



3.22 Events Safety Management

Information Sheet

Purpose

The purpose of this information sheet is to provide information and guidance on how events related to the University of Adelaide should be planned and managed in accordance with the [Hazard Management Chapter](#) of the HSW Handbook.

Q1 What activities does this information sheet apply to?

Event safety management is applicable where an event is being staged that:

- changes the environment/venue (e.g. addition of temporary structures); or
- is using the environment/venue in a different way than how it was designed to be used; or
- introduces a foreseeable safety hazard(s) due to the nature of the event/activity/function.

Examples of when events safety management should be applied.

- Temporary structures are being erected on University grounds (e.g. marquees, jumping castles, stages).
- A meeting/talk/demonstration is being held where there is the potential for a violent situation due to the nature of the attendees/speaker.
- An event is being held where noise from the event could impact occupants of adjacent buildings (e.g. open air concerts, large crowd).
- A science demonstration that involves the generation of fire and smoke is being held in a lecture theatre or other venue (e.g. Chemistry Spectacular, Science Alive).

Q2 How do I book an event?

On-campus events

You should complete the [Event booking process](#) in consultation with Facilities bookings or phone (831) 35131 ensuring that you have considered the venue to be appropriate for your event (safe and suitable for the activity) prior to booking. This includes arrangements for booking events outdoors on University grounds (e.g. Barr Smith Lawns, Taib Mahmud Court).

(It is suggested that you also contact your [Events/Marketing Co-ordinator](#) for additional information on booking requirements for events planned at the Waite or Roseworthy Campus.)

Off-campus events – external host

You should follow the booking process and safety requirements of the external organisation hosting the event. Note that the University of Adelaide HSW Handbook requirements regarding hazard management still apply (see Question 3).

Off-campus events run and hosted by the University (e.g. bus tour)

You should follow the booking process and safety requirements of the external provider (e.g. the bus company). Note that the University of Adelaide HSW Handbook requirements regarding hazard management still apply (see Question 3).

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Q3 What do I need to do when planning safety for an event?

- Consider what is required to conduct the event safely and to meet the requirements of the [Hazard Management Chapter](#) (i.e. undertake appropriate hazard identification, assessment and control).
It is advisable (and may save considerable time) to identify if the event has been conducted previously and if it has:
 - gather the previous Risk Assessment/Safety Management Plan;
 - check for any debrief notes/recommendations (if available);
 - discuss with the previous event co-ordinator if there were any issues, incidents/injuries, specific control measures used to ensure the event was conducted safely.

A [Hazard Management Event Safety Checklist](#) (Appendix A) and [Event Safety Management Plan/Risk Assessment](#) (Appendix B) are provided in this information sheet to assist.

Please note: If the event is once-off and doesn't require the co-ordination of a number of tasks or activities then the [Short Form Risk Assessment Template](#) within the [Hazard Management Chapter](#) may be a quicker option than Appendix A and B.

For guidance on how to complete an Event Safety Management Plan/Risk Assessment, refer to the examples of control measures for specific hazards in [Appendix C](#).

If the event involves utilisation of University grounds

(e.g. for erection of marquees, access to electrical or plumbing services.)

Contact the relevant Campus Services as follows.

- North Terrace: (831) 34008
- Waite: (831) 37217
- Roseworthy: (831) 37937
- Thebarton: (831) 34471

If contractors have been engaged

(e.g. in the planning, setting up, running or cleaning up of the event)

- Follow the contractor management procedures in the [HSW Handbook Chapter 3.21 Contractor Management](#).

This includes:

- ensuring that a copy of any specific safety documentation required for the contractor's activity (e.g. Safe Work Method Statement and/or Safety Management Plan) is provided to you by the contractor and kept on file with your events documentation.
- an induction if the contractor(s) will be conducting activities without a University representative(s) being present. An [Induction Template](#) (Appendix D) is provided to assist.

Q4 What do I need to do on the day of an event?

