Guidelines for Off-Campus Concerts and Workshops

S Knopoff, 27 June 2012

Any student ensemble concert or workshop held off the North Terrace campus, whether in Adelaide/SA, interstate, or overseas, is regarded as a 'field activity'. As part of the planning process for these events, the field activity coordinators should 1) consult the 'HUMSS Field Activity Risk Assessment Tool' to determine whether the planned activity is a low risk or medium-high risk activity; and 2) if it is a Low Risk activity (as most of Elder Conservatorium field activities will be), use the 'HUMSS Low Risk Field Activity Protocol' to record required information and to otherwise ensure that the activity complies with University requirements. These files are available from the Elder Conservatorium's OHS webpage: http://music.adelaide.edu.au/ohs/

The following additional guidelines should also be observed in the case of off-campus concerts and workshops:

- Students are given written advice as to location of venues, and methods of transportation.
- Specific relevant medical or dietary information should be collected from relevant participants prior to each field activity. This information should be carried by a first aider (where one is available) and by the lecturer in charge.
- Staff supervisors should give high priority to ensuring the general safety and security of all students. Special considerations may be required in the case of security of female students, particularly in cases involving overnight accommodation.
- Students are to be encouraged to ensure that their musical instruments and other personal effects are covered by their private insurance. Personal property damaged or stolen during or en route to field activities are not covered by University insurance.
- A log should be taken of all University property taken on field activities. This is important both for general inventory and as a record in case of an insurance claim. Musical instruments and other expensive items should be listed individually; less expensive items such as stands, cables, etc. may be referred to in general terms.
- School concerts require taking equipment from the university campus. Specific responsibilities for setting up, transporting and packing away equipment should be drawn up in advance.
- For concerts – gaffer tape should be used to secure microphone and speaker leads in each venue.