

RISK ASSESSMENT – HIRE OF MARYBOROUGH SHOWGROUNDS AND EQUESTRIAN PARK FACILITIES



EVENT: \_\_\_\_\_

All Facilities or specify Buildings/Arenas/Other Areas: \_\_\_\_\_

Name of Hirer: \_\_\_\_\_ Date of Event/s: \_\_\_\_\_

**This risk assessment document is to be filled in and provided to the Venue staff TEN DAYS prior to the Hire Period.**

Activities (General)	Hazards	Control Measures	Additional Comments	Hazard Rating	Risk Result
Access to building	<input type="checkbox"/> Barriers for disabled patrons <input type="checkbox"/> Blocked access to emergency equipment and safe exit points.	<input type="checkbox"/> Ramps <input type="checkbox"/> Clear aisles for prams, wheelchairs and guide dogs. <input type="checkbox"/> Cars and stall materials/displays/tables or chairs must not block entry and exits to buildings and fire equipment. <input type="checkbox"/> <b>1 meter</b> - clear access to all firefighting equipment/plans and first aid.			
Traffic	<input type="checkbox"/> Danger to pedestrians <input type="checkbox"/> Access to load and unload to building <input type="checkbox"/> Danger to other vehicles	<input type="checkbox"/> Traffic control plan must be submitted to venue management prior to event. <input type="checkbox"/> Designated parking area defined and marked (signage). <input type="checkbox"/> Designated loading bays for halls defined prior to the event. <input type="checkbox"/> Designated disabled parking. <input type="checkbox"/> Clearly defined and separate pedestrian traffic to vehicular traffic inside showgrounds barricading. <input type="checkbox"/> Where movement of public and cars/trucks cannot be separated a spotter must be used. <input type="checkbox"/> All Queensland Transport rules apply on this site.			
Loading and Unloading of materials and items into grounds	<input type="checkbox"/> Door width <input type="checkbox"/> Access for equipment <input type="checkbox"/> Manual handling issues <input type="checkbox"/> Storage and unsafe stacking practises <input type="checkbox"/> Blocking of safety and fire equipment in halls and on the grounds <input type="checkbox"/> Blocking of fire access, office	<input type="checkbox"/> Check all equipment can enter building <input type="checkbox"/> Use appropriate manual lifting aids to move bulky or awkward items to reduce injuries. <input type="checkbox"/> Check placement of all equipment including chairs/tables to <u>ensure safe exit and access to all safety and fire equipment fire doors AT ALL TIMES.</u> <input type="checkbox"/> Ensure all items stored are safe and are barricaded away.			

	areas and wheel chair access.	<input type="checkbox"/> <b>Contact Venue Management before any star pickets or pegs knocked into ground for jumping castles, tents, marquees or amusements prior to erection to check for underground cables/gas lines.</b>			
Use of Hall	<input type="checkbox"/> Overcrowding <input type="checkbox"/> Dust <input type="checkbox"/> Slippery surfaces <input type="checkbox"/> Spills <input type="checkbox"/> Danger of injury from glass, tripping hazards. <input type="checkbox"/> Cuts, bruises, grazes from stalls promotion materials, protruding display items, unsafe/untidy electrical cables. <input type="checkbox"/> Smoke inhalation and burn injuries from BBQ and gas cylinders.	<input type="checkbox"/> Regular audits on number in halls. <input type="checkbox"/> Use appropriate dust control methods and provide sawdust on muddy footpath/driving car areas to reduce further damage to grounds/patches. <input type="checkbox"/> Isolate, notify(patrons and venue staff) – signage to and rectify slippery areas and tripping hazards. <input type="checkbox"/> Ensure spills are cleaned promptly. <input type="checkbox"/> Ensure glass display cabinets etc contain safety glass material. <input type="checkbox"/> Ensure all display material which may contain sharp and/or rough edges are protected and covered. <input type="checkbox"/> Ensure all electrical outlets and appliances are not overloaded; cables are tidy and protected by approved cable protectors. <input type="checkbox"/> Routine audit of display materials, chairs and tables is conducted while event is occurring to ensure safe access to all safety /fire equipment and allocated exit points. <input type="checkbox"/> <u>BBQs are to be used only in approved areas by venue staff.</u>			
Electrical use – where approved	<input type="checkbox"/> Electrical shock. <input type="checkbox"/> Electrical burns. <input type="checkbox"/> Electrical leads not compliant <input type="checkbox"/> Untidy and tripping hazard to public and others. <input type="checkbox"/> Leads not fit for purpose <input type="checkbox"/> Unsafe leads and plugs <input type="checkbox"/> Exposed wires <input type="checkbox"/> Portable RCD not tested	<input type="checkbox"/> All electrical equipment must comply with the Electrical Safety Act 2002 and Regulations 2013. <input type="checkbox"/> All electrical items brought on site must be tested and tagged and be within “test date”. <input type="checkbox"/> All RCDs (in the event approved permitted area) will be tested prior to the event with the event coordinator. <input type="checkbox"/> <b>All electrical cables to be tidy, fit for purpose (external/internal use), in good condition and be protected to reduce tripping of public and damage to cables. – Failure to do so will result in cables/stall removed from event.</b>			

