# **Tea Cups Ride Risk Assessment**

### **GENERAL INFORMATION:**

Company / organisation:	(Insert company name).	ABN:	(Insert)
Address:	(Insert)	State:	(Insert)
Activity:	Tea cups 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 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 2532 (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:	Personnel involved in the setup and dismantle are required to wear enclosed footwear and gloves as required.
Inspection requirements:	Staff or nominated personnel to inspect general areas and devices to address safety hazards and maintain housekeeping.
Chemicals and salety data sheets.	Oils and lubricants / maintenance consumables.

### **RISK ASSESSMENT MATRIX:**

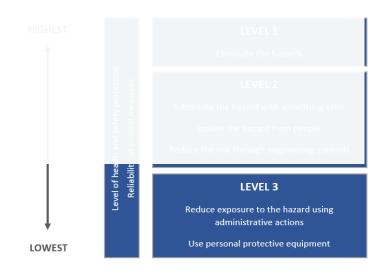
The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

				Consequence		
		1	2	3	4	5
Likelih	nood	Insignificant  No injuries, no environment impact, no reputational impact, negligible financial loss.	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, moderate financial loss.	Major  Permanent injury, long-term environment impact, loss of operational capability, adverse reputational impact, major financial loss.	Catastrophic  Death or irreversible environment effert, national reputation damage, catastrophic financial impact.
5	Almost certain The event is expected to occur in most circumstances					Extreme
4	<b>Likely</b> The event will probably occur ir most circumstances					Extreme
3	Possible The event should occur at some time					Extreme
2	Unlikely The event could occur sometim					High
1	Rare The event may occur only in exceptional circumstances		SAMPLE - INTI	ENTIONALLY 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.

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### **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 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	
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	Public liability insurance placed.     Workers' compensation insurance placed.     Asset / property insurance placed.     Other insurances placed as required.	L1	C4	Moderate	Management
Indemnity									Management
Working with children	Staff are not checked or do not hold a current working with children / blue card resulting in a child safety exposure or incident.			Moderate	All staff required to hold a current working with children check / blue card.     Renewal of blue cards when they are approaching expiry date.     Staff trained on child safe behaviours,     LLY FADED.				Management
Staff 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.		C4		All staff are inducted / trained on policies and procedures including safety, compliance, emergency and customers / patron safety. All staff 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.	L1	C5	Moderate	Management

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wha	erent F at is the trols)	<b>Risk:</b> e risk before	Risk Treatments and Controls: (how are the risks managed)	(wha	idual R at is the trols)	i <b>sk:</b> e risk after	Responsibility: (who is responsible)
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.	L L3	C C3	Risk Moderate	Engagement or reputable providers.     Certificates of insurance are collected.     Risk assessments / documentation are collected and reviewed (for high-risk activities).	L L1	C C3	Risk 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 to 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. Rotating between staff to reduce repetitive				Management Operators
	Si	AMPI	_E - I	NIENIIOI	NALLY FADED				
Cleaning and hygie 18									Management Staff / Operator
Personal protective equipment	Staff / operators not wearing correct PPE during set up / dismantle or operation of ride resulting in injury.	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 sunscieers, hats and regular hydration.	L2	C3	Moderate	Management Operators

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wha	erent F at is the trols)	Risk: e risk before	Risk Treatments and Controls: (how are the risks managed)	(wha	<b>idual R</b> at is the trols)	k <b>isk:</b> e risk after	Responsibility: (who is responsible)
Amusement device compliar :	Mechanical amusement device non-compliance with Australian Standards resulting in asset defect or failure, customer / patron injury / death and or voidance of insurance.	L3		<b>Risk</b> High	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		Risk Moderate	Management
			SAM	PLE - INTE	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).     Regular inspection, lubrication and maintenance of main bearings and components.  Annual maintenance inspection by a				
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.		C4		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. Hydraulics set up as per manufactures manual are inspected daily / maintained as per manuractures manuau.	L1	C4	Moderate	Management

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wh	(what is the risk before (how are the risks managed)		Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)	
Transporting amus ement 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		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 ALLY FADED ing / resting at adequate intervals.	L1		Risk Moderate	Manage ment Operater
Site arrival / depar ure	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 tow 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	Manage ment Operator