Prior to commencement

You should conduct a walk-through of the venue/site with stakeholders where applicable to:

- check for any additional hazards which may have been introduced during set-up. If this has occurred these should be added to the Safety Management Plan/Risk Assessment and control measures implemented as applicable;
- check all control measures identified on the Safety Management Plan/Risk Assessment have been implemented; and
- brief and induct any workers who will be working at the event.

Induction

It is important that any person(s) undertaking work at the event (including volunteers and contractors) is/are inducted to ensure that they understand key pieces of information such as:

- the hazards and control measures they may need to be aware of and implement;
- what to do in an emergency;
- how to access amenities and first aid treatment;
- how to report an incident ; and
- the reporting lines for the event.

In order to capture the induction you can have workers sign the [Event Safety Management Plan/Risk Assessment](#) (Appendix B) or complete the [Induction Checklist](#) (Appendix D); or complete a School/Branch contractor induction.

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Q4 What do I need to do on the day of an event? (Continued)

During the event

You should monitor that activities are being managed in accordance with the Safety Management Plan/Risk Assessment.

If an incident/injury is reported:

- Ensure that the [Incident/Near Miss Reporting and Investigation process](#) is followed.
- Provide a copy of the completed [Incident/Property Damage/Hazard Report form](#) to the School/Branch [Health and Safety Officer](#).

Immediately following the event

You should ensure that the event site is left in a safe and neat condition. Where an event is such that a major clean up or removal of structures/lights/power/waste is unable to occur on the day you should ensure that you have the site booked for the following day or by some agreement with the site booking officer.

Q5 What do I need to do after an event?

It is beneficial to arrange for an event debrief, especially if there is a possibility that the same/similar event will be arranged at some time in the future. The debrief will identify what worked/didn't work and provide recommendations for improvement.

An [Event Safety Management Debrief Template](#) (Appendix E) is provided to assist.

Q6 What records will I need to keep in relation to an event?

You should ensure there is a system for maintaining documentation (e.g. using HP Records Manager or School/Branch Records Management system) relating to the event in accordance with the relevant chapter of the HSW Handbook.

Q7 If I am an event coordinator do I need training to plan and run an event safely?

Your HSW training needs are determined by your supervisor/School/Branch with consideration to your role and responsibilities. Where your supervisor/School/Branch has determined that it is important for you to gain an understanding of the safety requirements for Events Management, contact your [HSW Division/Faculty Manager](#).

Q8 Are there any rules governing alcohol at events?

The service of alcohol in South Australia is regulated by the State Government under the [Liquor Licencing Act \(1997\)](#) and the [Liquor Licencing Regulations \(2012\)](#). The University of Adelaide has an [Alcohol Management and Use Policy](#) to assist staff with understanding what their responsibilities are should they plan to serve alcohol at an event. The Alcohol Management and Use Policy requires the completion of an Alcohol Management and Safety checklist if you are planning to serve alcohol at a function/event. NOTE: You should check with the venue bookings officer to determine if the venue is covered under an existing liquor licence and any licensing restrictions that apply. If the venue is not covered by an existing licence then you may need to apply to the State Government regulator for a limited licence for your event (<http://www.cbs.sa.gov.au/wcm/>).

Q9 Do I need to consider insurance in relation to my event?

The University has insurances that cover the broad range of activities that the University is likely to undertake. Where the event is staged by any individual or group that is not part of the University it may not be covered by the University's insurance and you should check with the [Manager Insurance](#).

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Q10 Is there any guidance available around the number of toilet facilities required at an event?
See [Appendix F](#) for guidance.

Q11 Are there other University related documents/resources I should be aware of?

- [Hazard Management](#) Handbook Chapter
- Campus Services – [Facilities Bookings](#)
- [Marketing and Strategic Communications Website](#)
- [HSW Policy](#)
- [Chemical Safety](#) (e.g. requirements for information on gas cylinders and handling)
- [Incident Reporting and Investigation](#) Handbook Chapter
- [Alcohol Management and Use Policy](#)
- Risk Management requirements other than safety (e.g. business, financial, environmental risk) and [Insurance information](#) please refer to [Legal and Risk](#).

