

## ✓CHECKLIST



## Checklist for School Fete/Event Organisers - Mobile Amusement Devices

*Developed in consultation with Workplace Health and Safety Queensland*

Mobile amusement rides and devices are a major drawcard for many special events such as school fetes and fundraisers. However, these rides and devices can be hazardous unless properly managed. Owners and persons in control of amusement devices are required to discharge their obligations under the *Workplace Health and Safety Act 1995*. A school does not need to be fully familiar with this legislation. However, the school is responsible for ensuring the health and safety of workers and others at the site and should take all reasonable steps to ensure that an appropriate operator is engaged.

The following checklist has been prepared to assist school event organisers to select and monitor amusement ride/device operators. It is recommended that the school event organiser present and discuss the checklist with the owner/operator of a mobile amusement device and request that they complete the relevant sections. The school event organiser is responsible for the provision of local knowledge about the site.

An amusement device owner/operator should be aware of the following issues and should address them appropriately. If you have any particular concerns, discuss them with an inspector from your local Workplace Health and Safety Queensland office or phone – 1300 369 915.

### 1. Licensing

The amusement ride should be registered for use with Workplace Health and Safety Queensland as 'Registrable Plant'.

- A certificate of Registrable Plant Registration is issued or renewed in February each year and includes a Registration Sticker. Therefore, the amusement ride should display a current registration sticker.
- The owner/operator should be able to produce evidence of current registration.

***Licensing details have been addressed***

### 2. Site issues

The site should be level and large enough to accommodate the ride safely. The school event organising committee should provide the person erecting the ride with the following documentation / information:

- A copy of the site services layout plan (showing underground electricity, gas and water locations etc).
- If the ground to be used has been disturbed recently (trenches or fill etc)
- If the site has an adverse history, e.g. flooding, poor drainage, high winds.

***Site information has been provided to contractor***

The person erecting the ride is responsible for the following:

- Assessing the suitability of the ground to support the amusement device.
- The site services layout plan must be consulted prior to any on site digging or driving in of stakes etc.
- Providing safe passage around the ride's perimeter fence for the public.
- Ensuring safe passage is available for emergency vehicles.
- Ensuring services are available e.g. electricity and water.

***Site issues have been considered***

### 3. Distance from Electrical Conductors

As a general guideline Amusement Rides must not be erected within the following exclusion zones:

- 6 metres from any overhead power cables supported by poles (street power poles)
- 8 metres from overhead power cables supported by pylons.

The possibility (however remote) of the ride toppling over should also be considered (particularly for rides with a base smaller than the height, such as Ferris Wheels).

- In these instances the separation distance between the device and electrical conductors should at least equal the height of the ride plus the separation distance selected from those stated above.
  - E.g. With a ride height of 9m and a required separation distance to be maintained at all times of 6m, the resulting set-up separation distance should be at least 15m.

#### Note:

If separation distances less than the figures provided here are necessary, safety guidance must be sought from the Code of Practice "Working Near Exposed Live Parts" which is available from the Electrical Safety Office.

[http://www.eso.qld.gov.au/publicat/codes/1\\_expose.pdf](http://www.eso.qld.gov.au/publicat/codes/1_expose.pdf)

***Distance from electrical conductors is sufficient***

#### 4. Risk assessments

The amusement device owner should have completed risk assessments to ensure safe operation. The risk assessments for school events should consider similar scenarios as those found at fetes or small festivals. The ride owner/operator should allow the event organiser to view the risk assessment records, if requested.

***Risk assessment records have been sighted***

#### 5. Inspections and Maintenance

Amusement devices should be inspected and maintained at regular intervals to ensure safe use.

The ride owner/operator should allow the event organiser to view records of the following, if requested:

- A competent person (including the manufacturer) should have identified an inspection and maintenance program including timeframe.
- A competent person should have inspected the ride within these guidelines.
- Competent person/s have performed any repairs or periodic maintenance  
(*Note – in the case of electrical equipment repairs – these **must be done by a licensed electrician***).

***Inspection and maintenance records meet requirements***

#### Definitions for competent person:

- From the Workplace Health and Safety Regulation 1997 for Registrable Plant Design Registration. (*plant in schedule 4, column 2:*  
**“competent person”** means a person who has acquired, through training, qualifications, or experience the knowledge and skill enabling the person to certify that the plant design complies with the standard stated for the plant in schedule 4, column 2.

From the Australian Standard 3533 series of standards for amusement rides and devices:

Competent person—a **person who has acquired through training, qualifications or experience, or a combination of these, the knowledge and skills enabling that person to perform a specified task.**

#### 6. Competent Operator

The person in control of the amusement device should be competent to ensure safe use. Factors to consider include employee instruction, supervisory practices to ensure instructions are followed, extent of experience with operating the amusement ride or device and how the owner ensures that the competence of the operator(s) is maintained.

