

**RISK ASSESSMENT – (FOR REFERENCE)
CASUAL HIRER – GOULBURN HISTORIC WATERWORKS**

To ensure your event is held safely a risk assessment is required by Council before your event. You may use the following as a guide. Please complete and sign this form and return to Goulburn Mulwaree Council or submit your own. Parks & Recreation staff can be contacted on 4823 4448 for assistance. Note: the following risks are suggestions – as this is your event you may have other risks to consider.

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	CONTROLS	RESPONSIBLE
Slips, Trips & Falls	Ground surface is uneven	Yes	Advise users to be careful when walking on ground that is uneven.	Event Organiser
Water	Site is next to a river	Yes	Advise users to stay away from rivers edge	Event Organiser
Utilities	Exposure to underground and overhead cables	Yes	Structures not to be erected without permission from Council.	Event Organiser
Lighting	Event being held at night	Yes	Check site lighting adequate for event.	Event Organiser
Snakes	May be present	Yes	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.	Yes	Ensure all leads and appliances are tagged and certified by a licensed electrician.	Event Organiser
Traffic	Car Accident	Yes	Advise users to drive slowly and with care when entering and leaving site.	Event Organiser
Food Preparation	Health	Yes	Use appropriate food handling techniques eg. wear gloves, wash hands, keep food refrigerated.	Event Organiser
Marquee Erection	Hazard from underground electrical cables	Yes	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: