

EVENT SAFETY & PLANNING CHECKLIST

For UNIVERSITY EVENTS

PLANNING AND PREPARATION

The success of an event is measured in many ways –but events must also be measured in terms of safety. Event organisers have a duty of care to provide a safe working environment and to ensure that people are not exposed to risks to their health and safety.

These checklists will provide a guide to many of the issues to be considered when organizing your event. Depending on the nature of your event some of these issues may require more detailed assessment and provision of information prior to going ahead.

CONSULTATION WITH STAKEHOLDERS

Stakeholders in any event include: event organizers; University staff, students, volunteers; service and service providers e.g.: *catering, amusement device owners /operators*; emergency services; facilities management (*re: services, maintenance, rubbish/waste removal and cleaning, space bookings, parking and vehicle movements*); security.

Proactive planning by event organizers means nothing should be left to chance. Using a systematic process of identification, assessment and control, relevant safety risks can eliminate or minimise the risk of untoward outcome for the event and the organizer.

When planning your event it is important to remember that each event is different; from the type and number of people attending, to the nature of the event. Good planning means being prepared well in advance and ensuring that safety is a priority throughout the event, including initial pre-event set up and dismantle.

Event Details

Event Name			
Event Description			
Campus			
Proposed Venue or Location (description)			
Location Address			
Proposed Event Dates	From:		To :
Estimated Attendance (per day)			
Total Attendance (multi-day event)			

Event Organizer Details

Group			
Address			
Main Contact Person			
Position			
Phone		Fax	
Mobile		Email	

Key Event

Complete with all relevant contacts - internal and external

Contacts

Name	Role	Responsibility	Contact details
	Event Manager (if different from above)		

Other Key Contacts

Suppliers

E.g.: equipment, catering, etc.

Organization	Contact name	Service	Contact details	Notes

Authorities (fire, police, first aid, etc)

Organization	Contact name	Service	Contact details	Notes

Artists / Entertainment

Organization	Contact name	Service	Contact details	Notes

Venue Contact Details -Internal and External Venues

Name:	Email:
Phone:	Mobile:
Venue Contact Date:	Venue Contact Method:
Venue Paperwork Sent:	Venue Response:

Additional requirements/negotiations:

Event Task List

Production Schedule event : *PRIOR TO EVENT DAY*

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

Production Schedule event – *EVENT DAY*

Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

Production Schedule event – *POST EVENT*

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

Event Run Sheet

Stage and arena program for event

Time							

Event Costs

Budget:	Group:
Budget Code:	
Group approval for event:	Name: Signature:
Higher level approval (if needed):	

Signage/Event Marketing

Website Information: Yes/No		Date Requested/loaded:			
For further information contact:	Name:				
Materials required:	Flyer	Poster	Banner	Logo	Other:
Size:	Quantity:				
Poster Creation:	Yes	No	Form submitted on:		
Date Material required by :	Location of advertising material:				

Public Liability Insurance

If an event uses or contracts any external companies/vendors/service providers or volunteer/information providers, consult with Risk Management on whether they must produce a copy of their public liability insurance.

Group:	Certificate attached ?		Date of issue :
Group:	Certificate attached ?		Date of issue :
Group:	Certificate attached ?)		Date of issue :

Safety Checklist for Events:

Hazards/ Issues or Tasks	Applies/ Checked	Additional Actions required
1. EVENT ACCESS AND EGRESS		
Entry / Exit areas are clear and accessible for staff and expected attendees		
Entry / Exit area are adequate for emergency exit and emergency services		
Thoroughfares are well defined and clearly marked		

2. TRAFFIC FLOW			Applies/ Checked	Additional Actions required
Vehicle access onto campus grounds is required for set up and dismantling.				
Time in		Time Out	Vehicle details:	
Time in		Time Out	Vehicle details:	
Time in		Time Out	Vehicle details:	
Clearly defined areas/paths for traffic – <u>separated</u> from pedestrian thoroughfare				
Provision for safe passage of emergency / other vehicles through pedestrian traffic				
Controlled traffic flow and adequate signage for traffic erected				
Traffic management staff wear appropriate high visibility protection and carry communication devices				
Adequate parking areas to cater for the expected vehicle numbers attending the event				
Adequate parking supervision				
Adequate training of traffic management staff, and are traffic management staff are positioned in the correct location as planned				
All necessary permits and certification/licensing for traffic management obtained.				

3. AMENITIES			Applies/ Checked	Additional Actions required
Adequate provision /location of toilets and hand washing facilities -				
Availability of drinking water for staff and attendees				
Adequate facilities for food catering preparation and clean up				
Adequate shade from sun / availability of sunscreen as required for staff or attendees				

