

**Risk Management Policy**

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**Temporary Structures**

**REVIEWED MARCH 2018**

***It is a requirement of the Cairns District Junior Rugby League and the Jones Park Board of Management, that all users of Jones Park agree to and follow these guidelines with regard to the construction and use of any temporary structures that users wish to construct for any event.***

***The guidelines are important in terms of minimising risk of injury to users and the general public, and in terms of protecting any users from litigation.***

***Any failure to comply with these guidelines could result in an event being cancelled or closed down.***

Any stages, marquees or other temporary structures you want to have at your event need to be included on a site plan and submitted to the Facility Manager 24 hours prior to the event for approval. Your structures need to be safe and you may need engineering certification and building approval for certain structures.

Examples of temporary buildings and structures include:

* Marquees
* Viewing towers
* Tents
* Spectator seating stands
* Stages
* Temporary power

All temporary structures must be constructed in accordance with all relevant Australian Standards.

Unless prior approval is obtained from the facility manager, all temporary structures must be dismantled and removed from the grounds within 24 hours of the completion of the event.

**Marquees and Tents:**

All marquees and tents must be erected in full compliance with the manufacturer’s recommendations.

* All marquees must be anchored with guy ropes and weights.
* Stakes used for guy ropes must be in firm ground, and driven in to ground level. If this is not possible and stakes are still above ground level, they must be clearly visible and identified.
* Guy ropes must not be a hazard to the passing general public.
* If signage is to be affixed to a marquee, it must not place any undue pressure on the structure, particularly in windy conditions.
* Any marquee over 100 square metres must have an engineer’s certification and building approval by a registered certifier. Paperwork is to be provided to the facility manager prior to construction.

In selecting a site for a marquee, the following conditions must be adhered to:

* The site must not impede the movement or access of people.
* The site must not impede the viewing of an event by others.

**Viewing Towers, Temporary Seating and Stages**:

Temporary observation towers, grandstands, supporting temporary buildings, hoardings and stages must be constructed in accordance with all relevant Australian Standards. The organiser must ensure that the structure is not left unattended at any time without barricading and signage at the organiser’s cost to prevent unauthorised public access.

* If any observation tower or other temporary structure is more than 1.5 metres in height, the structure must be erected by a qualified person and must be certified by a registered certifier. A copy of the certification is to be provided to the facility manager prior to the commencement of the event.
* Any temporary seating for more than twenty (20) people must be erected by a qualified person and certified by a registered certifier. A copy of the certification is to be provided to the facility manager prior to the commencement of the event.
* Any temporary stages must be equipped with steps to allow safe access. Any stage more than 500mm in height must be certified by a registered certifier and a copy of the certification is to be provided to the facility manager prior to the commencement of the event.
* No signage is to be fixed to any temporary structure.

**Temporary Power**:

If power from mains supply is required for any temporary structure, permission must be obtained from the facility manager. Prior to any approval being given, the facility manager will check that:

* All electrical equipment, including extension leads, have been tested and tagged in accordance with regulations
* Any portable electrical equipment is double insulated or earth-leakage protected.
* All extension leads are supported a minimum of 2 metres above ground. If this is not practical, then in areas where there is foot traffic, leads must be laid out so as to ensure they do not pose a trip hazard. As such, leads on the ground are to be kept clear of moisture, and covered with duct tape or ground mats.
* No piggyback plugs or double adapters are permitted. Power boards only are to be used where more than one electrical device is in use.
* Portable Residual Power Devices or portable safety switches connected between the mains power access and the equipment are to be used.
* The total draw on power by the equipment does not overload the system.

If mains power is not available, or is not sufficient for the event, portable generators may be used, provided approval is obtained from the facility manager. In granting approval, the facility manager will demand, in addition to the above, that:

* The location of any generator and the storage of any fuel, is not accessible to the general public.
* Hot re-fuelling is not carried out.
* There is no potential noise nuisance for close by neighbours.