

**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 are the COVID requirements for an event?**

All events must comply with [SA Government](#) requirements. The SA Government website provides specific information for social distancing and personal hygiene, [COVID Safe Plans](#) and [COVID Management Plans](#) (where required) and the need for trained [COVID Marshals](#) for the events/operations listed. Refer to Appendix E for COVID Guiding Principles for running an event.

For organisers of events please check the [facilities-bookings webpage](#) for additional guidance.

**Q2 What Event Safety Management 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 event 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).
- The event requires traffic management, to ensure vehicles and pedestrians are separated (e.g. bringing cranes, cherry pickers, semi-trailers or other heavy vehicles onto campus, use of forklifts/industrial lift trucks.).

**(Note: Where an event requires traffic management and/or temporary structures to be erected on University Grounds, ensure you contact Facilities Management prior to organising the event on 8313 5151.)**

**Q3 How do I book an event?**

On-campus events

You should complete the [Event booking process](#) in consultation with [Facilities bookings](#) or phone (831) 35151 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.

Off-campus events run and hosted by the University

You should follow the booking process and safety requirements of the external provider.

Note that the University of Adelaide HSW Handbook requirements regarding [Hazard management](#) still apply.

**Q4 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](#) and [Event Safety Management Plan/Risk Assessment](#) (Appendix A) are provided in this information sheet to assist.

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 B of the FAQ.

**If the event involves utilisation of University grounds**

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

Contact Facilities support (all campuses) 8313 4008.

**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 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 C) which includes a list of prompts is provided for reference, but can be further customised by your area if required. A system for induction is to be in place to meet the requirements of the HSW Handbook chapter [Provision of HSW information, instruction and training](#)

This information may be provided one-on-one, or as a group (e.g. lecture), on-line, email, brochure and/or website.

**Q5 What Events Safety Management 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; &
- 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.

The information you should cover during an induction is captured in [Appendix C](#).

This information may be provided one-on-one, or as a group (e.g. lecture), on-line, email, brochure and/or website.

Continued

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**Q5 What Events Safety Management 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 [Report a safety issue or incident](#) is followed including reporting the incident in the University's incident reporting system:
- Enter the details of the safety issue or incident using the [app](#); or [on-line form](#).

Immediately following the event

You should ensure that the event site is left in a safe 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.

**Q6 What Events Safety Management 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 D) is provided to assist.

**Q7 What Events Safety Management records will I need to keep in relation to an event?**

You should ensure there is a system for maintaining documentation (e.g. using the University's records management system or School/Branch Records Management system) relating to the event in accordance with the [Hazard Management](#) HSW Handbook chapter.

**Q8 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 with consideration of your role and responsibilities. Where your Supervisor has determined that it is important for you to gain an understanding of the safety requirements for Events Management, contact your local [HSW Team](#).

**Q9 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>.

**Q10 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](#).

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

- [Hazard Management](#) Handbook Chapter
- Facilities Management – [Facilities Bookings](#)
- [Marketing and Strategic Communications Website](#)
- [HSW Policy](#)
- [Chemical Safety](#) (e.g. requirements for information on gas cylinders and handling)
- [Report a safety issue or incident](#) 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](#).

**Q12 Where do I obtain further information on Events Safety Management?**

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

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## HAZARD MANAGEMENT – EVENT SAFETY CHECKLIST

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

- 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 page 3 of this appendix.  
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.
- Ensure there is a system for retaining formal Risk assessments in accordance with the State Records of SA, General disposal [Schedule No 30](#) issued under the State Records Act 1997. (Contact the University's [Records Management Office](#) for further assistance/information if required.)

Consider – is there potential for, or identified exposure to any of the following, hazards as part of the event?

