / blue card. - Renewal of blue cards when they are approaching expiry date. - Staff trained on child safe behaviours, conduct and incident reporting procedures.	L1	C3	Low	Management
Staff / operator training and competency	Staff not trained on company policies, customer service, safe amusement device operation, compliance and emergency procedures resulting in an incident, injury and or property damage.	L3	C4	High	- All staff / operators are inducted / trained on policies and procedures including safety, compliance, emergency and customers / patron safety. - All staff / operators trained on correct / safe operation of amusement devices and emergency procedures. - Annual refresher training is conducted.	L1	C4	Moderate	Management

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
First aid and emergency management	Emergency management plan and provisions not established or maintained inhibiting / delaying a response to an emergency situation.	L3	C5	Extreme	- Amusement device operators trained in first aid (at least one person onsite). - First aid kit and injury register available / in close proximity to amusement device. - Fire extinguisher with current maintenance tag in close proximity to amusement device. - Emergency management and evacuation procedures in place for amusement devices. - Staff trained on enacting / implementing emergency and evacuation procedures. - Emergency procedures communicated with customers / patrons prior to use of amusement device.	L1	C5	Moderate	Management
Contractors and third parties	Contractor and third party compliance requirements not established or effectively implemented resulting in contractors operating without the required safe systems or works, qualifications or insurance coverage.	L3	C3	Moderate	- Engagement or reputable providers. - Certificates of insurance are collected. - Risk assessments / documentation are collected and reviewed (for high risk activities).	L1	C3	Low	Management
Aggressive behavior or violence	Staff and or customers / patrons exposed to aggressive or violent behaviour resulting in physical or psychological harm.	L3	C4	High	- Emergency procedures in place for aggressive / violent behavior. - Staff trained on dealing with aggressive behaviour. - Staff to contact the police if there is a threat or act of violence (occupational / domestic).	L2	C4	Moderate	Management Operators Authorities / police
Manual handling	Poor manual handling practices when loading, unloading, setting up and packing up amusement devices resulting in musculoskeletal injury / soft issue injury.	L3	C3	Moderate	- Operators understand and follow manual handling guidelines. - Warm/up stretches and rotation of manual tasks between operators.	L2	C3	Moderate	Management Operators

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Amusement device compliance	Inflatable amusement device non-compliance with Australian Standards resulting in asset defect or failure, customer / patron injury / death and or voidance of insurance.	L3	C4	High	- Manufacturing and testing in accordance with Australian Standard 3533 (series) – Amusement rides and devices and devices and AS 3533.4.1 - Certificates of conformity obtained from manufacturer. - Annual registration with Regulator and engineering inspection / conformance verification certificate.	L1	C4	Moderate	Management
Maintenance	Inflatable amusement device not adequately inspected or maintained resulting in a serious injury to a customer / patron and or property damage.	L3	C4	High	- Daily inspections completed by staff / operators prior to customer / patron use. - Post-setup inspection and safety checks prior to allowing use (following the device inspection checklist). - Daily inspection of any warn ropes, anchors, rips or tears and replacement. - Annual maintenance inspection by a competent engineer. - Routine maintenance in accordance with manufacturers manual and maintenance schedule. - Routine and corrective maintenance where issues, damage and defects are identified. - Prevention of any unsafe or damaged amusement device from being used. - Regular completion of log book and maintenance records in accordance with maintenance schedule / MFG manual. - Electrical inspection / test and tag of portable electrical equipment and RCD for mains. - Blower condition inspected and guarding inspected / in place and maintained.	L1	C4	Moderate	Management
Transporting amusement device	Motor vehicle accident, amusement device not secured correctly or signed if parts hanging off trailer resulting in serious road incident, property damage and or fines.	L3	C4	High	- Staff / installer has a current and appropriate drivers licence and is confident travelling with a trailer / towing device. - Transport vehicle and trailer is registered and regularly maintained / road worthy. - All amusement equipment is securely fixed to the vehicle and or trailer. - Appropriate signage is on the vehicle or trailer (if oversize / overhang). - Inspect location conditions prior to driving to the set up areas to avoid incorrect setup of vehicle / trailer becoming bogged or contacting structures and fixed assets.	L1	C4	Moderate	Management Staff / installer / operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Set up of amusement device	Inflatable amusement device not installed or secured correctly resulting in a serious injury to a customer / patron and or property damage. Contact with or damage to underground services when installing stakes resulting in serious injury or property damage.	L3	C4	High	- Staff / installer trained and competent to install amusement device safely. - Installation location confirmed with customer and inspected for safety hazards. - Underground services / locations identified with customer or dial before your dig. - Location hazards and terrain hazards identified, location must be away from impact, electrical hazards and on a flat and stable surface / ground. - Anchorage systems installed in accordance with MFG manual and Australian Standards ensuring the device is properly secured. - Matts and padding is installed at access points and potential fall areas / zones. - Blower is installed and protected from weather hazards, debris, unauthorised access and sources of ignition.	L1	C4	Moderate	Management Staff / installer / operator
Access and restricted use	Access control provisions not installed resulting in unauthorised access to the inflatable amusement device or back of house areas such as the blower resulting in injury. Participant restrictions including age, height, weight and medical not established or communicated resulting injury or medical event. Anchor ropes, blower and electrical cords not in restricted area resulting in customer /patron trip hazard	L3	C3	Moderate	- Installation of perimeter fencing / containment (if required). - Installation and communication of terms, conditions, customer / patron restrictions and safety rules / signage including height, weight, age and medical restrictions. - Installation and communication or warnings and information on the possible effects the use of the amusement device may have on customers / patrons.	L1	C4	Moderate	Management Staff / installer / operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Pre-use / post setup inspection	Inflatable amusement device anchorage systems not secured correctly resulting in a serious injury to a customer / patron and or property damage. Setup / installation untidy exposing staff and customers to trip hazards and resulting in injury.	L3	C3	Moderate	- Post setup inspection checklist completed by competent staff / installer. - Inspection of anchorage points, general condition or device, location of blower and housekeeping of surrounding area. - Staff / operator to ensure mats are installed at access points, landing area and over any protruding objects and any hard landing surface.	L1	C3	Low	Management Staff / installer / operator
Electrical equipment	Electrical equipment not fit for purpose, damages and or not maintained resulting in power failure and or property damage.	L3	C3	Moderate	- Electrical installations secure / restricted access and trip hazards eliminated using cable covers and or barriers. - Ventilation to winch area to reduce overheating - All electrical systems and equipment to inspected and confirmed fit for purpose. - Electrical leads and equipment inspected, tested and tagged by a competent person in the required frequencies. - Mains power protected by RCD and RCD tested at the required frequencies. - Non return flaps on blower and adequate room to prevent any overheating.	L1	C3	Low	Management
Customer / participant / user safety	Patron / user safety requirements not adequately managed by staff / operator resulting in injury to a customer / child and or property damage. Patrons / users collide with hard objects or one and other resulting in injury / serious injury.	L3	C3	Moderate	- Amusement device must be fully inflated prior to use. - Terms, conditions, safety rules, capacity and participant restrictions implemented. - Participant / user to ensure shoes are removed, sharp objects (glasses / jewellery etc.) are removed and no food or drink is allowed on the amusement device. - Behavior is monitored and managed to ensure no rough play, climbing on walls and flips are prevented. - Staff / operator to supervise amusement device activities at all times. - Enact emergency or evacuation procedures in the event of an emergency or inclement weather.	L1	C3	Low	Management Staff / operator

Fire extinguisher	Fire extinguisher not installed, operator does not know how to operate a fire extinguisher, fire extinguisher is not compatible with emergency resulting in serious injury and or property damage.	L3	C3	Moderate	- Fire extinguishers are installed next to the ride / easy to access area. - Operators are trained and confident in operating a fire extinguisher. - The appropriate fire extinguisher is on site class ABE (Fire extinguisher red with white band) are designed for most fires except oils. - All systems and surfaces to be maintained / kept clean to avoid sources of ignition.	L1	C3	Low	Management Operator / customer
Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Inclement Weather	Inclement weather such as windy conditions, rain, storm or electrical storm event compromises the integrity of the mechanical amusement device and creates unsafe conditions resulting in a serious injury / death to a customer / patron and or property damage. Strong winds can life inflatable ride if not secured as per operating conditions resulting in serious injury / death to a customer / patron and or property damage.	L3	C4	High	- Daily weather information monitored on BOM and WillyWeather app. - Wind regularly monitored using a portable anemometer. - Amusement device cessation if inclement weather / conditions are identified that will compromise safety or the amusement device is forecasted. - Daily weather information provided to staff and customers / patrons. - Staff and customers / patrons instructed on emergency / cessation procedures. - Amusement device cessation requirements in storm events including rain, electrical and when wind gusts reach thresholds identified in manufacturers manual and weather and wind management plan. - Amusement device to cease if wind speeds / gusts reach tolerance / thresholds. - Safety checks including device integrity and slippery surfaces to be conducted and addressed prior to recommencement after inclement weather / event. - Secure and reinforce / strap device and loose items if windy conditions are expected or identified / detected. - Daily / throughout day checks on anchor points and peg security.	L1	C4	Moderate	Management Staff / installer / operator
Other site specific:	(Insert)				(Insert)				(Insert)

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APPENDIX F – TEA CUPS AMUSEMENT RIDE RISK ASSESSMENT

GENERAL INFORMATION:

Company / organisation:	Show Amusements	ABN:	81 007 689 081
Address:	25 Gully Drive Gulfview Heights SA 5096	Locations:	South Australia and various interstate locations
Activity:	Teacups ride (mechanical) installation and operation		
Date developed:	20/07/2022	Developed by:	Ryan Kellen, Simplifyrisk (ABN 55 633 578 864)
RA approved by:	Garry Lynch	Date of next review:	20/07/2023

REQUIREMENTS:

Person(s) responsible for implementing and monitoring the risk assessment:	Wayne Lynch
Applicable legislation and compliance references:	Work Health and Safety Act 2012 Work Health and Safety Regulation 2012 Code of Practice – How to manage work health and safety risks Code of Practice – Work health and safety consultation, cooperation and coordination Code of Practice – Managing the risks of plant in the workplace Australian Standard 3533 (series) – Amusement rides and devices
Training and induction requirements:	Staff induction, customer / patron information / instruction and risk assessment briefing.
Plant and equipment requirements:	Plant and equipment fit for purpose, compliant with Australian Standards and compliance certified by an engineer. Transport vehicle, electrical leads and trailers maintained and fit for purpose.

