Event Management Procedure

Related Policy

<table>
<thead>
<tr>
<th>Event Management Procedure (December, 2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Health and Safety Policy</td>
</tr>
</tbody>
</table>

Responsible Officer

<table>
<thead>
<tr>
<th>Executive Director – Human Resources</th>
</tr>
</thead>
</table>

Approved by

<table>
<thead>
<tr>
<th>Executive Director – Human Resources</th>
</tr>
</thead>
</table>

Approved and commenced

<table>
<thead>
<tr>
<th>December, 2013</th>
</tr>
</thead>
</table>

Review by

<table>
<thead>
<tr>
<th>December, 2016</th>
</tr>
</thead>
</table>

Responsible Organisational Unit

<table>
<thead>
<tr>
<th>Work Health and Safety Unit</th>
</tr>
</thead>
</table>

CONTENTS

1 Objective .................................................................................................................... 2
2 Scope ......................................................................................................................... 2
3 Procedure .................................................................................................................. 2
3.1 Event Checklist .......................................................................................................... 2
3.2 Event Risk Assessment .............................................................................................. 2
3.3 Event Details .............................................................................................................. 3
3.4 Event Contact List ...................................................................................................... 3
3.5 Event Task List .......................................................................................................... 3
3.6 Event Approval .......................................................................................................... 3
3.7 Event Bookings and Permits ...................................................................................... 4
3.8 Event Notification ....................................................................................................... 4
3.9 Event Monitoring ........................................................................................................ 4
3.10 Event Review ............................................................................................................. 4
3.11 Further Information ................................................................................................. 5
4 Definitions and Acronyms ........................................................................................... 5
5 Supporting Documentation ........................................................................................... 6
6 Versioning .................................................................................................................. 6
1 Objective

The objective of this procedure is to ensure events are managed in a safe manner through the identification of hazards and the assessment and control of risks.

2 Scope

This procedure outlines the process to be followed by organisers of both internal and external University of Tasmania (University) events.

The procedure is not intended to cover staff social events held on campus and where the assessed risk is ‘low’.

3 Procedure

3.1 Event Checklist

The Event Checklist form (available from the Work Health and Safety website) provides guidance for the risk assessment of the event and is to be completed at the earliest stage of the planning process.

As each event is different:

- more detailed assessment may be required for some events
- not all tasks or hazards listed will be relevant to the event
- there may be tasks or hazards specific to the event that are not listed and require assessment.

For example, if an amusement device is hired or leased, the event organiser may have management or control of that amusement device and will jointly have responsibility for health and safety with the person they have hired or leased it from.

3.2 Event Risk Assessment

A risk assessment is to be conducted for each University event in accordance with the University Project and Task Work Health and Safety Risk Procedure and documented using the Project/Task Risk Assessment Form & Guide.

When assessing tasks and hazards associated with an event, consideration is to be given to processes that are undertaken before, during and after the event.

Where an event risk is applicable, event organisers are to ensure the risk is assessed and appropriate risk control measures are identified and implemented using the Hierarchy of Control.

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

- a significant change occurs (e.g. a change of venue or to 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 are to be submitted at least 4 weeks prior to the event to allow adequate time for review, amendment and authorisation.

3.3 Event Details

The Event Checklist form is to be used by event organisers to record specific event details when applying for approval to run a University event.

3.4 Event Contact List

The Event Checklist form is to be used to record key contacts relevant to the event (e.g. suppliers, emergency services, entertainment, venue / site contact person, security, contractors).

It can also be used to record any mandatory personal protective equipment (PPE), training, and/or communication devices (e.g. radio) that event personnel may 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.

3.5 Event Task List

The Event Checklist form is used to record tasks relevant to the event, and is part of the approval process. It can also be used post-approval to track 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).

3.6 Event Approval

University events must be approved prior to the event proceeding. In most cases the approval authority will be the Organisational Unit head / Officer. Consultation with the WHS Unit is also recommended as part of the approval process.

All required documentation is to be submitted to the relevant approval authority at least 4 weeks prior to the event, to provide adequate time for review and authorisation.