HAZARD IDENTIFICATION: Stop and think. What could cause harm?	
Identify each hazard that is part of this event	Examples of how/when the worker could be exposed to the hazard during the event (e.g. what is the route of exposure?)
<b>Access and egress</b>	<input type="checkbox"/> Access and egress points could become blocked <input type="checkbox"/> Access and egress is not adequate for the number of people attending <input type="checkbox"/> Thoroughfares are not well defined and clearly marked <input type="checkbox"/> Access and egress is not suitable for a person with a disability <input type="checkbox"/> An emergency evacuation could be required and there are insufficient and safe exit options <input type="checkbox"/> Access to facilities and important equipment could become obstructed by people/objects/vehicles <input type="checkbox"/> Emergency exits have been locked to control entry points <input type="checkbox"/> A person with a disability is unable to negotiate paths of access/egress (e.g. steps).
<b>Traffic flow – Hit by a vehicle</b>	<input type="checkbox"/> Areas for traffic and pedestrian have not been defined and separated <input type="checkbox"/> Provision for safe passage of emergency and other vehicles has not been considered <input type="checkbox"/> There is no traffic control <input type="checkbox"/> There is inadequate signage for directions
<b>Insufficient amenities</b>	<input type="checkbox"/> There is insufficient provision of toilets and hand washing facilities (including disabled toilets) <input type="checkbox"/> There is insufficient signage to direct attendees to amenities <input type="checkbox"/> There is insufficient monitoring of amenities during the event (e.g. to restock supplies, clean)
<b>Hazardous chemicals are in use</b>  Use of: <input type="checkbox"/> a corrosive <input type="checkbox"/> an explosive <input type="checkbox"/> an acid <input type="checkbox"/> a flammable liquid/solid/gas <input type="checkbox"/> a toxic poison Including hazardous waste  The SDS for the chemical will provide additional information.	<input type="checkbox"/> Workers/attendees could be exposed to potential harm via inhalation. <input type="checkbox"/> Workers/attendees could be exposed to potential harm via skin absorption. <input type="checkbox"/> Workers/attendees could be exposed to potential harm via ingestion. <input type="checkbox"/> Workers/attendees could be splashed by the chemical. <input type="checkbox"/> The chemical could accidentally spill during use/transport. <input type="checkbox"/> The chemical is being used in an enclosed space. <input type="checkbox"/> The chemical could cause a fire and explosion if there is a source of ignition. <input type="checkbox"/> Exposure to the chemical would require an immediate first aid response (e.g. antidote, emergency shower). <input type="checkbox"/> There is a potential for vapour accumulation. <input type="checkbox"/> Chemical storage containers need to have impact protection in place. <input type="checkbox"/> Specific transfer/transport arrangements are required for the chemical. <input type="checkbox"/> Specific storage arrangements are required for the chemical.

