

RISK ASSESSMENT GUIDE FOR THE HIRE OF GOULBURN HISTORIC WATERWORKS

To ensure your event is held safely a risk assessment is required by Council before your event. Please complete and sign this form and return to Goulburn Mulwaree Council or submit your own. Note: the following risks are identified – as this is your event you may have other risks to consider. Museum staff can be contacted for assistance – museums@goulburn.nsw.gov.au

Date of Hire:			
Purpose of Event:			
Event Organiser:			
Facilities required:	Grounds Y <input type="checkbox"/> / N <input type="checkbox"/>	Pumphouse Y <input type="checkbox"/> / N <input type="checkbox"/>	Café Y <input type="checkbox"/> / N <input type="checkbox"/>

RISK	HAZARD	Yes	NA	CONTROLS	RESPONSIBLE
Slips, Trips & Falls	Ground surface is uneven			Advise users to be careful when walking on ground that is uneven.	Event Organiser
Water	Site is next to a river			Advise users to stay away from rivers edge	Event Organiser
Utilities	Exposure to underground and overhead cables			Structures not to be erected without permission from Council.	Event Organiser
Lighting	Event being held at night			Check site lighting adequate for event.	Event Organiser
Snakes	May be present			Advise users to be aware of possible snakes. Snakes should not be approached. Supply first aid kit.	Event Organiser
Electrical	Electrical appliances supplied are safe for use.			Ensure all leads and appliances are tagged and certified by a licensed electrician. <u>Note: Mandatory for council sites</u>	Event Organiser
Traffic	Car Accident			Advise users to drive slowly and with care when entering and leaving site.	Event Organiser
Food Preparation	Health			Use appropriate food handling techniques eg. wear gloves, wash hands, keep food refrigerated.	Event Organiser
Marquee Erection	Hazard from underground electrical cables			Nothing should be driven into the ground within one (1) metre of the underground power cable.	Event Organiser
Any other potential risks					Event Organiser
Assessment Completed by: (Event Organiser)		Name (please print):		Sign:	