Risk Management and Business Operations Plan

Effective 17 May 2023

Document owner:
J and A amusements

Application:
Various events and locations across Australia

Stakeholders:
Management, staff, contractors, customers and patrons

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Document identification:
IPTJC-ROP-001

Document version control:
Version 1, 17 May 2023

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J & A Amusements
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Contents

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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, observations and documentation made available at the time of development.

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SECTION 1: GENERAL INFORMATION

1.1 ABOUT

J and A amusements is a family owned and operated amusement device operator and party hire supplier situated in Glenburn and operates throughout Australia.

J and A amusements predominantly own, operate and hire amusement devices (mechanical and inflatable) and party hire equipment. Mechanical amusement devices are only hired with operator.

Inflatable Amusement devices:

- 1x inflatable Scooby doo 4m x 5m
- 1x inflatable Pirates of the Caribbean 4m x 5m
- 1x inflatable small castle with slide 7m x 8m
- 1x inflatable Smurfland 12m x 24m

Mechanical amusement devices:

- X1 Bungee trampoline

Games and other devices:

- X1 Laughing clown game
- X1 Catch the duck game
- X1 Nerf gun game
- X1 Beer bust game
- X1 Bucket game
- X1 Archery game
- X1 ball crawl with slide

Food vans:

- X1 Grab Some Grub
- X1 Highway Kababs
- X1 fairy floss/ snow cone cart

J and A amusements are committed to providing safe, compliant and registered amusement devices and competent installers 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 (where required) and maintained in accordance with documented systems and Australian Standards.

1.2 PURPOSE

J and A 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 device hire and operation and related business operations.

1.3 SCOPE

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

1.4 INSURANCE

J and A 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
Jason Fraser	Owner / Supervisor		

1.6 KEY CONTACTS

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

Key Contact	Number	Email
Jason Fraser	0418 691 927	jason.fraser@live.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 devices are compliant, fit for purpose and safe • Amusement devices are inspected by an engineer and registered annually • Appropriate insurance coverage is in place • Amusement device 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
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: • Indemnities are completed and returned • Terms, conditions and operational safety requirements are followed • Supervision of amusement device activities 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

J and A amusements recognizes 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.

J and A 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:

Jason Fraser

Director

3.2 HEALTH AND SAFETY

J and A 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.

Endorsement:

This policy is endorsed by:

Jason Fraser

Director

3.3 INJURY MANAGEMENT POLICY

J and A amusements recognizes 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:

Jason Fraser

Director

3.4 AGGRESSION AND VIOLENCE POLICY

J and A 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:

Jason Fraser

Director

SECTION 4: RISK MANAGEMENT

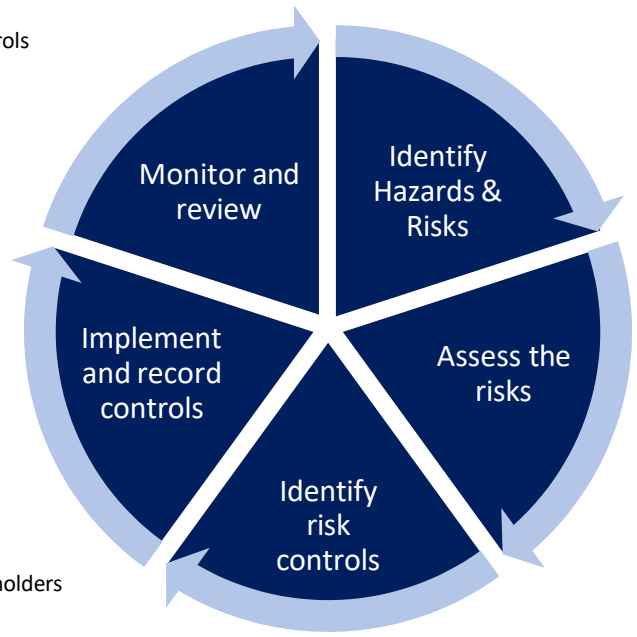
4.1 RISK FRAMEWORK

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.

