Event 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 are the COVID requirements for an event?

SA Government requirements for events have relaxed, essentially encouraging basic COVID safe principles including consideration of:

- how many people you can safely accommodate (noting there are no maximum capacity limits or density limits), as this will help people to practice physical distancing
- venue layout, traffic flow, tables and seating to allow for physical distancing
- informing attendees and displaying signage at the venue entrance to instruct persons not to enter if they are unwell or have COVID-19 symptoms
- using contactless payments where possible
- use of online bookings, reservations and pre-ordering where practical
- placing floor or wall markings or signs to identify 1.5 metres distance between people, particularly for queues and waiting areas
- providing hand sanitiser on entry and exit of the premises, and areas where you expect many people to be.

As additional precautions, you may choose to consider:

- asking attendees to wear a face mask, in which case, provide these upon entry (noting that face masks are no longer a SA Government requirement)
- encouraging only fully vaccinated persons to attend our public events

For further advice contact hswteam@adelaide.edu.au

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 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).
- 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.

Q5 What Events Safety Management do I need to do on the day of an event? (Continued)

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.

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 online 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.

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

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?)**
Hazardous Plant/Equipment ("Plant") (During operation) ☐ Rotating/moving parts ☐ Sharp edges – moving/stationary ☐ Ignition sources (flame or spark) ☐ Compressed air or high pressure fluid ☐ Electricity ☐ Explosive or flammable atmosphere ☐ Ergonomic (e.g. equipment design/layout) ☐ Mobile plant/equipment (e.g. forklifts) ☐ Heat (radiated or conducted) or steam or cold ☐ Harmful noise ☐ Poorly positioned control levers or buttons	The plant/equipment could: ☐ entangle a person's hair, clothing, gloves, jewellery, in moving parts; ☐ crush a person (e.g. material fall off the plant, uncontrolled/unexpected movement of the plant); ☐ stab, puncture or strike e.g. due to coming into contact with sharp or flying objects; ☐ shear a body part (e.g. between two parts of the plant/between the plant and a work structure); ☐ expose the worker/attendees to live electrical conductors (e.g. proximity, overload of electrical circuits); ☐ expose the worker/attendee to gases/vapours/liquids/dusts/other substances triggered by the operation; ☐ explode or implode, or reach high temperatures; ☐ exceed safe noise levels; ☐ overturn, collide with another person or thing (e.g. moving powered plant); ☐ cause a significant burn or trap a person in a refrigerated chamber/trailer; ☐ stop/start if controls are inadvertently bumped or knocked; ☐ require extension leads which present electrical hazards if damaged or wet.
Hazardous Manual Handling	☐ Set up/pack-up requires carrying, lifting and/or transferring of heavy/awkward/dirty/unpredictable/unbalanced objects, equipment, chairs, tables; ☐ Set up/pack up requires items to be transferred up or down stairs or from one level to another.
Excess noise	☐ Noise levels could impact on communications between organisers, security, attendees. ☐ Noise levels could impact workers in adjacent buildings. ☐ Loud music is a part of the event.
Temporary structures	☐ A marquee is to be installed. The installation will require earth penetration and could potentially impact underground services – water, power, gas? ☐ Temporary structures could be impacted by weather conditions (e.g. wind, rain)? ☐ Temporary structures could become airborne or fall over. ☐ Temporary structures could block access/egress. ☐ Scaffolding is required.
Emergency management	☐ Workers/attendees could require medical assistance during the event. ☐ Workers/attendees could be affected by heat/cold during the event. ☐ There could be a potential for aggressive, threatening behaviour due to the nature of the event. ☐ The location of the event could pose an issue for Emergency Services to gain access or to provide treatment. ☐ There are insufficient wardens to co-ordinate an emergency response e.g. evacuation? ☐ There are am insufficient number of fire extinguishers available. ☐ There are no provisions for any worker/attendee with a disability in the event of an emergency.
Event activities	☐ The event requires a liquor license. ☐ Young children could be attending and event activities may place the child at risk. ☐ The event involves working with animals. ☐ The event involves amusement rides/structures or inflatable structures. ☐ A worker/attendee could fall from a height.

