Fun Factory Risk Assessment

GENERAL INFORMATION:

Company / organisation:	(Insert company name).	ABN:	(Insert)								
Address:	(Insert)	State:	(Insert)								
Activity:	Fun factory ride / amusement device installation and operation	Fun factory ride / amusement device installation and operation.									
Date developed:	(Insert)	Developed by:	(Insert)								
RA approved by:	(Insert)	Date of next review:	(Insert)								

REQUIREMENTS:

Person(s) responsible for implementing and monitoring the risk assessment:	(Insert)
Applicable legislation and compliance references:	Work Health and Safety Act 2011 (ACT, NSW, QLD) 2012 (SA, TAS), 2020 (WA) Occupational Health and Safety Act 2004 (VIC) Work Health and Safety (National Uniform Legislation) Act 2011 (NT) Work Health and Safety Regulations 2011 (ACT, QLD), 2012 (SA, TAS), 2017 (NSW), 2022 (WA) Occupational Health and Safety Regulations 2011 (ACT, QLD), 2012 (SA, TAS), 2017 (NSW), 2022 (WA) Occupational Health and Safety Regulations 2011 (ACT, QLD), 2012 (SA, TAS), 2017 (NSW), 2022 (WA) Occupational Health and Safety Regulations 2017 (VIC) Work Health and Safety (National Uniform Legislation) Regulations 2011 (NT) Code of Practice – How to manage work health and safety risks Code of Practice – Work health and safety consultation, cooperation and coordination Code of Practice – Managing the risks of plant in the workplace Code of Practice – Amusement devices (QLD) Australian Standard 3533 (series) – Amusement rides and devices SAMPLE - INTENTIONALLY FADED
Training and induction requirements	
Plant and equipment requirements:	Plant and equipment fit for purpose, compliant with Australian Standards and compliance certified by an engineer. Transport vehicle, electrical leads and trailers maintained and fit for purpose.
Personal protective equipment requirements:	
Inspection requirements:	Staff or nominated personnel to inspect general areas and devices to address safety hazards and maintain housekeeping.
Chemicals and safety data sheets:	Oils and lubricants / maintenance consumables.

RISK ASSESSMENT MATRIX:

The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

				Consequence		
		1	2	3	4	5
Likelil	lood	Insignificant No injuries, no environment impact, no reputational impact, negligible financial	Minor First aid treatment, short-term environment impact, minimal reputational impact, minor financial loss.	Moderate Medical treatment or hospitalisation, medium-term environment impact, localised reputational impact, inducerate financial loss.	Major Permanent injury, long-term environment impact, loss of operational capability, enverse reputational impact, impor financial loss.	Catastrophic Death or irreversible environment effect, national reputation damage, catastrophic dimencial impact.
5	Almost certain The event is expected to occur in most ci cumstances					Extrene
4	Likely The event will probably occur in most circumstances					Extreme
3	Possible The event should occur at some time					Extreme
2	Unlikely The event could occur sometime					High
1	Rare The event may occur only in exceptional circumstances		SAMPLE - INTER	NTIONALLY FADED		Moderate

Risk actions including escalation, management and monitoring will be determined by the risk assessment.

Risk Actions	
Risk	Actions
Extreme risk	
High risk	Management attention, rigorous controls and close monitoring required.
Moderate risk	Management monitoring and controls required.
Low risk	Acceptable with routine procedures and periodic review.

HIGHEST
LEVEL 1

Image: bit of the bit

RISK ASSESSMENT:

Assess the likelihood (L) and consequence (C) of the inherent risk score (before treatment) and residual risk score (after treatments) using the risk assessment matrix.

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wha	(what is the risk hetore		Risk Treatments and Controls:			isk: Frisk after	Responsibility: (who is responsible)
		L	С	Risk		L	С	Risk	
Insurances	Insurances not in place exposing the company to potential or actual direct financial and legal liability for harm or property damage.	L3	C4	High	 Bublic liability insurance placed. Workers' compensation insurance placed. Asset / property insurance placed. Other insurances placed as required. 	L1		Moderate	Management
Indemnity									Management
Working with children									Management
Staff / operator training and competency	Staff not trained on company policies, customer service, safe amusement device operation, compliance and emergency procedures resulting in an incident, injury and or property damage.		_ E - II	NTENTION High	ALLY FADED arators are inducted / trained on ALLY FADED procedures including safety, compliance, emergency and customers / patron safety. All staff / operators trained on correct / safe operation of amusement devices and emergency procedures. Annual refresher training is conducted.				Management
First aid and emergency management	Emergency management plan and provisions not established or maintained inhibiting / delaying a response to an emergency situation.	L3	C5	Extreme	 Amusement device operators trained in first aid (at least one person onsite). First aid kit and injury register available / in close proximity to amusement device. Fire extinguisher with current maintenance tag in close proximity to amusement device. Emergency management and evacuation procedures in place for amusement devices. Staff trained on enacting / implementing emergency and evacuation procedures. Emergency procedures communicated with customers / patrons prior to use of amusement device. Staff regularly tested on enacting emergency drills / procedures. 	L1		Moderate	Management

