EVENT SAFETY GUIDELINES

2018

Version 1.0
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Contents

1.0 INTRODUCTION

These guidelines apply to all University events, including staff and student events in any situation where the University is involved in event activities (including on-site and off-site events).

The guidelines support the procedures, which establish responsibilities and action required to manage the risks to health and safety associated with events, in accordance with legislative requirements and the University's Work Health and Safety Policy.

The purpose of these guidelines is to ensure:

- staff and students undertaking events have appropriate information and awareness of the potential hazards involved in the event activities and follow established procedures and guidelines.

- academic/professional staff who are supervising students or volunteers undertaking events understand their responsibilities and the risks involved in running the event.

- Everyone is aware of the event safety procedures where they must use the event safety documentation to address the management of health and safety risks associated with their event.

Please note that these guidelines should be used to provide direction on handling the health and safety aspects of managing an event. The guidelines are not intended to cover every circumstance and further guidance should be obtained where the information is not covered such as financial, reputational and other event aspects. In the cases where the guidelines do not cover a specific aspect, then advice should be sought from the relevant support team in Section 5.4 of these guidelines.

2.0 WHAT IS AN EVENT?

A University activity or function involving a gathering of people at a set time, other than regular day to day activities of the University, held on University premises or external venue. Events may involve staff, students, volunteers, visitors, contractors, others and external parties hosting an event on University premises.

The scope of an event considers locations such as a site, tenancy or an external venue. Where it is the external venue it is the degree to which we have control and shared responsibility under WHS legislation that defines what level of event safety assessment needs to occur.

Events include activities such as (but not limited to):

- Open Day
- student focussed events such as O'Week, movie nights, pub crawls
- prospective student events such as campus tours and open days
- university run community events
- conferences and seminars
- graduations
- public lectures with external presenters/attendees
- marketing functions such as art exhibitions
- barbecues
- expos
- school promotional visits
- sports days

- careers fairs

- concerts

- sporting carnivals

- general public gatherings

- external events hosted on University premises

- other activities in the context of the definition of an event, which are not classified by other areas such as field trips or placements.

Events do NOT include:

- meetings that form part of regular work for University staff

- formal study (including academic classes as part of the curriculum)

- activities in internal bookable rooms (where they are maintained regularly) and the room is used for its intended purpose

- student/work experience placements

- field trips/field work

- public activities such as hiking or orienteering on campus

3.0 EVENT SAFETY RESOURCES

Events can include many health and safety areas already covered by policy and procedures. Where a policy or procedure is involved you need to refer to the WHS Unit web site for further details. Some of the key resources are listed in Section 12 of these guidelines.

3.1 Event Safety Documents

The following are the resources used to support health and safety for your event and can be found on the event safety web site.

Document	Purpose Summary
Event Safety Planning Checklist	Collect details about health and safety aspects that need to be considered for the event safety assessment. Ask the questions in this checklist of your event to see what risks may need to be considered. This document is used to assist and provide information to support services for each event.
Event Safety Assessment	Documents the health and safety risks associated with the event and provides an overview of the event including when, how big, who is involved and any contractors. Managers/supervisors sign off on this document. This is required for each event.
Event Safety Training	While not formally a document, the training is aimed at creating awareness of what is required to safely run an event. This is recommended for anyone who is intending to be an event organiser.
Event Safety Observation Checklist	A list of checklist items to verify health and safety aspects and identify any remaining health and safety issues to rectify for the event. The document serves as a quick inspection of the event area. This can be used daily for a multi-day event and formalises the checking of the space and any follow up actions.
Event Debriefing / Review	Reviews the event after it has occurred to determine lessons learnt, what worked and what needs improvement for next time. This is required to conduct a post-event review.
Event Induction	Used to induct anyone into the local area for the event and remind them about key health and safety aspects including emergency evacuations, first aid arrangements, key contacts and any risks and control measures specific to the event and its environment.

More detailed explanations of each document are given below.

3.1.1 Event Safety Planning Checklist

Under Section 5 of the Event Safety Procedures, an Event Safety Planning Checklist must be used to assist in planning an event. The intent of the checklist is to consider a list of questions relating to events that affect health and safety. Where an item in the list is considered to affect your event, then this needs to be considered for event safety assessment. The details on this form should be used to assist support services in understanding what is required to support an event of any size. Notifying support services also alerts them to any potential clashes or issues they may already be aware of and can advise and update you on this information. For most events, the key items of consideration are likely to be:

- Contractors
- Emergency access/egress
- Emergency Evacuation
- Amenities
- Venue – space and location
- Induction/housekeeping
- Food/drink/alcohol
- Lighting – natural and artificial
- Weather – for outdoor events (consider wind, fire ban, amusement structures, umbrellas, marquees)
- Vehicle access / traffic control

As events become more complex, more items will need to be considered, which will impact on the event safety assessment.

3.1.2 Event Safety Assessment

This document provides summary information and an event risk assessment, which is used by the event organiser's manager/supervisor to sign off on how the health and safety risks are managed for the event. As per Section 5 of the Event Procedures, this document **must** be used for all events. For some events where other organisations or PCBUs are involved you may need to consider the details in Section 11.4 of this guide. The event safety assessment contains important details about the event, who is involved and affected, and how the risks for the event are managed. The information should also be forwarded to key stakeholders such as Security, Services, WHS and OCME to assist with supporting the event.

A contingency plan needs to consider what can affect the event and how to manage it. It is key to the success of an event.

3.1.3 Risk Assessments

Risk assessments must be provided for activities, plant/equipment and chemicals used for the event (see Section 5, Event Safety Procedures). If existing risk assessments are used, they should be reviewed for their effectiveness in the context of use during the event. For instance, an item of equipment may be used differently during the event or a different concentration of chemicals used for an experiment demonstration. Please check the WHS web site for templates to use.

3.1.4 Event Safety Observation Checklist

This checklist should be used to inspect the event venue to verify event safety one set up. Where the checklist identifies there is something unplanned or a hazard that affects the risk of injury/illness at the event, action will need to be taken to put control measures in place to ensure people will not be exposed to that risk so far as is reasonably practicable. While this checklist may be used for any event, it is most beneficial and practical for larger events.

3.1.5 Event Debrief/Review

The event debrief/review documents the review of the event after it has been run. This formally documents what was learned from the event, including what worked, what did not go as planned and improvements for the next event, including any proposed actions/solutions to issues experienced. Event Safety Reviews must be conducted and recorded for each event (see Section 15, Event Safety Procedures) and may be a formal event safety review form or meetings with agendas and minutes, which are shared with relevant event stakeholders. For some smaller events this may be consultation in some form such as email. Event safety reviews may reveal there were no particular issues; however they must still be recorded to indicate the review occurred as per the Event Safety Procedures.

3.1.6 Event Induction

Event workers (including staff, student casuals, contractors and volunteers) must be inducted to the local event area to provide them with key information to protect their health and safety (see Section 13, Event Safety Procedures). Key information should include:

- emergency evacuation plans,
- location of amenities,
- key contact details (including security),
- reporting hazards/incidents,
- the risks associated with the event and
- any other identified hazards for the venue or activities on the event safety assessment form.

When conducting inductions for large numbers of event workers some strategies that can streamline this process may involve online inductions or holding a group induction session(s) prior to the event. Evidence of inductions must be recorded (see Section 13, Event Safety Procedures). Some examples may include a sign off sheet or individual signed induction sheets. Performing inductions prior to the event avoids rushing it during the event, where key information can be easily missed and increase potential for injury.

3.1.7 Event Safety Training

Event safety training is designed to assist with understanding event safety as an integrated part of your event management and the use of the event documents.

For further information on risk management there is also a course on Risk Management.

3.2 Other Documents

During the course of running an event there are other key documents that may be generated, depending on how large and complex the event may be. Some important documents include:

- Event maps/mud maps/venue layout
- Event schedule indicating activities and when and where they occur
- Traffic management plan
- Risk assessments, Safety Data Sheets and other WHS documentation that applies for working with hazardous plant, chemicals or tasks.
- Marketing brochures
- Event specific signage and wayfinding
- Photographs (especially of how the event was set up for reference)

Photographs and videos can be useful tools to review the event, especially when repeated on a regular basis or each year. These tools can provide better information on layout that an event map may not be able to provide.

3.3 Document Retention

All documentation for events must be kept in accordance with legislative requirements as outlined in Section 16 of the Event Safety Procedures). Keeping documentation also serves to assist if the event is repeated as a useful resource for running the future events.

4.0 APPROVAL REQUIREMENTS

Prior to an event occurring, it must be approved according to Section 7 of the Event Safety Procedures).

For the purpose of events, the WHS Unit is not an approver; however is an adviser regarding the health and safety component of managing an event.

5.0 RESPONSIBILITIES

5.1 Senior Executives

Responsibilities for Senior Executives can be found under Section 17 of the Event Safety Procedures.

5.2 Event Organiser's Manager/Supervisor

The Event Organiser's Manager/Supervisor is responsible for the initial review of the event information and its approval. The manager/supervisor must be satisfied that all health and safety aspects of the event have been considered and completed before signing off (see Section 17, Event Safety Procedures). This may require review by support services for professional advice. Where a manager/supervisor is unsure they should always seek appropriate advice to make an informed decision regarding the event.

5.3 Event Organisers

Event Organisers are responsible for

- ensuring that adequate consideration has been given to any health and safety issues that may arise during any event;

- providing appropriate guidance and supervision and ensuring it is maintained for the duration of the event (including from bump in to bump out activities);

- ensuring that adequate operational resources are provided for the event;

- ensuring that an appropriate amount of time is considered prior to the event to inform key stakeholders, support services and make venue bookings;

- ensuring enough time to organise registration of contractors, obtaining relevant contractor licences and gathering evidence of safe systems of work;

- ensuring that they have prepared for any emergencies that may arise, including how to respond to emergencies;

- providing adequate information to event workers (including contractors, entertainers and performers), event attendees and volunteers to ensure that they are not exposed to unsafe conditions or risks to their health. This information should include:

  o housekeeping or announcements during the event about key safety information such as emergency evacuation and contact details

  o local area induction for event workers, contractors and volunteers

  o signage for essential amenities, if not already available

  o personal protective equipment provided where required, including protective clothing and supplies.

  o event safety assessment details, including any relevant risk assessments.

- ensuring that all relevant details for the event have been completed, including:

    o Event Planning Checklist

    o Event Safety Assessment

    o event layout/map (as appropriate)

    o event schedule of activities (as appropriate)

    o contractor and event worker local area inductions

    o specific risk assessments and safe work procedures for plant/equipment, chemicals intended to be used at the event

- submitting the event documentation to key stakeholders (including support services) to allow the ability to provide professional advice to support the event prior to it starting. The duration of time for notification prior to an event varies and needs to take into consideration the complexity of what is organised and the size of the event (see Section 7 of these guidelines).

- submitting event documentation to the relevant College/Portfolio approvers for approval before the event starts. This needs to be **within reasonable timeframes** prior to event starting to allow the event approvers to review the documentation.

- performing an event review/debrief to assess any learnings and solutions for future events.

5.4 Support Services

Support services provide professional advice on their area of expertise to assist approvers and event organisers with effective management of their events.

Support Team	Function	Contact
Work Health and Safety Unit	Provide advice on health and safety aspects of events	W: https://staff.flinders.edu.au/workplace-support/whs E: whs@flinders.edu.au P: 8201 3024
Office of Communication, Marketing and Engagement	Provide advice on marketing, media and communication. For each College there is also a Marketing Communications Partner who can assist.	W: http://events.flinders.edu.au/ E: events@flinders.edu.au
Flinders University Student Association	Provide student-themed events and support for student club events.	W: http://fusa.edu.au/events/ E: fusa@flinders.edu.au P: 8201 2371
Property, Facilities and Development	Provide operational support for • maintenance • electrical requirements • services • permits/licences • contractors • presentation (caretakers and grounds) • fleet vehicles	W (General): https://staff.flinders.edu.au/colleges-and-services/property-facilities-development W (Contractor): https://staff.flinders.edu.au/workplace-support/contractor-safety P: 8201 2181 (Main) P: 8201 2733 (Support Request) E: pfd@flinders.edu.au
Security	Provide advice on security related matters, including provision of additional security resources for major events, access control, parking and traffic control.	W: https://www.flinders.edu.au/campus/bedford-park/facilities-services/security E: security@flinders.edu.au P: 8201 2880
Venue Hire	Provide booking of campus rooms and venues	E: venuehire@flinders.edu.au P: 8201 3373 E: webroombookings@flinders.edu.au P: 7221 8333 (internal staff/students only) W: Bedford Park - https://www.flinders.edu.au/campus/bedford-park/venue-hire-catering W: Sports and Fitness - https://www.flinders.edu.au/campus/bedford-park/venue-hire-catering/sport-fitness E: sport.fitness@flinders.edu.au W: Tonsley - https://www.flinders.edu.au/campus/tonsley/venue-hire E: victoriasquare@flinders.edu.au (Victoria Square) W: Victoria Square - https://www.flinders.edu.au/campus/victoria-square/venue-hire
Timetable	Timetabling services – use timetable viewer to determine venue availability for campus lecture theatres	E: timetabling.services@flinders.edu.au W: http://www.flinders.edu.au/timetabling-services/timetabling-services_home.cfm
Insurance	Provide advice on insurance requirements for University, independent contractors and contractors	W: https://www.flinders.edu.au/integritygovernancerisk/insurance/insurance_home.cfm E: riskandinsurance@flinders.edu.au

Support Team	Function	Contact
		P: 8201 2618 (Main) P: 8201 5726
Information and Digital Services	Provide audio visual and technical support for computer and AV equipment.	W: http://www.flinders.edu.au/its/help-and-support/its-client-services/its-client-services_home.cfm E: ids@flinders.edu.au P: 8201 2345

5.5 Stall holders

Stall holders are responsible for providing someone who can supervise the stall for the duration of the event and for managing the housekeeping and health and safety aspects of their activity. Stall holders need to ensure the event organiser is aware of the activities they plan to undertake during the event.

5.6 Event attendees/participants

Event attendees/participants should take responsibility for their own safety and the safety of those around them. They are expected to follow all University policies and procedures and any reasonable instruction. Some examples include event signage, visible control measures such as bollards and bunting, housekeeping at the start of the event or information awareness announcements during the course of the event.

5.7 Volunteers

A volunteer is a person whose participation in the event is not related to their paid work or student/course requirements or related academic experience. Volunteers participating in events have the same rights and obligations as staff and students to contribute to the provision of a safe environment and to abide by policies, procedures and rules pertaining to the event. They are also entitled to the same information as other event workers, where it is required to undertake their duties/tasks safely and to maintain their health and safety during any event activities.

All volunteers should fill in the volunteer engagement form.