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<b>HAZARD IDENTIFICATION: Stop and think. What could cause harm?</b>	
Identify each hazard that is part of this event	Examples of how/when the worker could be exposed to the hazard during the event (e.g. what is the route of exposure?)
<p><b>Hazardous Plant/Equipment (“Plant”)</b> (During operation)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rotating/moving parts</li> <li><input type="checkbox"/> Sharp edges – moving/stationary</li> <li><input type="checkbox"/> Ignition sources (flame or spark)</li> <li><input type="checkbox"/> Compressed air or high pressure fluid</li> <li><input type="checkbox"/> Electricity</li> <li><input type="checkbox"/> Explosive or flammable atmosphere</li> <li><input type="checkbox"/> Ergonomic (e.g. equipment design/layout)</li> <li><input type="checkbox"/> Mobile plant/equipment (e.g. forklifts)</li> <li><input type="checkbox"/> Heat (radiated or conducted) or steam or cold</li> <li><input type="checkbox"/> Harmful noise</li> <li><input type="checkbox"/> Poorly positioned control levers or buttons</li> </ul>	<p>The plant/equipment could:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> entangle a person’s hair, clothing, gloves, jewellery, in moving parts;</li> <li><input type="checkbox"/> crush a person (e.g. material fall off the plant, uncontrolled/unexpected movement of the plant);</li> <li><input type="checkbox"/> stab, puncture or strike e.g. due to coming into contact with sharp or flying objects;</li> <li><input type="checkbox"/> shear a body part (e.g. between two parts of the plant/between the plant and a work structure);</li> <li><input type="checkbox"/> expose the worker/attendees to live electrical conductors (e.g. proximity, overload of electrical circuits);</li> <li><input type="checkbox"/> expose the worker/attendee to gases/vapours/liquids/dusts/other substances triggered by the operation;</li> <li><input type="checkbox"/> explode or implode, or reach high temperatures;</li> <li><input type="checkbox"/> exceed safe noise levels;</li> <li><input type="checkbox"/> overturn, collide with another person or thing (e.g. moving powered plant);</li> <li><input type="checkbox"/> cause a significant burn or trap a person in a refrigerated chamber/trailer;</li> <li><input type="checkbox"/> stop/start if controls are inadvertently bumped or knocked;</li> <li><input type="checkbox"/> require extension leads which present electrical hazards if damaged or wet.</li> </ul>
<p><b>Hazardous Manual Handling</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Set up/pack-up requires carrying, lifting and/or transferring of heavy/awkward/dirty/unpredictable/unbalanced objects, equipment, chairs, tables;</li> <li><input type="checkbox"/> Set up/pack up requires items to be transferred up or down stairs or from one level to another.</li> </ul>
<p><b>Excess noise</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Noise levels could impact on communications between organisers, security, attendees.</li> <li><input type="checkbox"/> Noise levels could impact workers in adjacent buildings.</li> <li><input type="checkbox"/> Loud music is a part of the event.</li> </ul>
<p><b>Temporary structures</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A marquee is to be installed. The installation will require earth penetration and could potentially impact underground services – water, power, gas?</li> <li><input type="checkbox"/> Temporary structures could be impacted by weather conditions (e.g. wind, rain)?</li> <li><input type="checkbox"/> Temporary structures could become airborne or fall over.</li> <li><input type="checkbox"/> Temporary structures could block access/egress.</li> <li><input type="checkbox"/> Scaffolding is required.</li> </ul>
<p><b>Emergency management</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Workers/attendees could require medical assistance during the event.</li> <li><input type="checkbox"/> Workers/attendees could be affected by heat/cold during the event.</li> <li><input type="checkbox"/> There could be a potential for aggressive, threatening behaviour due to the nature of the event.</li> <li><input type="checkbox"/> The location of the event could pose an issue for Emergency Services to gain access or to provide treatment.</li> <li><input type="checkbox"/> There are insufficient wardens to co-ordinate an emergency response e.g. evacuation?</li> <li><input type="checkbox"/> There are an insufficient number of fire extinguishers available.</li> <li><input type="checkbox"/> There are no provisions for any worker/attendee with a disability in the event of an emergency.</li> </ul>
<p><b>Event activities</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The event requires a liquor license.</li> <li><input type="checkbox"/> Young children could be attending and event activities may place the child at risk.</li> <li><input type="checkbox"/> The event involves working with animals.</li> <li><input type="checkbox"/> The event involves amusement rides/structures or inflatable structures.</li> <li><input type="checkbox"/> A worker/attendee could fall from a height.</li> </ul>

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**HAZARD MANAGEMENT – EVENT SAFETY MANAGEMENT PLAN (RISK ASSESSMENT) Appendix A (Page 3 of 4)**

**Stage 2 and Stage 3 – Risk Assessment and Control**

Stop and think. What could cause harm		Assess the harm	What needs to be in place before you start	Re-assess the level of risk
Identify and list each hazard that is part of this event	Record how/when the worker is exposed to the hazard (e.g. what is the route of exposure)	Calculate the risk rating without controls in place (See descriptor table overleaf)	The measures you select must address the hazard, be selected in accordance with the Hierarchy of Control and be clear to the worker. (Refer to <a href="#">Appendix B</a> for guidance.)	i.e. the residual risk rating after controls are in place
		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high

**Authorisation for events**

Residual risk rating	Authorisation	Name and signature (or attach evidence of authorisation)	
<b>Low &amp; medium risk</b>	Supervisor/Person in control of the event		
<b>High risk</b>	Head of School/Branch		
<b>Very high risk</b>	Executive Dean/Divisional Head		

**Records Management:**

Ensure there is a system for retaining this Risk assessment in accordance with the State Records of SA, General disposal [Schedule No 30](#) issued under the State Records Act 1997. (Contact the University's [Records Management Office](#) for further assistance/information if required.)