Personal protective equipment requirements:	Personnel involved in the setup and dismantle are required to wear enclosed footwear and gloves as required.
Inspection requirements:	Staff or nominated personnel to inspect general areas and devices to address safety hazards and maintain housekeeping.
Chemicals and safety data sheets:	Oils and lubricants / maintenance consumables.

RISK ASSESSMENT MATRIX:

The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

		Consequence				
		1	2	3	4	5
Likelihood		Insignificant No injuries, no environment impact, no reputational impact, negligible financial loss.	Minor First aid treatment, short-term environment impact, minimal reputational impact, minor financial loss.	Moderate Medical treatment or hospitalisation, medium-term environment impact, localised reputational impact, moderate financial loss.	Major Permanent injury, long-term environment impact, loss of operational capability, adverse reputational impact, major financial loss.	Catastrophic Death or irreversible environment effect, national reputation damage, catastrophic financial impact.
5	Almost certain The event is expected to occur in most circumstances	Moderate	Moderate	High	Extreme	Extreme
4	Likely The event will probably occur in most circumstances	Low	Moderate	High	Extreme	Extreme
3	Possible The event should occur at some time	Low	Moderate	Moderate	High	Extreme
2	Unlikely The event could occur sometime	Low	Low	Moderate	Moderate	High
1	Rare The event may occur only in exceptional circumstances	Low	Low	Low	Moderate	Moderate

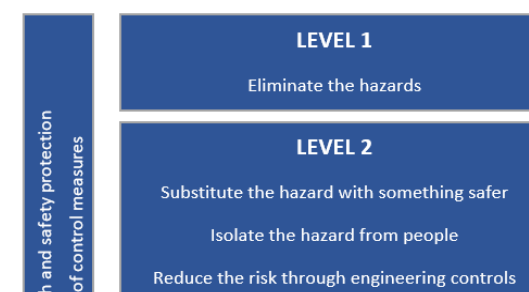
Risk actions including escalation, management and monitoring will be determined by the risk assessment.

Risk Actions	
Risk	Actions
Extreme risk	Immediate senior management actions, planning and robust controls required.

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HIERARCHY OF CONTROL

HIGHEST



High risk	Management attention, rigorous controls and close monitoring required.
Moderate risk	Management monitoring and controls required.
Low risk	Acceptable with routine procedures and periodic review.

RISK ASSESSMENT:

Assess the likelihood (L) and consequence (C) of the inherent risk score (before treatment) and residual risk score (after treatments) using the risk assessment matrix.

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Insurances	Insurances not in place exposing the company to potential or actual direct financial and legal liability for harm or property damage.	L3	C4	High	- Public liability insurance placed. - Workers' compensation insurance placed. - Asset / property insurance placed. - Other insurances placed as required.	L1	C4	Moderate	Management
Indemnity	Terms, conditions and restrictions not established or communicated with customers / patrons.	L3	C4	High	- Terms and conditions established and communicated with customers / patrons. - Information and safety signage installed - Supervision and management of amusement operational areas and activities.	L1	C4	Moderate	Management
Covid-19 safety and compliance	COVID-19 safety management provisions not established or effectively implemented resulting in exposure, business closure, adverse media or fines.	L3	C4	High	- Implementation of a COVID safe provisions. - Strict cleaning protocols for all equipment (pre and post operation). - All staff / customers / patrons accessing the amusement device to use hand sanitiser. - All staff / customers / patrons briefed on safety requirements and hygiene provisions. - Installation of sanitisation stations and information signage. - Regular cleaning of common areas and equipment touch points.	L2	C4	Moderate	Management
Working with children	Staff are not checked or do not hold a current working with children / blue card resulting in a child safety exposure or incident.	L3	C3	Moderate	- All staff required to hold a current working with children check / blue card. - Renewal of blue cards when they are approaching expiry date. - Staff trained on child safe behaviours, conduct and incident reporting procedures.	L1	C3	Low	Management
Staff training and competency	Staff not trained on company policies, customer service, safe amusement device operation, compliance and emergency procedures resulting in an incident, injury and or property damage.	L3	C4	High	- All staff are inducted / trained on policies and procedures including safety, compliance, emergency and customers / patron safety. - All staff trained on correct / safe operation of amusement devices and emergency procedures. - Annual refresher training is conducted.	L1	C4	Moderate	Management

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
First aid and emergency management	Emergency management plan and provisions not established or maintained inhibiting / delaying a response to an emergency situation.	L3	C5	Extreme	- Amusement device operators trained in first aid (at least one person onsite). - First aid kit and injury register available / in close proximity to amusement device. - Fire extinguisher with current maintenance tag in close proximity to amusement device. - Emergency management and evacuation procedures in place for amusement devices. - Staff trained on enacting / implementing emergency and evacuation procedures. - Emergency procedures communicated with customers / patrons prior to use of amusement device.	L1	C5	Moderate	Management
Contractors and third parties	Contractor and third party compliance requirements not established or effectively implemented resulting in contractors operating without the required safe systems or works, qualifications or insurance coverage.	L3	C3	Moderate	- Engagement or reputable providers. - Certificates of insurance are collected. - Risk assessments / documentation are collected and reviewed (for high risk activities).	L1	C3	Low	Management
Aggressive behavior or violence	Staff and or customers / patrons exposed to aggressive or violent behaviour resulting in physical or psychological harm.	L3	C4	High	- Emergency procedures in place for aggressive / violent behavior. - Staff trained on dealing with aggressive behaviour. - Staff to contact the police if there is a threat or act of violence (occupational / domestic).	L2	C4	Moderate	Management Operators Authorities / police
Manual handling	Poor manual handling practices when loading, unloading, setting up and packing up amusement devices resulting in musculoskeletal injury / soft issue injury.	L3	C3	Moderate	- Operators understand and follow manual handling guidelines. - Warm/up stretches and rotation of manual tasks between operators.	L2	C3	Moderate	Management Operators