- Review effectiveness of controls
- Discuss with workers
- Identify opportunities for continuous improvement



- Identify activities and operational risk profile
- Review incidents / checklists
- Facilitate consultation

- Complete risk assessments
- Develop safe systems of work
- Implement risk controls
- Communicate and train stakeholders

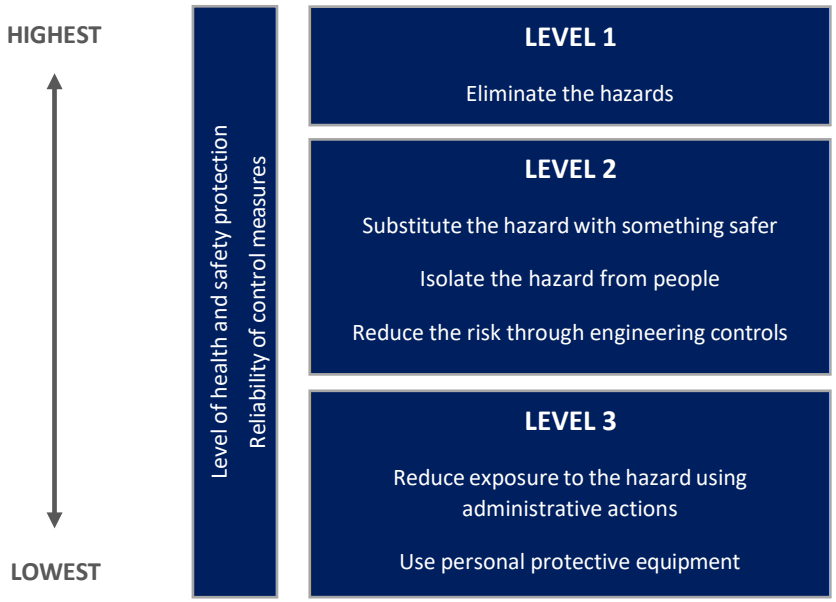
- Use risk assessment tools
- Identify what could go wrong / how
- Assess likelihood and consequence
- Prioritise based on risk

- Identify risk mitigation controls.
- Identify solutions with workers, managers, stakeholders and assign responsibility
- Refer to Regulations, Codes of Practice and Standards

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 • Parental / guardian consent and responsibility • Insurance policies in place
COVID-19	• COVID safety provisions and implementation • QR code, social distancing and hygiene provisions • Instruction, communication and compliance monitoring / management
Hygiene	• Daily cleaning • Pre and post use cleaning
Working with children	• Working with children check / blue card for relevant staff (where required) • Parental / guardian and staff supervision • Restricted access / areas
Information and training	• Staff trained and competent • Hire terms and conditions • Customer information, safety rules and briefing
Electrical	• Regular inspections of electrical leads • Test and tag arrangements in place and RCD for mains • 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 and nominated first aiders • 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 (where required)
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 and conditions on display • Containment fencing installed around the amusement device (where required) • Controlled access and egress points (where required)
Operations and supervision	• Personal safety and capacity restrictions • Safety rules and conditions of use enforced • Parental / guardian supervision of persons under 18
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
Hire equipment:	
Compliance	• Pre and post hire inspections and cleaning • Equipment in working order and fit for purpose • Electrical and gas fixtures free from damage and maintained
Food safety and equipment	• Safe food handling practices, hygiene management and monitoring • Fire safety and electrical compliance • Routine cleaning and maintenance
Inspection and maintenance	• Pre and post hire 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 amusements rides and subsequence 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 and section 8.1.
Engineering inspection and certification	Refer to section 7.3 and section 8.3.
Regulatory registrations	Refer to section 7.4 and section 8.4.
Induction and Training	
Training and competency	Refer to section 7.5 and section 8.5.
Training procedure	Refer to Appendix I.
Training record	Refer to Appendix G.
Customer Information and Indemnities	
Amusement ride safety	Refer to section 7.7 and section 8.12.
Hire agreement	Refer to section 6.5, section 6.6 and Waiver Form.
Responsibilities and Policies	
Roles and responsibilities	Refer to section 2.
Policies	Refer to section 2.
Amusement Ride Requirements, Inspections and Maintenance	
Amusement device general	Refer to section 6.
Mechanical Amusement devices	Refer to section 7.
Inflatable Amusement devices	Refer to section 8.
Inspections and maintenance	Refer to sections 7.11 to 7.13 and sections 8.16 to 8.20.
Mechanical setup checklist	Refer to Appendix K Mechanical Setup Checklist.

Inflatable setup checklist	Refer to Appendix L Inflatable Setup Checklist.
Maintenance records	Refer to Appendix F Record of All Repairs and Alternations.
Inspection records	Refer to Appendix G Record of Inspections.
Risk and Safety	
Mechanical risk assessment	Refer to Appendix a Mechanical Amusement Device Risk Assessment.
Inflatable risk assessment	Refer to Appendix B Inflatable Amusement Device Risk Assessment.
Other device risk assessment	
Emergency Preparedness and Response	
Adverse weather	Refer to section 6.6.
Weather and wind management plan	Refer to section 7.10 and section 8.15.
Incident and emergency management	Refer to section 9.
Incident report	Refer to Appendix N Incident Report.
Additional Documentation and Resources	
Jumping castle safe work method statement	J and A amusements separate document.
Inflatable amusement rides safety guidelines for operators	J and A amusements separate document.
Supervisor training checklist	J and A amusements separate document.
Inflatable amusement device setup and pack down checklist	J and A amusements separate document.

SECTION 6: AMUSEMENT DEVICES AND PARTY EQUIPMENT 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 under hire arrangements
- 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 and 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

Mechanical and Inflatable (with platform 3m and above) 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 PARTY EQUIPMENT HIRE

The following risk management controls have been established for party equipment and non-amusement device equipment hire:

- Pre and post hire condition inspections and cleaning
- Scheduled electrical test and tag and electrical lead inspections (pre and post hire)
- Routine inspections and maintenance
- Safe manual handling and use of manual aids for large / heavy equipment
- Terms, conditions, indemnity waivers and customer instructions

6.5 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 hire and 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 and hire agreements

Terms, conditions and restrictions are implemented and monitored by competent staff and relevant documentation such as waivers and hire agreements are retained by management.

6.6 DRY HIRE AND CUSTOMER INFORMATION AND INSTRUCTION

Strict risk management provisions are established for the dry hire of amusement devices such as mechanical devices, inflatables, games and hire equipment, these provisions include but are not limited to:

- Hire agreements and indemnity waivers
- Installation and pack-up (bump in and out) by trained and competent staff (for amusements)
- Pre-use / post setup safety inspection by trained and competent staff
- Communication of safety rules, conditions of use and restrictions
- Communication of supervision, hygiene and cleaning requirements
- Communication of wind rating and weather and wind management plan
- Communication of evacuation and isolation procedures
- Communication of incident reporting and emergency procedures

Hire agreements, waivers, information and instruction records are documented and retained by management.

6.7 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

6.8 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.

6.9 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.

6.10 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 provisions and cleaning protocols
- Safe access, contact tracing, 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
- Equipment and temporary infrastructure are fit for purpose, 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

6.11 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 / communicated
- Checking all fences and access points are secure and restricted access provisions are in place
- Checking walkways, staff and public areas for slips, trip and fall hazards
- Checking contractors have provided insurances and are working safely
- Checking other equipment and temporary infrastructure is compliant and safe
- Checking equipment and amusement devices are secure, compliant and safe
- Checking anchoring systems are setup correctly and the amusement device is stable
- Checking stabilising systems / anchors are setup correctly and the amusement device is stable
- Checking staff / operators / customers 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

6.12 COVID-19

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

- Implementation of a COVIDSafe plan / management provisions
- All persons accessing the amusement devices / general areas scan the QR code
- 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

6.13 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

6.14 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 mechanical aids or lifts to move materials to work / delivery 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

6.15 ELECTRICAL

Electrical equipment must be maintained in a safe condition and used it 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
- 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.

6.16 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 DEVICES

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, if 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 (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 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 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 loading procedures
- Safe operation of the device
- Customer / patron / passenger restraint and or protective equipment
- 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

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 checklist. The competent operator will conduct that 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 manufactures manual, engineering specification and Australian Standards
- Implementation of anchorage / stabiliser / outrigger systems to withstand the required loads in accordance with manufactures 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 stop
- 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 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

7.10 WEATHER AND WIND MANAGEMENT PLAN

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

Device	Wind rating / threshold	Weather restrictions
Mechanical rides	40kph	Cessation of ride in the event of rain, thunderstorm, lightening, wind and other inclement weather events.

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 the amusement device being used	• 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 reach up to 15kph	• Conduct weather and wind checks every 15 minutes • Inspect stabilisers / anchors / outriggers (where installed) and general integrity every 15 minutes • Pack down marquees, umbrellas and loose items
Weather conditions fine with moderate wind / wind speeds and gusts greater that 15kph but less than 30kph	• Conduct weather and wind checks every 10 minutes • Inspect anchors and general integrity every 10 minutes
Inclement weather including rain or storm and / or wind speeds and gusts reach 40kph	• 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
- 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

7.11 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
- 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.