Security	<ul style="list-style-type: none"> <li><input type="checkbox"/> Open/lock appropriate doors</li> <li><input type="checkbox"/> Gate crashes – unwelcomed guests</li> <li><input type="checkbox"/> Unpaid entry</li> <li><input type="checkbox"/> Crowd Control</li> <li><input type="checkbox"/> Secure money taking process and storage of monies on site.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain and check keys fit required doors.</li> <li><input type="checkbox"/> Assign for security.</li> <li><input type="checkbox"/> Assign gate security and checks.</li> <li><input type="checkbox"/> Assign crowd control personnel.</li> <li><input type="checkbox"/> Ensure money process is tight and controlled out of sight.</li> <li><input type="checkbox"/> Supervision for children under the age of 12 years.</li> </ul>			
First Aid requirements	<ul style="list-style-type: none"> <li><input type="checkbox"/> Potential injuries</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Risk assessment on all activities and events scheduled on the grounds and halls.</li> <li><input type="checkbox"/> On site injury management process and reporting of all injuries minor and major to Maryborough Park immediately.</li> <li><input type="checkbox"/> Supply qualified first aid personnel and equipment, fit for the event.</li> </ul>			
Emergency procedures	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lack of knowledge of hall exits and assembly points</li> <li><input type="checkbox"/> Failure to check all areas in emergency.</li> <li><input type="checkbox"/> Provision for elderly or small children in emergency process</li> <li><input type="checkbox"/> Exits and fire fighting equipment blocked by stall displays or stored items.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Display and consult with all stall holders/event relevant officers where the displayed emergency plans and assembly points.</li> <li><input type="checkbox"/> If time permits practise a fire drill with the event officers to ensure plans and display items. DON'T restrict movement to fire exits.</li> <li><input type="checkbox"/> Highlight designated exit points with key event officers.</li> <li><input type="checkbox"/> Provide portable fire extinguishers on site if flammable chemicals/gas bottles are brought on site.</li> </ul>			
Food preparation/Drink Consumption	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lack of food hygiene preparation areas.</li> <li><input type="checkbox"/> Cross contamination</li> <li><input type="checkbox"/> Cuts and slices</li> <li><input type="checkbox"/> Burns from fryers, BBQs</li> <li><input type="checkbox"/> Limited knowledge of food preparation and food hygiene guidelines.</li> <li><input type="checkbox"/> Litter and rubbish not placed in bins provided and limited rubbish removal</li> <li><input type="checkbox"/> Unsafe food storage</li> <li><input type="checkbox"/> Food spoilage</li> <li><input type="checkbox"/> Vermin infestation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Glass bottles/glass is not permitted in any general public area.</li> <li><input type="checkbox"/> Provide food handling rules to all staff. preparing, cooking and serving food.</li> <li><input type="checkbox"/> Regular checks on hot foods and temperature to ensure they comply with food standards.</li> <li><input type="checkbox"/> Ensure guidelines for safe storage of particular type of food product are followed and dated.</li> <li><input type="checkbox"/> Ensure food preparation areas are clean</li> <li><input type="checkbox"/> Ensure all chemicals used for cleaning are suitable for use around food.</li> <li><input type="checkbox"/> Ensure all foods are not stored with or near chemical or pesticide products.</li> <li><input type="checkbox"/> Ensure all utensils used are cleaned regularly</li> <li><input type="checkbox"/> Monitor wet areas for slips and falls.</li> </ul>			

