DIVISION OF SERVICES AND RESOURCES
HUMAN RESOURCES
HEALTH SAFETY AND WELLBEING

EVENT SAFETY GUIDELINES AND CHECKLIST : NORTH TERRACE CAMPUS

The undermentioned guidelines are provided to assist identify, assess and control hazards associated with Events.

Where the University is hosting an event there is a shared responsibility for Hazard Identification, Assessment and Control by the University and Hirer of the Venue(s) throughout the booking phase, planning phase, construction stage (ie bump-in), during the event and disassembly – bump-out. Each event will be different and require varying control measures.

**EVENT CO-ORDINATOR : BOOKING PROCESS**

- **Record** general information, name, dates, contact details, nature of event from client (using own template or checklist overleaf)

- **Identify** number of people attending and determine suitability of venue

  - Alcohol [Contact Security Office ext 35590 for licensing]
  - Goodman Crescent [Contact Event Sales Co-ord ext 35151]
  - Ligertwood Plaza [Contact Event Sales Co-ord ext 35151]
  - Catering [Contact National Wine Centre ext 37449]

- **Identify** if other permit/approvals required

  - Banners [Contact Marketing ext 35174]
  - Security [ext 35590]
  - Bonython – Use of University Audio Visual equipment [Contact ITS technician ext 3333]

- **Book venue**:
  
  - Barr Smith Lawns, Cloisters [Group Sales & Marketing Mgr National Wine Centre – ext 37449]
  - Bonython Hall [Event Sales Co-ord – ext 35151]
  - Common Teaching (Lecture Theatres, Tutorials) [Event Sales Co-ord – ext 35151]
  - Council Room, Edgloe, Bastien, Old Optical [Event Sales Co-ord – ext 35151]
  - Elder Hall [Elder Hall Concert Manager – ext 35925]
  - Grounds (on site) [Event Sales Co-ord – ext 35151]
  - National Wine Centre [Group Sales & Marketing Mgr National Wine Centre – ext 37449]
  - Scott Theatre [Performance Venue Mgr – 0418 807 675]
  - Union Hall [Performance Venue Mgr – 0418 807 675]
  - Union House (including Uni Bar) [Group Sales & Marketing Mgr National Wine Centre – ext 37449]
  - University Ovals [Sports Admin Officer – 35403]

- **COMMON TEACHING**

  - Lecture Theatres and Tutorials
  
  **NO FURTHER ACTION REQUIRED**

  If being used as a lecture/teaching area and the number of attendees is within the seating capacity of the room.

- **ALL OTHER BOOKINGS**

  - **SAFETY MANAGEMENT PLAN**
    
    - **Invite** hirer to conduct a walk-through of the venue/site.
    - **Advise** hirer/Event Co-ordinator of the University’s requirement to complete a Safety Management Plan specific to the event, using the University’s template or hirer’s own template.
    - **Forward** template to Hirer/Event Co-ordinator if required (Mail, Fax, Email).
    - **Advise** hirer/Event Co-ordinator that the completed Safety Management Plan is **required prior to the event**.
    
    **On receipt**:
    
    - **Review** Safety Management Plan. Contact hirer if additional information required.
    - **Check** that the plan is signed by all key personnel nominated on the Event booking form.
    - **Determine** if booking to proceed or decline based on risk.

- **BOOKING TO PROCEED**

  - **Confirm** arrangements with Hirer/Co-ordinator.
  - **Attach** Safety Management Plan to the booking form.
  - **Conduct** induction at bump-in (or other arranged time) if appl.
  - **Provide** Visitor’s badge to Hirer following induction if appl.

- **BOOKING DECLINED**

  - **Discuss** with client reasons for non-acceptance of booking
  - **Renegotiate** where possible.
    
    Where not possible, draft a formal response.
    
    - **File** record and other documentation.
UNIVERSITY OF ADELAIDE : NORTH TERRACE CAMPUS

TO BE COMPLETED BY THE HIRER OR EVENT CO-ORDINATOR (as applicable)

EVENT SAFETY GUIDELINES AND CHECKLIST

<table>
<thead>
<tr>
<th>Nature of Event</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Location of Event</th>
<th>Room no</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name and Contact Details</th>
<th>Mobile/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fax/Email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address for Correspondence</th>
<th>Number of people</th>
</tr>
</thead>
</table>

HAZARD IDENTIFICATION
(if you tick yes, then this hazard is to be addressed on the Safety Management Plan)

General:
- Number of people exceeds the capacity for the venue
- The event is to be held on the grounds of the University (ie outside event)
- Disability access/provisions required
- Alcohol will be available at the event
- Catering will be available at the event

Access and Egress
- Internal entry and exit areas may be impacted by the event or expected crowd numbers.
- Entry and exit areas may need additional control measures to enable emergency exit and access for emergency service vehicles
- Thoroughfares will need to be defined and clearly marked

Traffic Flow
- Clearly defined areas will be required to separate traffic from pedestrians
- Controlled traffic flow and signage for directions will be required
- Provision (eg Security) required to assist emergency services access the area

Amenities
- Additional toilets and hand washing facilities will be required

First Aid
- Additional first aid requirements may need to be discussed due to the nature or location of the event

Electrical
- Residual circuit devices will be required for portable electrical appliances and tools
- Electrical equipment will be brought on site, and will require evidence of testing tagging.
- Protection required for the public from electric shock and/or trip hazards

Crowd Control and General Security
- There are a large number of people (eg over 150 people) and/or potential for inappropriate or aggressive behaviour
- VIP guests are part of the audience/event
- Noise (eg live Band)