Activity / Focus Areas: 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	; F	Risk		L	С	Risk	
Set up of amusement device	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.  Staff / operator installer crushed when installing cups into platform.	MPLE -	INTER	NTION	Staff trained and competent to install amusement device safety.  Installation location confirmed with client and inspected for safety hazards.  Underground services / locations identified with customer or dial before your dig.  Fixed asset, overhead hazards and terrain hazards identified, installation location must be away from asset / overhead hazards and on a flat and stable surface / ground.  Fit for purpose working at heights equipment used including fall restraint devices / arrest harness and ladders and staff trained to use.  Anchorage / stabilising / outrigger systems installed in accordance with MFG manual and Australian Standards ensuring the device is properly secured / stable and levels checked.  Appropriate blocking and strapping equipment to stabilise / distribute weight  ALLY FADED  Frequent checks of jacks during operation to ensure trailer / ride is stable.  Access equipment, guarding and rails installed to provide safe access to the device and prevent access to moving parts.  Barriers / Fencing erected prior to set up of amusement to ensure unauthorised access.  Clear / restricted zones established for staff when installing / positioning platform / cups and plates.  Operational controls and electrical installations secure / restricted access and trip hazards eliminated using cable covers and or barriers.  Generators set up and maintained as per MFG guidelines.  Staff to ensure all shielding is installed / secure on all mechanical / exposed areas.	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)		rent R It is the rols)	isk: e risk before	Risk Treatments and Controls: (how are the risks managed)	(wh	idual R at is the trols)	isk: : risk after	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		High	Installation of perimeter fencing / containment and one way access and egress points to ensure customers are in a controlled line and away from any hazards. 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 are always inspected and kept clear.	L1	C4	Moderate	Management Operator
Pre-use / post setup inspection	Mechanical amusement device not secured correctly, or safe installation / setup confirmed resulting SAMPLI serious injury / death to a customer / patron a SAMPLI property damage.  Setup / installation untidy exposing staff and customers / patrons to trip hazards and resulting in injury.		TENT	Γ <b>ΙΟΝΑLLY</b> High	Post setup / daily inspection checklist completed by competent staff / operator. Inspection of stabiliser points / jacks, safety chains, general condition of device, electrical Staff / operators to check for any loose wiring, damage and loose items.  Staff / operators to check locking pins are secure, nuts and bolts are tight, clips are in correct location, automatic safety devices are working correctly.  Staff / operator ensures ride is clear from hazards, and other objects / structures.  Staff / operators to check shielding around ride and to ensure no sharp edges or exposed areas.  Staff / operators to complete a test operation of the mechanical device prior to first customers / patrons to ensure ride is safe.				Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	(wha	rent R at is the rols)	Risk: e risk before		reatments and Controls: are the risks managed)	(wha	<b>idual R</b> at is the trols)	<b>isk:</b> e risk after	Responsibility: (who is responsible)
		L	С	Risk			L	С	Risk	
Operational controls and exclusion zones / areas	Excessive control speed resulting in customer / patron injury or health incident.  Staff / operators or customers / patrons access the loading deck / counterweight enclosure while the device is in motion resulting in serious injury / death and or property damage.  Operational control cabinet not shut correctly and risk of electric shock.	L3	C4	High	P F T T T T T T T T T T T T T T T T T T	/ariable speed of device set to a fixed maximum set within the control system. Regular inspection, speed and adjustment esting by a competent person.  Loading deck provided with fencing / barriers and staff / operators to ensure the deck and id area is clear prior to commencing the ride. Staff / operators to ensure that counterweight enclosure is secure with interlocking doors. Ride cannot commence unless entry / exit pates are closed.  Containment fencing / barriers and or quarding to be installed to prevent access to moving parts, crush zones, pinch points, contact zones and other identified exclusion cones / areas.  Staff / operators to monitor / maintain full ride of all areas and prevent access to exclusion zones / areas.  Entry gates locked when ride is in operation. Controls are locked whilst the ride is on operation to prevent unauthorized operation.	L1	C4	Moderate	Management Operator
Passenger restrain	Passenger restraints not in working order, damaged and or customers / patrons are able to remove restraint resulting in serious injury / death to a customer / patron and or property damage.		- <b>E - II</b>		NALLY STATE OF THE	FADED and and checked by operator.  The properties of the search of the	L1	C4	Moderate	Management Operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)		erent F at is th trols)	<b>Risk:</b> e risk before		sk Treatments and Controls: ow are the risks managed)	(wh	<b>idual R</b> at is the trols)	<b>isk:</b> e risk after	Responsibility: (who is responsible)
		L	С	Risk			L	С	Risk	
Emergency stop button	Emergency stop button not labelled, not in an accessible location resulting in a delayed device cessation in the event of an emergency or issue.	L3	C4	High	•	Emergency stop buttons are installed on all mechanical amusement devices.  Emergency stop button are labelled, clearly is visible and tested on a daily basis as a part of the pre-operation inspection process.  Staff / operators are trained on the use of emergency stop buttons and maintain clear access at all times.	L1	C4	Moderate	Manageme <b>nt</b> Operator
Fire extinguisher										Manageme <b>nt</b> Operator
Electrical equipment and power	SA  Electrical equipment not fit for purpose, damages and or not maintained resulting is electric shock, power failure and or property damage.			TENTION Moderate	ALL	All systems and surfaces to be maintained / kept clean to avoid sources of ignition.  Y FADED and confirmed fit for purpose. Electrical leads and equipment inspected, tested and tagged by a competent person in the required frequencies.  Mains power protected by RCD and RCD tested at the required frequencies.  Minimum distance between power and ride Electrical leads are covered with a lead mat if necessary  Ride is shut down and locked when not in operation.				Manageme <b>nt</b> Operator
Flammable licuids	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 labelled at all times. 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 offsite locations Only trained staff to re-fuel. Substance release pathways identified and protected including ground, drains, slopes.	L1	C4	Moderate	Manageme <b>nt</b> 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)		Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)		
Hydraulic	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.	L	С	<b>Risk</b> Moderate	Regular inspections of hydrautics and oil / fuel / water level as per daily pre-opening checklists and maintenance / annual inspections.  FFE required when filling oil Staff are trained in using the hydrautics Safe perimeter around ride is established when hydrautics are operating. Hydrautics are turned off when not required / in use Hydrautic system fitted for purpose to ensure no oversize or over pressure of the system and routinely checked. Operators to ensure hose is not obstructed Daily checks on hydrautics / pump / hose daily with pre-opening checks and throughout the day Barriers and signage installed to ensure no unauthorised persons enter	L1		Low	Manageme <b>nt</b> Operator
Operator / Attendants of amusement	Prolonged static postures maintained for long periods of time resulting in injury to operator.  SAN Fatigue of operator due to not having adequate breaks, becomes tired and not focused on ride safety putting patrons at risk / property damage  Sun damage to operator not having correct PPE  Operator standing on platform / spinning tea cups and hit by ride resulting in injury.			ENTIONA Moderate	Management to ensure operators / attendants have regular breaks Ride rotation among staff to reduce repetitive RIDED into 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 off impact area / ride area / tea cups when ride is in operation.				Manageme <b>nt</b> 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 or 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. Patrons 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.		C3	Low	Manageme <b>nt</b> Staff / operator

