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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **RA008** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **HIRING OUT A VENUE** |
| **In conjunction with this risk assessment training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)*) | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)*) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Machinery & Equipment*** Collision with a vehicle
 | * Pedestrians could suffer serious injuries if struck by a vehicle
* Vehicle accidents
 | * Entrance / exit to car park clearly marked
* All visitors are to obey speed limits signposted throughout
* Vehicles to park in designated car parks only
* Ensure adequate access is available for emergency vehicles
* For large events, parking to be controlled by parking attendants who are clearly identified with high-vis clothing, i.e. vest. This is to be managed by the event organiser
* Evening events, adequate lighting is in place and all lights are on in the car park
* Specific parks have been allocated for disabled people
* Any deliveries are to be coordinated outside of event times
* Skip/recycling collection will occur outside of event times when venue is not in use
 |
| **Electricity*** Disruption to power supply
 | * Disruption to power supply (blackout)
* Electric shock
* Electrocution
* Burns
* Fire
* Death
 | * Fixed installation has been completed by licensed electricians and Certificate of Compliance (COC) obtained if relevant
* Any available portable electrical items (e.g. urns, pie warmers etc.) are tested and tagged. It is the responsibility of the event organiser / hirer to inspect all cords prior to use to ensure there is no visible damage in the cords. In the event there is a damaged cord, the item must not be used, tagged out of service and reported to the contact person for the venue
* Venue users bringing their own electrical equipment must ensure that the items are tested and tagged within the last 12 months
* Venue users know the location of the electrical switchboard and can access it in the event of an emergency
* All circuits are protected by RCD’s that have been tested on a regular basis (push button and operating time test)
* If fixed RCD’s are not in place, portable RCD’s are to be used with these tested and tagged, push button test completed at the time of use and an operating time test completed within the last two years
 |
| **Hazardous Chemicals*** Cleaning
* Smoking
 | * Skin irritation
* Eye irritation
* Respiratory problems through inhalation
* Fire
* Burns
* Irritation
* Passive inhalation
 | * Mops, buckets, brooms available for use at the venue
* Venue hirers (through hire agreement) are to provide their own cleaning chemicals. Chemicals are provided for the floor (where required). Any chemicals brought onto site must in its original container and clearly labelled
* Venue is a Smoke Free site.
* If smoking is permitted outside, cigarette disposal bins are available outside at designated areas
 |
| **Gravity*** Uneven surface of car park
* Cleaning floors
* Work at heights (e.g. Changing light bulbs, cleaning windows, putting up decorations)
 | * Sprains and strains
* Broken limbs
* Lacerations
* Concussion
* Contusion
* Abrasions
* Grazes
* Contusions
* Death
 | * Car park surface maintained to be as even as possible. Where any pot holes exist, they must be appropriately fixed or filled with road base. Where it isn’t possible to fix/repair, the pot holes must be clearly identified with yellow or white paint, witches hat etc.
* Parking spaces for visitors with disabilities are available
* Adequate lighting in car park and all external areas around the venue
* Users know (through hire agreement) to clean up spillages immediately and know where equipment is kept
* Mats are available at entrances to stop water being carried in and making floors slippery
* No storage in corridors or designated emergency egress pathways.
* No trailing of electrical leads/cables across walkways
* Appropriate, industrial rated ladder available for use (120kg min).
* Venue users know (through the hire agreement) that they are responsible for using ladders safely
* NO tables or chairs are permitted to stand on
* SOP for safe use of ladders displayed at venue (or attached to the ladder)
 |
| **Biological*** Incorrect storage / handling of food could cause food poisoning
* Rodents
* waste
* cleaning
* syringes
 | * Unhygienic kitchen
* Needlestick injuries
* Gastro
* Death
 | * Any person preparing food has completed a food safety course and must comply with Australia’s Food Safety Guidelines. [https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/public+health/food+safety+for+businesses/food+industry+sector/food+service+and+closely+related+retail](https://www.sahealth.sa.gov.au/wps/wcm/connect/public%2Bcontent/sa%2Bhealth%2Binternet/public%2Bhealth/food%2Bsafety%2Bfor%2Bbusinesses/food%2Bindustry%2Bsector/food%2Bservice%2Band%2Bclosely%2Brelated%2Bretail)
* It is the responsibility of the venue hirer to ensure food:
* is kept at the appropriate temperatures in the fridge/cool rooms
* cooked food is kept at the right temperatures
* Gloves are available and used
* Separate hand washing facilities are available
* Appropriate bins are available
* Pest management program in place
* Broken glass to be wrapped before disposing of in a bin
* Oils etc. not be put down drains
* Sharps disposal containers available in bathrooms
* Ovens, range hoods etc. are cleaned prior to use
* At conclusion of the event, oven, range hoods etc. must be cleaned and left in the condition they were at commencement
* If equipment is not working correctly or has been damaged, this must be reported immediately
 |
| **Psychosocial*** Violent behaviour due to intoxicated patrons
* Unwanted visitors
 | * Assaults
* Offensive language
* Property damage
* Disruption to the community by large gatherings outside
 | * It is the responsibility of the event organiser to obtain a liquor licence and comply with state regulations regarding responsible serving of alcohol.
* Large events (over 100) police must be informed
* Security must be provided
* Limiting alcohol consumption
* Limit social media (Facebook group)
* Notifying only guests of the event
 |
| **Noise*** Amplified Music
 | * Complaints from neighbours
* Persons at event could sustain ear damage
* Hearing loss.
 | * Amplified music must cease before midnight (as agreed in the hire agreement)
* Limit access to music where one person controls the music
* Notify close numbers with a phone number of whom to contact should there be complaints of too much noise
 |
| **Other*** Emergencies / Fire
 | * Death
* Burns
* Serious injuries
* Loss of property
 | * Event organiser to ensure wardens are allocated
* Venue is fitted with smoke detectors
* Emergency evacuation diagrams are displayed throughout the venue. It is the responsibility of the event organiser to familiarise themselves with the evacuation procedures
* Fire extinguishers and fire blankets are available throughout the venue and maintained
* If using food vendors, gas bottles / cylinders must be secured and less than 10 years from last inspection. Cooking to be conducted away from flammable materials.
 |
| **Other*** Insurance
* Injury Management
 | * Any injury
 | * Event to have appropriate insurance
* Current and complete First Aid kit is available
* Current Senior First Aider is in attendance
* It is the responsibility of the event organiser to provide first aid treatment to their guests/visitors/patrons
* **In event of an emergency call 000**
* Where possible an Automatic External Defibrillator (AED) is available. In the event the AED is used, this must be reported to CSHWSA ASAP
 |
| **Other** | *
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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |