

Event Safety Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

The procedures set out the responsibilities and action required to manage the risks to health and safety associated with events.

3. Scope

These procedures apply to all University on-site and off-site events organised by University staff and/or students.

4. Definitions

Event	a. A University activity or function involving a gathering of people at a set time, other than regular day to day activities of the University, held on University premises or external venue. b. Does not include: i. meetings that form part of regular work for University staff ii. formal study (including academic classes as part of the curriculum) iii. activities in internal bookable rooms (where they are maintained regularly) and the room is used for its intended purpose iv. student/work experience placements v. field trips/field work vi. public activities such as hiking or orienteering on campus.
Large / Complex Event	An event where the risk is increased by one or more of the following factors: i. there is a large number of people attending ii. multiple venues or multiple days iii. contractor management, or iv. complex site plans (e.g. staging, amusement structures).
Amusement device	Plant operated for hire or reward that provides entertainment, sightseeing or amusement through movement of all or part of the equipment, or when users travel, move on, around or along the equipment.
Inflatable device	An amusement device that relies on a continuous supply of air pressure to maintain its shape (e.g. bouncy castles, inflatable boxing rings).
Competent person	A person who has the knowledge and skills, acquired through training, qualification and/or experience, to carry out the tasks required.
PCBU	Person Conducting a Business or Undertaking as defined in the Work Health and Safety (WHS) legislation.

5. Event Safety Planning and Safety Assessment

- a. Prior to large or complex events, event organisers must use the [Event Safety Planning Checklist](#) to assist with planning the event and to identify potential hazards associated with the event itself as well as activities before and after the event (e.g. bump-in and bump-out).
- b. Prior to all events, the [Event Safety Assessment](#) must be completed.
- c. Hazards must be documented as part of the Event Safety Assessment, which includes:
 - i. summary details (when, where, expected attendance, who is coordinating it)
 - ii. key event workers and contacts
 - iii. contractors involved
 - iv. entertainers/performers involved

- v. stall holders involved
 - vi. other key event information (security and crowd control, communication, alcohol, food and contingency plan)
 - vii. risk assessment of the identified hazards, including control measures that will be used to control the risk, and who will be responsible for ensuring the controls are implemented and maintained for the event.
- d. Where the event includes specialised activities, plant or equipment, or chemicals, the event organiser must ensure that those involved in such activities undertake a risk assessment and include this with the Event Safety Assessment documentation.

6. Emergency management

- a. Emergency arrangements, including responses to emergencies during the event, first aid arrangements, and access and egress routes, must be documented in the Event Safety Assessment.
- b. Appropriate communication devices (e.g. mobile, walkie talkie or other such devices) must be available for the key contacts of each event.
- c. All events must have access to an approved First Aid Kit.
- d. Event organisers, workers, contractors, volunteers and students involved with an event must
 - i. be sufficiently informed to be able to direct visitors to safety in the event of an emergency
 - ii. know how to initiate an alarm and what to do in the event of an alarm
 - iii. ensure that the number of people admitted to enclosed areas such as laboratories, lecture theatres, etc does not exceed the number permitted for those spaces.

7. Event approval

- a. The event organiser must submit the following documentation to their manager/supervisor for approval before the event starts:
 - i. [Event Safety Assessment](#)
 - ii. Event layout/map (as appropriate)
 - iii. Event schedule of activities (as appropriate)
 - iv. Risk assessments for specific plant/ equipment, chemicals intended to be used at the event
 - v. Safe Work Procedures (SWPs) for tools, equipment and/or activities to be undertaken.
- b. Where event factors such as high risk and significant impact on the University occur, the documentation will also need to be approved by the relevant College Dean/Portfolio Director.
- c. Events must not proceed without prior approval from the relevant approver above.

8. Consultation

8.1. Consultation with stakeholders

During the event planning process, event organisers must, where reasonably practicable, consult key stakeholders for their professional advice and input.

8.2. Consultation with other PCBUs

- a. When events involve working with other organisations (also known as PCBUs) there must be consultation, coordination and collaboration to ensure that risks to all workers and others are being managed.

- b. If the event is organised and controlled by another organisation on Flinders University sites, the other organisation may choose to use the University's event process. At a minimum, the other organisation must provide the University with an event safety assessment or equivalent. These must be provided to the Flinders University event contact and included with the documentation for the event.
- c. If the event is organised or controlled by Flinders University, Flinders must complete the [Event Safety Assessment](#) process but may use the other organisation's risk assessments for the venue/site.

9. Contractors

- a. For work at University events the contracted company must:
 - i. be [registered](#) with Flinders University
 - ii. have their workers complete the online [induction](#)
 - iii. have their workers undertake the Flinders University [local area induction](#) to the event to be aware of any hazards and risks present as a result of the event
 - iv. [sign in and sign out](#) all of their workers from the University site.
- b. Contractors must:
 - i. provide evidence in their documentation of how they plan to manage the risks associated with their work, and
 - ii. follow the plan for managing the risks while performing that work.
- c. For large/complex events and where contractors are performing high risk work, contractor monitoring must occur.
- d. Event organisers must comply with the requirements of the [Contractor Management Safety Procedures](#) when engaging contractors for their event.