Further Information

If you require further information, please contact a member of the [HSW Team](#) .

Please note

This information sheet replaces the HSW Handbook Chapter 3.22 Event Safety Management (V1.1) dated 19 March 2012. The information and level of compliance within this information sheet will no longer be audited formally as part of the HSW internal audit program. Please note however that the audit of the HSW Handbook Chapter Hazard Management (Chapter 3.5) will include hazard management across all activities including events.

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HAZARD MANAGEMENT – EVENT SAFETY CHECKLIST

Stage 1:	Hazard Identification	Residual risk rating L, M, H, VH	
Name or description of the event			
Venue/location of the event			
Designated safety co-ordinator(s) conducting the risk assessment. Name and contact details.		Mobile/Phone	
		Mobile/Phone	
		Mobile/Phone	

- This template or equivalent template can be used. Please note that this list is not exhaustive, but can be used as the basis for your initial hazard identification.
- If you tick yes to any of the hazards listed below, then the hazard is to be transferred and addressed on **Appendix B**.
Where a number of activities have the same hazards, they may be grouped together on the same assessment and the same control measures applied to each.

Consider – is there potential for, or identified exposure to any of the following, as part of a process/activity

Physical/Environmental Hazards		Plant and Equipment hazards	
<input type="checkbox"/>	Access to the event is restricted/controlled	<input type="checkbox"/>	Hazardous equipment (e.g. or operations could result in amputation, eye injury, serious laceration, crushing injury)
<input type="checkbox"/>	Amenities inadequate/insufficient (includes disabled amenities)	<input type="checkbox"/>	Marquee to be installed
<input type="checkbox"/>	Amusement structures/rides/inflatable structures	<input type="checkbox"/>	Mobile lifting equipment
<input type="checkbox"/>	Animals	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Fall from a height (e.g. ladder, elevated platform, cliff, scaffolding)	Permits/licenses and registration required	
<input type="checkbox"/>	Hit by a vehicle (e.g. moving cars in proximity to pedestrians)	<input type="checkbox"/>	Liquor license
<input type="checkbox"/>	Lighting/visibility is compromised and hazardous	<input type="checkbox"/>	Scaffolding more than 4m in height
<input type="checkbox"/>	Noise or sound levels > 85dB(A) or peak level of greater than 135 dB(C) for any period of time	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Temperature or weather extremes (e.g. hot, cold, major burns)	Fall (same level)	
<input type="checkbox"/>	Isolation (e.g. Held in a remote area, difficult to access site)	<input type="checkbox"/>	Slip/Trip hazards
<input type="checkbox"/>	Earth penetration (e.g. potential to impact services – water, power, gas)	<input type="checkbox"/>	Uneven, unstable, wet or slippery surfaces
<input type="checkbox"/>		<input type="checkbox"/>	Other
Communications		Chemical hazards	
<input type="checkbox"/>	Crowding	<input type="checkbox"/>	Explosive substances
<input type="checkbox"/>	Communication problems/co-ordination of information/alerts	<input type="checkbox"/>	Flammable substances, gas, airborne contaminants
Electrical		<input type="checkbox"/>	Hazardous chemicals (not included above)
<input type="checkbox"/>	Electric shock (e.g. working with electrical equipment in a damp or wet environment)	<input type="checkbox"/>	Respiratory irritants (e.g. dust)
Hazardous Manual activity/task(s)		<input type="checkbox"/>	Toxic or asphyxiate gas (e.g. CO ₂ including dry ice, liquid N ₂)
<input type="checkbox"/>	Work requiring repetitive force or movement	<input type="checkbox"/>	Other
<input type="checkbox"/>	Sustained force/posture or awkward posture	Minors/Children	
<input type="checkbox"/>	Working with animals, unpredictable/unbalanced loads	<input type="checkbox"/>	Children under the age of 18 are part of the event or attending
<input type="checkbox"/>	Transfer of item(s) up or down stairs, using both hands or requiring the use of lifting equipment from one level to another	Activity combines a number of different hazards, and the impact/results of interaction is unknown	
Emergency Management hazards		<input type="checkbox"/>	Specify -
<input type="checkbox"/>	Fire hazard/naked flame/fire-works, pyrotechnics/smoke		
<input type="checkbox"/>	Fatigue e.g. duration of the event, extreme heat		
<input type="checkbox"/>	Medical emergency, difficult to administer/obtain first aid gain assistance e.g. access to medical facilities	High risk work licence required in accordance with WHS Regs	
<input type="checkbox"/>	Personal threat e.g. aggressive behaviour, abuse, threat, assault	<input type="checkbox"/>	Boom-type elevating work platform, scaffolding, dogging, crane and hoist operation, reach stackers, forklift operation, pressure equipment operation.
Other			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>	No hazards identified. No risk assessment required.