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**HAZARD MANAGEMENT**

**APPENDIX A (Page 4 of 4)**

**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 <b>could occur</b> but not certain to occur.
Possible	This expectation lies somewhere in the midpoint between “could” and “improbable”. May happen occasionally
Unlikely	There is an expectation that an event/incident is doubtful or <b>improbable</b> 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 treatment.
Negligible	Injury requires minor first aid (e.g. bandaid), or result in short term discomfort (e.g. bruise, headache, muscular aches), 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
Possible	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
- Determine if the activity is to:
  - continue; or
  - cease

in consultation with your Supervisor.

Follow the process in the Hazard Management handbook chapter where the risk cannot be reduced to medium or low.

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

Stop and think. What could cause harm		Assess the harm	What needs to be in place before you start	Re-assess the level of risk
Identify and list each hazard that is part of this event	Record how/when the worker is exposed to the hazard (e.g. what is the route of exposure)	Calculate the risk rating without controls in place (See descriptor table Appendix A)	The measures you select must address the hazard, be selected in accordance with the Hierarchy of Control and be clear to the worker.  <b>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.</b>	i.e. the residual risk rating after controls are in place
<b>Inadequate access and egress</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Access and egress points could become blocked</li> <li><input checked="" type="checkbox"/> Access and egress is not adequate for the number of people attending</li> <li><input checked="" type="checkbox"/> Thoroughfares are not well defined and clearly marked</li> </ul>	<p><b>This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</b></p>	<p><b>Isolation</b></p> <ul style="list-style-type: none"> <li>• Dedicated event entry points identified [ List    ].</li> <li>• Barriers are in place to define paths of access and egress.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Event entry/exit points are monitored by a Security officer/a designated member of the event team.</li> <li>• Paths are identified on the Traffic Management Plan and the members of the event team have been informed during their induction.</li> <li>• Paths are defined using spray paint.</li> <li>• Paths are monitored every 30 minutes during the event by the event team.</li> </ul>	<p><b>This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</b></p>
<b>Traffic flow – hit by a moving vehicle</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Areas for traffic and pedestrian have not been defined and separated</li> <li><input checked="" type="checkbox"/> Provision for safe passage of emergency and other vehicles has not been considered</li> <li><input checked="" type="checkbox"/> There is no traffic control</li> <li><input checked="" type="checkbox"/> There is inadequate signage for directions</li> </ul>		<p><b>Isolation</b></p> <ul style="list-style-type: none"> <li>• Traffic has been separated from pedestrians using temporary barriers/bunting.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• The event has been co-ordinated in consultation with Facilities Management and is in accordance with the University/s Traffic Management Plan.</li> <li>• Designated members of the event team have been rostered to assist with traffic control.</li> <li>• Separate entry points (gate number ..... ) nominated for the Emergency Services. Security to advise emergency services prior to the event.</li> <li>• Directional signage displayed. One way only.</li> <li>• Paths of travel for vehicles has been included on the Traffic Management Plan.</li> <li>• A spotter has been appointed, who is not the driver, for each forklift//industrial lift truck to assist the operator to restrict/monitor access until completion.</li> </ul>	

