



Risk Assessment Checklist Sydney Edible Garden Trail 2020

It is highly recommended that all participating Garden Hosts complete this Risk Assessment Checklist for the garden/area that you will be opening as part of the trail weekend. Please also read the Risk Assessment Guidelines available on the website.

Please complete this checklist prior to the trail weekend and ensure you complete any actions required.

| QUESTION | YES | NO | N/A | NOTES |
|---|-----|----|-----|-------|
| Entry Access | | | | |
| Are Entry / Exit areas clear and accessible for volunteers and anticipated visitors? | | | | |
| Are Entry / Exit area adequate for emergency exit and emergency services? | | | | |
| Are thoroughfares well defined and clearly marked? | | | | |
| Are pathways free of obstruction and easy to transverse? | | | | |
| Are garden visiting rules clearly displayed at entrance? These rules are available on the website. | | | | |
| Do you have a registration area where visitors can sign in and provide evidence that they have a ticket to enter? Sign-in sheets for visitors are available on the website. We recommend you have a few pens available and at least 1 volunteer dedicated to this area. | | | | |
| House | | | | |
| Are the areas you do not want the public to access clearly marked? There are signs available on the website that you can print out. | | | | |
| Are there any personal belongings you want locked/stored away for | | | | |



| | | | | |
|---|--|--|--|--|
| safekeeping? | | | | |
| Are pets/animals on site safely enclosed/locked away? | | | | |
| Toilets (if made available) | | | | |
| Is there adequate provision of toilets and hand washing facilities for volunteers and visitors? | | | | |
| If you do not want visitors using your toilet – we recommend you have a map available at the registration desk showing the nearest public toilet. | | | | |
| Hazardous Substances | | | | |
| Are all chemicals stored in approved containers and labeled and out of reach of general public or locked away? | | | | |
| Alcohol | | | | |
| Alcohol consumption by hosts, volunteers and visitors is prohibited. | | | | |
| Outside | | | | |
| Are outside pathways free of obstructions? | | | | |
| Are there any trip hazards (uneven steps, stakes, ropes, netting etc.) that need to be sign posted? | | | | |
| Are outdoor animals/birds safely enclosed in their pens? | | | | |
| Are potential health/allergy hazards, such as beehives, bee flight paths, poisonous and allergenic plants described and signposted? | | | | |
| Are water features such as deep ponds/swimming pool fenced off? | | | | |
| Are the areas you do not want the public to access clearly marked? | | | | |