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HAZARD MANAGEMENT – EVENT SAFETY MANAGEMENT PLAN (RISK ASSESSMENT)

Appendix B (Page 1 of 2)

Stage 2 and Stage 3 – Risk Assessment and Control

<p>List the potential hazards/issues identified in the Hazard Identification Process from Appendix A. and When and where the hazard is present (i.e. when is a person at risk of exposure to the hazard)</p>	<p>Inherent risk assessment rating Before controls are implemented (Refer to the risk assessment Tables – Appendix B page 2) L, M, H, VH</p>	<p>List the control measures implemented (i.e. in place)</p> <ul style="list-style-type: none"> Control measures are to be in accordance with the Hierarchy of Control. Refer to Appendix C for examples. Choose the control(s) that most effectively eliminate the hazard or minimises the risk. Record the control measures in place under the relevant control measure (e.g. list in order under the following headings - substitution, isolation, engineering, administrative, Personal Protective Equipment). Ensure that control measures do not introduce new hazards. 	<p>Residual risk rating After controls in place The highest rating is to be transferred to the top of Appendix A.</p>

Staff related activities (Note – Low and Medium Residual Risk does not require Manager/Supervisor authorisation)			Student related activities		
Author	Name and Signature		Author	Name and Signature	
High Residual Risk – Authorised by Manager/Supervisor	Name and Signature/authority		Low and Medium Residual Risk – Authorised by Manager/Supervisor	Name and Signature/authority	
High Residual Risk – Authorised by Head of School/Branch	Name and Signature/authority		High Residual Risk – Authorised by Head of School/Branch	Name and Signature/authority	
Very High Residual Risk – Authorised by VC&P	Name and Signature/authority		Very High Residual Risk – Authorised by VC&P	Name and Signature/authority	

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HAZARD MANAGEMENT

APPENDIX B (Page 2 of 2)

RISK ASSESSMENT TABLES

Three essential steps are taken:

1. The probability or likelihood of an incident occurring is evaluated;
2. The severity of the potential consequences is calculated or estimated;
3. Based on these two factors, the risks are assigned priority for risk control through the use of a risk rating.

Risk assessment involves examining and evaluating the likelihood/severity/consequence in order to prioritise and implement adequate controls. The risk matrix has been adopted based on the principles of AS/NZS ISO 31000 (2009) Risk Management – Principles and Guidelines and Code of Practice “How to Manage Work Health and Safety Risks (2012).

Likelihood Table

CATEGORY	DESCRIPTION
Almost certain	There is an expectation that an event/incident will occur.
Likely	There is an expectation that an event/incident could occur but not certain to occur.
Slight	This expectation lies somewhere in the midpoint between “could” and “improbable”.
Unlikely	There is an expectation that an event/incident is doubtful or improbable to occur.
Rare	There is no expectation that the event/incident will occur.