5.8 Children attending events

Events where children are present should consider the relevant Children on University Premises guidelines. The Event Organiser's Manager/Supervisor should be satisfied the health and safety risk to children has been managed effectively for the event. Consideration needs to be given children becoming injured/ill as a result of exposure to the physical environment and the event activities taking place. For instance vehicle traffic, waterways, electric generators, other hazardous areas and even becoming lost.

6.0 PLANNING

It is essential to complete the required details on the Event Safety Assessment form and have the event approved, **before** it occurs. The Event Safety Planning Checklist can be used to help guide the planning process for aspects of the event that may need to be considered.

Allow time to obtain authorisation from your Supervisor/Manager and College Dean/Portfolio Director and for consultation to occur with key support services.

The event must not be undertaken if relevant documentation has not be completed and approved (see Section 7, Event Safety Procedures). The following sub sections provide some information regarding event planning areas that may require consideration. Please note the information for this guide is not exhaustive and any examples are provided to guide thinking while planning an event. In all cases, where a statement or clause appears in the event safety procedures, these must be adhered to.

6.1 Contractor Registration (including caterers/entertainers/performers)

Contractors provide various services to an event including some form of work be it staging, amusement structures, food preparation and serving or other service. As part of the process of engaging contractors for work at events for Flinders University, the contracted company, according to Section 9, Event Safety Procedures, must

- be registered with Flinders University
- have their workers complete the online induction
- have their workers undertake the Flinders University site specific work area induction to the event to be aware of any hazards and risks present as a result of the event.
- sign in and out all of their workers from the University site

Contractors must provide evidence in their documentation that they have effectively managed the risks associated with their work and follow it while performing that work. This may include provision of relevant licenses, tickets, registrations and health and safety documentation to indicate effective risk management of their work activity. Event Organisers should use contractor services already on the registered contractors list, where practicable, as this saves time engaging contractors. If engaging a contractor already registered ensure their public liability insurance and safety documentation is up-to-date before they arrive on site.

6.2 Amusement devices (including inflatables)

Amusement devices are defined as '*plant operated for hire or reward that provides entertainment, sightseeing or amusement through movement*' of all or part of the equipment or users travel, move on, around or along the equipment. An inflatable device is defined as an amusement device when '*it relies on a continuous supply of air pressure to maintain its shape.*'

The successful use of amusement devices requires consideration of factors such as the effective risk management (including regulator registration) target audience, space required, weather conditions for the time of year and impact on other parts of the event. Amusement devices should not negatively impact on the health and safety of the event.

Examples of amusement devices may include (under Schedule 5 of the Work Health and Safety Regulations 2012)
- Inflatable structures (i.e. bouncy castles, inflatable boxing rings)
- Mechanical and other rides

A person who manages or controls the amusement device must provide a person who has had proper instruction and training in its operation as they are aware of the risks and maintenance routines of the amusement device (see Section 10, Event Procedures).

The following details must be checked by the event organiser (see Section 10, Event Procedures):

- The details and features of the amusement device including
  - Fall prevention devices, cushions, pillows or soft fall areas;
  - Fencing or barriers around motors or other hazardous parts;
  - Supervision requirements;
  - Location and effect on other aspects of the event such as emergency access/egress and other amusement structures;
  - Special requirements such as free space around the structure or who can use it.
- For accompanying risk management documentation. Ideally this should be a risk assessment, but can include
  - pre-operation checklists;
  - maintenance, inspection and/or testing records
  - job safety analysis or safe work procedures;
  - work instructions indicating operation/cease operation process (i.e bad weather). For instance, most inflatable structures cannot withstand forecast winds of 40km/h or more.

As the event organiser(s) of the event you can request the operator to stop operating the amusement device if you feel it is unsafe at any point before or during operation.

6.2.1 Amusement device registration

Some amusement devices require registration by the appropriate Government Regulator (i.e. SafeWork SA, WorkSafe NT) in the state/territory where the event is to be held to indicate they are regularly inspected and approved for use (see Section 10, Event Procedures). Registration is the responsibility of the amusement owner. Event organisers must check (in addition to points raised in 6.2):

- prior to engagement, if the amusement device(s) require registration. This must be confirmed in writing with the amusement device owner. This ensures there is evidence of checking this aspect.
  - If registration is required, request a copy of the certificate from the amusement device owner (this is part of the contractor registration process).

For further advice, contact the WHS Unit on +61 8201 3024 or whs@flinders.edu.au.

6.3 Marquees

Marquees are structures used to provide shade and protection for stalls, information stands and even cover for staging for performances. Marquees are susceptible to wind and must be designed to withstand wind (see Section 11.6, Event Procedures). It is highly recommended that marquees should be hired and set up from a reputable contractor. Aspects of marquees which need consideration are:

- Size (will it fit in the allocated space)
- Position within the event venue (access, egress space around doorways and stairs)
- Method of weighting, tethering and anchoring (at least each corner and pole section shall be weighted down around the outside of the marquee)
  - If anchoring requires pegging into the ground, consult with Property, Facilities and Development, especially regarding irrigation and utilities.
- Location (vulnerability to the wind or access to wind breaks)
- Are they strong enough to be fit for purpose for the expected activity?
- Alternative arrangements if weather conditions negatively impact on the safety of the marquee.

