## Vans/ Tents

**1. Is the food van/tent securely placed?**

The food van/tent must be on stable, preferably level ground. Level ground is not always possible at the Royal Hobart Regatta Grounds due to the topography. Stable ground is essential to prevent unexpected movement of the van/tent. All allocated ground at the Royal Hobart Regatta Grounds is considered stable.

**2. Does the van move with operators inside?**

If no, it complies with this requirement. If yes, further attention is required by the operator to ensure the van is stable, well supported and appropriately chocked. Further advice is available from the Royal Hobart Regatta Grounds Supervisor.

**3. Is the van chocked up?**

If the van is supported or partially supported by chocks these need to be appropriately sized, placed and secured. If a van is able to move in any direction while chocked, it does not comply with this requirement. Any van which does not comply with this requirement will not be able to operate. Chocks are to be of suitable material (bricks and masonry do not comply with this requirement).

**4. Are chocks secure and appropriate?**

Refer to Guidance Note 4 above.

**5. Does weighting/ pegging of tent comply with requirements of Temporary**

Structure/Marquee weighting guide and /or Pegging Guide? (Available in the Event Management Plan)

Refer to HIRA Temporary Structure/Marquee Weighting Guide and Pegging Guide available via a link on the Royal Hobart Regatta Grounds website or in the Grounds Supervisors Office.

**6. Are poles and roof supports suitable and in serviceable condition?**

Poles and supports must be maintained in good condition with no broken clips, brackets, bolts or connectors.

**7. Are pegs covers/marked to prevent trip hazard?**

If any pegs, star pickets, or guide pegs are accessible by pedestrian traffic they are to be suitably marked and covered to prevent a trip hazard.

## Access/Egress

**8. Is there clear access and egress to the van or tent for staff?**

There is a requirement that there is clear access and egress from your food van/tent for all staff. This access must not be obscured by stock, products or rubbish, allowing for easy access at all times while staff are present

**9. Have staff been provided with instruction, information and training in hot food areas?**

All staff must have been provided with appropriate training and information relating to their work area, particularly in hot food preparation and service areas.

**10. Is there an evacuation plan in the case of a fire?**

A fire evacuation plan must be formulated and appropriate instruction and training given to staff. Although some temporary structures or buildings do not require a fire evacuation plan, this should be considered.

**11. Are fire extinguishers present and in test?**

Where fire extinguishers are required they should be easily reachable and appropriately tested.

**12. Are fire blankets present?**

If fire blankets are available they should be in easy reach should they be required.

## Gas

All gas installations must comply with AS1596 - The storage and handling of LPG

**13. Are gas bottles in date?**

There is a requirement that all LPG stored on the Royal Hobart Regatta Grounds are contained in cylinders that are in date.

**14. Are spare gas bottles kept on site?**

There is a requirement that all cylinders stored on site have cylinder valves closed when not in use (AS1596 2.3 (l)), are kept upright at all times (AS1596 2.3 (g)) and protected from physical damage (AS1596 2.3 (h)).

**15. Are gas bottles suitably restrained?**

There is a requirement that all LPG cylinders shall be located so they are not likely to be damaged or dislodged under normal circumstances of use. Any trolley or stand in which the cylinder is housed shall be of metal construction and of adequate suitability. (AS1596 2.3 (i))

**16. Is the area around gas bottles clear?**

There is a requirement that LPG cylinders be kept in a location that does not hinder the escape of people. (AS1596 2.3 (j))

**17. Are there any ignition sources nearby to gas bottles?**

There is a requirement that LPG cylinder be kept upright in a well ventilated area away from any flame, heat or other ignition source. (AS1596 2.3 (e)) and shall be protected from excessive temperature rise (AS1596 2.3 (f)) and are kept away from any combustible or waste material (AS1596 2.3 (j))

**18. Is there a designated staff smoking area?**

A smoking area is to be known by all staff away from flammable or combustible material and LPG cylinders.

**19. Is this area clearly identified?**

This area is to be known by all staff.

## Electrical

**20. Are required electrical items tested and tagged (in date)?**

All extension leads, plug-in electrical equipment, RCD's and power outlet devices should be tested regularly in accordance with AS3760 – In-service safety inspection and testing of electrical equipment. All items tested must be tagged accordingly and in date during full period of use.

**21. Are electrical leads protected from damage?**

All electrical leads on the ground must be suitably protected to prevent damage. This may range from heavy rubber matting adequately secured in areas of pedestrian traffic to rigid ducting or piping in areas where there may be vehicular traffic.

**22. Do electrical leads run near roads, heavy foot traffic or vehicular traffic?**

Refer to above. Suitable protection must be used to prevent damage to cables. Electric cables must not run across road ways at any time.

**23. Are electrical appliances/leads protected by an RCD?**

The supply from the permanent electrical installation must be protected by a residual current device with a maximum residual current of 30mA.

**24. Are electrical leads near any damp ground or water?**

Any leads that run near water or damp ground must be suitably protected in accordance with AS60529 – Degrees of protection provided by enclosures (IP Code)

A copy of these guidance notes are available from the Grounds Supervisor or the Royal Hobart Regatta website.