Consequences Table

CATEGORY	DESCRIPTION
Severe	Injury resulting in death, permanent incapacity.
Major	Injury requiring extensive medical treatment, hospitalisation, or activities could result in a Notifiable occurrence.
Moderate	Injury requires formal medical treatment (hospital outpatient/doctors visit etc), activities could result in an Improvement Notice.
Minor	Injury requires first aid.
Negligible	Injury requires minor first aid (e.g. bandaid), or result in short term discomfort (e.g. bruise, headache, muscular aches etc), no medical treatment.

Risk matrix

Likelihood	Consequences				
	Negligible	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Very High	Very High	Very High
Likely	Medium	Medium	High	Very High	Very High
Slight	Low	Medium	High	High	Very High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

If the level of risk is assessed as high or very high

- Stop the activity; or
- Tag out the plant/equipment; or
- Secure any chemical; and
- Determine if the activity is to:
 - continue; or
 - cease

in consultation with your Manager/Supervisor.

Follow the process in 3.5.6.1 where the risk cannot be reduced to medium or low.

EXAMPLES ONLY DRAFT EVENTS – SAFETY MANAGEMENT PLAN (RISK ASSESSMENT) (APPENDIX C)

Item No.	List the potential hazards/issues identified in the Hazard Identification Process from Appendix A and when and where the hazard is present (i.e. when is a person at risk of exposure to the hazard if applic)	Risk Assessment Rating	<p align="center">List control measures to be implemented</p> <ul style="list-style-type: none"> Control measures are to be in accordance with the Hierarchy of Control. Refer to Appendix C for examples. Choose the control(s) that most effectively eliminate the hazard or minimises the risk. Record the control measures in place under the relevant control measure (e.g. list in order under the following headings - substitution, isolation, engineering, administrative, Personal Protective Equipment). Ensure that control measures do not introduce new hazards. <p align="center">NOTE: The control measures below are examples only. Schools/Branches will need to tailor appropriate control measures based on the nature, size and location of the event. These examples are interdependent i.e. not related to a specific event.</p>	Who is responsible for the action	<p align="center">Residual Risk Rating</p> <p align="center">(i.e. Risk rating after controls in place.)</p> <p align="center">(High will require sign off by the Head of School/Branch. Very High by the VC&P).</p>
1	<i>Access to the event is restricted/controlled</i>	<p align="center">This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</p>	<p>Isolation</p> <ul style="list-style-type: none"> Event can only be accessed via the nominated entry points. Barriers in place. <p>Administration</p> <ul style="list-style-type: none"> Event access points are monitored by Security or a designated member of the Event Team. The Event Team and authorised personnel are to wear identification badges/vests. Local induction provided to the Event Team which covers specific risks and procedures for the area. 		<p align="center">This risk assessment rating will vary based on the control measures implemented, so has not been included in the examples.</p>
2	<i>Amenities inadequate, insufficient</i>		<p>Administration</p> <ul style="list-style-type: none"> Additional toilets and hand washing facilities arranged. Disabled toilet available. Adequate signage displayed to direct people to toilets. 		
3	<i>Amusement structures/rides/inflatable structures</i>		<p>Isolation</p> <ul style="list-style-type: none"> There is appropriate fencing surrounding rides. <p>Engineering</p> <ul style="list-style-type: none"> There is appropriate soft-fall area for inflatable structures. All tie down ropes attached to the device are fastened to adequate anchorages. <p>Administration</p> <ul style="list-style-type: none"> Amusement rides have a current certificate of registration issued by SafeWork SA. All structures have current certificate of inspection issued by a professional engineer and qualified electrician. Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons Operator is monitoring the structure at all times and ensuring weather conditions do not change. 		

