

1. ESTABLISH EVENT DETAILS

Establishing the details helps provide an overview and context to the event. The context enables the organiser to build a picture of the event environment, the event activity and their relationship with University systems.

Establishing event details normally includes:

- the location, day and time (including the time required for set-up and clean-up);
- the planned activities;
- the required equipment;
- the catering activities (for example including type of food and/or catering arrangements, the service of alcohol);
- the intended audience (expected size and composition);
- where applicable, the external contracted services;
- University staff and students involved in delivering the event; and
- the responsible person/s with authority for delivering the event.

2. GENERAL REQUIREMENTS

2.1 Risk assessment

A risk assessment, prior to the event, should be conducted to assess potential hazards, and identify and control risks. The risk assessment can be recorded in the Enterprise Risk management System (ERMS), accessible via the Staff Hub.

Where ERMS is unavailable or cannot be accessed a [Health & Safety: Task risk analysis](#) (TRA) is a suitable alternative.

The following steps will assist with the risk assessment process:

- list the activities that will be undertaken during the event (for example: poster display, BBQ, speech in an auditorium, detail the main equipment to be used etc);
- list the potential hazards against each activity (for example: tripping over electrical cables supplying power, manual handling associated with setting up displays and seating);
- determine and list controls that will be used to control risk (for example: running electrical cables away from walkways, using light-weight equipment, using lifting aids such as trolleys).
- detail who will be responsible for ensuring the controls are implemented; and
- provide a copy to the relevant manager/supervisor for approval prior to the event.

Develop a standard operating procedure (SOP) for activities that are assessed as high (or greater risk) if one is not readily available. If a SOP has been prepared, this should be reviewed by all personnel prior to each event.

A [Standard operating procedure template](#) is available on the Health & Safety website.

For more information on undertaking a risk assessment refer to the [Health & Safety: Risk assessment methodology](#).

2.2 Emergency management

Familiarise yourself with the local emergency procedures provided in the event area prior to the day of the event.

Information includes:

- warden contacts;
- building emergency arrangements:
- first aid facilities (first aiders, first aid kits);
- emergency facilities (break glass alarm, assembly point).

Check whether the usual emergency arrangements will be operating at the time of the event. You may need to make special arrangements if your event occurs at certain times, for instance evenings or weekends. For example, if a building's usual first aiders are not available in the evening, then you would need to plan to have your own first aiders attend.

For outdoor events, particularly where there are large groups, a megaphone should be available.

2.3 Incident reporting

If there is a health and safety incident during the event (this includes event preparation and event pack up) this should be reported immediately to the event organiser and when practicable recorded in ERMS.

Where access to ERMS is not available, the incident can be entered on to an [Health & Safety: Incident report](#) that is later entered into ERMS. More information is available on the Health & Safety [Incident or hazard reporting](#) web page.

2.4 Security

It is recommended that staff (event organisers and staff) wear an identity badge or some other method of identification during an event.

[University Security](#) can be engaged where an event risk assessment identifies security is required (for example large events where event goers need to be directed into predetermined locations).

2.5 Contractor arrangements

There are regulatory and University requirements when engaging contractors. It is expected that at minimum the following will be in place:

- a standard agreement/contract that outlines the health and safety requirements of the event;
- an induction for the contractors is undertaken.
- all legal health and safety requirements are in place (such as special licenses).

For more information visit the Health & Safety [Contractor](#) safety topic webpage.

3. SPECIFIC REQUIREMENTS

The following table represents specific requirements for hazards that may commonly be encountered at events.

HAZARD	DESCRIPTION/RECOMMENDED CONTROLS
Plant/equipment Electrical safety	<p>Training in operation of equipment:</p> <ul style="list-style-type: none"> Ensure that events staff have received adequate training in how to operate equipment that will be used. <p>Electrical:</p> <ul style="list-style-type: none"> Isolate expensive, potentially hazardous equipment on display by barriers if possible. Ensure all displays are manned. <p>All portable electrical equipment, unless brand new, must have a current electrical safety tag. If external equipment (not owned by the University) is brought on site it must have an appliance test tag on it. It is also recommended that a visual check be conducted on the day of the event to ensure there is no obvious damage such as frayed cords or exposed wires. Do not use any item of portable electrical equipment that appears to be damaged.</p> <p>Examples of equipment requiring a safety tag include:</p> <ul style="list-style-type: none"> Portable lighting; Power extension leads; Pedestal fans/heaters; Event staff owned equipment; TV's/ videos/laptop computers. <p>For more information visit the Health & Safety Plant and electrical equipment safety topic webpage.</p>
Manual handling	<p>Event activities will include manual handling. Where there is a potential for heavy lifting to occur organise the use of mechanical aid equipment such as trolleys. Consult with the supervisor/events organiser regarding existing standard operating procedures.</p> <p>If necessary, contact the local OHS practice expert to provide assistance in completing a manual handling risk assessment. Refer: manual handling risk assessment template.</p> <p>Please ensure that displays are safely set up so that they cannot be easily knocked over. Set up power cables to avoid potential tripping hazards.</p> <p>For more information visit the Health & Safety Hazardous manual handling safety topic webpage.</p>
Food handling	<p>Personnel handling food at events must follow food hygiene practices. A qualified food safety supervisor must facilitate and monitor food handling practices.</p>
Chemicals/ biological specimens	<p>When setting up displays and events it is important to ensure that the public do not have access to potentially harmful substances. These will include drugs, poisons, laboratory chemicals, biomedical waste etc. It is recommended that staff setting up displays do a pre-event check to ensure that all items not part of the display are in areas restricted from access (for example, locked cupboard).</p> <p>For those displays that require the use of chemicals, a responsible person should always be in the area to monitor the display and respond in the event of an incident. Be aware of the local emergency spill response procedures.</p> <p>For more information visit Health & Safety Chemical management safety topic webpage.</p>
Vehicles within an event	<p>As part of the risk assessment process, a traffic management plan may be required.</p> <p>Any shared pedestrian and vehicle pathway/road must be controlled such that vehicles do not travel faster than walking pace.</p> <p>For more information visit Health & Safety Traffic safety topic webpage.</p>