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Amusement device compliance	Mechanical amusement device non-compliance with Australian Standards resulting in asset defect or failure, customer / patron injury / death and or voidance of insurance.	L3	C4	High	- Manufacturing and testing in accordance with Australian Standard 3533 (series) – Amusement rides and devices. - Certificates of conformity obtained from manufacturer. - Annual registration with Regulator and engineering inspection / conformance verification certificate.	L1	C4	Moderate	Management
Maintenance	Mechanical amusement device not adequately inspected or maintained resulting in critical failure and serious injury / death to a customer / patron and or property damage.	L3	C4	High	- Daily inspections completed by staff / operators prior to customer / patron use. - Post-setup inspection and safety checks prior to allowing use (following the device inspection checklist). - Regular inspection, lubrication and maintenance of main bearings and components. - Annual maintenance inspection by a competent engineer. - Major inspections and NDT completed in accordance with manufacturer and Australian Standards requirements. - Routine maintenance in accordance with manufacturers manual and maintenance schedule. - Routine and corrective maintenance where issues, damage and defects are identified. - Prevention of any unsafe or damaged amusement device from being used. - Regular completion of log book and maintenance records in accordance with maintenance schedule / MFG manual. - Electrical inspection / test and tag of portable electrical equipment and RCD for mains.	L1	C4	Moderate	Management
Transporting amusement device	Motor vehicle accident, amusement device not secured correctly or signed if parts hanging off trailer resulting in serious road incident, property damage and or fines.	L3	C4	High	- Operator holds a current and appropriate drivers licence and is confident travelling with a trailer / towing device. - Transport vehicle and trailer is registered and regularly maintained / road worthy. - All amusement equipment is securely fixed to the vehicle and or trailer. - Appropriate signage is on the vehicle or trailer (if oversize / overhang). - Inspect location conditions prior to driving to the set up areas to avoid incorrect setup of vehicle / trailer becoming bogged or contacting structures and fixed assets.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Set up of amusement device	Mechanical amusement device not installed or secured correctly resulting in a serious injury / death to a customer / patron and or property damage. Staff / operator installer fall from heights during setup resulting in serious injury / death and or property damage.	L3	C4	High	- Staff trained and competent to install amusement device safety. - Installation location confirmed with client and inspected for safety hazards. - Fixed asset, overhead hazards and terrain hazards identified, installation location must be away from asset / overhead hazards and on a flat and stable surface / ground. - Fit for purpose working at heights equipment used including fall restraint devices / arrest harness and ladders and staff trained to use. - Anchorage / stabilising / outrigger systems installed in accordance with MFG manual and Australian Standards ensuring the device is properly secured / stable and levels checked. - Access equipment, guarding and rails installed to provide safe access to the device and prevent access to moving parts. - Operational controls and electrical installations secure / restricted access and trip hazards eliminated using cable covers and or barriers.	L1	C4	Moderate	Management Operator
Access and restricted use	Access control provisions not installed resulting in unauthorised access to the mechanical amusement device or back of house areas such as controls and electrical equipment resulting in injury. Customer / patron restrictions including age, height, weight and medical not established or communicated resulting injury / death or medical event.	L3	C4	High	- Installation of perimeter fencing / containment and one way access and egress points. - Installation and communication of terms, conditions, customer / patron restrictions and safety rules / signage including height, weight, age and medical restrictions. - Installation and communication or warnings and information on the possible effects the use of the amusement device may have on customers / patrons. - Operator ensures the safety fence / barrier is clear of customers / patrons/ objects before starting the ride cycle - Gates are shut prior to ride operation	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Pre-use / post setup inspection	Mechanical amusement device not secured correctly or safe installation / setup confirmed resulting in a serious injury / death to a customer / patron and or property damage. Setup / installation untidy exposing staff and customers / patrons to trip hazards and resulting in injury.	L3	C4	High	- Post setup inspection checklist completed by competent staff / operator. - Inspection of stabiliser points / jacks, safety bars / restraints, general condition of device, electrical / console and housekeeping. - Staff / operators to check for any loose wiring, damage and loose items. - Staff / operators to check locking pins are secure, nuts and bolts are tight, automatic safety devices and clearances from other objects / structures - Staff / operators to complete a test operation of the mechanical device prior to first customers / patrons to ensure ride is safe - Staff / operators to test the brakes and emergency stop button. - Bolts from the mountain plate to the carriage (teacup) are checked on a regular maintenance schedule for any corroded mounting bolts.	L1	C4	Moderate	Management Operator
Operational controls and exclusion zones / areas	Excessive control speed resulting in customer / patron injury or health incident. Staff / operators or customers / patrons access the loading deck / ride while the device is in motion resulting in serious injury / death and or property damage. Staff / operators or customers / patrons access the counterweigh enclosure resulting in serious injury / death and or property damage.	L3	C4	High	- Variable speed of device set to a fixed maximum set within the control system. - Regular inspection, speed and adjustment testing by a competent person. - Loading deck provided with fencing / barriers and staff / operators to ensure the deck is clear prior to commencing the ride. - Staff / operators to ensure that counterweight enclosure is secure with interlocking doors. Ride cannot commence unless doors closed. - Containment fencing / barriers and or guarding to be installed to prevent access to moving parts, crush zones, pinch points, contact zones and other identified exclusion zones / areas. - Staff / operators to monitor / maintain full view of all areas and prevent access to exclusion zones / areas. - Controls are locked whilst the ride is on operation to prevent unauthorized operation	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Passenger restraints	Passenger restraints not in working order, damaged and or customers / patrons are able to remove restraint resulting in serious injury / death to a customer / patron and or property damage.	L3	C4	High	- Teacup doors are closed prior to ride commencement and checked by ride operator - Safety bar is inserted in the middle of the teacup for customers to hold onto. - Safety instructions are provided to customers to inform them to hold the middle rail at all times. - Any riders standing or door open the ride is stopped immediately. - Door latch and bar regularly inspected, tested and maintained in accordance with the manufacturers requirements and maintenance schedule. - Staff / operators to inspect and ensure customers / patrons are secure before the amusement ride starts. - Staff / operators to ensure all latches are secure and pathways / loading area is secure and free from customers / objects. - When rope / door latch is opened by the operator the safety brakes lock into place to prevent any movement from the cups whilst passengers unload / load.	L1	C4	Moderate	Management Operator
Emergency stop button	Emergency stop button not labelled, not in an accessible location resulting in a delayed device cessation in the event of an emergency or issue.	L3	C4	High	- Emergency stop buttons are installed on all mechanical amusement devices. - Emergency stop button are labelled, clearly is visible and tested on a daily basis as a part of the pre-operation inspection process. - Staff / operators are trained on the use of emergency stop buttons and maintain clear access at all times. - Staff / operators to remain at the control console and emergency stop button at all times during device operations.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Fire extinguisher	Fire extinguisher not installed, operator does not know how to operate a fire extinguisher, fire extinguisher is not compatible with emergency resulting in serious injury and or property damage.	L3	C3	Moderate	- Fire extinguishers are installed next to the ride / easy to access area. - Operators are trained and confident in operating a fire extinguisher. - The appropriate fire extinguisher is on site class ABE (Fire extinguisher red with white band) are designed for most fires except oils. - All systems and surfaces to be maintained / kept clean to avoid sources of ignition.	L1	C3	Low	Management Operator
Electrical equipment and power	Electrical equipment not fit for purpose, damages and or not maintained resulting in electric shock, power failure and or property damage.	L3	C3	Moderate	- All electrical systems and equipment to inspected and confirmed fit for purpose. - Electrical leads and equipment inspected, tested and tagged by a competent person in the required frequencies. - Mains power protected by RCD and RCD tested at the required frequencies.	L1	C3	Low	Management Operator
Customer / participant / user safety	Customers / patrons not clear on or fails to adhere to terms, conditions and requirements resulting in injury to a customer / patron and or property damage. User safety requirements not adequately managed by operator resulting in injury to a customer / patron and or property damage.	L3	C3	Moderate	- Staff / operators trained and competent in operating the amusement device. - Terms, conditions, safety rules, capacity and customer / patron restrictions implemented. - Customer / patrons to ensure loose items, food or drinks are not taken onto the amusement device. - Operators to confirm passengers are seated in the teacup, doors are shut and riders are holding the inner safety bar at all times during the ride. - Adequate lighting installed to ensure staff / operator and customer / patron safety - Behavior is monitored and managed to ensure no unsafe acts or dangerous behaviors occur, emergency stop procedures to be enacted if this occurs. - Staff / operator to supervise amusement device activities at all times. - Staff / operator to ensure music levels remain at a level where they can hear / detect an emergency or call for assistance. - Staff / operator to monitor load imbalances, if identified ride to cease operation until cause is identified and rectified. - Enact emergency or evacuation procedures in the event of an emergency or inclement weather.	L1	C3	Low	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Inclement Weather	Inclement weather such as windy conditions, rain, storm or electrical storm event compromises the integrity of the mechanical amusement device and creates unsafe conditions resulting in a serious injury / death to a customer / patron and or property damage.	L3	C4	High	- Daily weather information monitored on BOM and WillyWeather app. - Wind regularly monitored using a portable anemometer. - Amusement device cessation if inclement weather / conditions are identified that will compromise safety or the amusement device is forecasted. - Daily weather information provided to staff and customers / patrons. - Staff and customers / patrons instructed on emergency / cessation procedures. - Amusement device cessation requirements in storm events including rain, electrical and when wind gusts reach thresholds identified in manufacturers manual and weather and wind management plan. - Amusement device to cease if wind speeds / gusts reach tolerance / thresholds. - Safety checks including device integrity and slippery surfaces to be conducted and addressed prior to recommencement after inclement weather / event. - Secure and reinforce / strap device and loose items if windy conditions are expected or identified / detected.	L1	C4	Moderate	Management Operator
Other site specific:	(Insert)				(Insert)				(Insert)

APPENDIX G – SCHEDULE OF AMUSEMENTS AND EQUIPMENT

Amusement Name	Class	Serial No	State of Registration	Item Registration No	Registration Expiry	Days Operated Per Year	Turnover Per Amusement	Year Manufactured New or Last Full Rebuild	Design Registration No	CCTV Monitored Y/N	Electronically Controlled Y/N
ALI BABA	5	AB3924/07/98UK	S.A.	S900655	31/07/23	85-90	120000	2022	Q16352	Y	Y
CYCLONE	3	013TWS02	S.A.	S900979	13/10/23	85-90	110000	2013	SD-2013257	Y	Y
DODGEM CARS	2	X796	S.A.	S900469	12/02/23	40-50	80000	1982/2022	SD202036571	Y	Y
BUNGY TRAMPOLINES	2	SU9CM4000EOEJ1024	S.A.	S901004	9/03/25	10-12	15000	2014	SD20142838-1	N	N
BUNGY TRAMPOLINES	2	046/20	S.A.	S900253	30/11/23	55-60	45000	2001	SD20203658-1	Y	N
BUMPER BOATS	2	SABB-501	S.A.	S901101	13/01/26	3-10	6000	2019	AD6241472/20	Y	N
BUMPER CARS	2	AD6-262900/21	S.A.	X7783/21	29/11/22	10-15	12000	2020	AD6-262900/21	Y	N
TEACUPS	2		NSW	X7130/04	27/08/23	25-35	22000	2004	AD623588719	Y	N
SAFARI ADVENTURE	NA	NA	SA	NA	NA	10-14	8000	2004	NA	N	N
GAMES	NA	NA	SA	NA	NA	30-40	22000	NA	NA	Y	N
GAMES	NA		SA	NA	NA	20-30	28000	NA	NA	Y	N
GAMES	NA		SA	NA	NA	10-15	16000	NA	NA	Y	N

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APPENDIX H – RECORD OF ALL REPAIRS AND ALTERATIONS

Date	Details of Repair or Alteration	Name and Address of Person or Firm Completing Work	Date Completed:	Name of Competent Person Who Assessed Repair or Alteration	Signature
	See attached for reports				

APPENDIX I – RECORD OF INSPECTIONS

Date	Nature of Inspection (Electrical, Annual, Engineer, Authority)	Name and Address of Person or Firm Completing Inspection	Location of Inspection	Notice or Report No
	See attached for engineer reports			

APPENDIX J – TRAINING REGISTER

Date	Full Name	Type of Training	Signature	Assessed By	Signature
21.7.22 updated training	JASON FRITH	OPERATOR TRAINING/RISK ASSESMENT/EMERGENCY PROCEDURES ALL COVERED IN TRAINING		WAYNE LYNCH	
21.7.22 updated training	DAVID SNOOK	OPERATOR TRAINING/RISK ASSESMENT/EMERGENCY PROCEDURES ALL COVERED IN TRAINING		WAYNE LYNCH	

APPENDIX K – RECORD OF RIDE AND DEVICE SETUP

Date	Location / Ride	Comments (weather, ground surface, hazards, setup problems)	Servicing as Per Schedule Y/N	Daily Checklists Completed	Name / Signature
28.3.22	ELIZABETH / CYCLONE	FINE AND FIRM	YES	YES	
29.3.22	ELIZABETH / ALI BABA	FINE AND FIRM	YES	YES	
29.3.22	ELIZABETH / TEACUPS	FINE AND FIRM	YES	YES	
30.3.22	ELIZABETH / UFO BUMPER CARS	FINE AND FIRM	YES	YES	

APPENDIX L – OPERATOR TRAINING PROCEDURES

Before any person is permitted to operate the amusement device, they will be taken through the following training procedure.