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EXAMPLES ONLY DRAFT EVENTS – SAFETY MANAGEMENT PLAN (RISK ASSESSMENT) (APPENDIX C)

Item No.	List the potential hazards/issues identified in the Hazard Identification Process from Appendix A and when and where the hazard is present (i.e. when is a person at risk of exposure to the hazard if applic)	Risk Assessment Rating	<p align="center">List control measures to be implemented</p> <ul style="list-style-type: none"> Control measures are to be in accordance with the Hierarchy of Control. Refer to Appendix C for examples. Choose the control(s) that most effectively eliminate the hazard or minimises the risk. Record the control measures in place under the relevant control measure (e.g. list in order under the following headings - substitution, isolation, engineering, administrative, Personal Protective Equipment). Ensure that control measures do not introduce new hazards. <p align="center">NOTE: The control measures below are examples only. Schools/Branches will need to tailor appropriate control measures based on the nature, size and location of the event. These examples are interdependent i.e. not related to a specific event.</p>	Who is responsible for the action	Residual Risk Rating (i.e. Risk rating after controls in place.) (High will require sign off by the Head of School/Branch. Very High by the VC&P).
4	<i>Communication – inability to communicate effectively</i>	<p align="center">This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</p>	<p>Engineering</p> <ul style="list-style-type: none"> Radios arranged for the duration of the event and training provided to operators. <p>Administration</p> <ul style="list-style-type: none"> Contact numbers entered into each person’s mobile phone for Security and other key personnel. A lanyard has been provided to volunteers with contact information for safety personnel included. Additional communication methods introduced to signal a particular activity or emergency response. (e.g. whistle, loud hailer, siren.) All event personnel can be clearly identified – High visibility vests distributed. Training provided for radio use. 		<p align="center">This risk assessment rating will vary based on the control measures implemented, so has not been included in the examples.</p>
5	<i>Overcrowding, or large number of people in one location</i>		<p>Administration</p> <ul style="list-style-type: none"> Security engaged to assist in the management of the crowd (if required). Defined areas for specific activities to reduce congestion. Defined paths for access/egress. Communication systems and procedures well defined for Security and the Events Team. 		
6	<i>Entry and exit points compromised/not clearly defined</i>		<p>Engineering</p> <ul style="list-style-type: none"> Temporary barriers installed to ensure access/egress is not compromised (e.g. for the emergency services). <p>Administration</p> <ul style="list-style-type: none"> Signage clearly displayed for entry, thoroughfares and exit points. Provision is made for people with a disability including provision of a designated area. 		

EXAMPLES ONLY		DRAFT EVENTS – SAFETY MANAGEMENT PLAN (RISK ASSESSMENT)			(APPENDIX C)
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			<ul style="list-style-type: none"> Control measures are to be in accordance with the Hierarchy of Control. Refer to Appendix C for examples. Choose the control(s) that most effectively eliminate the hazard or minimises the risk. Record the control measures in place under the relevant control measure (e.g. list in order under the following headings - substitution, isolation, engineering, administrative, Personal Protective Equipment). Ensure that control measures do not introduce new hazards. <p>NOTE: The control measures below are examples only. Schools/Branches will need to tailor appropriate control measures based on the nature, size and location of the event. These examples are interdependent i.e. not related to a specific event.</p>		
11	<i>Medical emergency</i>	<p>This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</p>	Administration <ul style="list-style-type: none"> Appropriate numbers of <u>first aid personnel and first aid kits</u>. First aid “stations” are suitably located, clearly signed and easily accessible for everyone. Emergency contact numbers are held by members of the Event Team. Periodic checks conducted to ensure access is clear for the emergency services. Security have been informed of the event. 		<p>This risk assessment rating will vary based on the control measures implemented, so has not been included in the examples.</p>
12	<i>Electrical hazards (Potential for electric shock)</i>		Engineering <ul style="list-style-type: none"> All portable electrical appliances and tools are RCD protected. Only RCD protected power boards with individual switches are being used. Administration <ul style="list-style-type: none"> Electrical equipment brought on site has been tested/tagged. Procedures are in place to ensure Electrical equipment is protected if outside. All trip hazards from cords have been addressed. 		
13	<i>Violence/aggression/personal threat</i>		Engineering <ul style="list-style-type: none"> Duress system is in place and all key personnel have been trained on the procedure. Administration <ul style="list-style-type: none"> Security have been informed and additional security available if required. Alternative entry/exit points are made known to and available for key speaker. Venue is suitable for the event. 		
14	<i>LPG cylinders and heaters</i>		Engineering <ul style="list-style-type: none"> LPG cylinders and/or heaters are secured, safe (i.e. placed inside a box) and in date. Isolation <ul style="list-style-type: none"> Flammables have been removed from the vicinity of heater. 		