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

Stop and think. What could cause harm		Assess the harm	What needs to be in place before you start	Re-assess the level of risk	
Identify and list each hazard that is part of this event		Record how/when the worker is exposed to the hazard (e.g. what is the route of exposure)	Calculate the risk rating without controls in place (See descriptor table Appendix A)	The measures you select must address the hazard, be selected in accordance with the Hierarchy of Control and be clear to the worker. <b>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.</b>	i.e. the residual risk rating after controls are in place
<b>Insufficient amenities</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> There are insufficient provision of toilets and hand washing facilities (including disabled toilets)</li> <li><input checked="" type="checkbox"/> There is insufficient signage to direct attendees to amenities</li> <li><input checked="" type="checkbox"/> There is insufficient monitoring of amenities during the event (e.g. to restock supplies, clean)</li> </ul>	<p><b>This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</b></p>	<ul style="list-style-type: none"> <li>• Male, female and disabled toilet facilities are open to the public in ....[.building(s)].</li> <li>• Additional temporary signage installed on barriers to direct attendees to amenities.</li> <li>• [.....Contractors] engaged to monitor amenities during the event and restock supplies and clean if required.</li> </ul>	<p><b>This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</b></p>	
<b>Hazardous chemicals are in use</b> Use of: <input type="checkbox"/> a flammable gas  The SDS for the chemical will provide additional information	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> LPG could cause a fire and explosion if there is a source of ignition</li> <li><input checked="" type="checkbox"/> There are specific storage arrangements required for the chemical.</li> </ul>		<p><b>Engineering</b></p> <ul style="list-style-type: none"> <li>• LPG cylinders are secured to increase stability.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• LPG cylinders are positioned clear of ignition sources and in a well ventilated area.</li> <li>• LPG cylinders have been checked and are in date.</li> <li>• SDS for LPG is available on site</li> <li>• Dry chemical fire extinguishers are positioned adjacent to ....</li> </ul>		
<b>Hazardous Plant/Equipment ("Plant")</b> (During operation)	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The forklift/industrial lift truck could collide with another person or thing.</li> <li><input checked="" type="checkbox"/> Catering equipment could cause a significant burn.</li> <li><input checked="" type="checkbox"/> Catering equipment requires extension leads which present electrical hazards if damaged or wet.</li> <li><input checked="" type="checkbox"/> A refrigerated trailer is in use.</li> </ul>		<p><b>Forklift/Industrial lift truck</b></p> <ul style="list-style-type: none"> <li>• Evidence provided and on file - all forklift/industrial lift truck operators have a high risk work licence.</li> <li>• The operator provided with information re the designated pathways as per the traffic management plan.</li> <li>• Operation of the forklift/industrial lift truck must only occur before/after the event.</li> <li>• Speed restricted to walking pace.</li> </ul> <p><b>Catering equipment</b></p> <ul style="list-style-type: none"> <li>• Hazardous equipment is secure and not accessible to the public</li> <li>• Catering equipment never to be left unattended when on and to be switched off when not in use.</li> <li>• All cords to be taped down and/or covered to prevent tripping.</li> </ul>		

Continued

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

Stop and think. What could cause harm		Assess the harm	What needs to be in place before you start	Re-assess the level of risk
Identify and list each hazard that is part of this event	Record how/when the worker is exposed to the hazard (e.g. what is the route of exposure)	Calculate the risk rating without controls in place (See descriptor table Appendix A)	The measures you select must address the hazard, be selected in accordance with the Hierarchy of Control and be clear to the worker. <b>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.</b>	i.e. the residual risk rating after controls are in place
<b>Hazardous Plant/Equipment</b> (During operation) <b>(Continued)</b>		This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.	<b>Refrigerated trailer</b> <ul style="list-style-type: none"> <li>Door must be able to be opened by hand from the inside without a key</li> <li>Internal lighting must be controllable only from within the room.</li> <li>A means of communicating or alerting others in case of emergency.</li> </ul>	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.
<b>Manual Handling</b>	<input checked="" type="checkbox"/> Set up/pack-up requires carrying, lifting and/or transferring of heavy/awkward/dirty/unpredictable/unbalanced objects, equipment, chairs, tables.		<b>Engineering</b> <ul style="list-style-type: none"> <li>Truck to be used to transport equipment/event items via gate [...]</li> <li>Forklift/sack truck/trolley to be available via the Event Co-ordinator/ [insert location].</li> </ul> <b>Administration</b> <ul style="list-style-type: none"> <li>Team meeting held to discuss and co-ordinate bump in and bump out of all items. (Including any deadlines, inspection of event location/layout, impact of environmental conditions.)</li> <li>Loads to be delivered as close as possible to area.</li> </ul> <b>PPE</b> <ul style="list-style-type: none"> <li>Grip gloves, protective clothing and enclosed footwear to be worn when completing manual handling activities.</li> </ul>	
<b>Noise</b>	<input checked="" type="checkbox"/> Noise levels could impact on communications between organisers, security, attendees. <input checked="" type="checkbox"/> Noise levels could impact workers in adjacent buildings. <input checked="" type="checkbox"/> Loud music is a part of the event.		<b>Administration</b> <ul style="list-style-type: none"> <li>Contact cards distributed to the events team</li> <li>Event co-ordinator, Faculty reps and area reps holding mobiles at all times</li> <li>Key personnel will have Uni radios to communicate with Security.</li> <li>Communication plan in place. Email to be distributed to key contacts in [name buildings] advising of the event.</li> </ul>	

