# **Quidditch Australia Risk Assessment Template**

# **1.0 Event Details**

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| --- | --- |
| Event name: | Event date: |
| Description of event: |
| Expected attendance: |
| Event location: |

# **2.0 Food Service**

|  |  |
| --- | --- |
|  | Response and comments/controls (provide details of actions you have undertaken to mitigate the risks) |
| If you are using an external food vendor – do they have a food licence (if applicable)?*Please provide a copy of their license if applicable* |  |
| Provisions have been made to ensure that food handling is in accordance with Food Health and Safety Standards? |  |

# **3.0 Bump-in / Bump-out**

|  |  |
| --- | --- |
|  | Comments/controls (provide details of actions you have undertaken to mitigate the risks) |
| Has a site plan been developed? |  |
| Have you checked the playing area for any potential hazards such as metal drain covers, broken pieces of equipment, large ditches etc? If applicable, what actions have you taken to mitigate these risks? |  |
| Have you prepared adequate shade appropriate to the expected attendance of the event? |  |
| Does the site have adequate amenities to handle the expected attendance of the event? |  |

# **4.0 General Risk Assessment and Management**

Please outline any additional potential risks not outlined in the sections above and steps you have taken to mitigate them.

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| --- | --- |
| **Risk** | Comments/controls (provide details of actions you have undertaken to mitigate the risks) |
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