On satisfactory completion of training, they will sign a copy of this procedure and the Trained Operators Register in the Logbook. This will ensure that all operators are aware of their responsibilities and have been given proper training both on the ride and in procedures to be followed when operating.

MECHANICAL:

1. Select Trainee Operator
2. Trainee is instructed on ticketing, loading, communication with passengers, safety rules and customer restrictions / limitations, restraint fastening and position during operation
3. Trainee given practical experience loading and unloading passengers, providing verbal safety instructions
4. Trainee given instructions for passenger distress, procedures if a passenger is distress
5. Trainee provided instructions on cleaning up procedures
6. Trainee has read and understands operating procedure booklet, manual and sexual harassment policy
7. Trainee works as an attendant on the ride for a minimum of 10 ride cycles, under operator supervision
8. Trainee works with the operator observing actions, and having them explained for the ride cycles
9. Trainee is provided with all documentation relating to ride operation and is required to become familiar with it. Understanding will be checked by questioning and practical demonstration
10. The Trainee will operate the ride under close supervision, without passengers for a minimum of 10 ride cycles to demonstrate competence.
11. Trainee is instructed and tested on emergency procedures, this includes operation of fire extinguishers
12. Trainee operates the ride, under close supervision, without passengers for a minimum 10 ride cycles
13. Trainee operates the ride, under remote supervision, with passengers for a minimum of 10 ride cycles
14. Trainee is assessed as competent and signs off on training

Failure to meet standards at any point in this procedure can lead to trainee being suspended temporarily or permanently.

Trainee full name:	KERRY PLAISTER
Trainee signature:	
Date of completion:	6.4.19
Name of trainer:	WAYNE LYNCH
Trainer signature:	
Is the trainee competent:	Yes ☒ No ☐

INFLATABLE:

Before any person is permitted to operate the amusement device, they will be taken through the following training procedure.

On satisfactory completion of training, they will sign a copy of this procedure and the Trained Operators Register in the Logbook. This will ensure that all operators are aware of their responsibilities and have been given proper training both on the ride and in procedures to be followed when operating.

1. Select Operator
2. Operator sets up and operates the amusement device _10_ times
3. Operator works with competent person observing actions and demonstrating safe installation and operation
4. Operator is provided with all documentation relating to device operation and is required to become familiar with it. Understanding will be checked by questioning and practical demonstration
5. The operator will install and operate the device under close supervision, and without customers to demonstrate competence
6. Operator is instructed and tested on emergency procedures and weather / wind management plans
7. Operator deflates and packs up the device
8. Operator is assessed as competent and signs off on training

Trainee full name:	KERRY PLAISTER
Trainee signature:	
Date of completion:	2.4.19
Name of trainer:	WAYNE LYNCH
Trainer signature:	
Is the trainee competent:	Yes ☒ No ☐

APPENDIX M – GENERIC PRE-OPENING CHECKLIST

Location:	ELIZABETH	Date:	1.4.22
Owner of ride:	SHOW AMUSEMENTS		
Name of ride:	TEA CUPS		
Ride registration no:	S900		
First aid location:	SOUTH CORNER		

MECHANICAL / STRUCTURAL:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Check blocks and support stands are in place, secure and ride is level	KI		Yes ☐ No ☒
Check locking pins and R clips are in place, secure and free from damage	KP		Yes ☐ No ☒
Check pins on arms / all locking pins are in place, secure and free from damage	KP		Yes ☐ No ☒
Grease main cogs, bearings and components	KP		Yes ☐ No ☒
Check and clean area	KP		Yes ☐ No ☒
Check gears, pinions and sprockets	KP		Yes ☐ No ☒
Check fencing and steps	KP		Yes ☐ No ☒
Check restraint devices are in working condition and free from damage	KP		Yes ☐ No ☒
Check blocking	KP		Yes ☐ No ☒

PASSENGER CARS / VEHICLES:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Check car restraints and locking pins / devices are secure and in working order	KP		Yes ☐ No ☒
Check operation of ride	KP		Yes ☐ No ☒
Check lighting	KP		Yes ☐ No ☒
Check electrical connections are secure and free from damage	KP		Yes ☐ No ☒
Check safety items including R clips, pins and bolts are secure and free from damage	KP		Yes ☐ No ☒

PNEUMATICS:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Test air taps		n/a	Yes ☐ No ☐
Drain air tanks		n/a	Yes ☐ No ☐
Check comp oil levels		n/a	Yes ☐ No ☐

ELECTRICAL:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Check power supply, earth leakage	KP		Yes ☐ No ☒
Check electrical connections	KP		Yes ☐ No ☒
Test all lighting	KP		Yes ☐ No ☒
Test start / stop emergency	KP		Yes ☐ No ☒

GENERAL:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Install signs, fencing and establish entry and exit points	KP		Yes ☐ No ☒
Install and check decking, walkways and platforms are secure and free from obstructions	KP		Yes ☐ No ☒
Install and check lighting and PA systems are in working order	KP		Yes ☐ No ☒
Cover / install padding over any landing points and protruding / sharp objects	KP		Yes ☐ No ☒
Check main power connections	KP		Yes ☐ No ☒
Check generator oil and water	KP	Town power so n/a	Yes ☐ No ☒
Run ride for one full cycle without passengers	KP		Yes ☐ No ☒
Test brakes and emergency stop	KP		Yes ☐ No ☒

I have physically inspected and checked all of the above items prior to opening the ride for public use.

Signed by operator:	
Dated by operator:	1.4.22
Signed by supervisor:	
Dated by supervisor:	1.4.22

Repairs complete and noted in log book:	Yes ☐ No ☐ N/A ☒ not needed
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APPENDIX N – ALI BABA PRE-OPENING CHECKLIST

This checklist is a guide only, refer to the manufacturers manual for detailed instructions.

Location:	semaphore	Date:	2.1.22
Owner of ride:	Show amusements		
Name of ride:	Ali baba		
Ride registration no:	S900766		
First aid location:	north corner		

INSPECTION:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Ensure ground and aerial clearances meet specifications	DS		Yes ☐ No ☒
Check no obstructions are in ride area (aerial and ground)	DS		Yes ☒ No ☒
Tighten all bolts, R clips and safety pins	DS		Yes ☐ No ☒
Check all blocking, skirting, R clips, pins and bolts are secure	DS		Yes ☐ No ☒
Check all support jacks outriggers are tight, secure and positioned correctly	DS		Yes ☐ No ☒
Check all signs including height restrictions, safety signs, ride instructions and limitations are correct and visible to customers	DS		Yes ☐ No ☒
Check steps, platforms, walkways, handrails and fencing / barriers are in place and secure	DS		Yes ☐ No ☒
Check passenger restrains including safety bars, seat belts are in good condition and working	DS		Yes ☐ No ☒
Check electrical cables, connections and earth leakage units	DS		Yes ☐ No ☒
Check gating system and steps for operation	DS		Yes ☐ No ☒
Check gondola to main arm bolts are secured for security	DS		Yes ☐ No ☒
Check tower joint bolts are secure for security	DS		Yes ☐ No ☒
Confirm routine maintenance has been conducted	DS		Yes ☐ No ☒
Check entry and exit points are clear	DS		Yes ☐ No ☒
Check lighting / sound / PA system	DS		Yes ☐ No ☒

Check and test operating system is working	DS		Yes ☐ No ☒
Run ride in all modes of operation: - Starting - Stopping - Complete cycle - Second check - Emergency stop Listen / check for any unusual noises / vibrations	DS		Yes ☐ No ☒
Check and test manual unlocking of passenger restrains (if power failure)	DS		Yes ☐ No ☒
Check all braking systems function correctly	DS		Yes ☐ No ☒
Check generator if applicable: - Fuel - Water - Fire extinguisher - Electrical connections - Security	DS	n/a/ town power	Yes ☐ No ☒
Clean up and check overall appearance and housekeeping	DS		Yes ☐ No ☒
Other:			Yes ☐ No ☐

I have physically inspected and checked all of the above items prior to opening the ride for public use.

Signed by operator:			
Dated by operator:	2.1.22		
Signed by supervisor:			
Dated by supervisor:	2.1.22		
Repairs complete and noted in log book:	Yes ☐ No ☐ Na ☒ non needed		

APPENDIX O – CYCLONE RIDE PRE-OPENING CHECKLIST

This checklist is a guide only, refer to the manufacturers manual for detailed instructions.

