Amusement Rides, Attractions and Fireworks Checklist

Principals and/or their delegates must work with the contracted operator to identify and mitigate risks that may arise from the operation of the ride, attraction, or firework. This checklist can be used when planning for the safe operation of an amusement ride or attraction on both school and non-school sites.

Schools must not operate their own amusement rides, attractions, or fireworks, and must not hire and operate amusement rides, attractions, or fireworks without the third-party operator on site.

|  |  |
| --- | --- |
| **Date:** |  |
| **Name:** |  |
| **School:** |  |
| **Third-party operator:** |  |

Checklist Instructions

All checklist items are mandatory and must be obtained as a necessary condition for the operation of amusement rides, attractions and fireworks. If “No” is selected for any of the items, the activity must not proceed. Some items may not apply (“N/A”), depending on the type of attraction being operated.

This checklist must be used in conjunction with the [Amusement Rides, Attractions and Fireworks Policy and Procedure](https://www2.education.vic.gov.au/pal/amusement-rides-attractions-fireworks/policy), which provides further detail into these items.

| **Ref No.** | **Item** |  | |
| --- | --- | --- | --- |
| 1. **General** | | | |
| 1.1 | [Contractor OHS Induction Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractorinductchecklist.docx) (or equivalent template) completed and signed by the operator | □ Yes | □ No |
| 1.2 | The Commercial Law Unit has been contacted *(for events held at non-school sites only- see the* [*related policy and procedure*](https://www2.education.vic.gov.au/pal/amusement-rides-attractions-fireworks/policy)*)* | □ Yes | □ No |
| 1. **Risk controls** | | | |
| 2.1 | Information about the safe use of the ride/attraction has been provided by operator | □ Yes | □ No |
| 2.2 | Information about the hazard identification, risk assessment and control of risks that have been carried out in relation to the design and manufacture of the plant has been provided by operator. If it is not practicable for the operator to provide this information, the operator must alternatively be able to ensure the risk arising from use is eliminated or reduced so far as is practicable and in line with any applicable industry standards. | □ Yes | □ No |
| 2.3 | Records have been provided by operator showing that inspections and maintenance have occurred on the item between hirings and leasings. | □ Yes | □ No |
| 2.4 | All operator employees/volunteers have provided evidence of a valid Working with Children Clearance, Child Safety and Wellbeing Policy and Child Safety Code of Conduct | □ Yes | □ No |
| 2.5 | Operator has provided evidence of qualifications and/or experience, e.g., pyrotechnician license for anyone operating fireworks | □ Yes | □ No |
| 2.6 | Business/operator has provided a current public liability insurance certificate (minimum $10 million) covering the ride or activity supplied | □ Yes | □ No |
| 2.7 | **For fireworks only** - evidence of notifying the relevant authorities for the conduct of fireworks displays | □ Yes | □ No  □ N/A |
| 2.8 | **For land-borne inflatable amusement devices,** information about risk management processes for anchoring, monitoring wind speed, providing safe access and preventing unauthorised access has been provided by the operator | □ Yes | □ No  □ N/A |
| 2.9 | **For rides requiring patron restraints** - evidence of the compliance of their equipment with ride patron control restraint systems and their risk control measures regarding patron restraint, procedures for screening patrons | □ Yes | □ No  □ N/A |
| 2.10 | Operator has provided evidence of registration of design with WorkSafe Victoria\* | □ Yes | □ No  □ N/A |
| 2.11 | School has complied with local risk management policies and strategies | □ Yes | □ No |
| 1. **Approval** | |  | |
| 3.1 | A signed written agreement is in place | □ Yes | □ No |
| 1. **Supervision –** *the below requirements only apply to* ***non-public events*** *where activities are limited to* ***enrolled students only*** | | | |
| 4.1 | Activities will be under the direct control of a teacher employed by the department or the school council at all times, with at least one other staff member present | □ Yes | □ No |
| 4.2 | Additional supervision requirements in line with the level of risk of the activity and the needs of the participating students (e.g., age, known or foreseeable behaviour concerns, disability) have been considered, as per the Supervision of Students Policy and aligned to local risk management strategies and policies | □ Yes | □ No |
| 4.3 | Where the event is being held on a non-school site, the supervision requirements of the Excursion policy have been complied with | □ Yes | □ No |
| 1. **Parent consent and notification** (applicable for non-public events only) | | | |
| 5.1 | For non-public events where activities are limited to enrolled students, parents/carers have been notified and written consent obtained and recorded | □ Yes | □ No  □ N/A |
| 1. **Additional support** | | | |
| 6.1 | School has worked with the operator to follow the relevant WorkSafe advice, with reference to these WorkSafe [checklists](https://www.worksafe.vic.gov.au/amusement-ride-hire-checklists) | □ Yes | □ No |

*\*Most amusement devices require registration as an item of plant and design registration. Ask the proposed operator if registration of design is required for the amusement device they intend to operate on site.*

[The OHS Advisory Service and Regional OHS Support Officers](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/guidance/useful-contacts-schools) can provide support and advice to assist with completing this checklist and or risk assessments, safe work method statements (SWMS) and completing contractor inductions and checklists.

The completed checklist should be stored in accordance with local OHS record keeping processes and/or in eduSafe Plus.