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean spilled food immediately from food handling areas.</li> <li><input type="checkbox"/> Ensure all patron tables are cleaned regularly.</li> <li><input type="checkbox"/> Ensure boiling water from urns are monitored and not left unattended</li> <li><input type="checkbox"/> Ensure safe movement is conducted around potential danger zones.</li> <li><input type="checkbox"/> Regular audits and removal of waste bins to ensure tidy and neat grounds.</li> <li><input type="checkbox"/> Disposal of waste oil/fat from fryers must be taken off site and disposed as per regulations.</li> <li><input type="checkbox"/> Ensure all kitchen appliances are safe and all kitchen helpers are consulted in their safe work practise and only used for the purpose the appliances was manufactured for.</li> </ul>			
Alcohol and Smoking	<ul style="list-style-type: none"> <li><input type="checkbox"/> Danger from glass bottles and glass.</li> <li><input type="checkbox"/> Underage drinking</li> <li><input type="checkbox"/> Excessive drinking</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Glass bottles/glass is not permitted in any general public area.</li> <li><input type="checkbox"/> Define areas of alcohol consumption ONLY.</li> <li><input type="checkbox"/> Monitoring of drinker's ages</li> <li><input type="checkbox"/> Responsible service of alcohol certificate</li> <li><input type="checkbox"/> Chill out zones and designated smoking area in suitable locations as required for event</li> <li><input type="checkbox"/> Smoking in events to comply with the Qld Government Tobacco and other Smoking Products Act 2004.</li> </ul>			
Chemicals	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chemical burns</li> <li><input type="checkbox"/> Reactions and allergies to chemical</li> <li><input type="checkbox"/> Food contamination</li> <li><input type="checkbox"/> Skin irritations</li> <li><input type="checkbox"/> Poisoning</li> <li><input type="checkbox"/> Burns</li> <li><input type="checkbox"/> Dust inhalation</li> <li><input type="checkbox"/> Back/manual handling injuries</li> <li><input type="checkbox"/> Faulty equipment</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Any chemicals or gas bottles brought onto the grounds MUST be approved of by the venue staff before the chemical is brought onto the grounds.</li> <li><input type="checkbox"/> A manifest of all chemicals, qualities and SDS's MUST be provided to the venue staff before event.</li> <li><input type="checkbox"/> Ensure the SDS (safety data sheet) are followed and consulted to all that will come into contact with the chemical used.</li> <li><input type="checkbox"/> Ensure all PPE (personnel protective equipment) is supplied with the chemical prior to use and instructions on how to wear/use the PPE.</li> <li><input type="checkbox"/> Eliminate contact between chemicals and skin.</li> <li><input type="checkbox"/> Ensure all chemicals are stored appropriate</li> </ul>			