Location:	elizabeth	Date:	1.5.22
Owner of ride:	Show amusements		
Name of ride:	cyclone		
Ride registration no:	S900655		
First aid location:	Southern corner		

INSPECTION:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Ensure ground and aerial clearances meet specifications	JF		Yes ☐ No ☒
Check no obstructions are in ride area (aerial and ground)	JF		Yes ☐ No ☒
Tighten all bolts, R clips and safety pins	JF		Yes ☐ No ☒
Check all blocking, skirting, R clips, pins and bolts are secure	JF		Yes ☐ No ☒
Check all support jacks outriggers are tight, secure and positioned correctly	JF		Yes ☐ No ☒
Check all signs including height restrictions, safety signs, ride instructions and limitations are correct and visible to customers	JF		Yes ☐ No ☒
Check steps, platforms, walkways, handrails and fencing / barriers are in place and secure	JF		Yes ☐ No ☒
Check passenger restrains including safety bars, seat belts are in good condition and working	JF		Yes ☐ No ☒
Check electrical cables, connections and earth leakage units	JF		Yes ☐ No ☒
Check gating system and steps for operation	JF		Yes ☐ No ☒
Confirm routine maintenance has been conducted	JF		Yes ☐ No ☒
Check tyre pressures on all drive tyres	JF		Yes ☐ No ☒
Check lighting / sound / PA system	JF		Yes ☐ No ☒
Check and test operating system is working	JF		Yes ☐ No ☒

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Run ride in all modes of operation: - Starting - Stopping - Complete cycle - Second check - Emergency stop	JF		Yes ☐ No ☐
Listen / check for any unusual noises / vibrations	JF		Yes ☐ No ☒
Check and test manual unlocking of passenger restrains (if power failure)	JF		Yes ☐ No ☒
Check all braking systems function correctly	JF		Yes ☐ No ☒
Check generator if applicable: - Fuel - Water - Fire extinguisher - Electrical connections - Security	JL	n/a town power	Yes ☐ No ☒
Clean up and check overall appearance and housekeeping	JF		Yes ☐ No ☒
Other:			Yes ☐ No ☐

I have physically inspected and checked all of the above items prior to opening the ride for public use.

Signed by operator:	
Dated by operator:	1.5.22
Signed by supervisor:	
Dated by supervisor:	1.5.22
Repairs complete and noted in log book:	Yes ☐ No ☐ Na ☒ nil needed

APPENDIX P – BUMPER CARS PRE-OPENING CHECKLIST

This checklist is a guide only, refer to the manufacturers manual for detailed instructions.

Location:	Semaphore	Date:	2.1.22
Owner of ride:	Show amusements		
Name of ride:	Dodgem cars		
Ride registration no:	S900769		
First aid location:	Northern side		

INSPECTION:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Check blocking and ground stability	W		Yes ☒ No ☐
Check clearances from other objects	W		Yes ☐ No ☒
Check barrier fencing / restricted areas are secure	W		Yes ☐ No ☒
Check all walkways / barriers / deck / platforms	W		Yes ☐ No ☒
Check roof structure and netting	W		Yes ☐ No ☒
Check plate bolts	W		Yes ☐ No ☒
Check floor plates	W		Yes ☐ No ☒
Check safety restrains including seat belts / seat / steering wheel / bumper tyres / all padding	W		Yes ☐ No ☒
Check car bumpers are inflated	W		Yes ☐ No ☒
Check bolts of side bumpers are secure	W		Yes ☐ No ☒
Check chassis and drive motor	W		Yes ☐ No ☒
Check whip wires	W		Yes ☐ No ☒
Check power supply and earth leakage	W		Yes ☐ No ☒
Check control devices, ensuring they are marked and tested	W		Yes ☐ No ☒
Check all safety devices / emergency stop button / emergency exit is clear	W		Yes ☐ No ☒
Inspect safety restrictions, warning signs and height signage is correct and visible	W		Yes ☐ No ☒
Inspect entry and exit signage is visible and clear from any obstacles	W		Yes ☐ No ☒
Operate and check lighting			Yes ☐ No ☒

Test PA System and noise levels			Yes ☐ No ☒
Check generator if applicable: - Fuel - Water - Fire extinguisher - Electrical connections - Security		n/a town power	Yes ☐ No ☒
Clean up and check overall appearance and housekeeping			Yes ☐ No ☒
Run ride in all modes of operation: - Starting - Stopping - Complete cycle - Speed check - Emergency stop			Yes ☐ No ☒
Listen / check for any unusual noises / vibrations / sparks			
check net for holes			Yes ☐ No ☒

I have physically inspected and checked all of the above items prior to opening the ride for public use.

Signed by operator:	
Dates by operator:	2.1.22
Signed by supervisor:	
Dated by supervisor:	2.1.22
Repairs complete and noted in log book:	Yes ☒ No ☐ Na ☐

APPENDIX Q – BUNGY TRAMPOLINES PRE-OPENING CHECKLIST

This checklist is a guide only, refer to the manufacturers manual for detailed instructions.

Location:	semaphore	Date:	14.1.22
Owner of ride:	Kw amusements		
Name of ride:	Bungy trampolines		
Ride registration no:	S900253		
First aid location:	North side		

INSPECTION:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Ensure ground and aerial clearances meet specifications	KP		Yes ☐ No ☒
Check jump zone is clear from other objects	KP		Yes ☐ No ☒
Check barrier fencing / walkways	KP		Yes ☐ No ☒
Check entry / exit points are visible and clear of obstacles	KP		Yes ☐ No ☒
Check condition of ropes and are secure	KP		Yes ☐ No ☒
Check winches are secure	KP		Yes ☐ No ☒
Check bolts / pins and D shackles are secure / in good condition	KP		Yes ☐ No ☒
Check bungy cords elastics and replace when required / as per guidelines	KP		Yes ☐ No ☒
Check trampolines / mats	KP		Yes ☐ No ☒
Check springs and pinch points are covered and mats in place	KP		Yes ☐ No ☒
Check harnesses	KP		Yes ☐ No ☒
Check X cables are tight	KP		Yes ☐ No ☒
Check overall integrity of device, springs and structure to ensure it is in a safe and working condition	KP		Yes ☐ No ☒
Check instruction board / safety instructions / customer restrictions are correct and visible	KP		Yes ☐ No ☒

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Operator to complete jump test	KP		Yes ☐ No ☒
Check gazebos seating	KP		Yes ☐ No ☒
Check generator if applicable: - Fuel - Water - Fire extinguisher - Electrical connections - Security	KP	n/a town power	Yes ☐ No ☒
Clean up and check overall appearance and housekeeping	KP		Yes ☐ No ☒
Other:			Yes ☐ No ☐

I have physically inspected and checked all of the above items prior to opening the ride for public use.

Signed by operator:	
Dates by operator:	14.1.22
Signed by supervisor:	
Dated by supervisor:	14.5.22
Repairs complete and noted in log book:	Yes ☒ No ☐ Na ☐

APPENDIX R – SAFARI ADVENTURE /JURASSIC PRE-OPENING CHECKLIST

This checklist is a guide only, refer to the manufacturers manual for detailed instructions.

Location:	TAILEM BEND	Date:	7.5.21
Owner of ride:	SHOW AMUSEMENTS		
Name of ride:	Jurassic adventure		
Ride registration no:	n/a		
First aid location:	East side of oval		

INSPECTION:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Ensure ground and aerial clearances meet specifications	h		Yes ☐ No ☒
Ensure setup is away from protruding objects and sources of ignition	h		Yes ☐ No ☒
Check ground for any objects likely to damage the base / underground services	h		Yes ☐ No ☒
Check wind speed start of day / during operation of inflatable	h		Yes ☐ No ☒
Check entry / exit points are visible and clear of obstacles	h		Yes ☐ No ☒
Check condition of anchor stakes / ensure they are straight and free from burrs and in the correct restricted area	h		Yes ☐ No ☒
Check condition of blower for any exposed wires / loose fittings and no obstructions	h		Yes ☐ No ☒
Check non air flap is in place and moves freely	h		Yes ☐ No ☒
Check RCD / Safety switch	h		Yes ☐ No ☒
Check extension cords / electrical equipment for any exposed wires / kinks or exposure to cords creating a trip hazard	h		Yes ☐ No ☒
Check safety barriers / fencing	h		Yes ☐ No ☒
Check inflatable for adequate pressure	h		Yes ☐ No ☒
Check inflatable for any tears	h		Yes ☐ No ☒
Clean / sweep bed as required throughout day and around seams / remove any foreign objects as they are seen	h		Yes ☐ No ☒
Clean / inspect condition of bed before during and after use	h		Yes ☐ No ☒
Place and secure impact matt adjacent to access and exit points	h		Yes ☐ No ☒

Check instruction board / safety instructions / customer restrictions are correct and visible			Yes ☐ No ☒
Operate and check lighting and signage			Yes ☐ No ☒
Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Operator to complete slide test			Yes ☐ No ☒
Operate whistle and timer			Yes ☐ No ☒
Clean up and check overall appearance and housekeeping			Yes ☐ No ☒
Check generator (if applicable): - Fuel - Water - Fire extinguisher - Electrical connections - Security		n/a town power	Yes ☐ No ☒
Other:			Yes ☐ No ☐

I have physically inspected and checked all of the above items prior to opening the ride for public use.

Signed by operator:	
Dated by operator:	7.5.21
Signed by supervisor:	
Dated by supervisor:	7.5.21
Repairs complete and noted in log book:	Yes ☒ No ☐ Na ☐ nil needed

APPENDIX S – TEA CUPS PRE-OPENING CHECKLIST

This checklist is a guide only, refer to the manufacturers manual for detailed instructions.

