

# Risk Management and Business Operations Plan

Effective (Insert date)

**Document owner:**

(Insert company name)

**Application:**

Various events and locations across (Insert location)

**Stakeholders:**

Management, staff, contractors, customers and patrons

**Contact(s) and address:**

(Insert name, contact details and address)

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# SECTION 1: GENERAL INFORMATION

## 1.1 ABOUT

(Insert company name) is a family owned and operated amusement device operator situated in (insert location) and operates throughout (insert regions or territories).

(Insert company name) predominantly attend events and shows where they operate the amusement devices and charge patrons a fee for using the ride. Amusement devices are also hired to private events with operator, there are no dry hire arrangements or activities.

Mechanical amusement devices:

- (List mechanical amusement devices)
- (List mechanical amusement devices)
- (List mechanical amusement devices)

Inflatable amusement devices:

- (List inflatable amusement devices)
- (List inflatable amusement devices)
- (List inflatable amusement devices)

(Insert company name) are committed to providing safe, compliant, and registered amusement devices and competent installers and operators 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

(Insert company name) 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

(Insert company name) 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

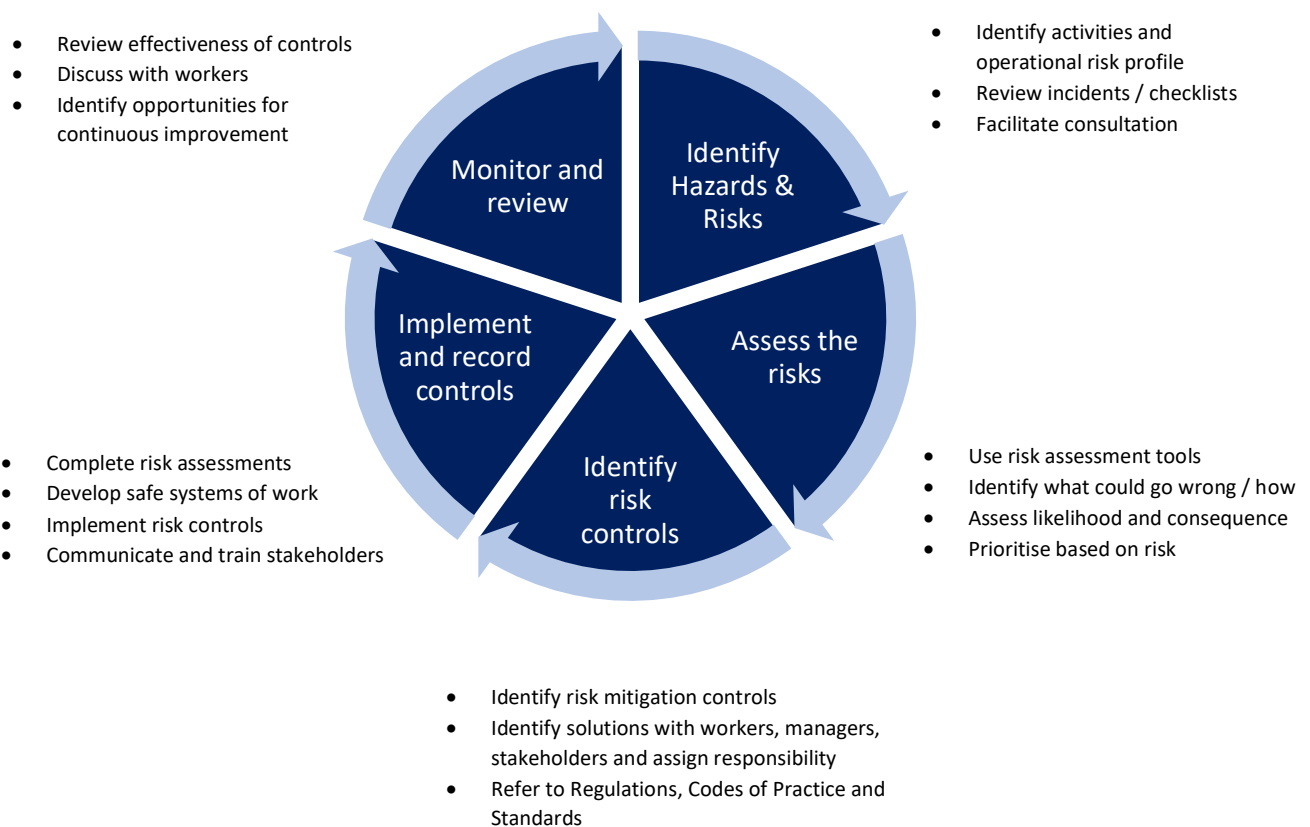
## SECTION 4: RISK MANAGEMENT

### 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.



## SECTION 6: AMUSEMENT DEVICES 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 through signage, forms or agreements
- 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 a 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 NON-AMUSEMENT DEVICE

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

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	<ul style="list-style-type: none"> <li>Manufacturing and testing in accordance with Australian Standard 3533 (series) – Amusement rides and devices.</li> <li>Certificates of conformity obtained from manufacturer.</li> <li>Annual registration with Regulator and engineering inspection / conformance verification certificate.</li> </ul>	L1	C4	Moderate	Management
Maintenance	Mechanical amusement device not adequately inspected or maintained resulting in critical failure and serious injury / death to a customer / patron and or property damage.	L3	C4	High	<ul style="list-style-type: none"> <li>Daily inspections completed by staff / operators prior to customer / patron use.</li> <li>Post-setup inspection and safety checks prior to allowing use (following the device inspection checklist / MFG instructions).</li> <li>Regular inspection, lubrication and maintenance of main bearings and components.</li> <li>Annual maintenance inspection by a competent engineer.</li> <li>Major inspections and NDT completed in accordance with manufacturer and Australian Standards requirements.</li> <li>Routine maintenance in accordance with manufacturers manual and maintenance schedule.</li> <li>Routine and corrective maintenance where issues, damage and defects are identified.</li> <li>Prevention of any unsafe or damaged amusement device from being used.</li> <li>Regular completion of log book and maintenance records in accordance with maintenance schedule / MFG manual.</li> <li>Electrical inspection / test and tag of portable electrical equipment and RCD for mains.</li> <li>Regular cleaning of amusement / lights / pathways</li> </ul>	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	<ul style="list-style-type: none"> <li>Operator has a current and appropriate drivers licence and is confident travelling with a trailer / towing device.</li> <li>Transport vehicle and trailer is registered and regularly maintained / road worthy.</li> <li>All amusement equipment is securely fixed to the vehicle and or trailer.</li> <li>Appropriate signage is on the vehicle or trailer (if oversize / overhang).</li> <li>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.</li> </ul>	L1	C4	Moderate	Management Operator