Event Management Guidelines

Month 2011

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Executive Summary

These guidelines outline the procedure to be followed by organisers of internal and external University of Tasmania (UTAS) events. It aims to ensure events are managed in a safe manner through the identification, assessment and control of hazards and risks. These guidelines also provide guidance on other measures to consider that support the achievement of a successful and equitable event.

More information

For further information, contact the Human Resources – Work Health and Safety (WHS) Unit:

Email: health.safety@utas.edu.au

More comprehensive practical guidance for planning safe public events can also be found on the Australian Government website:

Website: http://www.ag.gov.au/event planning

These guidelines shall also be read and used in conjunction with the *Work Health and Safety Regulations* and relevant Safe Work Australia Codes of Practice including *Managing Risks of Plant in the Workplace, Managing Risks in Construction Work,* and *How to Prevent Falls at Workplaces.*

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Event Risk Assessment

Risk assessments shall be conducted and documented for all UTAS events in accordance with the University *Minimum Standard – Work Health and Safety Project and Task Risk Management*, with consideration to the items listed in the "Event Checklist" below. When assessing hazards / tasks associated with an event, consideration is to be given to before, during and after the event.

Risk assessments and controls must be reviewed and as necessary revised, when:

- A significant change occurs (e.g. a change of venue or to the event content);
- A new hazard associated with the work is identified or additional information about a known hazard becomes available;
- There is evidence that a risk control measure does not adequately control the risk;
- A notifiable incident occurs; or
- A health and safety representative (HSR) requests a review.

Completed risk assessments and any supporting information shall be included as part of the approval process at least 4 weeks prior to the event to allow adequate time for review, any amendments and authorisation.

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Event Checklist

This checklist is to be used by event organisers for guidance on important factors to be considered in a risk assessment of the event, at the earliest stage of the planning process. Other hazard prompts / considerations are also included in the University *Minimum Standard – Work Health and Safety Project and Task Risk Management* (Appendix 2). As each event is different:

- More detailed assessment may be required of some of these factors;
- Not all hazards / tasks listed below will be relevant to the event; and/or
- There may be other considerations not listed below specific to the event that are required to be assessed.

If any of the considerations below are deemed applicable, event organisers shall ensure they have been included as part of the event risk assessment, to ensure appropriate risk control measures are identified and implemented.

Hazards / Tasks to consider	Examples	Is item applicable (✓), or N/A	If applicable, included in event risk assessment? (✓)
Crowd / Attendee Management			
Access / Egress	All entry and exit points are clear, accessible, and clearly marked for attendees, and emergency services		
	Mobility factors are considered (e.g. access for prams, walking aids, wheel chairs)		
Traffic Management	Requirement for vehicular access prior to the event for set-up, and post the event for pack up.		
	Clear separation of pedestrians and vehicular traffic.		
	Adequacy of parking areas (e.g. number of spaces, visibility/lighting).		
Amenities / Facilities	Adequate provision of: • Toilets / Hand washing • Food preparation / Clean-up • Drinking water • Waste management / removal • Shelter / Shade		
Signage	Adequate signage provided, including location of: • Amenities • Entry and exit points • Restricted areas • Emergency response (e.g. first aid, emergency equipment) • Designated vehicular and pedestrian traffic (e.g. parking)		

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Hazards / Tasks to consider	Examples	Is item applicable (✓), or N/A	If applicable, included in event risk assessment? (✓)
Event, Venue and Structural factors			
Entertainment, demonstrations, displays	Hazards specific to purpose of event		
Venue / Display structures and plant (e.g. platforms, stalls, stages, marquees)	• Assembly by competent persons • Seating requirements • Regular monitoring / inspection of integrity of structures		
	Ensure legislative compliance, e.g.: • For amusement devices – Work Health and Safety Regulations (i.e. only operated, maintained, repaired, etc by competent person as per manufacturer's instructions, daily checks prior to use, log book maintained of all checks and erection and storage dates, and detailed annual inspection by professional engineer). • Regulations governing plant and structures, scaffolding, construction work, etc.		
Response Functions			
Emergency Response	Emergency response plans developed and implemented		
	Adequate emergency equipment available (e.g. fire fighting equipment)		
	Suitable first aid facilities are available and accessible		
Security / Property Services	Provision of security personnel: • Number of security persons required (recommended minimum 1 per 50 attendees) • Internal and / or external (include on "Event Contact List")		
	Safe work procedures developed (e.g. crowd control, cash handling).		
	Protection of assets / non-public areas		
Manual tasks To be carried out in accordance with UTAS *Manual Tasks Policy*			
Ergonomics / Manual handling	• Lifting / Carrying (e.g. set-up / dismantling) • Mechanical aids • Weights, heights, dimensions, path of travel, transportation of goods.		

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Hazards / Tasks to consider	Examples	Is item applicable (✓), or N/A	If applicable, included in event risk assessment? (✓)
Administration functions			
Public relations / Marketing	Location and type of accurate pre-event advertising / marketing		
Equipment, skills and communication for event personnel (Can document on "Event Contact List").	Personal Protective Equipment (PPE)		
	Training / Competency / Licenses		
	Communication devices (e.g. handheld radio)		
Catering			
Serving of food and / or alcohol	Alcohol considerations: • Attach copy of completed *Application for a University Liquor Permit* • Procedures to manage (e.g. responsible serving; managing intoxicated people) • Review of *Safe Consumption of Alcohol Policy*		
	Food considerations: • Obtain copy of any required food licenses / permits • Document a food safety plan		
Permit to Work (PTW) systems and Environmental factors To be carried out in accordance with UTAS PTW Procedures			
Maintenance	Ability to perform any required maintenance and repairs (procedures for and competent personnel)		
Contractor Management	• Completed appropriate inductions and risk assessments • Coordination and communication systems • Training / Licenses (details to be included on "Event Contact List"		
Permits	Determine any permits required: • Externally – e.g. regulatory / council permit or licenses • Internally – e.g. Hot work, isolations, working at heights, etc.		

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Hazards / Tasks to consider	Examples	Is item applicable (✓), or N/A	If applicable, included in event risk assessment? (✓)
Permit to work systems	Electrical / Isolation requirements: • Power requirements determined and assessed (e.g. generator) • Use of portable RCDs • Potential for system overload • Safe use of electrical leads (e.g. current test and tag, no trip hazards) • Location of overhead powerlines		
	Working at Height requirements: • Equipment suitable for purpose • Any scaffolding requirements		
	Surface disturbance requirements: • Underground service locations		
	Hot Work requirements		
Hazardous substances / Chemical management	Includes consideration to: • Application, storage and safe use of • Labelling • Ignition sources • Ventilation • Cleaning • Approval processes • Explosives / pyrotechnics		
Other environmental factors	• Noise control measures if involves amplified music, speeches, etc. • Weather conditions (refer to www.bom.gov.au) • Tobacco smoking arrangements		
Consider are there any other hazards / tasks to be assessed?			

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Event Details

This template shall be used by event organisers when applying for approval to run a UTAS event, to record specific details about the event.

Title of Event:				
Description of Event:				
Location of Event:	(Venue / Site name)			
Address of Event Location:				
Event Date(s):	**Start:**	**Finish:**		
Event Times	**Start:**	**Finish:**		
Estimated cost of event	$	**Estimated attendee number:**		
Nature of attendees	(e.g. Staff, students, visitors, families, groups, gender)			
Event Organiser(s):	(e.g. Name of key group / company)			
Event Contact Person:		**Role:**		
Phone:		**Mobile:**		
Email:		**Fax:**		
Event Manager	(Who has overall responsibility for this Event)			
Event health and safety contact	(Who has overall responsibility for overseeing WHS)			
Relevant UTAS Campus Event is for:				
Format(s) of Event advertising	(Flyer, Banner, Poster, TV ad, Internet, etc)			

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Documentation attached:

Document	✓ or N/A
Project / Task Risk Assessment of the Event	
Event Checklist	
Event Details form	
Event Contact List	
Event Task List	
Event Notification	
Copies of Public Liability Insurance	
Application for a University Liquor Permit	
Food licenses / permits	
Other? (Specify below)	

Event Approval:

If event is being held on campus, initial approval is required from the Organisational Unit Head / UTAS staff person in charge of the venue (if different from the person below)	**Approval Name:**	
	Signed:	
	Date:	/ /20
All UTAS events must be approved by the relevant approval authority before an event is permitted to proceed. Completed paperwork is to be submitted to them at least 4 weeks prior to the event.	**Date submitted:**	/ /20
	Submitted By:	
	Approved?	Yes / No
	By (Name):	
	Signed:	
	Date:	/ /20
Any comments / action required or approval conditions:		
Ensure a copy of event approval paperwork is forwarded to Work Health and Safety unit:		

Event Contact List

This template is to be used to record all key contacts relevant to the event (e.g. suppliers, emergency services, entertainment, venue / site contact person, security, contractors). Where applicable, it can also be used to record any mandatory personal protective equipment (PPE), training, and/or communication devices (e.g. radio) particular event personnel require. All external service providers (e.g. companies, volunteers) are also required to have public liability insurance (minimum $10 million) and provide the Event Organiser with a Certificate of Currency prior to their involvement in the event.

Event Personnel				**Determine required:**			
Individual / Group / Organisational unit / Company	**Contact Name**	**Service providing** (e.g. security)	**Contact Details**	**PPE required**	**Training / Licenses required** (ensure a copy is obtained)	**Communication methods / devices**	**Insurance required? (If yes, record date of issue below and attach copy)**

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Event Task List

This template is to be used to record all tasks relevant to the event, and will be considered as part of the approval process. It can also be used post approval to keep track of the progress and completion of tasks. Consideration must be given to tasks:

- Prior to the event (e.g. set up, vehicular access, marketing);
- During the event; and
- Post the event (e.g. dismantling).

To be completed as part of the Event approval process					Post approval	
Date	Time		What / Task	Who	In hand	Complete (✓)
	Start	Finish				

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Event Approval

All UTAS events must be approved before an event is permitted to proceed. An approval section is included in the "Event Details" section above.

As part of the approval process, all required documentation (included above and associated paperwork) is to be completed. This is then submitted to the relevant approval authority at least 4 weeks prior to the event to allow sufficient time for review and authorisation.

The relevant approval authority is determined in accordance with the risk assessment form in the University *Minimum Standard – Work Health and Safety Project and Task Risk Management* (Appendix 1). This risk assessment form includes a table specifying "Approval required to proceed" which is based on the residual risk. In most cases this will be the Organisational Unit head / Responsible Officer (RO). Consultation with the WHS unit is also recommended as part of the approval process.

For major / large scale events, approval in principle is required from the Organisational Unit head earlier than 4 weeks. Such events require more preparation and planning, therefore approval in principle can enable actions such as lengthy advertising to be undertaken before all final details are known for planning / risk assessment purposes and final approval of the event.

If an event is approved, the approval authority may outline certain conditions under which the event has been approved.

If an event is not approved, the approval authority is to provide the Event Organiser with:

- A response in a timely manner to allow sufficient time for event organisers to action/respond;
- Reasonable justification for the event refusal; and
- Any required action to be taken to enable approval of the event, if possible.

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Event Notification

This template is to be used as part of the event planning process, to determine appropriate persons / groups / organisations to be notified of the event. This may include internal and external groups such as external authorities / emergency services (police, ambulance, fire), onsite security, UTAS organisational units, and the local council.

It may be completed after the event has been approved, although the approval authority may request to review a copy of it prior to the event starting.

Who is to be notified (Individual / Group / Organisation)	**By who**	**By when**	**Completed?** (✓)

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Glossary

Amusement device

In accordance with the Work Health and Safety Regulations, an amusement device means equipment operated for hire or reward that provides entertainment, sightseeing or amusement through movement of the equipment, or part of the equipment, or when passengers travel on, around or along the equipment but does not include:

(a) a miniature train and railway system owned and operated by a model railway society, club or association; or
(b) a ride or device that is used as a form of transport and that is, in relation to its use for that purpose, regulated under another Act (including an Act of the Commonwealth); or
(c) a boat or flotation device:
    (i) that is solely propelled by a person who is in or on the boat or device; and
    (ii) that is not attached to any mechanical elements or equipment outside the boat or device, and that does not rely on any artificial flow of water to move; or
(d) any plant specifically designed for a sporting, professional stunt, theatrical or acrobatic purpose or activity; or
(e) a coin-operated device that:
    (i) is intended to be ridden, at the one time, by no more than 4 children below the age of 10 years; and
    (ii) is usually located in a shopping centre or similar public location; and
    (iii) does not necessarily have an operator.

Contractor

For the purposes of this policy, a contractor is any worker engaged by the University of Tasmania to perform work for gain or reward other than an employee.

Event

University function or gathering, other than academic classes scheduled as part of the curriculum, conducted on University premises or under the auspices of the University.

Officer

Any person at the University who makes, or participates in making, decisions that affect the whole, or a substantial part, of the University is an Officer. As such, members of UTAS Council, Boards, Committees, Senior Management Team, Deans of Faculties, Organisational Unit heads and Directors/Principals of Institutes are deemed to be Officers at the University.

Organisational units

Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

Permit to work (PTW) system

A formal written system used to control certain types of potentially hazardous work. It is also a means of establishing an effective means of communication and understanding between University employees and contractors.

Permit

A UTAS form that authorises a particular PTW activity (e.g. hot work). Permits are available from Property Services and on the UTAS website, and must be authorised by a PTW Co-ordinator prior to work commencing.

Personal Protective Equipment (PPE)

PPE is defined as safety clothing including footwear or equipment that is necessary for personal protection of the wearer whilst exposed to hazards in

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	the workplace. Refer to the UTAS *Personal Protective Equipment Policy* for further guidance.
Plant	Plant includes any machinery, equipment, appliance, container, implement and tool, any component of any of those things, and anything fitted or connected to any of those things.
Responsible Officer	Deans, heads of Organisational Units and Administrative Sections have been designated as Responsible Officers.

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