6.4 Signage, A-Frames and other portable signage

Event signage is usually present for temporary facilities or areas specifically setup for the event. Signage needs to be used without creating a hazard or impeding existing signage, including emergency exit signs and maps. It is also good practice to check the venue for existing signage, which might already be suitable for the event, including the use of any electronic screens for advertising or provision of event details.

A-Frames and other portable signage can be used at events; however some thought into their usage should be considered including:

- Position (access, egress space around doorways and stairs, will it block existing walkways; will people be forced onto the road from a path)
- Weather (wind may blow the signs over; does the signage have mechanisms that lock into place and/or is the sign weighted down)
- Manual handling (weight, size, does it have wheels)
- Pinch points (how the sign can be handled without risk of harm)
- Rules of the venue owner or local council, as applicable

6.5 Staging

All staging must be erected by a competent person (see Section 11.4, Event Procedures). Section 4 of the Event Safety Procedures provides a definition of a competent person. A portable stage and its use can change with each performance and requires an assessment of the associated risks in each instance. Part of this risk assessment should include:

- assessing the need for a continuous barrier on the sides of the stage (other than the audience's line of vision) and the use of hand rails for stairs leading up to the stage. The assessment should look at the risk of falling off of the stage. It is a requirement under the National Construction Code (NCC, Volume one, D2.17 Handrails) that handrails are located along at least one side of the ramp or flight of stairs, including to stages. If the stairs or ramp is greater than 2 metres in width then handrails should be located on both sides of the stairs/ramp.
- Position (will it block existing walkways)

When in doubt about the requirements for a portable stage, it is recommended to seek the advice of a professional staging contractor.

6.6 Venue

The venue is one of the most important aspects of an event. Without a good venue, events have little chance of being successful. Event organisers need to consider:

- Capacity (how many people can fit, especially with event equipment in place)
- Location (appropriate location to run the event)
- Traffic flow of both vehicles and pedestrians (are the venue and activities easily accessible; will queues and people lining up impede on traffic flow and safe access/egress?)
- Matching the venue design with activities of the event
- Maintaining the exit door width and stair width as flow through space that should be kept clear to allow people to exit the venue safely.
- Has ease of access been thought of for people with mobility impairments?
- Will the venue be affected by bad weather?

6.7 Amenities and Toilets

Amenities and toilets should be provided for the event either as pre-existing in a building or of a temporary nature such as port-a-loos (or both). When considering the number of sanitary facilities for the event, also factor in that the supply alcohol and food will increase the number of facilities that needs to be available.

The following is a table of sanitary requirements for events based on attendance

User Group	Closet Pans		Urinals		Washbasins	
	Design Occupancy	Number	Design Occupancy	Number	Design Occupancy	Number
Class 9b – functions						
Male Patrons	1 — 100	1	1-50	1	1-50	1
	101 - 300	2	51-100	2	51-200	2
	>300	Add 1 per 200	101-150	3	>200	Add 1 per 200
			151-200	4		
			201-250	5		
			>250	Add 1 per 100		
Female Patrons	1 — 25	1			1 — 50	1
	26-50	2			51-150	2
	51-100	3			>150	Add 1 per 200
	101-150	4				
	151-200	5				
	201-250	6				
	>250	Add 1 per 100				

Courtesy of Table F2.3, National Construction Code 2016, Volume 1, p. 308-309

Where doubt of exact numbers for sanitary facilities exists, consulting a professional space consultant would be recommended.

6.8 Vehicle Use and Traffic Control

The use of vehicles as either part of the event or for use during bump in/out activities requires good timing, especially when operating in shared spaces with pedestrians and event attendees. It is important to plan when vehicles such as trucks and vans will be arriving and departing to ensure there is minimal risk of accidents with pedestrians and bottlenecks with other vehicles regarding deliveries and pick-ups. For instance, interference with bus routes and peak times when vehicles may be entering or exiting the site.

Traffic flow awareness can be achieved by providing signage to assist with guiding event visitors and other stakeholders impacted by the event. Another consideration is the use of support services/event workers as spotters to help guide vehicles through shared vehicle/pedestrian access areas. Also consider the availability of parking around the event venue such as the time of day, existing roadworks and building projects, access requirements and even fees.

Please contact Security and Property, Facilities and Development for further information.

6.9 Hot/Cold environments (including weather)

Hot/cold environments can be as the result of the event's requirements such as mobile cold rooms and running the event at certain times of the year where the weather is very hot or cold. In these environments consider the health and safety of event workers, volunteers and attendees and what measures can be put in place to prevent harm. For instance, providing cooler areas, water and sun protection on hot days.

While events can be planned based on time of year and weather forecasts, a contingency plan for weather should be considered, especially for outdoor activities. This may include:
- Booking a backup venue space
- Downsizing the event
- Not operating amusement structures
- Postponing or cancelling the event
- Who makes the call when the contingency plan enacted and to contact event attendees

6.10 Noise

Noise usually occurs during events due to the larger numbers of people gathering for the event activities and what type of activities that may occur. Event organisers should think of stakeholders that will be impacted by event-generated noise. Stakeholders may include building occupants adjacent to the event, support services staff and even the neighbourhood surrounding the campus or event space.