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 Appendix B for guidance.)	i.e. the residual risk rating after controls are in place
		☐ Low ☐ Medium ☐ High ☐ Very high		☐ Low ☐ Medium ☐ High ☐ Very high
		☐ Low ☐ Medium ☐ High ☐ Very high		☐ Low ☐ Medium ☐ High ☐ Very high
		☐ Low ☐ Medium ☐ High ☐ Very high		☐ Low ☐ Medium ☐ High ☐ Very high
		☐ Low ☐ Medium ☐ High ☐ Very high		☐ Low ☐ Medium ☐ High ☐ Very high

Authorisation for events

Residual risk rating	Authorisation	Name and signature (or attach evidence of authorisation)	
Low & medium risk	Supervisor/Person in control of the event		
High risk	Head of School/Branch		
Very high risk	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.)

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 **could occur** 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 **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 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.

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. **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.**	i.e. the residual risk rating after controls are in place
Inadequate access and egress	☒ Access and egress points could become blocked ☒ Access and egress is not adequate for the number of people attending ☒ Thoroughfares are not well defined and clearly marked	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.	**Isolation** • Dedicated event entry points identified [List]. • Barriers are in place to define paths of access and egress. **Administration** • Event entry/exit points are monitored by a Security officer/a designated member of the event team. • Paths are identified on the Traffic Management Plan and the members of the event team have been informed during their induction. • Paths are defined using spray paint. • Paths are monitored every 30 minutes during the event by the event team.	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.
Traffic flow – hit by a moving vehicle	☒ Areas for traffic and pedestrian have not been defined and separated ☒ Provision for safe passage of emergency and other vehicles has not been considered ☒ There is no traffic control ☒ There is inadequate signage for directions		**Isolation** • Traffic has been separated from pedestrians using temporary barriers/bunting. **Administration** • The event has been co-ordinated in consultation with Facilities Management and is in accordance with the University/s Traffic Management Plan. • Designated members of the event team have been rostered to assist with traffic control. • Separate entry points (gate number …..) nominated for the Emergency Services. Security to advise emergency services prior to the event. • Directional signage displayed. One way only. • Paths of travel for vehicles has been included on the Traffic Management Plan. • 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.	

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
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Insufficient amenities	☒ There are insufficient provision of toilets and hand washing facilities (including disabled toilets) ☒ There is insufficient signage to direct attendees to amenities ☒ There is insufficient monitoring of amenities during the event (e.g. to restock supplies, clean)	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.	• Male, female and disabled toilet facilities are open to the public in ….[..building(s)]. • Additional temporary signage installed on barriers to direct attendees to amenities. • […..Contractors] engaged to monitor amenities during the event and restock supplies and clean if required.	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.
Hazardous chemicals are in use Use of: ☐ a flammable gas The SDS for the chemical will provide additional information .	☒ LPG could cause a fire and explosion if there is a source of ignition ☒ There are specific storage arrangements required for the chemical.		**Engineering** • LPG cylinders are secured to increase stability. **Administration** • LPG cylinders are positioned clear of ignition sources and in a well ventilated area. • LPG cylinders have been checked and are in date. • SDS for LPG is available on site • Dry chemical fire extinguishers are positioned adjacent to ….	
Hazardous Plant/Equipment ("Plant") (During operation)	☒ The forklift/industrial lift truck could collide with another person or thing. ☒ Catering equipment could cause a significant burn. ☒ Catering equipment requires extension leads which present electrical hazards if damaged or wet. ☒ A refrigerated trailer is in use.		**Forklift/Industrial lift truck** • Evidence provided and on file - all forklift/industrial lift truck operators have a high risk work licence. • The operator provided with information re the designated pathways as per the traffic management plan. • Operation of the forklift/industrial lift truck must only occur before/after the event. • Speed restricted to walking pace. **Catering equipment** • Hazardous equipment is secure and not accessible to the public • Catering equipment never to be left unattended when on and to be switched off when not in use. • All cords to be taped down and/or covered to prevent tripping. **Continued**	

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
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Hazardous Plant/Equipment (During operation) **(Continued)**		This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.	**Refrigerated trailer** • Door must be able to be opened by hand from the inside without a key • Internal lighting must be controllable only from within the room. • A means of communicating or alerting others in case of emergency.	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.
Manual Handling	☒ Set up/pack-up requires carrying, lifting and/or transferring of heavy/awkward/dirty/ unpredictable/unbalanced objects, equipment, chairs, tables.		**Engineering** • Truck to be used to transport equipment/event items via gate […] • Forklift/sack truck/trolley to be available via the Event Co-ordinator/ [insert location]. **Administration** • 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.) • Loads to be delivered as close as possible to area. **PPE** • Grip gloves, protective clothing and enclosed footwear to be worn when completing manual handling activities.	
Noise	☒ Noise levels could impact on communications between organisers, security, attendees. ☒ Noise levels could impact workers in adjacent buildings. ☒ Loud music is a part of the event.		**Administration** • Contact cards distributed to the events team • Event co-ordinator, Faculty reps and area reps holding mobiles at all times • Key personnel will have Uni radios to communicate with Security. • Communication plan in place. Email to be distributed to key contacts in [name buildings] advising of the event.	