10. Amusement devices (including inflatables)

- a. The event organiser must check:
 - i. prior to engagement, if the amusement device(s) require registration. This must be confirmed in writing with the amusement device owner
 - ii. if registration is required, request a copy of the certificate from the amusement structure owner (this is part of the [contractor registration](#) process).
- b. The amusement device owner must provide a trained person to supervise the amusement device.
- c. When the amusement device is on site, the event organiser must check:
 - i. the details and features of the amusement structure, including:
 - fall prevention devices, cushions, pillows or soft fall areas
 - fencing or barriers around motors or other hazardous parts
 - supervision arrangements
 - location and effect on other aspects of the event such as emergency access/egress and other amusement structures
 - special requirements such as free space around the structure or who can use it.
 - ii. risk management documentation, which should be a risk assessment, but can include:
 - pre-operation checklists
 - maintenance, inspection and/or testing records
 - job safety analysis or safe work procedures

- work instructions indicating operation/cease operation process (i.e bad weather). For instance, most inflatable structures cannot withstand forecast winds of 40km/h or more.

11. Specific hazards

11.1. Plant, equipment and electrical safety

- a. Event workers must have adequate training in how to operate equipment that will be used.
- b. All portable electrical equipment must have a current electrical testing tag as per the [Electrical Safety Procedures](#).

11.2. Chemicals/biological specimens

- a. Staff setting up displays must ensure that:
 - i. event attendees do not have access to potentially harmful substances
 - ii. any items not part of the display are in areas restricted from access (i.e. locked cupboard).
- b. For the displays requiring the use of chemicals, a responsible person must always be present to monitor the display and respond in the event of an incident.

11.3. Food handling

Food must be stored and handled in accordance with hygiene practices as outlined by the [food safety standards](#) and the [WHS website](#).

11.4. Staging

- a. Staging must be erected by a competent person.
- b. For staging over one metre in height, the stage must have perimeter barriers and step handrails.

11.5. Alcohol

- a. Where alcohol is to be available at a University event, the event organiser must ensure that a relevant liquor licence or University liquor [permit](#) is obtained and its conditions complied with.
- b. Event attendees who are under 18 must not be served alcohol and measures must be in place to assist in the responsible service of alcohol (such as the use of wrist bands and checking of ID).
- c. If the sale of alcohol occurs, a liquor licence must be displayed at the venue.

11.6. Marquees (including pavilions)

- a. Marquees must be erected by a competent person.
- b. Weather must be a consideration on marquee setup (e.g. weighting, too windy).

12. Licences and permits

The event organiser must ensure that:

- a. all relevant licences have been obtained.
- b. valid permits are obtained for entry into restricted areas or for public areas where permission is required (including National Parks, council areas, foreshores, jetties, heritage places and similar areas).
- c. records of permits/approvals/licences are stored with all the other event documentation.

13. Induction and information

- a. Prior to the event, event workers (including staff, student casuals, contractors and volunteers) must be [inducted](#) to the local event area to provide them with key information to protect their health and safety, including:

- i. emergency procedures, evacuation plans, assembly areas, first aid
 - ii. location of amenities
 - iii. key contact details (including security)
 - iv. reporting hazards/incidents
 - v. the risks associated with the event
 - vi. any other identified hazards for the venue or activities as outlined on the event safety assessment form
 - vii. personal protective equipment/clothing required
 - viii. event safety assessment requirements.
- b. During the event, event organisers must provide information to event workers and event attendees to ensure they are not exposed to unsafe conditions or risks to their health, including housekeeping or announcements during the event about key safety information such as emergency procedures and key event contact details.
- c. Induction records must be stored with all other event documentation.

14. Accident/incident reporting

- a. Accidents/incidents that occur during events (including related activities before and after the event) must be reported in [FlinSafe](#) as soon as reasonably practicable or within 24 hours of the accident/incident occurring.
- b. [Notifiable incidents](#) must also be reported immediately to University Security and the Associate Director, Work Health and Safety.

15. Event Safety Review

- a. An [event safety review form](#) or equivalent document (i.e. email, meeting minutes) must be completed for large/ complex events as soon as possible after completion of the event.
- b. Event safety reviews must be stored with all other event documentation.

16. Record keeping

Completed event safety documentation must be retained by the local area in accordance with [WHS Records Management](#)

17. Responsibilities

Vice-Presidents and Executive Deans of College, Portfolio Heads	Ensure that: a. these procedures are implemented in their College/Portfolio b. adequate resources are available to support safe event activities.
College Deans/Portfolio Directors	c. Sign off on event documentation where event factors such as high risk and significant impact on the University occur, as required and prior to commencement of the event.
Managers and supervisors	d. Review and sign-off Event Safety Assessment and associated documentation and be satisfied that the risk control measures reduce the risk as low as reasonably practicable.
Event organisers	e. Consider health and safety issues and inform event workers (including contractors, entertainers and performers), event

	attendees and volunteers to ensure that they are not exposed to unsafe conditions or risks to their health. f. Ensure that all relevant details for the event have been completed and approval obtained before the event commences. g. Provide appropriate guidance and oversight for the duration of the event (including bump-in and bump-out activities). h. Ensure that adequate staffing, equipment and infrastructure are provided for the event. i. Allow appropriate amount of time for planning prior to the event to: i. inform key stakeholders and support services ii. organise registration of contractors, obtain relevant licences and locally induct contractors to the event area iii. organise venue booking approvals. j. Remind contractors to sign in/ out and obtain any relevant work permits (e.g. high risk work). k. Ensure that they have prepared for any emergencies that may arise, including how to respond to emergencies. l. Conduct an event review/debrief.
Event Worker	m. Follow any reasonable instructions, information and training provided to them. n. Take responsibility for their own safety and the safety of those around them.

18. WHS associated procedures

[Work Health and Safety Management System supporting procedures](#)

Work Health and Safety risk-specific procedures as listed in the [Policy Library](#).

19. Related documents

[Event Safety Manual](#)

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