7.12 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
- 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

7.13 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						X
Maintenance						
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 the manufacturers and Australian Standards requirements.

7.14 STORAGE

Storage arrangements for amusement ride 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, if 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 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

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 and 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 (earth anchors are used 660mm, inserted 350mm into ground)
- If earth anchors used and protrude out of ground, padded covers are to be installed over pegs to protect persons from injury and highlight the position of the ped
- If ground fixing pegs are used they 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 customer / 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 customers / 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 of 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
- Registration is within 12 months with State Regulator (platform 3m and above)
- Inspection and maintenance activities and log books 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 devices have the following weather and wind restrictions:

Device	Wind rating / threshold	Weather restrictions
Smurfland inflatable device	40kph	Cessation of ride in the event of rain, thunderstorm, lightening, wind and other inclement weather events.
Small Inflatable devices and jumping castles	25kph	Cessation of ride in the event of rain, thunderstorm, lightening, wind and other inclement weather events.

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 the amusement device being used	• 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 reach up to 15kph	• Conduct weather and wind checks every 15 minutes • Inspect anchors and general integrity every 15 minutes
Weather conditions fine with moderate wind / wind speeds and gusts greater that 15kph but less than 20kph	• Conduct weather and wind checks every 10 minutes • Inspect anchors and general integrity every 10 minutes
Small castles Inclement weather including rain or storm and / or wind speeds and gusts reach 25kph	• Cessation of inflatable amusement device activities • Evacuation of users from the device and general areas • Deflation and securing of device and removal of electrical devices and blower
Smurfland Inclement weather including rain or storm and / or wind speeds and gusts reach 40kph	• Cessation of inflatable amusement device activities • Evacuation of users from the device and general areas • Deflation and securing of device and removal of electrical devices and blower

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
- Wind speeds and or gusts increases to above the threshold / limit
- The device shows signs of losing pressure, shape or instability
- The anchor points become loose or unattached

- The supervisor becomes unavailable
- Rain or inclement weather occurs

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 damages
- 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 stop button (where relevant)
- 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 Appendix L Incident Report.

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 devices	Pre and post to operation	Owner
Operational and post assembly inspections	Post assembly / prior to use	Owner
Maintenance inspections and repairs	Daily / post use / per maintenance schedule	Owner
Engineering integrity and compliance inspections	Pre-purchase / annual	Owner / 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 and Occupational 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 amusement disruption; or
- Process improvement initiatives.

10.4 DOCUMENT CONTROL

Revision No	Date	Comments and Change References	Revised By
V1	17/05/2023	First issue.	J and A 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 – MECHANICAL AMUSEMENT RIDE RISK ASSESSMENT

GENERAL INFORMATION:

Company / organisation:	J and A amusements	ABN:	94976369193
Address:	119 Two Hills Rd, Glenburn, Vic, 3717	Locations:	Hire and events in Australia
Activity:	Mechanical rides hire with operator		
Date developed:	17/05/2023	Developed by:	Ryan Kellen, Simplifyrisk (ABN 55 633 578 864)
RA approved by:	Jason Fraser	Date of next review:	17/05/2026

REQUIREMENTS:

Person(s) responsible for implementing and monitoring the risk assessment:	Jason Fraser
Applicable legislation and compliance references:	Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 Occupational Health and Safety Act 2014 and Occupational Health and Safety Regulation 2017 Code of Practice – How to manage work health and safety risks 2011 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:

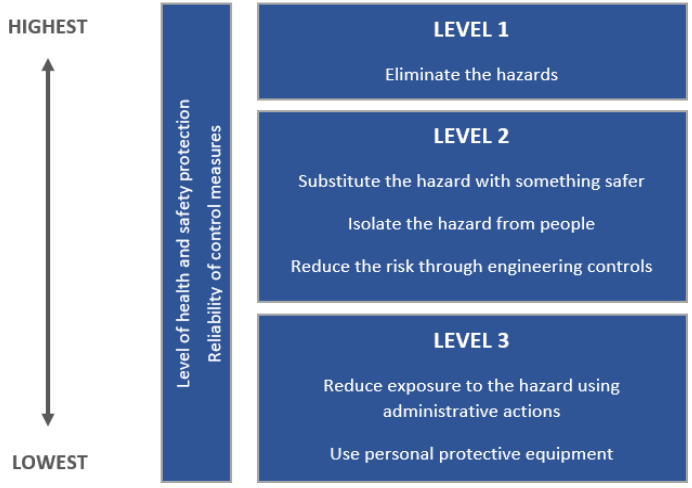
The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