4. EVENT SIGNAGE		Applies/ Checked	Additional Actions required
Adequate signage for entries, exits, toilets facilities, waste or recycling bins etc			
Adequate signage for any hazardous /restricted areas			
Clearly signed First Aid services and fire extinguisher locations			
5. EVENT EMERGENCY PROCEDURES		Applies/ Checked	Additional Actions required
Emergency Response Plan documented and in place			
Emergency Response personnel trained to carry out plan for event emergency			
Current site maps available to all staff, emergency services and other relevant parties			
6. FIRE PREVENTION		Applies/ Checked	Additional Actions required
Suitable fire extinguishers / fire blankets are in appropriate areas, tested and in date			
Event personnel are trained in extinguisher / fire blanket use where appropriate			
All staff and volunteers are aware of the fire evacuation procedures relevant to the planned event			
7. FIRST AID		Applies/ Checked	Additional Actions required
First Aid Stations suitably located, clearly signed and accessible			
First Aid facilities suitable for type of event			
Effective means of communication provided between event personnel and First Aid facilities or personnel			
8. ELECTRICAL POWER/ GENERATORS			
Power access required?	Yes:	No:	
Details of power required	Generator	Phase	240V
Facilities must be consulted about electrical energy services available before use.			
Contact details for power:			
Facilities	Name:	Phone	
EMU Electrical	Name:	Phone	
Generator Hire	Name:	Phone	
Power site plan attached	Yes:	No:	

9. UTILITIES / SITE SERVICES	Applies/Checked	Additional Actions required
Location of all site underground services (power/gas/electrical services /mains etc) and overhead power lines have been identified		
Relevant personnel have maps or information identifying site underground and overhead services		
Any unsafe or restricted areas are communicated to the Event Coordinator		
Additional or alternate waste removal services have been arranged with Facilities.		
Adequate number of recycling and general waste have been organized and located.		

10. PERMITS, LICENSING AND REGISTRATIONS	Applies/Checked	Additional Actions required
1. Mobile plant (forklifts, cranes, etc) are only operated by licensed or certified operators		
2. Event LPG/dangerous goods storage meets legal requirements and Environmental Health & Safety Office consulted.		
3. Alcohol consumption for events on EMU sites is prohibited. A temporary alcohol permit is required or existing facility licenses are extended for the event.		
Alcohol will be provided for this event:	Yes:	No:
If yes , has an application for a Liquor Licence been made?	Yes:	No:
Attach a copy of the application. Date of application.		
Liquor Management Plan - Responsible Service of Alcohol practices in place		
4. <i>Provision of Food</i>		
1. Name:	Food License /Permit	Yes No Attach Licence copy
Contact person:	Phone	
Mobile	Email	
2. Name:	Holds Food License /Permit	Yes No Attach Licence copy
Contact person:	Phone	
Mobile	Email	
If group <u>does not</u> hold a food license – what food safety control measures will be used to ensure the health of people attending the event? Environmental Health & Safety Office Office consulted?		
Food Safety Plan to be implemented:		
Approved: (Event Co-ordinator)	Yes:	No:
Additional food safety measures required.		

6. Police Permit (Road event)		
--------------------------------------	--	--

11. STAGING AND PLATFORMS, MARQUEES, STALLS, VANS OR OTHER TEMPORARY STRUCTURES	Applies/Checked	Additional Actions required		
All stages are signed off by a certified rigger/scaffolder and are erected by personnel with appropriate training and certifications (as required)				
Platforms are continuously monitored, particularly in extreme weather conditions				
Adequate access and egress around all staging and platforms for event patrons and emergency services				
Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/ clear paths.				
12. NOISE	Applies/Checked	Additional Actions required		
The event will include amplified music, speeches etc.	Yes		No	
Details of expected event noise:				
Noise control measures to be used to minimize disruption to EMU activity and adjoining neighborhood:				

13. WORK AT HEIGHTS – Banner, flags or signs erection	Applies/Checked	Additional Actions required		
Permission is obtained from Facilities Management for erection of banners or other large display items.				
Ladders are well maintained and suitable for work undertaken & weight – (industrial rated)				
No work done from ladders unless 3 points of contact able to be maintained at all times <i>e.g.: 2 feet and 1 hand.</i>				
Assistance of a second person is provided where required <i>e.g.: holding ladder for stability, carrying and erecting.</i>				
Right type of equipment is used for the height access job <i>(i.e. ladder, cherry picker, etc)</i>				
Boom lifts (cherry pickers) operators use appropriate safety body harnesses attached to bucket.				
14. MANUAL HANDLING/LIFTING	Applies/Checked	Additional Actions required		
All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying				
Loads are able to be delivered as close as possible to area using vehicle or mechanical aids (e.g. trolley)				

15. WEATHER CONDITIONS	Applies/Checked	Additional Actions required		
Current National Weather Service information is checked for adverse weather conditions http://www.weather.gov/dtx/				

Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available		
Wind speeds are monitored		
16. PERSONAL PROTECTIVE EQUIPMENT (PPE)	Applies/Checked	Additional Actions required
All tasks to be undertaken by staff and volunteers are checked for the right PPE required and PPE is provided if needed (<i>e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jacket, etc</i>) – Separate risk assessments may be required for high risk tasks.		
Personnel are trained in using, maintaining and storing the PPE.		
High visibility safety clothing must be worn by event staff at all times when it is important for a person in a situation to be easily seen.		
17. SECURITY		
Appropriate security levels have been arranged with EMU Police or organized externally for the event :		
Number of security personnel required:		Provide copy of schedule:
Name of external security company at event		License No:
Security company contact name:		Phone:
Email address		Fax
Crowd control measures to be used :		
Cash handling safety procedures or arrangements have been made and will be implemented		

18. ACCESSIBILITY	Applies/Checked	Additional Actions required
Ramps are in place to provide access into buildings		
Handicapped Parking is available close to the event		
The event itself is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc)		
Entry / Exit area is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc)		

Additional Information