

GARDIVALIA 2016

EVENT & WORKSHOP RISK ASSESSMENT EXAMPLE

Whether your event or workshop is being held in a garden or venue it is important to identify any potential hazards and take action to ensure the safety of the participants.

Please read through the checklist example and compile your own specific assessment, keeping a copy to check through on each day your event or workshop will be run.

Photocopy and send with your Registration form and Terms & Conditions to: PO Box 468, Warragul, 38209 OR scan and email with images to: registrations@gardivalia.com.au

POTENTIAL HAZARD	ACTION REQUIRED
Hoses and sprinklers	<ul style="list-style-type: none"> • Store in shed
Electric extension cords	<ul style="list-style-type: none"> • If in use, ensure cable is safe and away from foot traffic
Overhanging plants, branches, hanging baskets.	<ul style="list-style-type: none"> • Tie up or prune bushes. Re-locate or raise baskets
Slips and falls Steps, slopes, wet areas	<ul style="list-style-type: none"> • Verbal warning, cordon off and signage
Pets	<ul style="list-style-type: none"> • Judge whether they are “public friendly” or need to be restrained
Water features, pools and ponds	<ul style="list-style-type: none"> • Signs. • Appropriate safety fencing. • Verbal warning.
Private areas.	<ul style="list-style-type: none"> • Lock house and other buildings. • Place “No Entry” signs in these areas. • Cordon off.
Machinery & tools / Chemicals	<ul style="list-style-type: none"> • Keep in locked shed. Cordon Off. • Warning signs. Remove Keys.
Building/Landscaping Materials	<ul style="list-style-type: none"> • Cordon Off • Signs
In case of fire	<ul style="list-style-type: none"> • Exits clearly signed, • Inform participants when they first arrive
Accident	<ul style="list-style-type: none"> • First aid kit on hand

**Gardivalia 2016 Event/Workshop
Risk Assessment**

Event/workshop name: _____

HAZARD	ACTION REQUIRED