Other

Permits, licensing and Registration
- Mobile plant (forklifts) will be introduced
- Scaffolding of more than four metres in height will be erected and dismantled
- A liquor license is required

Utilities
- Additional electrical services will be required
- Additional lighting will be required

Signage/Banners/Advertising material
- Signage for entries, exits, toilet facilities will be required
- Signage for first aid and fire extinguisher locations will be required
- Banners to be erected or other advertising

Staging, Platforms, Ladders, Work at Height
- Additional seating, corporate boxes, fences and main stages required.
- Ladders are required for the event
- Elevated work platforms are required for the event

Emergency Management
- Emergency Wardens are required for the event
- Additional Fire Extinguishers will be required
- Ignition sources have been introduced
- Event requires specific Emergency Management response plans (eg external events not covered by normal Emergency Warden structure, or after hours events)

Weather Conditions
- Event could be impacted by weather conditions eg signage could be uplifted by wind, floors become slippery, extremes of heat, cold or require shade, sunscreen, water provisions etc

LPG Cylinders and Heaters
- LPG cylinders and/or heaters are being brought on site

Communication
- Potential for communication problems between Event Co-ordinators/attendees/emergency personnel due to time, location, noise etc
- Event may disrupt adjacent areas of the University (pre/during/post).

Other
SAFETY MANAGEMENT PLAN - To be completed by Hirer for external bookings or Event Co-ordinator for Internal Bookings (Continued)

<table>
<thead>
<tr>
<th>NAME OF EVENT:</th>
<th>LOCATION:</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>LIST THE POTENTIAL HAZARDS/ISSUES YOU HAVE IDENTIFIED</th>
<th>ACTIVITY</th>
<th>RISK ASSESSMENT</th>
<th>CONSULTATION COMMUNICATION PLAN (eg Meeting, Signage, Email, on-site physical presence, Site Plan provided)</th>
<th>LIST CONTROL MEASURES TO BE IMPLEMENTED (see next page for further explanation)</th>
<th>WHO IS RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access into the building. Provisions in an Emergency. Toilet and parking facilities.</td>
<td>Example only: Entry into the venue for people with a Disability</td>
<td>M Administration</td>
<td>Physical Presence - Ushers on-site to provide information</td>
<td>• Ushers positioned at all entrances to assist direct persons with a disability (including toilet facilities) • Provision for access via Eastern Doors • Designated Areas for persons with a disability • Additional provisions for First Aid. • Designated Warden in the event of a Fire Alarm/Emergency • Parking information provided by Uni at time of booking.</td>
<td>Mr Smith</td>
</tr>
</tbody>
</table>

| | | Calculate the Risk (VH, H, M, L) | Risk Controls eg Elimination Substitution, PPE | |
| | | | | |
### RISK ASSESSMENT TABLES

**Likelihood Table**: How likely is it to occur?

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>There is an expectation that an event/incident will occur (pre/during/post the event)</td>
</tr>
<tr>
<td>Likely</td>
<td>There is an expectation that an event/incident could occur but not certain to occur</td>
</tr>
<tr>
<td>Slight</td>
<td>There is an expectation that an event/incident has equal probability of occurring</td>
</tr>
<tr>
<td>Unlikely</td>
<td>There is an expectation that an event/incident is doubtful or improbable</td>
</tr>
<tr>
<td>Rare</td>
<td>There is no expectation that the event/incident will occur</td>
</tr>
</tbody>
</table>

**Consequences Table**: What is the likely impact on the event and/or participants/university community?

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negligible</td>
<td>No injuries - minor first aid (eg bandaid), short term discomfort (eg bruise, headache)</td>
</tr>
<tr>
<td>Minor</td>
<td>First aid treatment, Temporary disruption or halting of part or whole of event, Medium financial loss</td>
</tr>
<tr>
<td>Moderate</td>
<td>Formal medical treatment required (ie ambulance, hospital outpatient/doctors visit), Temporary halt of event requiring outside assistance (eg fire, police, maintenance, security), Medium - High financial loss</td>
</tr>
<tr>
<td>Major</td>
<td>Extensive injuries, hospitalisation. Could result in a Notifiable Occurrence, Loss of production capability, Half of event requiring investigation and outside assistance (eg Fire Service, Police, SafeWork), Major financial loss</td>
</tr>
<tr>
<td>Severe</td>
<td>Death, permanent incapacity, Event cancelled with investigation and potential prosecution (eg fire, police, ambulance, SafeWork SA), Catastrophic financial loss</td>
</tr>
</tbody>
</table>

### Risk Score Calculator

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Negligible</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain</td>
<td>Medium</td>
<td>High</td>
<td>Very High</td>
<td>Very High</td>
<td>Very High</td>
</tr>
<tr>
<td>Likely</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>Very High</td>
<td>Very High</td>
</tr>
<tr>
<td>Slight</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Rare</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
</tr>
</tbody>
</table>

### Risk control/Safety Measures

The first responsibility is to eliminate the risk at its source. Where this is not achievable, consider how the risk can be minimised to the lowest reasonably practical level by applying control mechanisms in the following order of preference:

1. Elimination (permanent solution – remove the hazard entirely)
2. Substitution (replacing the hazard by one that presents a lower risk)
3. Isolation (placement of a barrier to separate people from the hazard)
4. Engineering (structural change to the environment, equipment)
5. Administration (Procedural eg training, signage, monitoring, safe work procedure)
6. Personal Protective Equipment (to place a barrier between person and hazard) eg gloves, clothing, hats, sunscreen