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

Stop and think. What could cause harm		Assess the harm	What needs to be in place before you start	Re-assess the level of risk	
Identify and list each hazard that is part of this event		Record how/when the worker is exposed to the hazard (e.g. what is the route of exposure)	Calculate the risk rating without controls in place (See descriptor table Appendix A)	The measures you select must address the hazard, be selected in accordance with the Hierarchy of Control and be clear to the worker. <b>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.</b>	i.e. the residual risk rating after controls are in place
<b>Temporary structures</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A marquee is to be installed. The installation will require earth penetration and could potentially impact underground services – water, power, gas</li> <li><input checked="" type="checkbox"/> Temporary structures could be impacted by weather conditions (e.g. wind, rain, become airborne or fall over)</li> <li><input checked="" type="checkbox"/> Temporary structures could block access/egress.</li> <li><input checked="" type="checkbox"/> Scaffolding is required.</li> </ul>	<p><b>This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</b></p>	<p><b>Engineering</b></p> <ul style="list-style-type: none"> <li>• Anchor mechanisms are in place and suitably protected (e.g. to prevent trips).</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Contractors engaged through Facilities Management.</li> <li>• Information on the Traffic Management Plan provided to contractors and key personnel. All structures have been checked following installation.</li> </ul>	<p><b>This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</b></p>	
<b>Emergency management</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Workers/attendees could require medical assistance during the event.</li> <li><input checked="" type="checkbox"/> Workers/attendees could be affected by heat/cold during the event.</li> <li><input checked="" type="checkbox"/> There could be a potential for aggressive, threatening behaviour due to the nature of the event.</li> <li><input checked="" type="checkbox"/> The location of the event could pose an issue for Emergency Services to gain access or to provide treatment.</li> <li><input checked="" type="checkbox"/> There are insufficient wardens to co-ordinate an emergency response e.g. evacuation?</li> <li><input checked="" type="checkbox"/> There are an insufficient number of fire extinguishers available.</li> <li><input checked="" type="checkbox"/> There are no provisions for any worker/attendee with a disability in the event of an emergency.</li> </ul>		<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Emergency response plan is in place (including for those with a disability). (The plan includes but is not limited to fire, medical emergency, failure of resources e.g. power, personal threat, evacuation.)</li> <li>• Perimeter for the event has been clearly defined and all key personnel have been provided with a copy of the Emergency response plan.</li> <li>• Sufficient number of Wardens and First Aiders nominated and positioned in each quadrant to monitor activities and raise an alarm via mobile/radio and assist to direct attendees.</li> <li>• Key personnel are provided with identification vests.</li> <li>• Warden/Security to co-ordinate access for emergency vehicles via gate [     ].</li> <li>• Fire extinguishers positioned adjacent to first aid station(s) set up on [     ].</li> </ul>		