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Item No.	List the potential hazards/issues identified in the Hazard Identification Process from Appendix A and when and where the hazard is present (i.e. when is a person at risk of exposure to the hazard if applicable)	Risk Assessment Rating	List control measures to be implemented	Who is responsible for the action	Residual Risk Rating (i.e. Risk rating after controls in place.) (High will require sign off by the Head of School/Branch. Very High by the VC&P).
			<p>Control measures are to be in accordance with the Hierarchy of Control. Refer to Appendix C for examples.</p> <ul style="list-style-type: none"> Choose the control(s) that most effectively eliminate the hazard or minimises the risk. Record the control measures in place under the relevant control measure (e.g. list in order under the following headings - substitution, isolation, engineering, administrative, Personal Protective Equipment). Ensure that control measures do not introduce new hazards. <p>NOTE: The control measures below are examples only. Schools/Branches will need to tailor appropriate control measures based on the nature, size and location of the event. These examples are interdependent i.e. not related to a specific event.</p>		
15	<i>Slip, trip hazards</i>	<p>This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</p>	<p>Isolation</p> <ul style="list-style-type: none"> Clearly defined walkways to avoid areas identified as higher risk. <p>Administration</p> <ul style="list-style-type: none"> Walk site to identify and control any slip/trip hazards with barriers, tape, witches hat, or mat. Additional bins to be arranged to manage litter and to keep areas tidy. Volunteers and events co-ordinators to monitor on an ongoing basis. 		<p>This risk assessment rating will vary based on the control measures implemented, so has not been included in the examples.</p>
16	<i>Event off-site – bus trip</i>		<p>Administration</p> <ul style="list-style-type: none"> Contingency arrangements are in place in the event of an emergency including communication, first aid. Alcohol licence obtained and responsible person appointed. 		
17	<i>Noise</i>		<p>Administration</p> <ul style="list-style-type: none"> Communication arrangements in the event of an emergency are in place. Communication has been made to staff in adjacent areas to advise them of the event & potential disruption. <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> Appropriate Personal Protective Equipment (e.g. ear plugs) have been provided. 		
18	<i>Hot temperature forecast</i>		<p>Administration</p> <ul style="list-style-type: none"> Sunscreen, hats provided and fresh water available at the First Aid points. Shaded areas provided. Scheduled rest breaks for volunteers and event co-ordinators. 		
19	<i>Manual handling</i>		<p>Engineering</p> <ul style="list-style-type: none"> Loads have been assessed and appropriate trolleys are available. <p>Administration</p> <ul style="list-style-type: none"> Loads are delivered as close as possible to the area of use. Arrangements for team lifts have been made to place items in position. 		

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EVENTS SAFETY MANAGEMENT : INDUCTION CHECKLIST **APPENDIX D**

Date : / /

EVENT _____

University delegate (e.g. Event Co-ordinator) has :	
<input type="checkbox"/>	Explained procedures for access to the venue/area
<input type="checkbox"/>	Explained security provisions <ul style="list-style-type: none"> <input type="checkbox"/> Requirement to wear identification badges (if applicable) or other local arrangements (e.g. swipe card, access). <input type="checkbox"/> Introduction/Identification of key personnel/staff <input type="checkbox"/> Procedure for returning badges (if applicable)
<input type="checkbox"/>	Explained Risk Management requirements, roles and responsibilities as per the Safety Management Plan/Risk Assessment
<input type="checkbox"/>	Explained Incident/Injury/Near miss reporting procedure
<input type="checkbox"/>	Explained Emergency and Evacuation procedures <ul style="list-style-type: none"> <input type="checkbox"/> Emergency contact numbers <input type="checkbox"/> Roles and responsibilities of Security, and the Chief Warden, Warden structure where applicable <input type="checkbox"/> Arrangements for person(s) with a disability if applicable
<input type="checkbox"/>	Explained requirements for the tagging of electrical equipment (e.g. portable electric appliances) if bringing equipment on site.
<input type="checkbox"/>	Explained requirements for the supervision of children under 18 years (if applicable)
<input type="checkbox"/>	Explained requirements for vehicles on site (if not addressed in the Safety Management Plan/Risk Assessment)
<input type="checkbox"/>	Provided a tour of the site/area which includes : <ul style="list-style-type: none"> <input type="checkbox"/> Location of facilities and amenities <input type="checkbox"/> Location of first aid and emergency equipment (including Manual Call Points, extinguishers, access and egress points etc) <input type="checkbox"/> Location of external Assembly Area <input type="checkbox"/> Areas where there are specific warning signs and instructions <input type="checkbox"/> Restricted areas (unless authorised by the Event Co-ordinator)
<input type="checkbox"/>	Checked all licenses/permits are on file and/or security has been arranged where applicable to the event.
<input type="checkbox"/>	Explained requirements for media management (if applicable).
<input type="checkbox"/>	Checked that phone contact details are current and hirer/key personnel can be contacted if required during the event.

UNIVERSITY DELEGATE (i.e. person conducting the induction)	CONTRACTOR/VOLUNTEER/ATTENDEE I acknowledge that I have received information as outlined above and understand my responsibilities as explained		
_____ Name (Please print)	_____ Print Name	_____ Signature	_____ Name of Employer or position/role
_____ Signature			

EVENTS SAFETY MANAGEMENT : DEBRIEF **APPENDIX E**

Name of Event		Date / /
Debrief Attendees		
Name of Event Co-ordinator		Contact Number :

Record suggestions for improvement if this event is likely to be held again and attach to the Safety Management Plan (Appendix B) or file with Event documents.

Issue raised	Recommendations for improvement

TOILET FACILITIES (GUIDANCE ONLY)

APPENDIX F

EXAMPLES ONLY

It is essential that consideration is given to ensure that there are sufficient toilet facilities at your event for the number of expected attendees and that you have catered for people with disabilities.

There is no Australian Standard for the number of toilets required for an event. This table is to be used as a guide only. The number should be assessed by the events co-ordinator(s) based on duration of the event, crowd peaks (e.g. based on the program) and whether alcohol is to be provided.

Please note - There will be a sufficient number of accessible toilet options if the event is to be held on Campus.

Directions should be clearly marked/identified to direct people to the various locations and options available.

Patrons	Females		Males		
	Toilets	Hand basins	Toilets	Urinals (for)	Hand basins
Less than 100	6	2	2	4	2
Less than 250	12	4	4	8	4
Less than 500	24	8	8	16	8
Less than 1,000	48	16	16	32	16

At least 2 toilet options for people with disabilities per 100 people.

If there are not enough permanent toilet facilities at the site (e.g. off campus) you may need to arrange for portable toilets.

Ensure that arrangements for cleaning, provision of toilet paper and emptying during the course of the event is discussed prior to the event.

Consideration should also be given to:

- Identifying appropriate facilities and sanitary bins for baby change rooms. (This will depend on the nature of the event.)
- Sharps disposal facilities (e.g. for diabetics)
- Sanitary bins for female toilets.

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