Location:	elizabeth	Date:	1.4.22
Owner of ride:	Show amusements		
Name of ride:	teacups		
Ride registration no:	X7130/04		
First aid location:			

INSPECTION:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Ensure ground and aerial clearances meet specifications	KP		Yes ☒ No ☐
Check all blocking, skirting and R clips are secure	KP		Yes ☒ No ☐
Check all support jacks underneath ride are tight and secure and positioned correctly	KP		Yes ☒ No ☐
Check tightness / deterioration levels of bolts and	KP		Yes ☒ No ☐
Check tightness of carriages bolts	KP		Yes ☒ No ☐
Check all cups, seats and padding	KP		Yes ☒ No ☐
Check cups safety strap / door / door latch and safety rail	KP		Yes ☒ No ☐
Check overall condition on carriages	KP		Yes ☒ No ☐
Check gating system and steps of operation	KP		Yes ☒ No ☐
Inspect decking / walkway / queue lines / platforms	KP		Yes ☒ No ☐
Ensure safety rules / passenger restrictions / height signage is clear and visible to customers	KP		Yes ☒ No ☐
Ensure all entry and exit signage is clear	KP		Yes ☒ No ☐
Check entry / exit and ride walkways are clear from objects	KP		Yes ☒ No ☐
Check electrical cables, connections and earth leakage units	KP		Yes ☒ No ☐
Operate and check lighting and signage	KP		Yes ☒ No ☐
Operate PA system and check noise levels	KP		Yes ☒ No ☐

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Check generator if applicable: - Fuel - Water - Fire extinguisher - Electrical connections - Security	KP	n/a town power	Yes ☐ No ☒
Check operating system is working correctly	KP		Yes ☐ No ☒
Clean up and check overall appearance and housekeeping	KP		Yes ☐ No ☒
Turn on main power to the ride, place key in isolator switch and turn to 'on' position	KP		n/a
Run ride in all modes of operation: - Starting - Stopping - Complete cycle - Speed check - Emergency stop Test ride – Listen for any unusual noises or vibrations and ensure all cups are operating smoothly	KP		Yes ☐ No ☒
Check locking position of cars	KP		Yes ☐ No ☒
Check manual unlocking of passenger restraints in case of power failure	KP		Yes ☐ No ☒
Other:			Yes ☐ No ☐

I have physically inspected and checked all of the above items prior to opening the ride for public use.

Signed by operator:	
Dated by operator:	1.4.22
Signed by supervisor:	
Dated by supervisor:	1.4.22
Repairs complete and noted in log book:	Yes ☒ No ☐ Na ☐

APPENDIX T – OPERATING PROCEDURES

ALI BABA RIDE

Before operating the ride ensure that the operator is familiar with all the control systems.

Before operation:

- Carry out daily inspection of structure.
- Carry out daily maintenance.

Ride operation:

NORMAL OPERATIONAL SPEED 10 RPM

THIS MUST NOT BE EXCEEDED

MAXIMUM PASSENGER TIME PER RIDE - 3 MINUTES

- Ensure passengers are secured in their seats and lap bars are locked, this must be ascertained by a physical check on each lap bar. Ensure there are no members of the public anywhere on the ride platform and that all warning lights are extinguished, push drive button to initiate the drive system then move joystick in direction of travel.
- Repeat the joystick movement in the opposite direct to commence the initial swinging motion of the gondola, note that a full laden gondola will require approximately 10 swings before it goes over the top. Observe all passengers for any signs of acute distress or dangerous behaviour if this is apparent then stop the ride and if the passenger is in distress summon qualified help immediately.
- When the gondola has gone over the top then hold the joystick in this position to maintain steady rotation. Continue to observe all passengers for distress or dangerous behaviour and stop the ride if necessary.
- To stop the ride put the joystick in its central position, which initiates the automatic stopping sequence.
- When the ride is stationary switch off drive, then release the lap bars and gates to allow passengers to disembark. Ensure the passengers leave the ride in an orderly manner.

Emergency Procedures:

In the case of the following:

- Electrical generation fault or failure
- Passenger attempting to get out of gondola
- Structural deflection
- Any abnormal noises
- Sudden bad weather e.g. wind, hail or lightening
- Lap bars coming loose, etc.

Then the ride must be stopped immediately.

- In MANUAL mode - release the joystick.
- In AUTOMATIC mode - press the 'STOP' button.
- The ride will come to a controlled stop with the gondola at bottom dead centre.
- Release the lap-bars and evacuate the passengers.

Emergency release of passengers

- Providing electric power is available, head-over bars can be opened in the normal manner to release passengers.
- In the event of an electrical failure, the head-over bars will have to be released manually. This is achieved by manually operating the two solenoid valves, which are located at the back of the gondola adjacent to the air tank. Each solenoid valve has a red screwdriver slot with an arrow showing, turning the screw operates the valve allowing air to the release mechanisms.
- In the unlikely event that there is insufficient air to open the Lap bar (e.g. air pipe bursting), they can be opened manually by inserting a screwdriver into the hole in the aluminium cover behind the headrest of each seat and lifting the bolt head (visible through the observation window), see diagram [4.2 in manual]. From the front of the seat a second operator must then push in the secondary safety pin (see diagram [4.3 in manual]) and manually raise the head-over bar

Emergency Procedure

- Stop the ride
- Keep calm
- Notify your supervisor
- Assess the situation
- Help and evacuate patrons safely to the nearest exit
- Keep the other patrons clear
- Once clear and is safe too, safely attend to situation
- Once all clear and you get the OK from your supervisor and or authorities
- Record it and fill in your logbook and routine checklists sign off that it is safe
- Test ride with no patrons

Name.....

Signed.....

Date.....

CYCLONE RIDE

Initial start-up and test:

- Turn on main Solaris, then reset emergency stop switch and then press Control Circuit Reset button which then turns on the control circuit.
- Close gates, when closed indicator will illuminate.
- Check lap bars are closed and secured, indicator will illuminate.
- To start ride press ride start 1
- Then press ride start 2 when required
- Then press ride start 3 when required
- Ride will not start on speeds 2 and 3, it has to be started in sequence beginning with speed 1.
- The ride will come to a controlled stop after the pre-set time recommended by the manufacturer.
- Please note reverse mode cannot be selected in speed 3 mode, for passenger comfort.

Emergency stop procedure:

- Emergency stop button shuts down all power to all components including drive motor, in this case the motor brake will apply automatically to bring the ride to a safe and controlled stop, the ride operator must not leave the control box until the ride comes to a complete stop.
- To evacuate the ride first ensure all passengers are seated and inform passengers that operators are going to evacuate the as quickly and safely as possible.
- When ride has come to a complete stop, reset emergency stop only if it is safe to do so, then reset the control circuit reset to allow the gates to open and release the car safety bars

In the event of a power failure evacuation procedure:

- Ride will come to a controlled stop.
- Inform passengers that trained operators will evacuate them from the ride in a safe and controlled manner.
- Gate will not open without power; gate will have to be disconnected from air supply to be opened.
- To release passengers from ride, pull lever on front of car to open safety bar.
 - time

Emergency Procedure

- Stop the ride
- Keep calm
- Notify your supervisor
- Assess the situation
- Help and evacuate patrons safely to the nearest exit
- Keep the other patrons clear
- Once clear and is safe too, safely attend to situation
- Once all clear and you get the OK from your supervisor and or authorities
- Record it and fill in your logbook and routine checklists sign off that it is safe
- Test ride with no patrons

Name.....

Signed.....

Date.....

DODGEM CARS

SET UP PROCEDURE:

- Complete visual inspection of the area to ensure ground and aerial clearances
- Before erecting the ride you must check there is enough space for the rise and that the surface is suitable for construction
- Mark out foundation perimeters
- Place trailer into position
- Lay out and contract foundation
- Level and block all foundation
- Unload arena equipment
- Lay down aluminium floor
- Stand winch poles
- Erect main roof gables
- Erect half moon poles
- Pull up and tighten wire netting
- Put on tarpaulins and lash tight
- Lash signage banners
- Wind up roof (6 turns at a time)
- Place catwalks around track
- Lower cars off trailer
- Set up controls
- Set up lighting and power cords

OPERATING GUIDE:

- Complete daily checklist
- Collect ticket from patron and check they meet rider requirements
- If patron looks visibly ill or not suitable to ride, they should be informed appropriately and respectfully
- Ask patrons to put any belongs in the designated belongs area to the exit side of the ride
- Direct patrons to the cars and allow them to pick their car
- Load passengers in cars
- Check all small children have an adult supervising, children under 3 years old must have an adult/older child in the car with them
- Check all passengers have their seatbelts securely fastened, tighten any loose seatbelts
- Provide clear ride instructions over the PA system. This included but not limited to informing passengers their seat belt must be always worn, can only drive in one direction, safety instructions in an event of an emergency, and procedures on how to inform dodgem staff if a passenger becomes distressed/injured.
- Start ride
- Run ride cycle and stop
- When the ride stops inform passengers to stay in the cars until the ride comes to a complete stop
- Unload passengers and direct them to the nearest exit

DODGEM CARS

Safety and Emergency procedure

- Be intimately familiar with this manual and properly trained before attempting to operate this ride. Do not lose this manual.
- This ride is heavy moving machinery. Should you or anyone else be hit or become tangled in its machinery, serious injuries can occur.
- Anything happening on or near this ride is your responsibility, not seeing anything is no excuse. **BE ALERT ALWAYS.**
- Always listen for any unusual noises from your ride. Should you hear or notice anything unusual, stop the ride immediately, contact your supervisor before attempting further operation.
- Be polite and cautious even when customers are not. Your attitude has a major effect on safety of this ride.
- Always allow plenty of time to complete all pre-opening and closing procedures. Keep your ride area clean and orderly
- In case of an accident, ·even a very small one:
 - Stop the ride
 - Get help (office or supervisor)
 - Aid the injured as best you can
 - Stay calm
 - Control crowds
 - When help arrives, assist them
 - Remember the facts-don't gossip- you will have plenty of time to tell the real story at a later time

Emergency Procedure

- Stop the ride
- Keep calm
- Assess the situation
- Help and assist with the issue safely if you can
- Notify your supervisor
- Keep the other patrons clear
- Help and assist all riders safety off the ride
- Once everyone is clear and out of the area safety attend to and or fix the situation
- Once fixed get the OK from your supervisor
- Record and fill in your logbook and happened
- Test ride

Name.....

Signed..... Date.....