Approval is determined in accordance with the risk assessment form in the University Project and Task Risk Work Health and Safety Management Minimum Standard. The Project/Task Risk Assessment Form & Guide specifies "Approval required to proceed" which is based on the assessed residual risk.

Major / large scale events that require additional preparation and planning may require approval in principle to enable actions such as lengthy advertising programs to be undertaken before all event details are known. Where approval in principle is sought from the approval authority, notification earlier than 4 weeks is required.

Event approval may be conditional on certain conditions being met

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 organiser to action/respond
• reasonable justification for the event refusal and
• any required action to be taken to enable approval of the event, if possible.

3.7 Event Bookings and Permits

Event bookings and permits are required for:

• **Stall bookings**
  Information on stall bookings and conditions is provided in the Stall Booking form available through Campus Services and the Temporary Stall Approval confirmation sheet.

• **Outdoor Venue bookings**
  Outdoor bookings are to be made on the relevant venue booking form available through Campus Services.

• **Liquor Permit**
  In accordance with the University by-laws, a person shall not distribute or consume any liquor on University land except where a licence or permit has been obtained under the *Liquor and Accommodation Act 1990*, or where a liquor permit has been obtained from Campus Services using the Liquor Permit Application.

• **Affiliated Societies and Sporting Clubs**
  For Tasmanian University Union affiliated societies and sporting clubs events refer to the requirements contained in the *On-Campus Events Guidelines for Affiliated Societies and Sporting Clubs*.

3.8 Event Notification

The *Event Checklist* form is part of the event planning process and is used 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, and Fire), on-site Security, University Organisational Units, and the local Council.

The form can be completed following event approval, although the approval authority may request a copy to review prior to the event commencing.

3.9 Event Monitoring

Depending on the type of event and the identified hazards and risk controls:

• completion of the Event Day Risk Control form (available in the *Event Checklist*) may be required prior to the event commencing

• monitoring may be required during the course of the event to ensure the ongoing effectiveness of risk controls.

3.10 Event Review

It is recommended that a review be undertaken following the event to:
• assess the effectiveness of the hazard identification, risk assessment and risk control process and
• apply lessons learnt to the planning of any future events.

3.11 Further Information

Further information and guidance is provided in Codes of Practice, available through the Worksafe Tasmania web site, including:

• How to Manage WHS Risks
• Managing the Work Environment and Facilities
• Amusement Devices (Draft)
• Traffic Management in Workplaces (Draft)
• Risk Management of Agricultural Shows and Carnivals

4 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
</tr>
<tr>
<td>Amusement device</td>
<td>In accordance with the Work Health and Safety Regulations, an amusement device means plant 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. The design of some types of amusement device must be registered with the Regulator.</td>
</tr>
<tr>
<td>College</td>
<td>Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure (b) the University College</td>
</tr>
<tr>
<td>Event</td>
<td>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.</td>
</tr>
<tr>
<td>Executive Dean</td>
<td>Means: (a) the Executive Dean of the relevant College, or (b) in relation to the University College, the Principal of the University College</td>
</tr>
</tbody>
</table>
Head of Academic Unit

Means the head of the relevant Academic Unit

Hierarchy of Control

Control measures, in priority order, that are used to eliminate or minimize exposure to hazards.

Elimination

- Avoid the risk by removing the hazard completely.

Substitution

- Use less hazardous procedure/substances equipment/process.

Isolation

- Separate the process from people by the use of barriers/enclosures or distance.

Engineering Controls

- Mechanical/physical changes to equipment/materials/process.

Administrative Controls

- Change procedures, brief & train people to reduce exposure to a hazard

Personal Protective Equipment

- Gloves, hats, boots, goggles, masks, clothing etc

Officer

Members of Council, Executive Deans, Heads of Academic Units, Heads of Divisions and Sections and members of Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Act.

Organisational Unit

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

5 Supporting Documentation

- Event Checklist Form

6 Versioning

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Version</td>
<td>Version 2 – Event Management Procedure (current document); approved December 2013, amended in December 2017 to incorporate the final academic structure.</td>
</tr>
</tbody>
</table>