

Risk Assessment Form.FINAL

This checklist is designed to take trainers through a risk management process. By completing this exercise, the trainer should have clear emergency plans in place and should be aware of their responsibilities.

The table must be completed and returned to City of Whitehorse at least **ten days prior** to your booking.

Name of trainer and contact details.	Date	Location/Park or reserve where proposed booking is to be held	Starting and finishing times (including setting and packing up).

Risk	Possible Consequences	Action	Responsibility	How this risk will be covered. Examples of how risks could be covered.	Show how this risk will be covered.
Car Parking not sufficient for clients	Private streets gridlocked	Direct visitors to available car parking.	Trainer	A site map showing location of car parking and amount of car spaces.	
Fire	Injury Hysteria	First Aid Crowd control plan and evacuation plan	Trainer	Trainer to have First Aid kit at each session. Trainer to call Fire, Police , Ambulance on 000 (not local)	
Hot Weather	Extreme high temperatures and hot winds	Availability of bottled water, first aid and tap water available	Trainer	Trainer to have bottled water on hand, know the closest location of running water tap and have first aid on hand. Cancel session	
Packing Up	Event site not left as it was before event.	Clean up after each session	Trainer	Trainer to check the site is clean and removes any litter and temporary signage and infrastructure used during the session.	
Person slips over	Needs first aid	First Aid must be on hand. Report any incidents to Council.	Event organiser	Check area for hazards before commencement of activity. Trainer to be qualified in First Aid	

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	Needs ambulance	Access for emergency vehicles must be easy		and to have first aid on hand. Trainer to be aware of access points for emergency vehicles if using a sports field. If using parkland mark on site map the access point for emergency vehicles	
Personal injury	Public Liability Claim	Evidence of current \$10M Public Liability Insurance Cover	Trainer	Trainer to have First Aid kit at each session. Trainer to ring Fire, Police, Ambulance on 000. Complete injury / incident report and obtain names, phone numbers and addresses of witnesses.	
Poor Weather	Torrential rain, flooding	Cancellation plan and/or bad weather alternative.	Trainer	Cancel session	
Signage Requirements	Being displayed without approval	Please provide details. I.E. signage type – banner, message on sign, colour, size	Trainer	Council will assess and provide approval as per Council's signage policy	
Lighting	Dimly lit area of use. Incorrectly positioned lighting could be annoyance to other users/residents	Provide details of the amount of lights and specifications and on site plan where they will be used.	Trainer	Sufficient lighting to be used for evening, dawn, dusk classes. Location of lighting to be shown on site plan and approved by Council.	
Noise to nearby residents and other park users	Disruption and complaints from other park users and residents	No whistles, amplified music or megaphones	Trainer	Any noise created by training activities shall not be audible from nearby residents.	
Unauthorised use of park or garden	Council ejects Trainer from area of use	Trainer to keep permit on hand	Trainer	Trainers to use the area in accordance with the permit conditions and adhere to 'Personal Training Guidelines'.	