BUMPER BOATS

SET UP PROCEDURE:

- Complete visual inspection of the area to ensure ground and aerial clearances
- Before erecting the ride you must check there is enough space for the rise and that the surface is suitable for construction
- Mark out foundation perimeters
- Place arena into position
- Lay out and contracted foundation
- Level out
- Unload arena equipment
- Lay out arena
- Peg tarpaulins and lash tight
- Fill arena
- Set up steps
- Lash signage banners
- Erect fencing around perimeter
- Lower boats off trailer
- Set up controls
- Set up lighting and power cords

OPERATING GUIDE:

- Complete daily checklist
- Collect ticket from patron and check they meet rider requirements
- If patron looks visibly ill or not suitable to ride, they should be informed appropriately and respectfully
- Ask patrons to put any belongs in the designated belongs area to the exit side of the ride
- Direct patrons to the cars and allow them to pick their car
- Load passengers in cars
- Check all small children have an adult supervising, children under 3 years old must have an adult/older child in the car with them
- Check all passengers have their seatbelts securely fastened, tighten any loose seatbelts
- Provide clear ride instructions over the PA system. This included but not limited to informing passengers their seat belt must be always worn, can only drive in one direction, safety instructions in an event of an emergency, and procedures on how to inform dodgem staff if a passenger becomes distressed/injured.
- Start ride
- Run ride cycle and stop
- When the ride stops inform passengers to stay in the cars until the ride comes to a complete stop
- Unload passengers and direct them to the nearest exit

Safety and Emergency procedure

- Be intimately familiar with this manual and properly trained before attempting to operate this ride. Do not lose this manual.
- This ride is heavy moving machinery. Should you or anyone else be hit or become tangled in its machinery, serious injuries can occur.
- Anything happening on or near this ride is your responsibility, not seeing anything is no excuse. **BE ALERT ALWAYS.**
- Always listen for any unusual noises from your ride. Should you hear or notice anything unusual, stop the ride immediately, contact your supervisor before attempting further operation.
- Be polite and cautious even when customers are not. Your attitude has a major effect on safety of this ride.
- Always allow plenty of time to complete all pre-opening and closing procedures. Keep your ride area clean and orderly
- In case of an accident, even a very small one:
 - Stop the ride

- o Get help (office or supervisor)
- o Aid the injured as best you can
- o Stay calm
- o Control crowds
- o When help arrives, assist them
- o Remember the facts-don't gossip- you will have plenty of time to tell the real story at a later time

Emergency Procedure

- Stop the ride
- Keep calm
- Assess the situation
- Help and assist with the issue safely if you can
- Notify your supervisor
- Keep the other patrons clear
- Help and assist all riders safety off the ride
- Once everyone is clear and out of the area safety attend to and or fix the situation
- Once fixed get the OK from your supervisor
- Record and fill in your logbook and happened
- Test ride

UFO BUMPER CAR RIDE

SET UP PROCEDURE:

- Complete visual inspection of the area to ensure ground and aerial clearances
- Before erecting the ride you must check there is enough space for the rise and that the surface is suitable for construction
- Mark out foundation perimeters
- Place trailer into position
- Lay out and contract foundation
- Level out
- Unload arena equipment
- Lay down floor
- Put on tarpaulins and lash tight
- Lash signage banners
- Erect fencing around perimeter
- Lower cars off trailer
- Set up controls
- Set up lighting and power cords

OPERATING GUIDE:

- Complete daily checklist
- Collect ticket from patron and check they meet rider requirements
- If patron looks visibly ill or not suitable to ride, they should be informed appropriately and respectfully
- Ask patrons to put any belongings in the designated belongs area to the exit side of the ride
- Direct patrons to the cars and allow them to pick their car
- Load passengers in cars
- Check all small children have an adult supervising, children under 3 years old must have an adult/older child in the car with them
- Check all passengers have their seatbelts securely fastened, tighten any loose seatbelts
- Provide clear ride instructions over the PA system. This included but not limited to informing passengers their seat belt must be always worn, can only drive in one direction, safety instructions in an event of an emergency, and procedures on how to inform dodgem staff if a passenger becomes distressed/injured.
- Start ride
- Run ride cycle and stop
- When the ride stops inform passengers to stay in the cars until the ride comes to a complete stop
- Unload passengers and direct them to the nearest exit

Safety and Emergency procedure

- Be intimately familiar with this manual and properly trained before attempting to operate this ride. Do not lose this manual.
- This ride is heavy moving machinery. Should you or anyone else be hit or become tangled in its machinery, serious injuries can occur.
- Anything happening on or near this ride is your responsibility, not seeing anything is no excuse. **BE ALERT ALWAYS.**
- Always listen for any unusual noises from your ride. Should you hear or notice anything unusual, stop the ride immediately, contact your supervisor before attempting further operation.
- Be polite and cautious even when customers are not. Your attitude has a major effect on safety of this ride.
- Always allow plenty of time to complete all pre-opening and closing procedures. Keep your ride area clean and orderly
- In case of an accident, even a very small one:
 - Stop the ride
 - Get help (office or supervisor)
 - Aid the injured as best you can

- o Stay calm
- o Control crowds
- o When help arrives, assist them
- o Remember the facts-don't gossip- you will have plenty of time to tell the real story at a later time

Emergency Procedure

- Stop the ride
- Keep calm
- Assess the situation
- Help and assist with the issue safely if you can
- Notify your supervisor
- Keep the other patrons clear
- Help and assist all riders safety off the ride
- Once everyone is clear and out of the area safety attend to and or fix the situation
- Once fixed get the OK from your supervisor
- Record and fill in your logbook and happened
- Test ride

GAME TRAILERS

- Complete visual inspection of the area to ensure ground and aerial clearances
- Before erecting the game you must check there is enough space for the rise and that the surface is suitable for construction
- Mark out foundation perimeters
- Place trailer into position
- Lay out and construct foundation
- Level out
- Unload equipment
- Put signs up and lash tight
- Lash signage banners
- Set up steps fencing around perimeter
- Set up controls
- Set up lighting and power cords

OPERATING GUIDE:

- Check area
- Make sure game working and functions
- Greet patrons and take ticket
- Supervision by a qualified attendant is required at all times
- Any obstructions around the game
- Check for power
- Smile present well

Safety and Emergency procedure

- Be intimately familiar with your surroundings
- Monitor weather conditions
- All secure
- Anything happening on or near this game is your responsibility, not seeing anything is no excuse. **BE ALERT ALWAYS.**

BUNGY TRAMPOLINE

The Harnesses

- The harness is the actual link between the jumper and the elastics system. To safely utilize the bungee trampoline, both the jumper and the instructor need to fully understand proper harness fitting, adjusting, and positioning techniques.
- There are 5 sizes of harnesses:
 - o Extra Small (XS), -
 - o Small (S) –
 - o Medium (M). –
 - o Large (L)
 - o Extra Large (XL)
- The jumper should be fitted in a tight-fitting harness
- The jumper should wear the smallest size he/she fits.
- Getting a proper size is very important for both safety and comfort.

Harness fitting procedure:

- The jumper is to stand in front of the harness.
- Place the top strap above the hips of the jumper. This strap is to sit low on the waist of the jumper as possible.
- Close the buckle
- Tighten the strap around the hip, don't tighten too much, check the jumper feels comfortable
- The carabiners (safe snap links) should be on the outside and above the hips of the jumper.
- If you cannot close the strap completely, use a smaller harness.

If the jumper does not fit in any of the harnesses, do not use the bungee. The harness should fit the jumper tightly, but not so tightly that it is uncomfortable. The harness straps should rest comfortably at the top of the thighs and around the buttocks. Make sure that the clothing of the jumper is not bunched or gathered beneath the straps.

- The instructor should ask the jumper how the harness feels and make sure that the jumper is comfortable and confident in the harness.
- The jumper should be told to voice any concerns with the harness and or his/her comfort at ANY time during their time on the bungee.
- Should the harness become uncomfortable for the jumper during their time, instruct the jumpers to stop their movement and lower the winch down so the instructor can fix the harness.

The construction

- Make sure that the frame is clean and dry while operating the bungee.
- Be sure to secure all cables and bolts properly.
- All binding units and connection points should be completely closed and secure and should be monitored throughout usage.
- All ropes connected to the frame should be straight and able to move freely through the pulleys.
- Stop the operation immediately if any of the mentioned criteria's is malfunctioning.

Connections from the aluminium construction to jumper cord.

- One steel carabineer attaches to the Eye nut
- The steel carabineer attaches to the top pulley swivel
- Attach a second steel carabineer to the other end of the top pulley swivel

The Weight

- The minimum weight of a person using the bungee should be no less than 15 kg.

- The maximum weight per rider of the bungee is 90 kg.
- There is no minimum height restriction.
- The rider harness should fit correctly

The following table shows how many elastics should be utilized per side of the harness with these various weights.

The weight scale is not a critical to the operation. It is only a guideline for the operators.

NEVER USE LESS THAN 2 ELASTICS

Body Weight of Jumper (in kg) Number of Elastic to be attached to Each Side of the Harness

Kilograms	Number of elastics
Up to 15	2
15-24	2
25-36	3
35-48	4
49 – 60	5
61 – 72	6
73-85	7
85-90	8

A copy of this chart should always be posted at each trampoline for quick reference.

This chart is meant to be a rough orientation. The number of elastics needed vary greatly with the individual abilities of the jumper. This effect becomes more pronounced at the upper end of the weight scale as it goes almost unnoticed at the lower weight classes.

- Use the higher number of elastics if jumper is on upper end of weight range and/or if jumper is very dynamic and athletic.
- Never use any elastic that show signs of wear and tear.
- Always replace elastics with bungee trampoline system elastics; failure to do so will void your warranty.
- A jumper who is unable to refrain from swinging back and forth during the jump is attached to the incorrect number of elastics.

Emergency Procedure

- Stop the jumpers
- Keep calm
- Assess the situation
- Help and assist with the issue safely if you can
- Notify your supervisor
- Help the other patrons clear
- Leave the jumpers in the harness if a power failure
- 2 person on each jumper holding in position whilst releasing jumper from harness
- Help and assist all riders safely off the matts
- Once all riders are clear attend to and fix the issue
- Once fixed get the OK from your supervisor
- Record and fill in your logbook of what happened / incident report
- Test ride

NAME..... DATE.....
SIGN.....

