

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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Company **Name**

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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)

(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

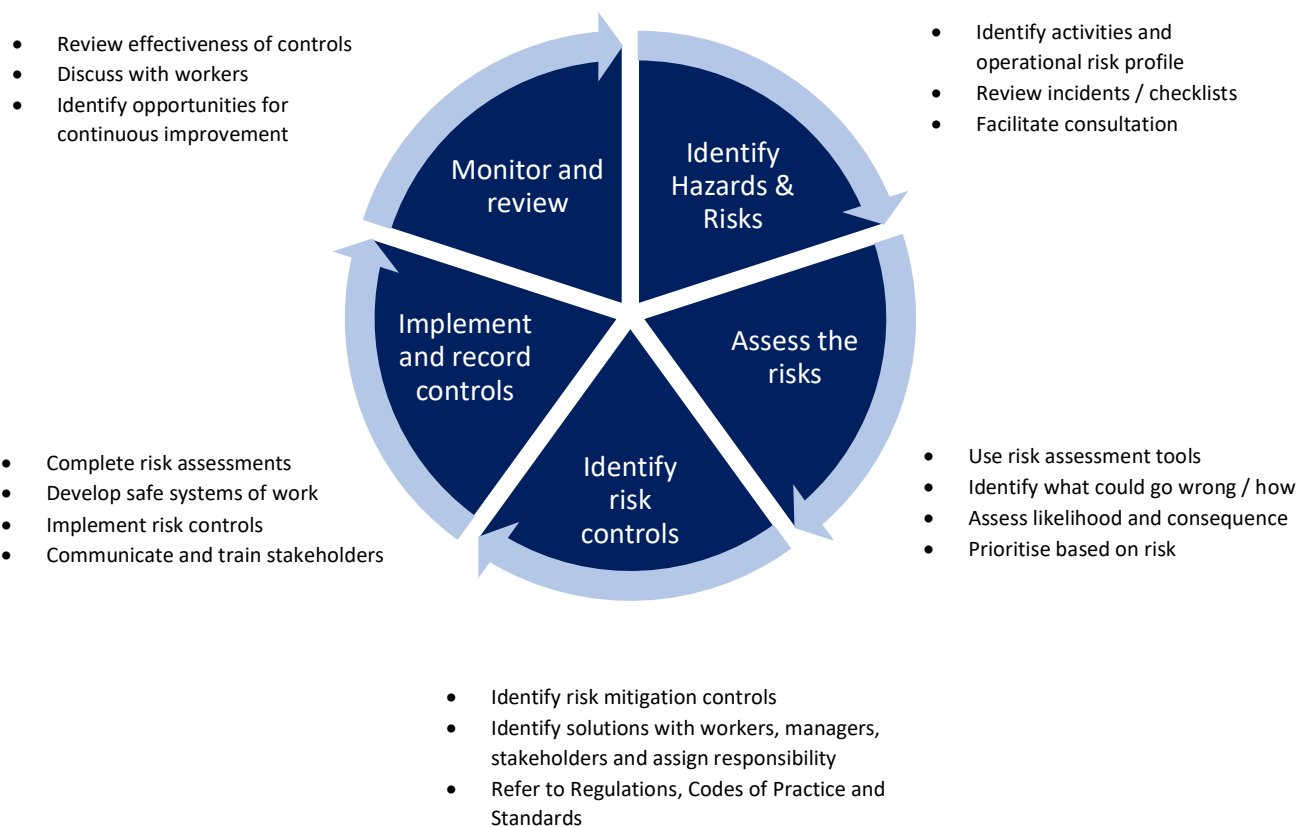
SECTION 4: RISK MANAGEMENT

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 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

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"> 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 critical failure and serious injury / death to a customer / patron and or property damage.	L3	C4	High	<ul style="list-style-type: none"> Daily inspections completed by staff / operators prior to customer / patron use. Post-setup inspection and safety checks prior to allowing use (following the device inspection checklist / MFG instructions). Regular inspection, lubrication and maintenance of main bearings and components. 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 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 and RCD for mains. Regular cleaning of amusement / lights / pathways 	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"> Operator 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 Operator