		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



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, waivers 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 Customers
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 safety provisions. • Strict cleaning protocols for all equipment (pre and post operation). • All staff / customers / patrons accessing the amusement device to scan QR code (where required). • 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 Customers
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
Customer information and instruction	Customers not provided with adequate information and instruction on the safe use and operations of the amusement device or emergency procedures resulting in an incident, injury and or property damage.	L3	C4	High	• All customers instructed on correct / safe operation of amusement devices and emergency procedures. • All customers instructed on wind and weather monitoring and response procedures.	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	C3	Moderate	• Emergency management and evacuation procedures in place for amusement devices. • Staff / customer trained on enacting / implementing emergency and evacuation procedures. • Emergency procedures communicated with customers / patrons prior to use of amusement device.	L1	C3	Low	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 Staff / installers / customers 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	• Staff / installers understand and follow manual handling guidelines . • Warm/up stretches and rotation of manual tasks between operators. • Use of equipment and mechanical aid.	L2	C3	Moderate	Management Staff / installers

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 a serious injury to a customer / patron and or property damage.	L3	C4	High	• Daily inspections completed by staff prior to customer / patron use. • Post-setup inspection and safety checks prior to allowing use (following the device inspection checklist). • 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 hired / 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.	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 / mechanical bull	Mechanical amusement device not installed or secured correctly resulting in a 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 customer and inspected for safety hazards. • Location hazards and terrain hazards identified, location must be away from impact, electrical hazards and on a flat and stable surface / ground. • Mains controls, footing / legs / stabilizers to be inspected and in working order and stable. • Access to moving parts / electrical components to be prevented through guarding / secure enclosures. • Appropriate safety equipment, fire extinguisher and padding to be installed. • Earthing stake for console firmly pressed into the ground / installed correctly.	L1	C4	Moderate	Management Staff / installer / operator
Access and restricted use	Customer / patron restrictions including age, height, weight and medical not established or communicated resulting injury / death or medical event.	L3	C4	High	• Installation of inflatable surround and padded containment areas. • 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
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, handles / restraints, general condition of device, electrical / control unit 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 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**	
Mechanical ride operation	Seating and handles not secure or used while in operation resulting in a fall / serious injury and or property damage.	L3	C4	High	• Customers instructed on safety requirements for the use of the seat, saddle and handles. • Restraints / saddle / handles regularly inspected, tested and maintained in accordance with the manufacturers requirements and maintenance schedule. • Staff / installer to inspect and ensure seats, saddles and restraint devices are secure and in working order.	L1	C4	Moderate	Management Staff / installer/ operator Customer
Emergency stop	Emergency stop 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 are installed on all mechanical amusement devices and remote. • Emergency stop are labelled, clearly is visible and tested on a daily basis as a part of the pre-operation inspection process. • Staff / operators are trained / instructed on the use of emergency stop.	L1	C4	Moderate	Management Staff / installer/ operator Customer
Electrical equipment	Electrical equipment not fit for purpose, damages and or not maintained resulting is power failure and or property damage.	L3	C3	Moderate	• All electrical systems and equipment to inspected and confirmed fit for purpose. • Electrical equipment inspected, tested and maintained by a competent person.	L1	C3	Low	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**	
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 customer 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 use safety restraint devices, seats and handles. • Behavior is monitored and managed to ensure no unsafe acts or dangerous behaviors occur, emergency stop procedures to be enacted if this occurs. • Customer to supervise amusement device activities at all times. • Enact emergency procedures in the event of an emergency or inclement weather.	L1	C3	Low	Management Staff / installer/ operator Customer
Inclement Weather	Inclement weather such as windy conditions, rain, storm or electrical storm event compromises the integrity of the amusement device and creates unsafe conditions resulting in a serious injury 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 40kph. • Safety checks including device integrity and slippery surfaces to be conducted and addressed prior to recommencement after inclement weather / event.	L1	C4	Moderate	Management Staff / installer/ operator Customer
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:

APPENDIX B – INFLATABLE AMUSEMENT DEVICE RISK ASSESSMENT

GENERAL INFORMATION:

Company / organisation:	J and A amusements	ABN:	94976369193
Address:	119 Two Hills Rd, Glenburn, Vic, 3717	Locations:	Hire and events in Australia
Activity:	Inflatable jumping castles, slides and other devices installation.		
Date developed:	17/05/2023	Developed by:	Ryan Kellen, Simplifyrisk (ABN 55 633 578 864)
RA approved by:	Jason Fraser	Date of next review:	17/05/2026

REQUIREMENTS:

Person(s) responsible for implementing and monitoring the risk assessment:	Jason Fraser
Applicable legislation and compliance references:	Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 Occupational Health and Safety Act 2014 and Occupational Health and Safety Regulation 2017 Code of Practice – How to manage work health and safety risks 2011 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 3533.4.1 - Amusement rides and devices specific requirements - land-borne inflatable 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, blowers 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:	None.

RISK ASSESSMENT MATRIX:

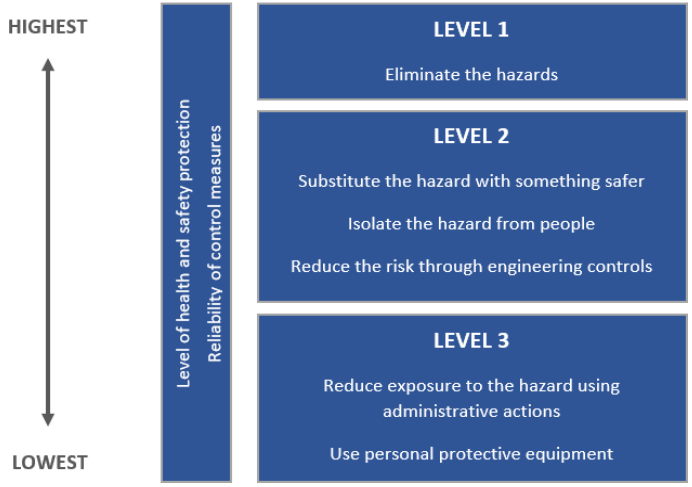
The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

		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



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, waivers 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 Customers
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 scan QR code (where required). • 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 Customers
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
Customer information and instruction	Customers not provided with adequate information and instruction on the safe use and operations of the amusement device or emergency procedures resulting in an incident, injury and or property damage.	L3	C4	High	• All customers instructed on correct / safe operation of amusement devices and emergency procedures. • All customers instructed on wind and weather monitoring and response procedures.	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	C3	Moderate	• Emergency management and evacuation procedures in place for amusement devices. • Staff / customer trained on enacting / implementing emergency and evacuation procedures. • Emergency procedures communicated with customers / patrons prior to use of amusement device.	L1	C3	Low	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 / customers 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	• Staff / installer understand and follow manual handling guidelines . • Warm/up stretches and rotation of manual tasks between operators. • Use of equipment and mechanical aid.	L2	C3	Moderate	Management Staff / installer / 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 and AS 3533.4.1 • Certificates of conformity obtained from manufacturer. • Annual registration with Regulator (platforms 3m and above) 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 prior to customer / patron use. • Post-setup inspection and safety checks prior to allowing use (following the device inspection checklist). • 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 hired / 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 including blowers. • 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.	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.	L1	C3	Low	Management Staff / installer / operator
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.	L1	C3	Low	Management Staff / installer / operator
Customer instruction and safety (for dry hire)	Customers not clear on basic operations and or fails to adhere to terms, conditions and supervision requirements resulting in a, injury to a customer / patron and or property damage.	L3	C3	Moderate	• Terms, conditions and waivers communicated to client. • Safe operation and mandatory supervision requirements communicated with customer. • Restricted use (height, weight, age group, medical) communicated with customer. • Inclement weather, wind ratings and cessation of activity requirements communicated with customer. • Emergency / evacuation procedures communicated with customer.	L1	C3	Low	Management Staff / installer / 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**	
Electrical equipment	Electrical equipment not fit for purpose, damages and or not maintained resulting is power failure and or property damage.	L3	C3	Moderate	• All electrical systems and equipment to inspected and confirmed fit for purpose. • Electrical equipment inspected, tested and maintained by a competent person.	L1	C3	Low	Management
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	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 / installer / operator Customer
Inclement Weather for small castle	Inclement weather such as windy conditions, rain, storm or electrical storm event compromises the integrity of the amusement device and creates unsafe conditions resulting in a serious injury 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 25kph. • Safety checks including device integrity and slippery surfaces to be conducted and addressed prior to recommencement after inclement weather / event.	L1	C4	Moderate	Management Staff / installer / 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**	
Smurfland inclement weather	Inclement weather such as windy conditions, rain, storm or electrical storm event compromises the integrity of the amusement device and creates unsafe conditions resulting in a serious injury to a customer / patron and or property damage.	L3	C4	high	• Daily weather information monitored on BOM and Willy Weather 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 40kph. • Safety checks including device integrity and slippery surfaces to be conducted and addressed prior to recommencement after inclement weather / event.	L1	C4	moderate	Management Staff / installer / operator Customer
					•				

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:

APPENDIX D – OTHER RISK ASSESSMENT

GENERAL INFORMATION:

Company / organisation:	J and A amusements	ABN:	94976369193
Address:	119 Two Hills Rd, Glenburn, Vic,3717	Locations:	Hire and events in Australia
Activity:			
Date developed:		Developed by:	
RA approved by:	Jason Fraser	Date of next review:	

REQUIREMENTS:

Person(s) responsible for implementing and monitoring the risk assessment:	Jason Fraser
Applicable legislation and compliance references:	Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 Occupational Health and Safety Act 2014 and Occupational Health and Safety Regulation 2017 Code of Practice – How to manage work health and safety risks 2011 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 3533.4.1 - Amusement rides and devices specific requirements - land-borne inflatable 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 (where required). 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:	None.

RISK ASSESSMENT MATRIX:

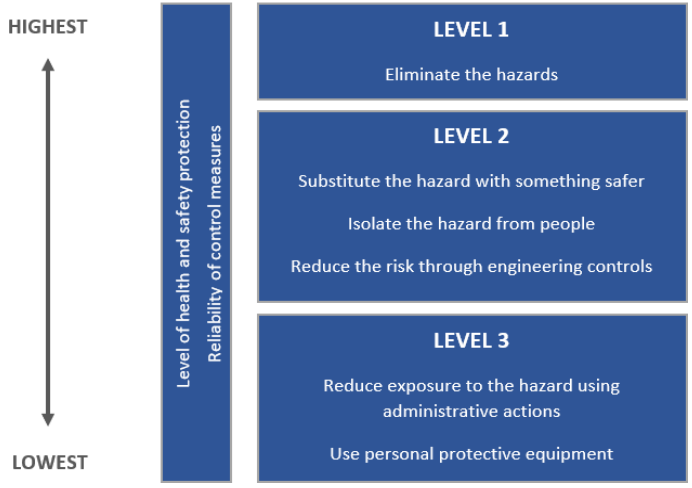
The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

		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



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, waivers 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 Customers
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 scan QR code (where required). • 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 Customers
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
Customer information and instruction	Customers not provided with adequate information and instruction on the safe use and operations of the amusement device or emergency procedures resulting in an incident, injury and or property damage.	L3	C4	High	• All customers instructed on correct / safe operation of devices and emergency procedures. • All customers instructed on wind and weather monitoring and response procedures.	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	C3	Moderate	• Emergency management and evacuation procedures in place for amusement devices. • Staff / customer trained on enacting / implementing emergency and evacuation procedures. • Emergency procedures communicated with customers / patrons prior to use of amusement device.	L1	C3	Low	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 / customers 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	• Staff / installer understand and follow manual handling guidelines . • Warm/up stretches and rotation of manual tasks between operators. • Use of equipment and mechanical aid.	L2	C3	Moderate	Management Staff / installer / 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**	
Maintenance	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 prior to customer / patron use. • Post-setup inspection and safety checks prior to allowing use. • 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 device from being hired / 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 (where used).	L1	C4	Moderate	Management
Transporting device	Motor vehicle accident, 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 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**	
					•				
					•				
					•				
					•				
					•				

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:

APPENDIX E – 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

APPENDIX F – 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

APPENDIX G – 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

APPENDIX H – TRAINING REGISTER

Date	Full Name	Type of Training	Signature	Assessed By	Signature

APPENDIX I – RECORD OF RIDE AND DEVICE SETUP

Date	Location	Comments (weather, ground surface, hazards, setup problems)	Servicing as Per Schedule Y/N	Daily Checklists Completed	Name / Signature

APPENDIX J – OPERATOR TRAINING PROCEDURE

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 _____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 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 operates the device, under close supervision, with passengers _____times

8. Operator is assessed as competent and signs off on training

Trainee full name:	
Trainee signature:	
Date of completion:	
Name of trainer:	Jason Fraser
Trainer signature:	
Is the trainee competent:	Yes ☐ No ☐

APPENDIX K – MECHANICAL DEVICE SETUP CHECKLIST

Location:		Date:	
Owner of device:			
Name of device:			
Ride registration no:			
First aid location:			

GENERAL (guide only)

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Is the device fit for purpose			Yes ☐ No ☐
Are maintenance records up to date			Yes ☐ No ☐
Is the device located on a flat and stable surface			Yes ☐ No ☐
Is safety equipment including inflatable containment and extinguisher available			Yes ☐ No ☐
Has the device been tested and deemed to be in safe working order			Yes ☐ No ☐
Has the stop button been tested and deemed to be in safe working order			Yes ☐ No ☐
Is electrical equipment in a safe condition and functioning			Yes ☐ No ☐
Are hazards adequately labelled and moving parts or pinch points guarded			Yes ☐ No ☐
Has the customer been instructed on safe operation procedures			Yes ☐ No ☐
Has the customer been instructed on rules and restrictions			Yes ☐ No ☐
Has the customer been instructed on emergency and weather and wind management procedures			Yes ☐ No ☐
Has the customer completed waivers and agreements			Yes ☐ No ☐
Has safety signage / conditions of use / rules been installed			Yes ☐ No ☐
Is a copy of the operating instructions and log book available			Yes ☐ No ☐
Is there no adverse weather conditions Rain, windspeed over 40kph			Yes ☐ No ☐

I have physically inspected and checked all of the above items prior use.

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

APPENDIX L – INFLATABLE DEVICE SETUP CHECKLIST

Location:		Date:	
Owner of device:			
Name of device:	Small castle		
Ride registration no:			
First aid location:			

GENERAL (guide only)

Item	Satisfactory (operators initials)	Unsatisfactory (actions taken)	Repairs required Y/N
Electrical power is within 25m of unit and is securely and safely supplied to unit (cables cordoned off)			Yes ☐ No ☐
Area is free from debris and obstructions and allows easy access to all sides and to prevent damage			Yes ☐ No ☐
Area overhead inflatable is free from any dangerous items, obstructions, and power lines			Yes ☐ No ☐
A clearance of 2m from wall and concrete surfaces is established			Yes ☐ No ☐
All tethers and stakes have been securely installed			Yes ☐ No ☐
Unit including netting is clean and free from damage, tears, or holes			Yes ☐ No ☐
Unit has been successfully inflated with renter present and is in good working condition			Yes ☐ No ☐
Warnings are clearly posted on inflatable, and renter has been instructed on safety and use			Yes ☐ No ☐
Customer has been shown emergency shutdown/deflation procedures for inflatable			Yes ☐ No ☐
Customer must read, understand, and initial rules of use.			Yes ☐ No ☐
Has the customer been instructed on emergency and weather and wind management procedures			Yes ☐ No ☐
Has the customer been instructed on supervision requirements of at least 1 adult when in use			Yes ☐ No ☐
Has the customer completed waivers and agreements			Yes ☐ No ☐
Is a copy of the operating instructions and log book available			Yes ☐ No ☐
Is there no adverse weather: rain, lightening or windspeed over 25kph			Yes ☐ No ☐

I have physically inspected and checked all of the above items prior to use.

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

APPENDIX M – CONTRACTOR REGISTER

Contractor	Type of Works	Risk Assessment Provided	Insurances Provided	Approved Y/N
				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 N – INCIDENT REPORT

PERSON(S) INVOLVED IN INCIDENT DETAILS:

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

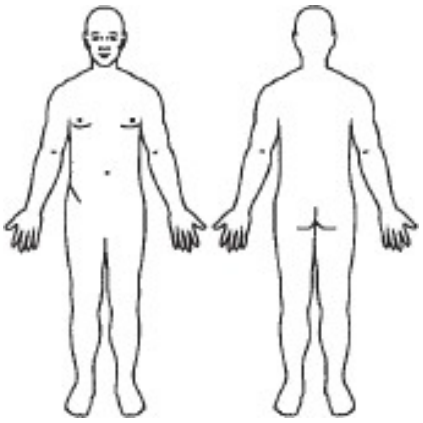
INCIDENT GENERAL DETAILS:

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 ☐