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

Stop and think. What could cause harm	Assess the harm	What needs to be in place before you start	Re-assess the level of risk
Identify and list each hazard that is part of this event	Record how/when the worker is exposed to the hazard (e.g. what is the route of exposure)	Calculate the risk rating without controls in place (See descriptor table Appendix A)	The measures you select must address the hazard, be selected in accordance with the Hierarchy of Control and be clear to the worker. <b>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.</b>

<b>Event activities</b>	<input type="checkbox"/> The event requires a liquor license. <input type="checkbox"/> The event involves working with animals. <input type="checkbox"/> The event involves amusement rides/structures or inflatable structures.	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.	<b>Alcohol</b> <ul style="list-style-type: none"> <li>A liquor licence has been obtained.</li> <li>Appropriate numbers of responsible personnel have been appointed to manage the serving of alcohol and to monitor the safety of those consuming alcohol.</li> </ul> <b>Animals</b> <ul style="list-style-type: none"> <li>Nominated staff to supervise and control the animal(s) at all times. Muzzles to be used if appropriate.</li> </ul> <b>Amusement structures</b> <ul style="list-style-type: none"> <li>Amusement structures are not to be used or operated unless a current certificate of registration issued by SafeWork SA can be provided. (Interstate registrations are not acceptable in SA)</li> <li>All structures have current certificate of inspection issued by a professional engineer and qualified electrician.</li> <li>Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons.</li> <li>There is appropriate fencing surrounding rides.</li> <li>There is appropriate soft-fall area for inflatable structures.</li> </ul>	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.
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**EVENTS SAFETY MANAGEMENT : INDUCTION CHECKLIST** **APPENDIX C**

This Induction checklist provides a prompt for the minimum information to be provided but can be further customised by your area if required. A system for induction is to be in place to meet the requirements of the HSW Handbook chapter [Provision of HSW information, instruction and training](#)  
 This information may be provided one-on-one, or as a group (e.g. lecture), on-line, email, brochure and/or website.

**EVENT** \_\_\_\_\_ **Date :**            /            /

<b>University delegate (e.g. Event Co-ordinator) has :</b>	
<input type="checkbox"/>	Explained procedures for access to the venue/area
<input type="checkbox"/>	Explained security provisions <ul style="list-style-type: none"> <li><input type="checkbox"/> Requirement to wear identification badges (if applicable) or other local arrangements (e.g. swipe card, access).</li> <li><input type="checkbox"/> Introduction/Identification of key personnel/staff</li> <li><input type="checkbox"/> Procedure for returning badges (if applicable)</li> </ul>
<input type="checkbox"/>	Explained Risk Management requirements, roles and responsibilities as per the Safety Management Plan/Risk Assessment
<input type="checkbox"/>	Explained how to report a Safety Issue or incident
<input type="checkbox"/>	Explained Emergency and Evacuation procedures <ul style="list-style-type: none"> <li><input type="checkbox"/> Methods of communication and identification of key personnel</li> <li><input type="checkbox"/> Emergency contact numbers</li> <li><input type="checkbox"/> Roles and responsibilities of Security, and the Chief Warden, Warden structure where applicable</li> <li><input type="checkbox"/> Arrangements for person(s) with a disability if applicable</li> <li><input type="checkbox"/> Arrangements for first aid</li> </ul>
<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/Traffic Management Plan/Risk Assessment)
<input type="checkbox"/>	Provided a tour of the site/area which includes : <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of facilities and amenities</li> <li><input type="checkbox"/> Location of first aid and emergency equipment (including Manual Call Points, extinguishers, access and egress points etc)</li> <li><input type="checkbox"/> Location of evacuation Assembly Area</li> <li><input type="checkbox"/> Areas where there are specific warning signs and instructions</li> <li><input type="checkbox"/> Restricted areas (unless authorised by the Event Co-ordinator)</li> </ul>
<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.
<input type="checkbox"/>	Other information

Optional		
UNIVERSITY DELEGATE <small>(i.e. person conducting the induction)</small>	CONTRACTOR/VOLUNTEER/ATTENDEE	
Name (Please print)	Print Name	Name of Employer or position/role

**EVENTS SAFETY MANAGEMENT : DEBRIEF**

**APPENDIX D**

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

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

Issue raised	Recommendations for improvement

## EVENTS SAFETY MANAGEMENT: COVID Guiding principles for running an event in 2022

The University is exempt from the [Emergency Management Activities - General Direction](#) when conducting activities that are necessary for its normal business and when doing so, is not required to have a COVID Management Plan, COVID Safe Plans, QR Codes or COVID Marshalls.

For events that are not necessary for our normal business (including teaching or research activities) and that bring together numbers of people that exceed restrictions imposed for gatherings and/or activities, the University is subject to the same restrictions and requirements as other businesses and organisations. If you are planning such an event, you must check the [Current Activity Restrictions](#) and ensure all requirements are adhered to.

As borders open-up and the number of COVID-19 cases starts to increase, the South Australian community and the University will face challenges and concerns around holding public events.

These principles have been developed as a quick reference to help you understand, outside of government restrictions, some general operational arrangements that event organisers should take. For further advice please contact Senior HSW Advisors, details [here](#).

### Principles for Event organisers and coordinators

1. The risk of exposure to/community transmission of COVID-19 at public events will be a significant hazard as we move forward. For this reason, the University should permit only those people who are fully vaccinated to attend our public events. Unvaccinated individuals should not be permitted to attend.

Where an event is not via invite only, event organisers should ensure information about the event contains the University requirement that attendees be fully vaccinated.

All persons should be informed that they are not to attend if they are experiencing any COVID or flu like symptoms and that indoor mask requirements, physical distancing and density requirements apply.

While event organisers may not need to verify vaccination status, they will need to comply with the basic COVID safe requirements including physical distancing, mask wearing and hygiene.

2. Each event involving the public (defined [here](#)), must have its own COVID Safe Plan and QR Code if more than 100 people are attending. When completing the required online form *do not* use generic terms to identify the business such as "University of Adelaide". Use the name of your event, followed by the identifier "UoA". See the example below.

Event organisers need to make sure they remove QR code posters at the end of the event.

The screenshot shows a web form titled "COVID-Safe Plan - 23 September 2021" on the SA.GOV.AU website. The form is divided into several sections: "Business or activity", "Venue capacity", "Obligations", "Recommendations", "Review", and "Receipt". The "Business or activity" section is expanded, showing "Business or activity details". Under this section, there are three main items: "Name of business or organisation" with the value "SABE 5th Year exhibition - UoA", "Select your business or activity/activities (select ALL activities that you conduct as part of your operations)" with "Indoor public meetings (halls, meeting chambers, community facilities)" selected, and "Do you wish to host more than 1,000 people (excluding staff)" with "No" selected. The status of the plan is shown as "New".

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3. Event organisers should ensure people attending indoor public events wear masks. SA Health provides a range of posters that could be used for events to inform those attending of the requirement (see [here](#)). Provisions should be made to provide attendees with a mask if they arrive without one.
4. Additional restrictions apply to high-risk activities, such as those involving dancing and singing or food and beverage consumption. If food and beverages are going to be provided at the event, it should be carried out by contracted caterers in line with their own COVID safety management plan.
5. When planning an event, event organisers should ensure that seating arrangements allow for physical distancing and density requirements to be met, and that hand sanitisers are available.

### Further information

University of Adelaide – [COVID-19 Updates](#)

### Further advice and support if needed

Ph: 8313 7377

Email: [paul.roberts@adelaide.edu.au](mailto:paul.roberts@adelaide.edu.au)

Web: <https://www.adelaide.edu.au/hr/hsw>

Ph: 8313 0293

Email: [anne.richards@adelaide.edu.au](mailto:anne.richards@adelaide.edu.au)

Web: <https://www.adelaide.edu.au/hr/hsw>

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