		<ul style="list-style-type: none"> <li>and away from general public/food.</li> <li><input type="checkbox"/> Plan cleaning activities to prevent exposure to public and others.</li> <li><input type="checkbox"/> Always follow safe handling practises and make sure all chemicals are labelled.</li> </ul>			
Camping and Overnight facilities (only in approved, designated areas)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Injury to persons</li> <li><input type="checkbox"/> Power interruptions</li> <li><input type="checkbox"/> Electrical cables causing injuries</li> <li><input type="checkbox"/> Insufficient facilities</li> <li><input type="checkbox"/> Animals roaming public facilities</li> <li><input type="checkbox"/> Dog attacks</li> <li><input type="checkbox"/> Animals straying from owners</li> <li><input type="checkbox"/> Animals stressed through inappropriate handling or bad conditions (heat/cold/noise)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Checks on power and equipment brought on site.</li> <li><input type="checkbox"/> No animal access to camping areas unless approved beforehand.</li> <li><input type="checkbox"/> All animals to be leached or restrained in appropriate portable yards for the animal holding.</li> <li><input type="checkbox"/> Signage provided to all - emergency points, nominated animal stable areas.</li> <li><input type="checkbox"/> Adequate water, power facilities for the group size, and animals.</li> <li><input type="checkbox"/> Electrician, Vet and plumber on call for emergencies.</li> <li><input type="checkbox"/> Camping area secure.</li> </ul>			
Other items/activities not provided on the checklist above, for example, spectating and participating in entertainment, displays and competitions					

Council office Use ONLY:

Risk Assessment conducted on \_\_\_\_/\_\_\_\_/\_\_\_\_ Name/s: \_\_\_\_\_ Position/s: \_\_\_\_\_

Received by: \_\_\_\_\_ Reviewed by (Council Staff): \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact details for the MSEP Venue Staff:

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## Conducting a Risk Assessment

1. Detail the location (actual event area) of the hazard, risk or issue.
2. Describe the hazards, risks or issues.
3. Print your name and any names persons participating in the assessment.
4. Identify the persons likely to be affected (e.g. participants, public, etc.).
5. Determine the Likelihood that loss, damage or injury would occur as a result of the hazard or risk, using the Risk Calculator criteria for likelihood.
6. Determine the Consequence that would result if this loss, damage or injury did occur, using the Risk Calculator criteria for consequences.
7. Determine the Risk Score by using the Risk Calculator and your Likelihood and Consequence scores. This will give you a risk score of Extreme (E), High (H), Moderate (M), or Low (L). Place this in the column labeled *Hazard Rating*.
8. Determine the control measures to be implemented to control the hazards/risks, consider both short term (temporary) and long term (permanent) control options.
9. Conduct a second risk assessment to determine the risk score (using the Risk Calculator and repeating steps 5-7) after the control measure is identified and selected for implementation. This will enable you to determine if the risk score has been satisfactorily reduced. Place this risk score in the column labeled *Risk Result*.
10. Allocate a responsible person to ensure the control measures are implemented and a proposed date for their completion and verify that these actions are completed.

**If the risk score is not reduced to a Low (L) or Medium (M) risk, the conduct of the activity/event must be referred to venue management for approval.**

### Code:

**E** – Extreme Risk,  
**H** – High Risk,  
**M** – Moderate Risk  
**L** – Low Risk



**A**ssess the Likelihood and consequences from the hazards or risks

Likelihood	Consequences				
	Insignificant No injury, 0 - low \$ loss	Minor First Aid Injury, low- medium \$ loss	Moderate Medical Treatment medium -high \$ loss	Major Serious Injuries, major \$ loss	Catastrophic Death, huge \$ loss
Almost Certain <i>is expected to occur at most times</i>	H - 40	H - 48	E - 72	E - 84	E - 100
Likely <i>will probably occur at most times</i>	M - 24	H - 44	H - 56	E - 80	E - 96
Possible <i>might occur at some time</i>	L - 12	M - 28	H - 52	E - 76	E - 92
Unlikely <i>could occur at some time</i>	L - 8	L - 20	M - 36	H - 64	E - 88
Rare <i>may occur in rare circumstances</i>	L - 4	L - 16	M - 32	H - 60	H - 68