

EVENT GUIDELINES QUICK REFERENCE SHEET

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Flinders University events use a risk-based approach to manage event safety.

For the purpose of this guide **event workers** relates to anyone who is performing work tasks during and for the event / activity, including but not limited to staff, student ambassadors, contractors and volunteers.

Conditions to consider when managing the event safety risks includes the following:

- Attendees are reminded not to attend the event if unwell, symptomatic, COVID Positive or a close contact.
- Good hygiene practices are in place with hand sanitiser and alcohol wipes available at the entrance / exit to the event space (i.e. theatres and workshop spaces). This also applies where equipment is shared – i.e. cleaning between individual uses (this should be reduced to what only is absolutely necessary).
- Consider venue capacities and the need to account for any additional event equipment and furniture which will subtract from the maximum allowable number of people in the space(s).
- Events are encouraged to be outdoors whenever and wherever possible.
- If there are multiple entrances / exits to a venue, consider people entering and exiting through different doors.
- Event workers are briefed and inducted on their duties prior to the event. An event induction template is available to assist - <https://staff.flinders.edu.au/content/dam/staff/documents/whs/checklists/event-induction-checklist.docx>.
- Consider how food and drink is served and how the risk is managed with food safety and hygiene and consider serving options (i.e. someone serving, providing single, wrapped serves, hand sanitiser and hand washing available).
- Where events are organised with external venues, the external venue's WHS policies and guidelines must be followed. Please consult with that venue's management staff and communicate any requirements to event participants.
- The preference for marquees is they are professionally set up. Please ensure marquees are weighted down to prevent toppling over.
- As a contingency, all events should have a backup plan to move to an online mode in the situation where there is a possibility running the event in the location or due to weather conditions may require the event to be moved, reduced, rescheduled or cancelled.
- All events require an event safety assessment found on <https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/event-safety>.
- For updates on COVID general information please refer to <https://staff.flinders.edu.au/coronavirus-information>.