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wha	e rent F at is the trols)	lisk: e risk before	Risk Treatments and Controls: (how are the risks managed)	(wh	idual R at is the trols)	isk: e risk after	Responsibility: (who is responsible)
		L	С	Risk		L	С	Risk	
Contractors and third parties	Contractor and third-party compliance requirements not established or effectively implemented resulting in contractors operating without the required safe systems or works, qualifications or insurance coverage.	L3	C3	Moderate	Engagement or reputable providers Cartificates of insurance are collected. Risk assessments / documentation are collected and reviewed (for high-risk activities)	L1	C3	Low	Management
Aggressive behaviour or violence									Management Operators Authorities / police
Manual handling	Poor manual handling practices when loading, unloading, setting up and packing up amusement devices resulting in musculoskeletal injury / soft issue injury.			Moderate	 Correct training in manual handling Delivery of equipment as close as possible t set up areas (if safe and approved) Operators understand and follow manual handling guidelines. Warm/up stretches and rotation of manual tasks between operators Using mechanical aids when available. ALLY FADED ween staff to reduce repetitive movements. 				Man agement Operators
Cleaning and hygiene									Man agement Staff
Personal protective equipment	Staff / operators not wearing correct PPE during set up / dismantle or operation of ride resulting in injury. Staff / operators exposed to sun / heat and not wearing sun smart PPE resulting in sunburn and or dehydration.	L3	C3	Moderate	 Management to advice staff / operators of correct / mandatory PPE when inducted. Staff / Operators to wear appropriate PPE at all times including set up / dismantle and operating ride. Sun smart PPE implemented by management including sunscreen, hats and regular hydration. 		C3	Moderate	Man agement Ope rators

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wha	e rent F at is the trols)	lisk: e risk before		Risk Treatments and Controls: (how are the risks managed)		idual R at is the trols)	i sk: e risk after	Responsibility: (who is responsible)
		L	С	Risk			L	С	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	•	Australian Standard 3533 (series) – Amusement rides and devices. Certificates of conformity obtained from manufacturer.	L1	C4	Moderate	Managament
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.	SAM	PLE G4	- INTENT	ION.	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 logbook and maintenance records in accordance with maintenance schedule / MFG manual. Electrical insposition / tost and tag of portable electrical equipment and RCD for mains.	L1	C4	Moderate	Manage nent

