



Job's Daughters
QUEENSLAND

BUNNINGS BBQ - RISK ASSESSMENT

Jurisdictional Guardian Council of Queensland

Job's Daughters International

This Bunnings BBQ Risk Assessment helps Bethels plan and run a safe, well-supervised community BBQ fundraiser in line with Job's Daughters Queensland expectations, Bunnings site requirements, food safety guidance and insurance obligations. It must be completed before the BBQ, shared with the BBQ Captain and supervising adults, and available on the day so food safety, safeguarding, public interaction, equipment use and fundraising responsibilities are clearly understood.

DETAILS OF ACTIVITY			
Activity Type	Bunnings Community BBQ Fundraiser	Host Bethel	
Responsible Adult		Activity Date	
Venue Name		Venue Address	
Bunnings Manager Contact		Operating Times	Set-up: ____ BBQ: 8.00am-3.00pm min. Pack-down: ____
BBQ Captain		Contact Details	
Anticipated Attendance	Daughters: ____ Adults: ____ Other: ____	Supervision Required	CAV : ____
Nearest Hospital / Medical Centre		First Aid Officer	
Emergency	POLICE / AMBULANCE / FIRE: 000	JGC Emergency Contact	

PREPARATION AND ACCOUNTABILITY CHECKLIST			
Done	Preparation area	Required action before/during the BBQ	Responsible
☐	Bunnings confirmation	Booking confirmed; BBQ Captain nominated; Manager on Duty contacted on arrival and departure.	BBQ Captain
☐	Insurance and permit	Public Liability Certificate available; Temporary Food Stall/Food Trader permit available if required by council.	BBQ Captain
☐	Supplies and food safety	Approved food/supplies packed: coolers with enough ice, thermometer, hand wash, paper towel, detergent, gloves, tongs and cleaning items.	Food Lead Adult
☐	Volunteer briefing	All volunteers briefed: Bunnings rules, JDQ safeguarding, task zones, under 15 age limits, enclosed shoes, aprons/gloves and hand hygiene.	BBQ Captain
☐	Money and records	Float, EFTPOS/Mobile Payments and Bunnings pricing/signage confirmed. Two-adult count process agreed.	Treasurer/Adult
Risk assessment prepared by completing form		Date	
Signature		Attendance sheet attached	☐ Yes ☐ No

RISK ASSESSMENT - BUNNINGS COMMUNITY BBQ FUNDRAISER

Identify the hazard	What harm could result?	Current level of risk	Controls already in place or additional actions required	Responsible (who/when)	Reassess after controls
Preparation, approval and supplies	Cancellation, non-compliance, insufficient supplies or unsafe start	Moderate	• Booking confirmed and BBQ Captain nominated; BBQ Captain is on site throughout the BBQ. • Manager on Duty contacted on arrival/departure; Bunnings community BBQ instructions followed. • Public Liability Certificate and council permit/Food Trader permit available if required. • Only approved BBQ items sold; Bunnings blackboard/QR code poster and pricing instructions used. • Adequate approved volunteers, coolers/ice, thermometer, cleaning items, water, float and EFTPOS/Mobile Payments prepared.	BBQ Captain + Responsible Adult / before and arrival	Low
Food storage and temperature	Food poisoning from unsafe transport, storage or cooking	High	• Sausages purchased from a reputable food safe accredited supplier and transported in insulated coolers with enough ice. • Cold food kept below 5°C and checked during the day with a food-grade thermometer. • Raw product kept covered/in esky and removed only in amounts needed for cooking. • Cooked food kept hot above 60°C and served promptly; sausages cooked thoroughly to 75°C internal temperature. • Leftover cooked high-risk food discarded unless safe refrigeration and rapid cooling are available.	Food Lead + BBQ Cook / before and during	Low
Food handling, hygiene, cross-contamination and allergens	Contamination, illness or allergic reaction	High	• Food handled with tongs/utensils; no bare-hand handling of raw or cooked food. • Separate utensils/trays for raw and cooked food; cooked food is never returned to raw trays. • Hand wash, paper towel, detergent/sanitiser and fresh water available; gloves changed as needed. • Ingredient/allergen information kept available; volunteers do not guess. Customers advised food is prepared in a shared BBQ area. • Unwell volunteers do not attend or handle food and report to the BBQ Captain if they feel unwell.	Food Lead + all volunteers / during	Low
BBQ equipment, gas, hot zone and PPE	Burns, fire, gas incident or equipment injury	High	• Bunnings supplied barbecue, gazebo, gas, fire extinguisher and fire blanket used as directed. • Gas bottles connected or changed only by a Bunnings Team Member; faults reported immediately. • No power leads or powered equipment brought or connected to Bunnings mains power. • No person under 18 cooks or operates equipment; no person under 15 handles food or equipment. • Heatproof gloves used for grease tray; enclosed shoes, aprons/gloves, appropriate shirts and tied-back hair required; public and youth kept clear of hot zone.	BBQ Captain + BBQ Cook / during	Low
Site safety, manual handling, cleaning and weather	Cuts, strains, slips, trips, heat stress, contamination or clutter	Moderate	• Set-up follows Bunnings procedures; tables, boxes and stock kept stable and clear of public walkways. • Fire doors and access ways kept clear, including the required 3 metre clearance where applicable. • Heavy lifting shared by adults; knives/sharps handled by adults and stored safely when not in use. • Sunscreen, drinking water, shade and breaks available; extreme heat controls followed. • Spills and dropped onions cleaned promptly; BBQ area cleaned at least 3 times during the day; rubbish removed and concrete pad cleaned at close.	BBQ Captain + all volunteers / set-up, during and close	Low
Public interaction, safeguarding and youth participation	Stranger approach, conflict, loss of participant, inappropriate contact or reputational harm	High	• Minimum two approved adults present when youth members participate; JDIQld supervision ratios and visibility maintained. • Roles/zones assigned: BBQ/hot zone, serving area, cash/payment area, breaks and toilet transitions. • Youth remain in visible supervised areas and are not left alone with members of the public; no one-on-one isolated contact. • Youth tasks comply with Bunnings age rules. Under 15s may only take orders or handle money; they do not handle food or equipment. • Adults manage difficult customers and escalate unsafe behaviour or incidents to the Manager on Duty and JDQ reporting pathway.	Supervising adults / ongoing	Low
Money, Mobile Payments and financial accountability	Theft, loss of funds, pricing dispute, poor records or reputational damage	Moderate	• Money handled by people not cooking or handling food products. • Cash float and takings kept secure; periodic cash collections completed; two adults count takings where possible. • EFTPOS/Mobile Payments managed by authorised adult; customer fees not passed on. • Bunnings pricing/signage instructions followed; disputes handled calmly by adults. • Expenses and fundraising total recorded on the Bunnings BBQ checklist and signed by person responsible for funds.	Treasurer/ Responsible Adult + BBQ Captain / during and close	Low

ATTENDANCE RECORD									
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EVENT RECORD									
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Incidents / near misses		☐ No incidents or near misses occurred ☐ Incident / near miss occurred - Form 11 attached ☐ Reported to Bunnings Activity Organiser			
Accessibility, medical or follow-up notes					
Completed by		Signature		Date	