Where noise is expected to impact on the neighbourhood beyond the campus or event space, the local Police should be informed to be aware of the event. It is also advisable to contact the local council for any noise requirements they may have.

6.11 Safe Food Handling

Where events will provide food, event organisers are responsible for providing and storing food at the correct temperature. Food should be handled using good food hygiene practices as outlined by the food safety standards and the WHS Unit website (see Section 11.3, Event Procedures). This is usually attained through provision of temporary hand washing facilities (if not already available), not working around food when sick and using tongs and gloves as appropriate.

Contracting food preparation and handling to caterers who are certified as adhering to food safety standards is also another option.

6.12 Barbecues

Barbecues (BBQs) are used at a number of events to provide cooked food. The obvious risk of BBQs is burns while using the hotplate and also slipping over on excess grease that may spill on the ground. The less obvious use of a gas cylinder and fire due to damaged hoses, or considering fire ban season and total fire ban days, where BBQs are not allowed to be run due to the fire risk they can pose. For some sites, fixed electric BBQs, which are contained in one sealed unit may be able to be used during these times. Check with your local CFS/MFS and council regarding fire ban season and location of alternative BBQ equipment that can be used.

For more information view the BBQ Safety Guidelines.

6.13 Alcohol

As per Section 11.5, Event Procedures, the consumption of alcohol of University premises is regulated by applications for liquor permits with the University. In some circumstances, the permit may refer to obtaining a limited licence from the Office of Consumer and Business Services. There is also further information on alcohol on University premises.

Other considerations for alcohol should include:
- Using people with Responsible Service of Alcohol (RSA) training to serve alcohol at the venue.
- Management of underage event attendees (use of wrist bands, checking of ID)
- When selling alcohol, a liquor licence should be displayed at the venue to indicate details of the licence including hours in which alcohol can be served.

6.14 Security

Events should also consider security arrangements to manage event worker and attendee safety and should have this assessed by University Security. Where sites do not have University Security present, advice should be sought from the local venue security on requirements that may need to be met. Security is particularly important where access control is required to venue room spaces and increased resources are required for larger crowds, concerts and where alcohol is served. For more information, please consult with Security or local venue security.

As part of the management of the event (especially for large events with mass gatherings of people), consideration needs to be given about public spaces where the event may be held and the vulnerability of the event to malicious acts. Any actions towards this should be documented and discussed with Security.

6.15 Fresh Air

Events should be smoke free around food and alcohol serving and consumption areas with designated spaces agreed to by the University if outside of the normal spaces indicated by the Fresh Air Policy. For sites outside of University controlled areas, please consult with your local council or authority.

6.16 Gardens and Lawn spaces

Gardens and lawn areas often have irrigation and sprinkler systems and watering routines which will need to be considered to avoid impact on the space and the event, as well as avoiding damage to these systems. Consult with the grounds/maintenance staff of the site to determine what can occur in these areas.

6.17 Emergency Lighting

Emergency lighting is usually fitted to most buildings; however events held outdoors with mass gatherings of people may be subject to the possibility of power outages during the night. In the case of mass gatherings, such as a concert, emergency lighting is required to allow safe egress from the venue to the emergency evacuation location(s). For outside venues, this can be in the form of portable generators with light towers.

6.18 Chemicals and biological specimens

Under Section 11.2 of the Event Safety Procedures, chemicals and biological specimens must be kept away from event attendees and locked away if not intended to be on display. The chemical displays must also be supervised by a responsible person at all times. Chemicals and biological specimens should be risk assessed in the context of their storage and use during the event.

7.0 EVENT PROCESS

The event planning checklist and event safety assessment must be submitted prior to the event commencement (see Section 5, Event Safety Procedures). As a general rule, the more complex and involved the event is, the **more time** is required to complete, review, obtain assistance of support services and approve it. Allowing sufficient time for planning and consultation is essential to the success of an event.

