**APPENDIX A**

**MARK ALL RISKS FOR THE SITE AS – Y (YES), N (NO) or (NOT APPLICABLE)**

I have made myself aware of the risks at this worksite and the Control Measures required

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| --- | --- | --- | --- |
| Event Date: |  | Event: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site Inspection Checklist** | **Y** | **N** | **N/A** | **Hazards & their treatments** |
| Is phone reception at your event site. |  |  |  |  |
| Is facility/location accessible by people of all mobility levels? |  |  |  |  |
| Does your event site pose a risk of injury due to slips, trips, falls, bites or stings? (eg. oil, grease, water, cables, uneven surfaces, snakes) |  |  |  |  |
| Are walkways and stairs safe and kept clear of obstacles? |  |  |  |  |
| All electrical equipment being used during the activity must be tagged and tested by a qualified inspector (faulty/damaged electrical plugs, sockets or switches may not be used- Contact Green Living for more information if required). |  |  |  |  |
| If indoors, is there working smoke alarms within the building? |  |  |  |  |
| Is a plan in place to manage your event on days of extreme heat, cold or wind? (e.g. options for shelter from sun or rain). |  |  |  |  |
| Can you supply hydration on days of extreme heat? |  |  |  |  |
| Are evacuation procedures in place to account for emergencies such as fire, flood, chemical spill, machinery accidents, motor vehicle accidents? |  |  |  |  |
| Are there hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff? |  |  |  |  |
| Are there adequate supplies of cleaning products, including detergent and disinfectant? |  |  |  |  |
| Are there floor markings or signages to provide minimum physical distancing guides and reminders on COVID-19 related hygiene messages? |  |  |  |  |

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| --- | --- | --- |
| Provider Name: | Signed | Date |
|  |  |  |
| Wyndham City Employee Name: | Signed |  |
|  |  |  |
| Wyndham City Employee Name: | Signed |  |
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