SAFARI ADVENTURE/JURASSIC AND SLIDE INFLATABLE

Operating procedure:

- Greet riders and take ticket
- Check riders are above 3 years and meet all ride requirements including compatible age and size
- Instruct rides to remove shoes, eye wear and any sharp objects
- Ensure no food, drinks, gum, pets or silly string is in the inflatable area
- Riders with mental or physical impairment should not be allowed to use this inflatable
- Instruct riders on ride conditions and restrictions / restricted area / safety rules
- Advise riders to immediately exit the inflatable via the exit door or escape hatch if the unit begins to loose air.
- Immediately deflate the inflatable if wind speeds reaches threshold
- Refer to operating manual for inflatable and blower guidelines

Safety Requirements

The below rules must be followed to avoid any serious injury or death

- Supervision by a qualified attendant is required at all times
- REMOVE shoes, eyeglasses and any sharp objects
- Somersaults'. diving, wrestling, rough play and flips are prohibited
- NO food, drinks, gum, pets or silly string.
- Riders with mental or physical impairment SHOULD NOT be allowed to use this inflatable.
- EXIT if the unit begins to/loose air USE exit doors and escape hatches.
- DO NOT use and immediately deflate the inflatable if the winds exceed 15MPH; and/or it rains.
- Riders SHOULD all be of compatible age and size. (Please refer to the Information plate provided on the unit.)

Ages 3 and up only

- The inflatable MUST be securely tied down.
- Keep children away from the blower at all times
- Bounce away from others and away from the sides
- DO NOT jump on to or off the inflatable

TEA CUPS RIDE

Operator procedure:

- Welcome patrons and direct them to a cup placed evenly around the platform.
- Ensure all patrons meet safety entry requirements and no loose objects are placed in the cups
- Once placed evenly around the ride close entry gate to the cup
- Advise all patrons to remain seated at all times and to hold onto the middle hand rail in the centre of the cup at all times
- Ensure all patrons / spectators / object are not in the walkway / platform and all gates are secure
- Operate the ride
- With the speed control set at a desired position (this may be pre-set), press the GREEN control button. The ride is now ready to operate. To start press the GREEN 'start' button. Under normal operation this is the only button you will need to use.
- If you need to stop the ride; ie distress patron you will then use the RED 'stop' button.
- There is a large RED 'emergency stop' button, this is only to be used in emergencies.
- The duration of the ride may be regulated within the control system (with the recommended time of 2 minutes)
- Whenever the ride is in operation, careful observation of the ride and passengers must be maintained at all times. This will allow the operator to shut the ride down immediately should a passenger need to exit or the ride malfunctions, do this by pressing the RED 'stop' button
- Never overload any seating unit and careful observation of passengers behaviour whilst the ride is in operation is necessary
- Do not allow any passenger to stand whilst the ride is in motion
- Never play tag or attempt to touch passengers while the ride is in motion
- The ride will slow and stop automatically
- Ensure that no passengers stand until the ride has come to a complete stop. Open the rope gate to all cups, thereby engaging the brakes, stopping any further movement while passengers are being unloaded
- Open the exit point and be prepared to assist passengers in exiting the ride. Pay particular attention to helping small children if unaccompanied by an adult.
- Direct patrons to the exit
- Inspect each cup / platform for any issues / loose objects prior to next ride

Safety Procedure

- A trained operator shall be present at all times to regulate the use of the amusement device
- The operator shall ensure that the amusement device is balanced (when applicable)
- The operator shall ensure that all riders comply with posted safety directions
- The operator will evict any rider not complying with the rules and safety of the amusement device
- Operator is responsible of monitoring weather conditions and responsible of shutting down the ride if need too
- Operator must insure all rider restraints are on and in a working order before starting the ride cycle
- The operator must ensure that the area inside the safety fence / barrier is clear of persons and objects before starting the ride cycle
- The operator must not leave the amusement unattended whilst the ride is going if need to sure all the controls are locked to prevent unauthorised operation
- Operator must be free of drugs and alcohol whilst operating amusements
- The operator must take necessary steps to protect themselves against sunburn and dehydration.

APPENDIX U – DAILY MAINTENANCE CHECKLIST

Location:	semaphore	Date:	2.1.22
Owner of ride:	Show amusements		
Name of ride:	Dodgem cars		
Ride registration no:	S900499		
First aid location:			

CHECKLIST:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Check all blocking, support jacks, braces and ride level	W		Yes ☐ No ☒
Visually inspect safety items e.g. R clips, pins and bolts	W		Yes ☐ No ☒
Check roof net for holes	W		Yes ☐ No ☒
Check tie downs are secure	W		Yes ☐ No ☒
Check track bolts	W		Yes ☐ No ☒
Check tyre pressure	W		Yes ☐ No ☒
Check whips on cars	W	Replaced car whip	Yes ☒ No ☐
Check car poles	W		Yes ☐ No ☒
Check floor for sharp edges	W		Yes ☐ No ☒
Check rubber tyres	W		Yes ☐ No ☒
Check seat belts for wear	W		Yes ☐ No ☒
Check steering wheels	W		Yes ☐ No ☒
Check all cars, seats and padding	W		Yes ☐ No ☒
Check all passenger safety restraints	W		Yes ☐ No ☒
Check pa system and noise levels	W		Yes ☐ No ☒
Inspect decking, walkways and platforms	W		Yes ☐ No ☒
Check electrical cables, connections and earth leakage units	W		Yes ☐ No ☒
Check protruding edges and surfaces in cars and walkways	W		Yes ☐ No ☒

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Clean up checking overall appearance and housekeeping			Yes ☐ No ☒
Run ride in all modes of operation: - Starting - Stopping - Complete cycle - Speed check - Emergency stop			Yes ☐ No ☒
Other:			Yes ☐ No ☐

ACTIONS:

Issue identified	Controls	By who	Completed
whip on car 69 thinning	Change to new whip	Wayne lynch	Yes ☒ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

I have physically inspected and checked all of the above items as a part of the maintenance inspection.

Signed by operator:	
Dated by operator:	2.1.22
Signed by supervisor:	
Dated by supervisor:	2.1.22
Repairs complete and noted in log book:	Yes ☒ No ☐ Na ☐

APPENDIX V – WEEKLY MAINTENANCE CHECKLIST

This checklist is a guide only, refer to the manufacturers manual for detailed instructions.

Location:	semaphore	Date:	9.1.22
Owner of ride:	Show amusements		
Name of ride:	Dodgem cars		
Ride registration no:	S900469		
First aid location:			

CHECKLIST:

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Tighten floor bolts	he		Yes ☐ No ☒
Powder up rubber surround on cars	he		Yes ☐ No ☒
Whip changed or checked	he		Yes ☐ No ☒
Check bolts on roof	he		Yes ☐ No ☒
Remove cars and inspect undercarriage	he		Yes ☐ No ☒
Blow out cars motors from dust	he		Yes ☐ No ☒
Check all poles of cars for connection	he		Yes ☐ No ☒
Inspect seatbelts	he		Yes ☐ No ☒
Test and run all cars	he		Yes ☐ No ☒

ACTIONS:

Issue identified	Controls	By who	Completed
NOTHING NEEDED AT THIS TIME OF CHECK SCHEDULE	NIL	WAYNE LYNCH	Yes ☒ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

I have physically inspected and checked all of the above items as a part of the maintenance inspection.

Signed by operator:	
Dated by operator:	9.1.22
Signed by supervisor:	
Dated by supervisor:	9.1.22
Repairs complete and noted in log book:	Yes ☒ No ☐ Na ☐

APPENDIX W – CONTRACTOR REGISTER

Contractor	Type of Works	Risk Assessment Provided	Insurances Provided	Approved Y/N
NO CONTRACTORS				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐

APPENDIX X – INCIDENT REPORT

PERSON(S) INVOLVED IN INCIDENT DETAILS:

Person(s) Involved:		Sex:	
Division / Area:		Location:	
Organisation:		Contact No:	
Address:			
Phone:		Mobile:	
		Mobile:	
Employment:	☐ Staff ☐ Visitor	☐ Contractor ☐ Volunteer	☐ Third Party ☐ Public ☐ Other:

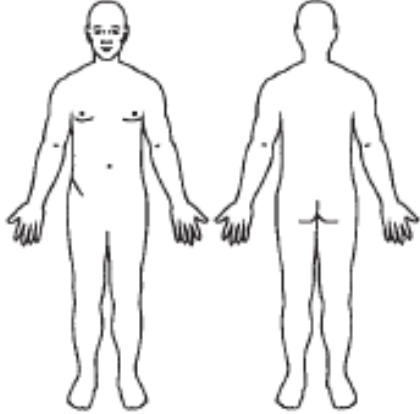
INCIDENT GENERAL DETAILS:

Type of incident:	Hazard ☐ Near Miss ☐ Injury ☐ Property ☐ Other ☐
If other, provide details:	
Date and time of incident:	
Who was the incident reported to:	
Was the incident serious:	Yes ☐ No ☐
Has the Regulator been notified (if notifiable):	Yes ☐ No ☐ N/A ☐
Witness name and contact details:	

INCIDENT DESCRIPTION:

What happened:	
How did it happen:	
What immediate action was taken:	

INJURY DETAILS:

Did the incident result in an injury:	Yes ☐ No ☐
If yes, what was the injury:	
Identify the injury locations on the sketch:	
What treatment was provided:	

CORRECTIVE ACTIONS:

Actions:	Responsibility:	Timeline:	Completion:

INCIDENT CONCLUSION:

Responsible person name:	
Responsible person signature:	
Incident report closed:	Yes ☐ No ☐