The event process on the following page indicates when to use the event documentation in the course of running an event.
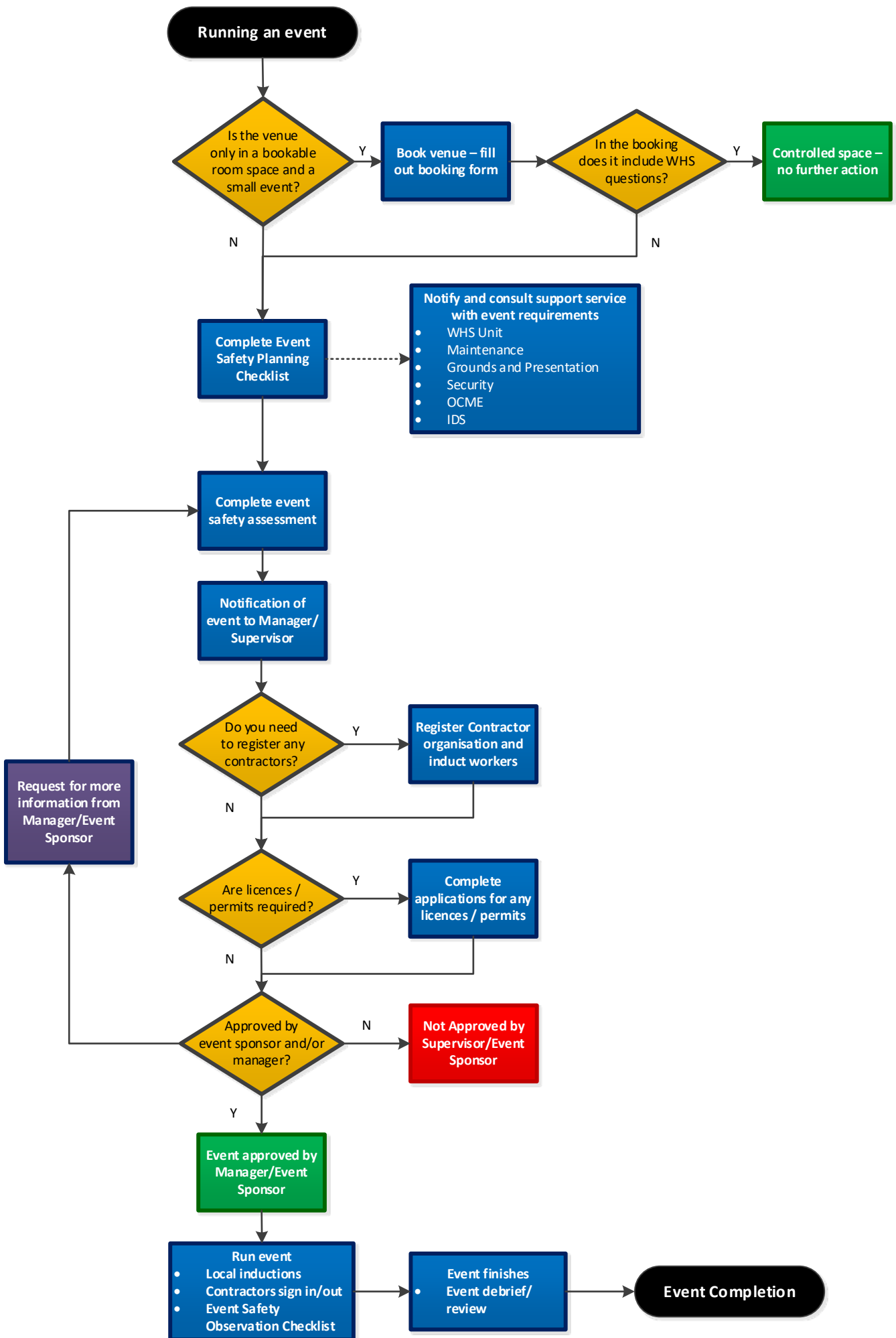
8.0 INCIDENT/ACCIDENT REPORTING PROCEDURES

Reporting of all incidents/accidents must be carried out (Section 14, Event Safety Procedures). More specific details on the reporting process, including notifiable incidents, is covered in the Accident, Incident and Hazard Reporting and Investigation Procedures.

9.0 EMERGENCY PROCEDURES

Emergency arrangements, including responses to emergencies during the event, first aid arrangements, and access and egress routes, must be documented in the Event Safety documentation (see Section 6, Event Procedures). It is important that event organisers are aware of venue emergency procedures, including evacuation routes and areas.

According to Section 6, Event Safety Procedures, event organisers, workers, contractors, volunteers and students involved with an event must

- be sufficiently informed to be able to direct visitors to safety in the event of an emergency (i.e. aware of emergency exits, procedures and evacuation areas)

- know how to initiate an alarm and what to do in the event of an alarm. Check with Campus Security for details or the venue owners.

- ensure that the number of people admitted to enclosed areas does not exceed the number permitted for those spaces. If unsure, check with the venue prior to booking.

NOTE: Dial 000 (or if internally in some sites '0' may need to be dialled to get an outside line first)

The event safety assessment form should have the key contact information of any contractors, venues or other contacts of importance should they be needed.

9.1 Communication

Appropriate communication devices (e.g. mobile, walkie talkie or other such devices) must be available for the key contacts of each event (see Section 6, Event Safety Procedures). Contact details should be made available to event workers and support services to ensure they have a means of contacting event organisers for queries or concerns for the duration of the event from bump-in to bump-out and during planning, as required. Plans should be in place to assist in the effective use of the communication devices such as walkie talkies and codes. This is especially important when working with children and using a lost child process for the event.

Be aware that mobile phones may not work in some locations. Check before you go to the venue, particularly for external sites. In areas where mobile coverage is unreliable or not available (i.e. remote/rural locations), a suitable communication device/technology should be used.

9.2 First Aid

Each event must have a first aid kit available (see Section 6, Event Procedures). Some first aid considerations may include:

- The first aid kit should be specific to the type of event.

- The quantity of first aid kits required.

- Ensure the kits are checked and stocked.

