



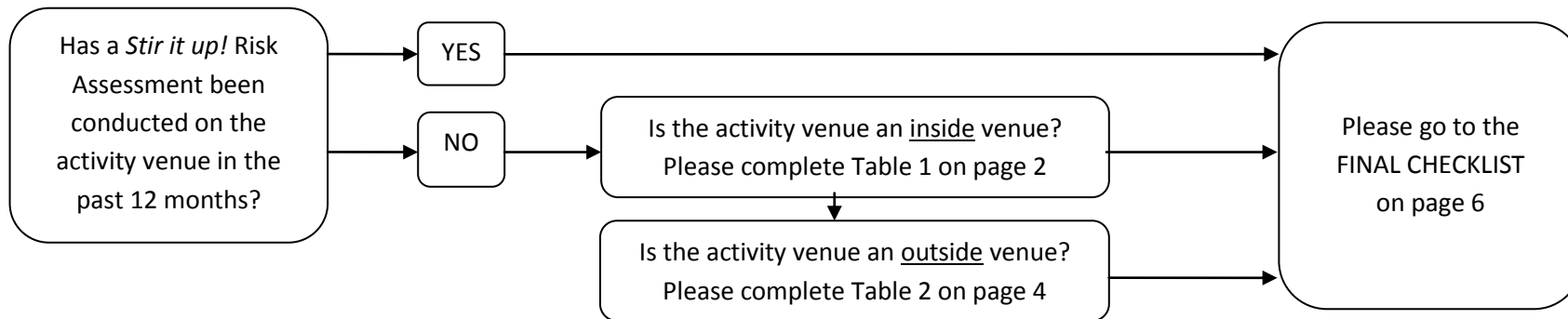
Stir it up! Risk Assessment Form

YOUR DETAILS		
Host Organisation	Name	
	Phone	
	Contact Person	
Person completing Risk Assessment	Name	
	Organisation	
	Email	
	Phone	
	Mobile	
Venue for Activity	Name	
	Number and Street	
	Suburb	
Activity ID	<i>Stir it up!</i> Project Team to complete	
Date Risk Assessment completed		

Due to changes in Occupational Health and Safety guidelines, from July 2012 all organisations who host a *Stir it up!* Activity will be required to complete a Risk Assessment for the activity venue. A venue needs to be assessed every 12 months or earlier if significant changes have been made.

Please send the completed Risk Assessment Form and the Activity Request Form to the contacts on page 6

If you have any questions please ring the *Stir it up!* Project Coordinator on 4221 6777



On-the-spot Risk Priority Rating = Potential for injury, damage or loss to occur because of the identified hazard or problem						
Likelihood	Extremely	Highly	Moderately	Possible	Remotely possible	Unlikely
Rating	1	2	3	4	5	6



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TABLE 1: INSIDE VENUE							
Inspection Items	Yes ✓	No ✓	If No, what is the hazard or problem?	Risk Priority Rating (1 – 6)	Recommended Corrective Action	Person Responsible	Date Completed
1 INSIDE VENUE - MAIN ACTIVITY AREA							
1.1							
1.2							
1.3							
1.4							
1.5							
1.6							
1.7							
1.8							
1.9							
1.10							
2 INSIDE VENUE – COOKING/KITCHEN FACILITIES							
2.1							
2.2							
2.3							
2.4							
2.5							
2.6							
2.7							
2.8					An Information Sheet is available from the <i>Stir it up!</i> Project Team		



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TABLE 1: INSIDE VENUE							
Inspection Items	Yes ✓	No ✓	If No, what is the hazard or problem?	Risk Priority Rating (1 – 6)	Recommended Corrective Action	Person Responsible	Date Completed
2.9							
2.10			May not be applicable				
3 INSIDE VENUE – GENERAL SAFETY							
3.1							
3.2							
3.3							
3.4							
3.5							
3.6							
3.7							
3.8							
3.9							
4 INSIDE VENUE - OTHER							
4.1							
4.2							
4.3							
4.4							
4.5							
4.6							
4.7							
4.8							
4.9							
If an outside venue is also being used for the activity, please complete the next section. Otherwise please proceed to the final checklist on page 6.							



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TABLE 2: OUTSIDE VENUE								
Inspection Items	NA	Yes	No	If No, what is the hazard or problem?	Risk Priority Rating (1 – 6)	Recommended Corrective Action	Person Responsible	Date Completed
<i>NA = Not Applicable</i>	✓	✓	✓					
1 OUTSIDE VENUE - MAIN ACTIVITY AREA								
1.1				Adequate sun protection available – shade shelter, sun screen				
1.2				Adequate space				
1.3				Tidiness (no trip or fire hazards)				
1.4				No slip/trip/fall hazards				
1.5				Electrical cords positioned correctly				
1.6				Power outlets in good order				
1.7				Adequate tables and chairs				
1.8				Other equipment in good order				
2 OUTSIDE VENUE – COOKING/KITCHEN FACILITIES								
2.1				Hand washing facilities available				
2.2				Facilities to store food safely				
2.3				Ground surfaces clean and in good condition				
2.4				Area clean, tidy, uncluttered				
2.5				If open flame or gas used: adequate ventilation; wind guard available				
2.6				Fire equipment available and in working order				
2.7				Kitchen equipment in good working order				
2.8				Host Organisation aware of safe knife handling procedures		An Information Sheet is available from the Stir it up! Project Team		



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TABLE 2: OUTSIDE VENUE									
Inspection Items		NA	Yes	No	If No, what is the hazard or problem?	Risk Priority Rating (1 – 6)	Recommended Corrective Action	Person Responsible	Date Completed
<i>NA = Not Applicable</i>		✓	✓	✓					
2.9	Power outlets in good order								
2.10	Host Org'n has a food allergy policy				May not be applicable				2.10
3 OUTSIDE VENUE – GENERAL SAFETY									
3.1	First Aid Kit available and stocked								
3.2	First Aid qualified person present								
3.3	Fire extinguishers – unobstructed								
3.4	Fire blanket available								
3.5	Fire plan clearly explained								
3.6	Exit lights working and visible								
3.7	Exit route clear of obstructions								
3.8	Emergency numbers on display								
3.9	Power outlets in good order								
4 OUTSIDE VENUE - OTHER									
4.1	Adequate car parking								
4.2	Adequate lighting in car park								
4.3	Adequate surface of car park								
4.4	No slip/trip/fall hazards between car park and venue								
4.5	Place to unload car close to venue								
4.6	Ramps available								
4.7	Handrails on stairs								
4.8	Public toilets clean and free from hazards								
4.9	Secure area available for personal belongings and valuables								
PLEASE PROCEED TO THE FINAL CHECKLIST ON Page 6									



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FINAL CHECKLIST:

- Have you completed a *Stir it up!* Activity Request Form?
 - Have you completed the *Stir it up!* Risk Assessment Form?
- OR** Has a Risk Assessment Form been completed for this venue in the past 12 months?

Please send documents to the organisation indicated:



The *Stir it up!* Co-ordinator – Attention: Robyn Tindall

E | robyn.tindall@sesiahs.health.nsw.gov.au

F | 4221 6722

P | Locked Bag 9, Wollongong NSW 2500

OR



Name:

E |

F |

P |

ANY QUESTIONS?

Please contact the *Stir it up!* Co-ordinator

P | 4221 6777

E | robyn.tindall@sesiahs.health.nsw.gov.au

Stir it up! Risk Assessment Form approved by Michael Spence (Illawarra Shoalhaven Local Health District), Wal Forrester (Baptist Community Services, Manager, Warilla North Community Centre) and Leta Webb (Acting Manager, Healthy Cities Illawarra) in July 2012