***The amusement device is controlled by a competent person to ensure health and safety***

#### 7. Personnel Training

Records should be available to the event organiser indicating that the following training has been completed:

- Those involved with the erection and use of the amusement ride have received sufficient training and instruction to ensure safe use.
- All staff have been trained in the designated emergency procedures for the amusement device and periodically practice the procedures.

***Training records have been sighted***

#### 8. Assembly and erection

- Public safety must be considered and measures put in place to ensure public safety during the assembly of the amusement device. A documented process should be available for the event organiser to view.
- Scaffolding (if used) is assembled and removed by a person holding a scaffolding certificate.
- Falls from heights during assembly and removal are considered and controls implemented. Protective padding over sharp edges, nuts/bolts etc are in good condition.

***Assembly and erection issues have been considered***

#### 9. Electrical Issues

- All testing and tagging of equipment and testing of RCD (safety switch) has been undertaken.
- All power cables are well secured and protected to avoid slip/trip/fall hazards and damage from traffic etc.
- Display lighting and associated cables are in good repair.
- Festoon lighting is located appropriately, so that it is not a hazard to riders.
- There are sufficient General Power Outlets to prevent the use of double adaptors.
- An electrical inspection has been undertaken of the ride and power supply (by a “Competent Person”).

***Electrical issues for the ride have been considered***

#### 10. Rider restraint

Where a risk of falling from an amusement ride is possible, even as a result of unexpected or unusual behaviour such as panicking or skylarking, it should be eliminated or otherwise controlled. There are a number of control methods available to the owner/operator to eliminate or minimise the risk. These include, but are not limited to, the following:

- A totally enclosed carriage or gondola where the access/egress mechanism cannot be accessed by the passenger.
- Providing a restraint device that ensures the passengers remain seated for the duration of the ride and where the unlocking mechanism cannot be accessed by the passenger.
  - Where the ride passes through an enclosed space, additional measures to allow for remote emergency release must be provided.
- Screening procedures to ensure that only passengers who can be effectively restrained are permitted to ride.
- An effective procedure is in place to ensure the restraint of all passengers is checked prior to commencing the ride.

**Note:**

*The first 2 dot points relate to a recent WHSQ policy (April 2004), following a number of incidents where children have panicked or misbehaved and fallen from the ride. Where concerns about rider restraint are identified the local WHSQ office should be notified. The provision, inspection, maintenance and use of rider restraints are the responsibility of the designer, manufacturer, owner/operator and/or the competent persons associated with the ride.*

**Rider restraint is appropriate**

#### 11. Power supplies including internal combustion generators

- A suitable fire extinguisher has been provided adjacent to the engine.
- Access to hazardous areas of the generator is restricted.
- Exhaust gas is vented to an open area.
- Acceptable noise levels are maintained.
- Fencing is provided to restrict access to any power supplies (General Power Outlets or specialised transformers).
- All electrical supply equipment is suitably protected from adverse weather conditions (type 2 RCDs to be used on all outlets).

**Power supply issues have been addressed**

#### 12. Crowd Control

- An adequate perimeter fence has been erected around the ride.
- The perimeter fence is placed so the public cannot reach any moving parts of the ride (adequate clearance – e.g. 2 metres – to be allowed).
- Openings in the perimeter fence are supervised and unauthorised entry is prevented.
- Control stations are positioned to prevent interference by the public.
- Control stations are positioned to provide the operator with an unrestricted view of the ride in operation and all embarkation and disembarkation stations.
- Signs for the control of passengers etc are prominently positioned, clearly legible and of a consistent presentation.

**Crowd control is appropriate**

#### 13. Emergency Procedures

- An emergency procedure has been developed for fire, explosion, bomb threats, structural collapse, release of hazardous substances etc.
- An emergency procedure has been developed for assisting passengers who may be young, old or have disabilities.
- Emergency equipment is on hand to enable the amusement device to be moved/rotated etc as necessary to release passengers in the event of a power failure or ride malfunction.
- The designer/manufacturer recommended safety equipment for use in an emergency is readily available.
- The emergency braking system (where required), works effectively.

**Emergency procedures are in place**

# Authorisation Sheet

## Owner Operator

.....  
Name

..... /...../.....  
Signature

If you are satisfied that all of the issues outlined in this checklist have been addressed, you may choose to engage that operator and proceed.

## Signature of the school's event organiser:

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## Signature of the school WHSO (if appropriate):

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## Signature of Principal:

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## School Name:

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More information for schools –  
Occupational Health and Safety Tool Kit – Module 4 Contractors  
Occupational Health and Safety Tool Kit – Module 9 Plant  
Creating Healthier Workplaces: <http://education.qld.gov.au/health/>  
Workplace Health and Safety Queensland: [www.whs.qld.gov.au](http://www.whs.qld.gov.au)

The amusement ride or device should be designed, operated, inspected and maintained in accordance with the AS3533 series of Australian Standards for Amusement Rides and Devices.

The noise exposure levels should be managed to AS/NZS 1269.1 (*Occupational Noise Management - measurement and assessment of noise emission and exposure*).

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