- First aid may already be supplied at the venue or through services such as local venue security.

    a. While security may provide first aid, they should not be relied upon as the sole source of first aid, especially for larger events.

- Larger events should consider contracted first aid services from a third party service such as St Johns Ambulance.

- Allowing space for emergency services to easily access the area to provide first aid.

10.0 EQUIPMENT

10.1 Safety Equipment

All safety equipment, where possible, should be:

- of an approved design

- meet the appropriate Australian Standards for the equipment being used and the activity being undertaken (when appropriate).

- used for its intended purpose and in accordance with the manufacturer's instructions.

- regularly inspected and maintained.

10.2 Plant and Equipment (including tools)

Under Section 5 of the Event Safety Procedures, all tools and equipment used for events must have a risk assessment completed and be used in accordance with the manufacturer's instructions or have a documented safe work procedure. The risk assessment(s) should be easily accessible and stored with all other event documentation. Under Section 11.1 of the Event Safety Procedures, all event workers must have adequate training in how to operate the equipment. If electrical equipment is used, then equipment must be tested and tagged and in date as per the Electrical Safety Procedures. Electrical equipment should also be visually inspected before use for any defects or damage that may prevent its use.

Briefing sessions detailing the correct use and maintenance of all equipment should be given to all relevant event workers and volunteers prior to its use for the event.

10.3 Hire/Lease equipment

Hire/Lease equipment should be in good working condition and should only be used for the purpose it was designed for as per the manufacturer's specifications. All details of hire/lease equipment used at events should be kept on file with the rest of the event documentation.

10.4 Contractor / event vehicles

When engaging contractors for the event, they will need space for parking their vehicles and potentially access depending on the site/venue. Space needs to be considered to minimise the impact on existing road traffic and venue use. Vehicle traffic should also be timed to minimise interaction with pedestrian traffic especially during bump in and bump out activities. This may mean timing activities out of normal business hours.

If using vehicles to drive to the event venue, you may also need to consider the University driving procedure. University Vehicle bookings: contact motor vehicle bookings on 8201 2015 or http://www.flinders.edu.au/campus/buildings-and-property/motor-vehicle-bookings/motor-vehicle-bookings_home.cfm.

Any person/contractor engaged to use any vehicles requiring a high risk or specialised licence should have the relevant insurance, training and licences to use the vehicle.

11.0 OTHER REQUIREMENTS

11.1 Permits/Licenses

According to Section 12 of the Event Safety Procedures, the event organiser is responsible for ensuring that

- all relevant licenses have been obtained (including contractors with any high risk work permits such as working at heights)

- valid permits are obtained for entry into restricted areas or for public areas where permission is required (including National Parks, council areas, foreshores, jetties, heritage places and similar areas).

- records of permits/approvals/licenses documented and stored with all the other event documentation.

11.2 Insurance

The following are links related to insurance which may be required for event activites or services

- For insurance relating to contractors refer to https://staff.flinders.edu.au/workplace-support/contractor-safety.
- For other insurance advice regarding University events, please contact University Insurance in Section 5.4 of this guide.

11.3 Working Alone

If staff are working alone during any stage of the event management process (i.e. setup after hours) they should have a means of communication. For instance, contact with security or manager/supervisor on arrival and departure from the event venue.

11.4 Working with other organisations and shared duties as a PCBU

When events involve working with other organisations (also known as PCBUs) there must be consultation, coordination and collaboration to ensure that risks to all workers and others are being managed (see Section 8, Event Procedures).

How this is managed will depend on the nature of the arrangement between the organisations. Examples are provided below of how the arrangements may work. However, each event should be assessed due to the complex nature of the arrangements and the degree of control each PCBU has over the activities:

a) If the event is organised and controlled another organisation on Flinders University sites, the other organisation may choose to use Flinders event process. At a minimum, the other organisation must provide Flinders with an event safety assessment or equivalent. These must be provided to the Flinders University event contact and included with the documentation for the event.

b) If the event is organised or controlled by Flinders University, Flinders must complete the Event Safety Assessment process but may use the other organisation's risk assessments for the venue/site.

Documentation of the process should be kept by the local area with all other event documentation (see Section 16, Event Safety Procedures)..

12.0 OTHER INFORMATION

Web addresses and related documents available for events controlled by Flinders University:

- WHS Policy
- WHS Risk Management and
- WHS Management System Consultation and Communication
- Event Safety Procedures

- Accident / Incident Reporting Procedure and Reporting an Accident or Incident
- Alcohol and other drugs on University premises
- Children on University Premises
- Contractor Management Policy and Contractor Safety
- Electrical Safety Procedure
- Emergency Procedures
- First Aid Procedure
- Food Safety
- Hazardous Chemical Safety Management Procedure
- Hazardous Manual Tasks
- Incident Control
- Ladder Safety
- Noise
- Personal Equipment and Clothing
- Plant Safety Procedure
- Slips, Trips and Falls
- Smoking
- Use of Vehicles on University Business
- WHS Training and Induction Procedure
- Working in Extreme Heat or Cold
- Workplace Safety Inspection Procedure