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			the risks managed)  Residual Risk: (what is the risk aff controls)	Responsibility: (who is responsible)
		L	С	Risk	L C Ris	k
Customer / participar t / 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.  Passenger becomes distressed during ride.	SAMF	PLE -	INTENTIC	ating the amusement device.  Its, conditions, safety rules, capacity and other / patron restrictions implemented.  Its operator to provide a full safety briefing stomers prior to ride starting.  Its owner / patrons to ensure loose items, or drinks are not taken onto the sement device.  Its owners / patrons standing in the line are effile and adhere to fenced off areas / y from ride area.  It rators to confirm passengers are seated efficiency, doors are shut, and riders are ingether inner steering wheel at all times ingether inner steering wheel at all times ingether in the ride.  It is officiency or call for assistance, aviour is monitored and managed to be reen ounsafe acts / dangerous siviours / ill customer / in distress owners, emergency stop procedures to be steed if this occurs.  If operator to monitor load imbalances, if tified ride to cease operation until cause entified and rectified.  It demonstrates the start-up criteria been met.  If opinion in the line are entire in the start-up criteria been met.  If opinion in the line are entires in the line are entire in the start-up criteria been met.  If opinion in the line are entire in the start-up criteria been met.  If opinion in the line are entire in the line are entire in the line are entire.  If opinion is taken onto the start-up criteria been met.  If opinion is monitor load imbalances, if tified ride to cease operation until cause entified and rectified.  If the line are entire in the line are entire.  If the line are entire in th	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)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
First aid and emergency management	Emergency management provisions not established or maintained inhibiting / delaying a response to an emergency situation.	L3	<b>C</b>	<b>Risk</b> High	Staff trained in first aid (at least one person onsite). First aid kit and injury register available. Emergency management / evacuation procedures in place. Staff trained on enacting / implementing emergency and evacuation procedures. Emergency procedures communicated with customer through information, instruction and signage. 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.		<b>C</b>	Risk Moderate	Management
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.	L3	C4		Daily weather information monitored on BOM, WillyWeather and My lightning tracker app. Wind regularly monitored using a portable FINTENTIONALLY FADED clement 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 / cessation 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: