**Risk Assessment Checklist**It is **compulsory** for all participating homeowners to completed this Risk Assessment Checklist and read the Risk Assessment Guidelines. Complete the following checklist prior to the opening of the property and ensure you complete any actions required.

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| **AREA** | **QUESTION** | **YES** | **NO** | **N/A** | **NOTES** |
| **Entry Access** | Are Entry / Exit areas clear and accessible for staff and expected attendees? |  |  |  |  |
|  | Are Entry / Exit area adequate for emergency exit and emergency services? |  |  |  |  |
|  | Are thoroughfares well defined and clearly marked? |  |  |  |  |
|  | Are pathways free of obstruction and easy to transverse? |  |  |  |  |
|  | Are house rules clearly displayed at entrance? |  |  |  |  |
|  | Are there adequate room/materials for sign in sheets for visitors (pens, clipboards, table etc.)? |  |  |  |  |
| **Internal Rooms** | Are sharp implements (e.g. knives, scissors) locked away? |  |  |  |  |
|  | Is any furniture broken or unsafe and need to be removed for opening? |  |  |  |  |
|  | Are there any valuable items you want locked/stored away for safekeeping? |  |  |  |  |
|  | Is there a room you do not want the public to access? |  |  |  |  |
|  | Are all rooms suitably clean and hygienic for volunteers and attendees? |  |  |  |  |
| **Hazardous Substances** | Are all chemicals stored in approved containers and labeled and out of reach of general public. Keep locked away? |  |  |  |  |
| **Alcohol** | **Alcohol** *consumption is prohibited* |  |  |  |  |
| **Floors/walkways** | Are floor surfaces even? (e.g. no loose tiles or carpet that is torn or has ridges or holes) |  |  |  |  |
|  | Is a covering on carpets/floors required to protect against heavy tread? |  |  |  |  |
|  | Are any floor covering used safe and free from tripping hazards, obstructions, furniture, cords etc.? |  |  |  |  |
|  | Do any walkways need to be signed to indicate any hazards (i.e. potential trips, slippery areas) |  |  |  |  |
|  | Are walkways well lit? |  |  |  |  |
| **Stairways** | Are stairways clear of obstructions, furniture, cords? |  |  |  |  |
|  | Are any stair rails in need of repair? |  |  |  |  |
| **Toilets** (if to be made available) | Is there adequate provision of toilets and hand washing facilities for volunteers etc. |  |  |  |  |
|  | Will there be appropriate cleaning of toilets and washing facilities? (I.e. monitoring of wet floors etc.) |  |  |  |  |
| **Outside** | Are outside pathways as free of obstructions? |  |  |  |  |
|  | Are there any trip hazards (uneven steps etc.) that need to be sign posted? |  |  |  |  |
|  | Are any fences to pools, dams etc. in full working order? |  |  |  |  |
|  | Are any stair rails in need of repair? |  |  |  |  |
| **Gardens** | Are gardens free of debris (i.e. dead and loose branches, long grass?) |  |  |  |  |
|  | Does any area of garden need to be roped off to prevent access? |  |  |  |  |
| **Parking** | Is there adequate location for parking for SHD? |  |  |  |  |
|  | Do the neighbors need to be notified of impending event re: traffic? |  |  |  |  |
|  | Are there any no parking areas that need to be sign posted? |  |  |  |  |
|  | Do volunteers need to be appointed to traffic management? |  |  |  |  |
|  | Can your cars be relocated for the day? |  |  |  |  |
|  | Can you make space available for bike parking? |  |  |  |  |
| **Electrical** | Replace any double adapters being used/ |  |  |  |  |
|  | Ensure all portable (Specified) electrical equipment including power leads, power boards have been inspected and used as per manufacturer’s safety instructions (i.e. no kinks, knots, frays etc.) |  |  |  |  |
|  | Is there adequate protection of the public from electric shock and any trip hazards? |  |  |  |  |
|  | Are all electrical leads and electrical equipment placed in safe locations, e.g. not *on top of unstable surfaces, across pathways, or taped down where required?* |  |  |  |  |
|  | Are all leads, plugs, etc. protected from the weather and hazards such as water or other liquids, etc. |  |  |  |  |
|  | Are generators (if used) placed in a safe location and fenced or sectioned off from the public? Is exhaust gas vented to open, not affecting air intakes for HVAC systems? |  |  |  |  |
|  | Have any unsafe or restricted areas been communicated to the Homeowner/Lead Volunteer? |  |  |  |  |
| **Rubbish** | Is there an adequate placement of bins? |  |  |  |  |
|  | Do you require additional / alternate waste removal services? |  |  |  |  |
| **Weather** | Ensure the Current Australian Bureau of Meteorology information is checked for adverse weather conditions www.bom.gov.au |  |  |  |  |
|  | Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available |  |  |  |  |
| **Volunteers** | Do volunteers have a name badge, lanyards or t-shirts to act as an identifier of onsite volunteers? |  |  |  |  |
|  | Do volunteers have access to a secure locker, room, cupboard to store personal items (handbags, phones, keys, wallets etc.)? |  |  |  |  |
|  | Do volunteers need to be advised of appropriate footwear? (Gumboots, flat shoes etc.) |  |  |  |  |
|  | Is there adequate sunshade for volunteers staying outside? Volunteers in non-shade areas will need to be rotated/ |  |  |  |  |
|  | Is there availability of drinking water for volunteers/staff? |  |  |  |  |
| **Additional** Add additional categories required |  |  |  |  |  |
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| **NOTES:** Place for any additional requirements you wish to make note of: | | | | | |