

ASSESSMENT TOOL FOR AMUSEMENT DEVICES

A copy of this Assessment Tool should be provided to the ride owner/operator prior to the event so they are aware of the safety requirements in advance.

Upon arrival and setup at the event, the Event Safety Officer must complete the checklist onsite by inspecting each ride to ensure all safety standards have been met before operation begins.

If any items on the Assessment Tool are not met upon inspection, the ride must not operate until all safety issues are resolved to the satisfaction of the Event Safety Officer.

ITEM	DESCRIPTION	YES/NO	COMMENTS
REGISTRATION AND MAINTENANCE			
1.	Record the Design Registration Number		<i>Registration No.</i>
2.	Does the device have a current plant registration? If yes record the item registration number and date. NOTE: copy of plant registration shall be required to be sighted at the event.		<i>Plant No.</i>
3.	Is the sideshow device covered by current public liability insurance? NOTE: copy of public liability insurance shall be required to be sighted at the event.		
4.	Does the sideshow device have a current logbook? (That includes up to date records of inspections, set ups, maintenance etc) NOTE: Copy of the current logbook shall be required to be sighted at the event.		
5.	What is the date of the last annual inspection recorded in the logbook? NOTE: Copy of last annual inspection shall be required to be sighted at the event.		
6.	Has the sideshow device been repaired or altered in a way that may affect the health and safety of patrons? NOTE: Copy of service/repair documentation shall be required to be sighted at the event		
7.	If yes to 6, has a competent person verified the repair or alteration? (e.g. an engineer) NOTE: Copy of Competent Person sign off shall be required to be sighted at the event		
8.	Does the sideshow device have a documented and up-to-date maintenance and inspection program? NOTE: Copy of Maintenance and Inspection log shall be required to be sighted at the event.		

<p>9. Is non-destructive testing (NDT) called for in the maintenance and inspection program? If “No”, proceed to Question 11. NOTE: Copy of Non-Destructive testing records shall be required to be sighted at the event.</p>	<p>10. Do the maintenance/inspection reports show that the NDT has been undertaken? NOTE: Copy of Maintenance records and NDT testing shall be required to be sighted at the event.</p>
<p>11. Has a competent person signed off on the electrical safety after the device has been erected on the site? (If required) NOTE: Copy of Electrical Safety inspection shall be required to be sighted at the event.</p>	<p>OPERATION</p>
<p>12. Has an assessment of risks been carried out and control measures implemented on the setup of the device (e.g. emergency planning, overhead power lines, overhanging trees, sloping ground, suitable blocking)? NOTE: Copy of set-up, pre-commission inspections shall be required to be sighted prior to operation at the event</p>	<p>13. Have operational procedures been documented and for mobile devices do they include set- up and dismantling? NOTE: Copy of Operational Procedures shall be required to be sighted at the event.</p>
<p>14. Are staff trained in the safe use of the amusement device (both operators and attendants)? NOTE: Copy of Staff/Operator training records shall be required to be sighted at the event.</p>	<p>15. Is the person who will supervise/operate the ride 18 years or over?</p>
<p>16. Does the person who will supervise/operate the ride have a current Working With Children Check (WWCC)? NOTE: Copies of current Working With Children Checks shall be required to be sighted at the event.</p>	<p><i>List WWCC number and expiry date for each operator.</i></p>
<p>17. Will suitable access and egress staff be provided?</p>	<p><i>Provide details:</i></p>
<p>18. Are emergency evacuation of the device and access/egress of emergency vehicles and equipment provided for? NOTE: Copy of Emergency Management Procedures shall be required to be sighted at the event.</p>	

19. Will a suitable fence or temporary barrier be erected around the amusement device?
NOTE: Copy of set-up, pre-commission inspections shall be required to be sighted prior to operation at the event.

20. Could a rider or member of the public reach over or through the fence to access moving parts of the amusement device, or can riders or spectators access moving parts, while the device is moving?
NOTE: Copy of set-up, pre-commission inspections shall be required to be sighted prior to operation at the event.

21. Are rider restraints, if required, functional and maintained to prevent a rider from being ejected?
NOTE: Copy of rider restraint maintenance records shall be required to be sighted at the event.

22. Are loading / rider seating restrictions and procedures in place, if required for the device?

23. Are display and festoon lighting or other electrical cables required?
NOTE: All electrical equipment is required to be tested and tagged prior to operation at the event.

24. Have all extension leads/cables utilised to feed, and used within the device and “plug-in” electrical equipment been tested?
NOTE: All electrical equipment is required to be tested and tagged prior to operation at the event

25. Are all extensions leads/cables secured positioned to prevent tripping hazards and protect them from damage?
NOTE: Copy of set-up, pre-commission inspections shall be required to be sighted prior to operation at the event.

26. For a device requiring lighting and illuminated exit signs, such as enclosed devices or those enclosed areas, are these provided?
NOTE: Copy of set-up, pre-commission inspections shall be required to be sighted prior to operation at the event.

27. Is the device, or accompanying music, loud enough to be an issue for riders or other persons? (e.g. can you carry on a conversation without yelling?)
NOTE: Copy of set-up, pre-commission inspections shall be required to be sighted prior to operation at the event.

28. If the answer to 27 is yes, has noise monitoring been undertaken for the device and any accompanying sound system and will noise controls be implemented?
NOTE: Copy of set-up, pre-commission inspections shall be required to be sighted prior to operation at the event

Checklist Completed By:	
Date:	
Signature:	