

Checklist 4

Fashion Shows / Balls / Concerts RISK ASSESSMENT

Art Shows, Quiz Nights, Film Shows, Fund Raising

District Conferences, Club Change-overs.

Revision 3

DATE: 12/08/2020

Risk Assessment Checklist		NA	C
4.1.1	Name of the event: Date: _____ If this event is to be repeated with identical requirements list the dates on Checklist 1. Complete Checklist 1		
4.1.2	One member or a member of the organisation hired for the function must carry a mobile sat/phone with current Emergency Police, Fire and Ambulance numbers inserted.		
4.1.3	Theatre, Hall, Conference / Auditoria / Hall must be insured, and a copy made available.		
4.1.4	All other venues, eg. Registration venue, Dinner / Restaurant venues / House of Friendship etc. Must be insured.		
4.1.5	At all venues 1 st Aid provisions in place. Full fire detection and fighting facilities in place. MCs to formally detail evacuation protocols at commencement of each event.		
4.1.6	Under Work Health and Safety Legislation (All States and Territories) venues are obliged to: <ul style="list-style-type: none"> ➤ Provide Safe work premises. Nominate a WHS supervisor. ➤ Assess risks and implement control measures as required. ➤ Ensure safe use and handling of goods and substances ➤ Provide and maintain safe machinery and materials ➤ Assess workplace layout and provide safe systems of work ➤ Provide a suitable working environment and facilities ➤ Have insurance and in the case of employees, workers compensation. 		
4.1.7	IMPORTANT. Be aware of all/any additional hazards which may exist specific to the venue being used, (for example if the venue is beside a lake or on a boat etc.) Plan controls/ mitigation of hazards. Anticipate and prepare for forecast inclement weather conditions.		
4.1.8	To satisfy the above (1.1.5) carry out a detailed inspection of the site and ask the appropriate questions. The legal obligations will vary according to circumstances and industry. In some cases, you may need to seek legal opinion on what is applicable to your situation. Peter Tiffin is the contact. Governance s advised.		
4.1.9	Remind venues involved that under WHS requirements they must: <ul style="list-style-type: none"> ➤ Comply with instructions given for work health and safety. ➤ Use and be trained to use provided personal protective equipment (PPE). ➤ Not willfully or recklessly interfere with or misuse anything provided for WHS at the workplace. ➤ Not willfully place others at risk and, ➤ Not willfully injure themselves. ➤ Comply with COVID-19 registration and make declarations. 		
4.1.10	Where there is a stage provided and access from the auditorium floor is via steps there must be handrail/s provided. Mosh pitting and all similar practices will not be permitted. Floors and stairs fully compliant with latest standards.		
4.1.11	The sale of alcohol requires a seller's license and selling restricted to over 18s only qualified dedicated staff to serve.		
4.1.12	All venues to be fully disabled person friendly. Lifts provided and disabled seating provisions as required.		
4.1.13	All venues must have clear emergency vehicle access and egress.		
Approval	Sign: _____ Date: _____		
Note: NA = Not applicable, C = Complied with.			