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
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Temporary structures	☒ A marquee is to be installed. The installation will require earth penetration and could potentially impact underground services – water, power, gas ☒ Temporary structures could be impacted by weather conditions (e.g. wind, rain, become airborne or fall over) ☒ Temporary structures could block access/egress. ☒ Scaffolding is required.	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.	**Engineering** • Anchor mechanisms are in place and suitably protected (e.g. to prevent trips). **Administration** • Contractors engaged through Facilities Management. • Information on the Traffic Management Plan provided to contractors and key personnel.All structures have been checked following installation.	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.
Emergency management	☒ Workers/attendees could require medical assistance during the event. ☒ Workers/attendees could be affected by heat/cold during the event. ☒ There could be a potential for aggressive, threatening behaviour due to the nature of the event. ☒ The location of the event could pose an issue for Emergency Services to gain access or to provide treatment. ☒ There are insufficient wardens to co-ordinate an emergency response e.g. evacuation? ☒ There are am insufficient number of fire extinguishers available. ☒ There are no provisions for any worker/attendee with a disability in the event of an emergency.		**Administration** • 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.) • Perimeter for the event has been clearly defined and all key personnel have been provided with a copy of the Emergency response plan. • 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. • Key personnel are provided with identification vests. • Warden/Security to co-ordinate access for emergency vehicles via gate [ ]. • Fire extinguishers positioned adjacent to first aid station(s) set up on [ ].	

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. **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.**	i.e. the residual risk rating after controls are in place
Event activities	☐ The event requires a liquor license. ☐ The event involves working with animals. ☐ 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.	**Alcohol** • A liquor licence has been obtained. • Appropriate numbers of responsible personnel have been appointed to manage the serving of alcohol and to monitor the safety of those consuming alcohol. **Animals** • Nominated staff to supervise and control the animal(s) at all times. Muzzles to be used if appropriate. **Amusement structures** • 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) • 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. • There is appropriate fencing surrounding rides. • There is appropriate soft-fall area for 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.

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 :** / /

University delegate (e.g. Event Co-ordinator) has :
❑ Explained procedures for access to the venue/area
❑ Explained security provisions ❑ Requirement to wear identification badges (if applicable) or other local arrangements (e.g. swipe card, access). ❑ Introduction/Identification of key personnel/staff ❑ Procedure for returning badges (if applicable)
❑ Explained Risk Management requirements, roles and responsibilities as per the Safety Management Plan/Risk Assessment
❑ Explained how to report a Safety Issue or incident
❑ Explained Emergency and Evacuation procedures ❑ Methods of communication and identification of key personnel ❑ Emergency contact numbers ❑ Roles and responsibilities of Security, and the Chief Warden, Warden structure where applicable ❑ Arrangements for person(s) with a disability if applicable ❑ Arrangements for first aid
❑ Explained requirements for the tagging of electrical equipment (e.g. portable electric appliances) if bringing equipment on site.
❑ Explained requirements for the supervision of children under 18 years (if applicable)
❑ Explained requirements for vehicles on site (if not addressed in the Safety Management Plan/Traffic Management Plan/Risk Assessment)
❑ Provided a tour of the site/area which includes : ❑ Location of facilities and amenities ❑ Location of first aid and emergency equipment (including Manual Call Points, extinguishers, access and egress points etc) ❑ Location of evacuation Assembly Area ❑ Areas where there are specific warning signs and instructions ❑ Restricted areas (unless authorised by the Event Co-ordinator)
❑ Checked all licenses/permits are on file and/or security has been arranged where applicable to the event.
❑ Explained requirements for media management (if applicable).
❑ Checked that phone contact details are current and hirer/key personnel can be contacted if required during the event.
❑ Other information

Optional

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

EVENTS SAFETY MANAGEMENT : DEBRIEF APPENDIX D

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 A) or file with Event documents.

Issue raised	Recommendations for improvement