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wha	erent R at is the trols)	l isk: e risk before	Risk Treatments and Controls: (how are the risks managed)	(wha	idual R at is the trols)	isk: Frisk after	Responsibility: (who is responsible)
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.		C4	Risk High	 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. Driver completed operational / visual checks on car / trailer prior to travelling. Long distance procedures in place to ensure DNALLY FADED 	L1		Risk Moderate	Management Operator
Site arrival / departure	Vehicles / trucks / trailers operating at site when pedestrian traffic is high resulting in collision with operators and or public. Vehicles / trucks / trailers entering site at high speed, no hazard lights on or unsure where to drive / park resulting in pedestrian injury and or property damage.	L3	C4	High	 Installation location confirmed with client and inspected for safety hazards. Set ride delivery and departure times are arranged by client to ensure pedestrian activity is minimal. Site roads inspected to ensure no hazards / obstacles on road / site location. Staff to monitor pedestrian movement while trucks are moving and guide pedestrians away from trucks path. Driver to maintain a very low speed. Hazard lights / safety lights and or reversing beepers operating when vehicle in site area. Spotters used when reversing or when line of sight is compromised. 	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wha	(what is the risk hefore		Risk Treatments and Controls: (how are the risks managed)		idual R i at is the trols)	isk: risk after	Responsibility: (who is responsible)
		L	С	Risk		L	С	Risk	
					Staff trained and competent to install amusement device safely.				
Set up of amusement devi ေ	Mechanical amusement device not installed or secured correctly resulting in a serious injury / death to a customer / patron and or property damage. Staff / operator installer fall from heights during setup resulting in serious injury / death and or property damage.	SAM	PLE	- INTENTI			C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)		r ent R It is the rols)	l isk: e risk before	Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	С	Risk		L	С	Risk	
Access and restricted use	Access control provisions not installed resulting in unauthorised access to the mechanical amusement device or back of house areas such as controls and electrical equipment resulting in injury. Customer / patron restrictions including age, height, weight and medical not established or communicated resulting injury / death or medical event. Customers / patrons crushed on entry / exit points or slip when walking on pathways	L3	C4	High	 Installation of perimeter fencing / containment and one way access and egress points. Installation and communication of terms, conditions, customer / patron restrictions and safety rules / signage including height, weight, age and medical restrictions. Installation and communication or warnings and information on the possible effects the use of the amusement device may have on customers / patrons. Entrance / exit gate are visible and pathways routinely inspected and kept clear. Safety gates are installed to ensure customers cannot enter amusement without operator authorisation. 	L1	C4	Moderate	Nanagement Operator
Pre-use / post setup inspection	Mechanical amusement device not secured corre SAMI or safe installation / setup confirmed resulting in a serious injury / death to a customer / patron and or property damage. Setup / installation untidy exposing staff and customers / patrons to trip hazards and resulting in injury.		INTE C4		 Post setup inspection checklist completed by competent staff / operator Staff / operator ensures ride is clear from hazards, and other objects / structures. Inspection of stabiliser points / sweeps / lacks / pins / shackles / blocking / strapping. LY FADED condition of device, electrical / console and housekeeping. Staff / operators to check for any loose wring, damage and loose items. Inspection of stabiliser points / jacks, / pins / safety bags / padding and netting, general condition of device, electrical / console and housekeeping. Staff / operators to check for any loose wring, damage and loose items. Inspection of stabiliser points / jacks, / pins / safety bags / padding and netting, general condition of device, electrical / console and housekeeping. Staff to check floor spinners gaps, barrel gaps and shuffleboard gaps on a daily basis. Staff / operators to check for any loose wiring, damage and loose items. Staff / operators to check locking pins are secure, nuts and botts are tight, safety padding in place and clearances from other objects / structures. Maintenance schedule checked / up to date Staff / operators to complete a test operation of the ride prior to first customers / patrons to ensure ride is safe. Staff to ensure ride and ride area is clean for public use prior to operating. 	L1	C4	Moderate	Nanagement Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wha	erent R at is the trols)	lisk: e risk before		tments and Controls: he risks managed)	(wha	idual Ri at is the trols)	sk: risk after	Responsibility: (who is responsible)
		L	С	Risk Moderate	Props	and obstacles placed as per	L	С	Risk	
Props and obstacles – general	C batacles not correctly positioned and or not hung / fi ed to amusement correctly resulting in patrons being ir jured or damage to props and amusement device. C batacle padding not regularly checked, resulting in te ars or damage and padding ineffective. P ops not regularly cleaned / wiped down resulting in contamination to participants.	L3	C3		 manu Propercheck Prodution Padd regular deter Padd clean opera Floor object 	facturers recommendations. and obstacles checked as per daily dist to ensure in correct position and in working condition. Ing on props checked and replaced arty when showing signs of tears / ioration. Ing and props wiped with approved ing products / disinfectant at regular als when amusement device is	L1	C3		Management Operator
Props and obstacles – hamster wheel	More than one patron is on hamster wheel increasing speed for other patron resulting in slower patron falling and or tripping over another patron on wheel. Hamster wheel not secured to amusement correctly and or has loose pop rivets resulting in injury to participants.			Moderate SAMPLE	time. Hams as pe worki Hams - INTENT	one participant on hamster wheel at a ster wheel functioning and checked daily r daily checklist to confirm in good ng condition and smooth surface. The wheel installed correctly with no IONALLY FADED apment points iller exposures to public.				Management Operator
Props and obstacles – slide	 Side not installed correctly and or not checked prior to a nusement device opening resulting in participants ir jury and or property damage. Multiple participants go down slide at same time, go up slide and or stand at bottom of slide resulting in participant injury. Side not maintained resulting in cracks to slide, potruding objects and or uneven surfaces resulting in participant injury and or property damage. 									Management Operator
Props and obstacles – Ball pit	Balls not regularly washed / sanitised resulting in contamination and participant sickness. Balls not contained in ball pit area resulting in trip hazard in other areas of fun factory resulting in participants tripping over balls and or property damage.	L3	C3	Moderate	 Check condition Ball p sharp Balls operation 	checked on a daily basis as per daily dist to ensure all balls are in good tion. It floor inspected to ensure no loose or items found on floor. regularly cleaned / inspected as per ting manual requirements. gged balls removed from device.	L1	C3		Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wha	(what is the risk hefore			isk Treatments and Controls: ow are the risks managed)	(wh	idual R at is the trols)	i sk: e risk after	Responsibility: (who is responsible)
		L	С	Risk			L	С	Risk	
Operational controls and exclusion zones / areas	Staff / operators or customers / patrons access the loading deck / enter ride whilst patrons are in fun factory or coming down slide and being hit resulting in serious injury and or property damage. Operational control cabinet not shut correctly and risk of electric shock. Unauthorized person enters back of house area and or ride and tampers / damages ride.	L3	C4	High	•	Loading deck / platform provided with fencing / barriers. Staff / operators to ensure bottom of slide is clear from patrons before patrons can slide down. Containment fencing / barriers and or guarding to be installed to prevent access to moving parts, crush zones, pinch points, contact zones and other identified exclusion zones / areas. Staff / operators to monitor / maintain full view of all areas and prevent access to exclusion zones / areas. Controls are locked whilst the ride is on operation to prevent unauthorized operation.	L1	C4	Moderate	Management Operator
Fire extinguisher	SA Fire extinguisher not installed, operator does not know how to operate a fire extinguisher, fire extinguisher is not compatible with emergency resulting in serious injury and or property damage.			ITENTION Moderate		LY FADED re trained and confident in operating a fire extinguisher.				Management Operator
Electrical equipment and power	Electrical equipment not fit for purpose, damaged and or not maintained resulting is electric shock, power failure and or property damage.	L3	C3	Moderate	•		L1	C3	Low	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wha	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	С	Risk		L	С	Risk	
Flammable liquids	Flammable liquids not stored correctly resulting in fire , explosion, operator / bystander injury and or death.	L3	C4	High	 Fuel is stored in appropriate container and correctly labelled. Fuel is stored in a cool, safe, and secured area away from ignition sources and public. Appropriate minimum amount of fuel stored onsite for day use and additional fuel quantities stored off site. All fuel / liquids are stored in bunding. Spill kit near onsite and off-site locations. Only trained staff to re-fuel. Substance release pathways identified and protected including ground, drains, slopes. Generator to be turned off for a minimum of 10 minutes prior to refuelling. Minimum two trained staff when refuelling. 	L1	C4	Moderate	Management Operator
Hydraulics	SAM Hydraulic oil leakage resulting in operator / patron fall on slippery surface. Hydraulic failure during lowering / raising trailer resulting in crush points to operator. Hydraulic pump failure or hose bursts resulting in mechanical failure of ride and shut down.			ENTIONA	 Regular inspections of hydraulics and oil level LLY FADED. By pre-opening checklists and maintenance / annual inspections. PPE required when filling oil Staff are trained in using the hydraulic to lower / lift trailer Safe perimeter around trailer is established when lowering / raising hydraulics. Hydraulics are turned off when not required / in use Hydraulic system fitted for purpose to ensure no oversize or over pressure of the system can cause over speed bypass valves and routinely checked. Operators to ensure hose is not obstructed Daily checks on hydraulics / pump / hose daily with pre-opening checks and throughout the day. Barriers and signage installed to ensure no unauthorised patrons enter. Regular inspection of hydraulic control system. 	L1	C3	Low	Management Cperator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(what is the risk hefore			Risk Treatments and Controls: (how are the risks managed)		idual R at is the trols)	l isk: e risk after	Responsibility: (who is responsible)
		L	С	Risk		L	С	Risk	
Operator / Attendants of amusement	Prolonged static postures maintained for long periods of time resulting in injury to operator. Fatigue of operator due to not having adequate breaks, becomes tired and not focused on ride safety putting patrons at risk / property damage. Operator standing under ride and hit by seats / patrons resulting in injury.	L3	SAI	Moderate	 Management to ensure operators / attendants have regular breaks. Ride rotation among staff to reduce repetitive movements and fatigue levels. Shift work / rotating roster to ensure adequate breaks in busy periods. Operators to report any fatigue / safety issues to management. Noise / Vibrations routinely tested to ensure in line with standards. Staff / Operators remain in a safe position ENTIONALLY FADED hoving / landing zones when noe is in operation. 	L1	C3	Moderate	Management Operator
Crowd Control / Security	Maximum number of customers / patrons exceeded on device resulting in over crowing and or serious injury. Patrons intoxicated or misbehaving. Ride tampered with / stolen when left unattended / carnival closed.	L3	C3	Moderate	 Staff / operator to load number of customers / patrons on the device as per manufactures requirements ensuring maximum numbers on ride is not exceeded. Barriers to ride and queue areas clearly marked and secure. Where possible installation of CCTV cameras covering ticketing box / line up and device. Patron's mis behaving / intoxicated will not be able to participant in the ride and ask to leave the ride area. Staff instructed to call security if required. 	L1	C3	Low	Management Staff / operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)		re	Risk Treatments and Controls: (how are the risks managed)		sidual R lat is the ltrols)	l isk: e risk after	Responsibility: (who is responsible)	
		L	С	Risk			L	С	Risk	
Customer / participant / user safety	Customers / patrons not clear on or fails to adhere to terms, conditions and requirements resulting in injury to a customer / patron and or property damage. User safety requirements not adequately managed by operator resulting in injury to a customer / patron and or property damage. Customers / patrons becomes distressed during ride. Customers / patrons remains in impact zone at base of landing areas / slide resulting in injury.	L3	SAM	Moderat		 Staff / operators trained and competent in operating the amusement ride. Terms, conditions, safety rules, capacity and outcomer / patron restrictions implemented. Ride operator to provide a full safety briefing to customer / patrons to ensure loose items, food / drinks not taken on ride. Adequate lighting installed to ensure staff / operator and customer / patron safety. Staff / operator to ensure music levels remain at a level where they can hear / detect an emergency or call for assistance. Behaviour is monitored and managed to ENTIONALLY FADED or distressed patrons. Staff / operator to monitor load imbalances, if identified ride to case operation until cause is identified and rectified. Enact emergency or evacuation procedures in the event of an emergency / unusual ride noise / smell or inclement weather. Appropriate nonstip deck and handrails on toeding area and side area kept clear of patrons / staff / bystanders when ride is in operation. Once patrons go down slide their session is over. One operator sat all times on the fun factory ride. One operator on the ground level and the second operator in the ride to assist any patrons. 	L1	C3	Low	Management Operator

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)		idual R at is the trols)	l isk: e risk after	Responsibility: (who is responsible)
		L	С	Risk		L	С	Risk	
Emergency	Emergency management provisions not enacted delaying a response to an emergency situation. Venue emergency situation (fire, threat, essential services disruption).	L3	C4	High	 Staff to enact emergency procedures. Render / assist if it is safe to do so in the event of an emergency. Call 000 in the event of a medical emergency, contact the venue / client and escalate with management. For venue related emergencies, follow emergency protocols under the direction of venue operations / nominated emergency wardens and remain calm. 	L2	C4	Moderate	Managem int
Inclement Weather	Inclement weather such as windy conditions, rain, storm or electrical storm event compromises the integrity of the mechanical amusement device and creates unsafe conditions resulting in a serious injury / death to a customer / patron and or property damage.		MPLE C4		 Daily weather information monitored on BOM. WillyWeather and My lightning tracker app. Wind regularly monitored using a portable anomater. CONALLY FADED: dessation if inclement Weather / Conditions are identified that will compromise safety or the amusement device is forecasted. Daily weather information provided to staff and customers / patrons. Staff and customers / patrons instructed on emergency / dessation procedures. Amusement device cessation requirements in storm events including rain, electrical and when wind gusts reach thresholds identified in manufacturers manual and weather and wind management plan. Amusement device to cease if wind speeds / gusts reach tolerance / thresholds. Safety checks including device integrity and slippery surfaces to be conducted and addressed prior to recommencement after inclement weather / event. Secure and reinforce / strap device and loose items if windy conditions are expected or identified / detected. 	L1	C4	Moderate	Management Operator
Other:					•				

CONSULTATION AND REVIEW:

All workers involved in the activity must confirm that consultation and review of this risk assessment has occurred.

First Name:	Last Name:	Employer:	Date:	Signature: