

# Event Safety Checklist



|                   |  |
|-------------------|--|
| <b>Event name</b> |  |
| <b>Event date</b> |  |
| <b>Checked by</b> |  |

| <b>Hazards, issues or tasks</b>  | <b>Checked</b> | <b>If NO Actions required/comments</b>                |
|--|----------------|---|
| <b>Event access and egress</b>   |                |   |
| Entry/Exit areas are clear and accessible for staff and expected attendees                           | Y / N          |   |
| Entry/Exit area are adequate for emergency exit and emergency services                               | Y / N          |   |
| Thoroughfares are well defined and clearly marked  | Y / N          |   |
| <b>Traffic flow</b>  |                |   |
| Vehicle access onto campus grounds is required for set up and dismantling (bump in/bump out)?        | Y / N          | <i>(Please contact security with vehicle details)</i> |
| Clearly defined areas/paths for traffic – separated from pedestrian thoroughfare                     | Y / N          |   |
| Provision for safe passage of emergency/other vehicles through pedestrian traffic                    | Y / N          |   |
| Controlled traffic flow and adequate signage for traffic erected                                     | Y / N          |   |
| Traffic management staff wear appropriate high visibility protection and carry communication devices | Y / N          |   |
| Adequate parking areas to cater for the expected vehicle numbers attending the event                 | Y / N          |   |
| All necessary permits and certification/licensing for traffic management obtained                    | Y / N          |   |
| <b>Amenities</b>   |                |   |
| Adequate provision/location of toilets and hand washing facilities                                   | Y / N          |   |
| Availability of drinking water for staff and attendees   | Y / N          |   |
| Adequate facilities for food catering preparation and clean up                                       | Y / N          |   |
| Adequate shade from sun/availability of sunscreen as required for staff or attendees                 | Y / N          |   |

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|--|-----------|---------|---------------------------------|--|------|--|
| <b>Event Signage</b>   |           |         |                                 |  |      |  |
| Adequate signage for entries, exits, toilet facilities, waste or recycling bins etc.   |           | Y / N   |                                 |  |      |  |
| Adequate signage for any hazardous/restricted areas  |           | Y / N   |                                 |  |      |  |
| Clearly signed First Aid services and fire extinguisher locations  |           | Y / N   |                                 |  |      |  |
| <b>Event Emergency Procedures</b>  |           |         |                                 |  |      |  |
| Emergency Response Plan doc in place   |           | Y / N   |                                 |  |      |  |
| Emergency Response Personnel trained to carry out plan for event emergency   |           | Y / N   |                                 |  |      |  |
| Current site maps available to all staff, emergency services and other relevant parties  |           | Y / N   |                                 |  |      |  |
| <b>Fire Prevention</b>   |           |         |                                 |  |      |  |
| Suitable fire equipment is in appropriate areas, tested and in date  |           | Y / N   |                                 |  |      |  |
| All staff/volunteers are aware of fire evacuation procedures relevant to the planned event   |           | Y / N   |                                 |  |      |  |
| <b>First aid</b>   |           |         |                                 |  |      |  |
| First Aid Stations suitably located, clearly signed and accessible   |           | Y / N   |                                 |  |      |  |
| First Aid facilities suitable for type of event  |           | Y / N   |                                 |  |      |  |
| Effective means of communications provided between event personnel and First Aid facilities or personnel   |           | Y / N   |                                 |  |      |  |
| <b>Maintenance</b>   |           |         |                                 |  |      |  |
| Qualified and competent personnel to undertake maintenance/repairs   |           | Y / N   |                                 |  |      |  |
| Maintenance personnel/Property have been notified and have Event Coordinator contact details and means of communicating (i.e. 2-way radio or mobile phone) |           | Y / N   |                                 |  |      |  |
| Records kept of any maintenance undertaken   |           | Y / N   |                                 |  |      |  |
| <b>Electrical power/generators</b>   |           |         |                                 |  |      |  |
| Power access required?   |           | Y / N   |                                 |  |      |  |
| Details of power required:   | Generator |         | 3 phase                         |  | 240V |  |
| <i>**Property must be consulted about electrical energy services available before use**</i>  |           |         |                                 |  |      |  |

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| <b>Contact details for power:</b>  |                  |                                 |
| Property:  | <CONTACT PERSON> | Phone:                          |
| Generator Hire:  | <COMPANY NAME>   | Phone:                          |
| Portable Residual circuit devices (RCDs) are used where required   | Y / N            |                                 |
| No double adapters or piggy back plugs are used  | Y / N            |                                 |
| All portable electrical equipment including power leads, powers boards have been inspected and tested and are placed in safe locations | Y / N            |                                 |
| Adequate protection of the public from electric shock and any trip hazards   | Y / N            |                                 |
| All leads and plugs are protected from the weather and hazards such as water or other liquids  | Y / N            |                                 |
| Generators (if used) are placed in a safe location and are fenced or sectioned off from the public                                     | Y / N            |                                 |
| <b>Utilities/ Site services</b>  |                  |                                 |
| Location of all site underground services (power/gas/electrical services/mains/etc.) and overhead power lines have been identified     | Y / N            |                                 |
| Relevant personnel or contractors have maps or information identifying site underground and overhead services                          | Y / N            |                                 |
| Any unsafe or restricted areas are communicated to the Event Coordinator   | Y / N            |                                 |
| Additional or alternate waste removal services have been arranged with Property  | Y / N            |                                 |
| Adequate number of recycling and general waste have been organise and located  | Y / N            |                                 |
| <b>Permits, Insurance, licensing and registrations</b>   |                  |                                 |
| Forklifts, cranes etc. are only operated by licensed or certified operator's, license checked  | Y / N            |                                 |
| Event LPG/dangerous goods storage meets legal requirements   | Y / N            |                                 |

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|---|------------------|---------------------------------|---------------------------------|----|-----------------------|
| Alcohol will be provided for this event   | Y / N            |                                 |                                 |    |                       |
| If yes, has an application for a Liquor License been made?  | Y / N            |                                 |                                 |    |                       |
| What non-alcoholic options will be made available for attendees?  | <Please specify> |                                 |                                 |    |                       |
| All Contractor Public Liability/Professional Indemnity information has been collected and forwarded to University Insurance Department                      | Y / N            |                                 |                                 |    |                       |
| <b>Liquor Management Plan implemented – Responsible Service of Alcohol practices in place</b>   |                  |                                 |                                 |    |                       |
| Details: <Please specify>   |                  |                                 |                                 |    |                       |
| Will food be served at this event? YES / NO<br>If yes, <b>Food Safety Plan to be implemented:</b> (attach separate document if required) <Please specify>   |                  |                                 |                                 |    |                       |
| <b>Groups/ person(s) responsible for provision of food</b>  |                  |                                 |                                 |    |                       |
| <b>1. Name/Group</b>  |                  | Food Lic/Permit                 | YES                             | NO | (Attach licence copy) |
| Contact person:   |                  | Phone:                          |                                 |    |                       |
| Email:  |                  |                                 |                                 |    |                       |
| <b>2. Name/Group</b>  |                  | Food Lic/Permit                 | YES                             | NO | (Attach licence copy) |
| Contact person:   |                  | Phone:                          |                                 |    |                       |
| Email:  |                  |                                 |                                 |    |                       |
| <b>** If group/person(s) does not hold a food licence, what safety control measures will be used to ensure the health of people attending the event? **</b> |                  |                                 |                                 |    |                       |
| <b>Approved:</b> _____  |                  |                                 | <b>Date:</b> ____ / ____ / ____ |    |                       |
| <b>(Event Officer)</b>  |                  |                                 |                                 |    |                       |
| Police Permit (e.g. road event)   | Y / N            | Comments:                       |                                 |    |                       |
| Emergency Services Fire Permit (Days of Total Fire Ban, fireworks, etc.)  | Y / N            | Comments:                       |                                 |    |                       |
| Job Safety Analysis / Safety Plan is collected from relevant contractors covering all above permits/ licenses and plant registration                        | Y / N            | Comments:                       |                                 |    |                       |
| <b>Staging and platforms, marquees, stalls, vans and other temporary structures</b>   |                  |                                 |                                 |    |                       |
| All stages are signed off by a certified rigger/scaffolder and are erected by personnel with appropriate training and certifications (required)             | Y / N            |                                 |                                 |    |                       |
| Platforms are continuously monitored, particularly in extreme weather conditions  | Y / N            |                                 |                                 |    |                       |

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| Adequate access and egress around all staging and platforms for event patrons and emergency services                                | Y / N   |                                 |
| Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/clear paths       | Y / N   |                                 |
| <b>Noise</b>  |         |                                 |
| The event will include amplified music, speeches, etc.  | Y / N   |                                 |
| Details of expected event noise: <Please specify>   |         |                                 |
| <b>Work at heights – Banners, flags or other signage</b>  |         |                                 |
| Permission is obtained from Facilities Management for erection of banners or other large display items                              | Y / N   |                                 |
| Ladders are well maintained and suitable for work undertaken & weight   | Y / N   |                                 |
| No work performed from ladders unless 3 points of contact able to be maintained at all times (e.g. 2 feet and 1 hand)               | Y / N   |                                 |
| Assistance of a second person is provided where required (e.g. holding ladder for stability, carrying and erecting)                 | Y / N   |                                 |
| Boom lifts (cherry picker) operators use appropriate safety body harnesses attached to bucket correct equipment chosen for the job  | Y / N   |                                 |
| <b>Manual handling</b>  |         |                                 |
| All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying                            | Y / N   |                                 |
| Loads are able to be delivered as close as possible to area using vehicle or mechanical aids (e.g. trolley)                         | Y / N   |                                 |
| <b>Liquid Petroleum Gas (LPG) and heaters</b>   |         |                                 |
| Small volume gas cylinders are used wherever possible   | Y / N   |                                 |
| LPG cylinders are secured for stability   | Y / N   |                                 |
| LPG cylinders are used clear of unwanted ignition sources and are only used in well ventilated areas and are stamped with test date | Y / N   |                                 |

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|---|---------|---------------------------------|--|
| <b>Weather conditions</b>   |         |                                 |  |
| Currently Australian Bureau of Meteorology information is checked for adverse weather conditions – <a href="http://www.bom.gov.au">www.bom.gov.au</a>   | Y / N   |                                 |  |
| Weather conditions are planned for and monitored (e.g. no-slip mats, shade, sunscreen, and drinking water available)  | Y / N   |                                 |  |
| Wind speeds are monitored and amusement structure operation will be ceased in accordance with manufacturer's specifications   | Y / N   |                                 |  |
| <b>Personal protective equipment (PPE)</b>  |         |                                 |  |
| All tasks to be undertaken by staff and volunteers are checked for the right PPE required and PPE is provided if needed (e.g. gloves, aprons, earplugs, etc.)                                       | Y / N   |                                 |  |
| High visibility safety clothing must be worn by event staff at all times when it is important for a person in a situation to be easily seen   | Y / N   |                                 |  |
| <b>Security</b>   |         |                                 |  |
| Appropriate security levels have been arranged with MQ, or organised externally for the event   | Y / N   |                                 |  |
| <b>If external security arranged:</b>   |         |                                 |  |
| Number of security personnel required:  |         |                                 |  |
| Name of external security company at event:   |         | Licence No:                     |  |
| Security company contact name:  |         | Phone:                          |  |
| Security company email address:   |         |                                 |  |
| Crowd control measures to be used:  |         |                                 |  |
| <b>Accessibility</b>  |         |                                 |  |
| The event itself is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc.)   | Y / N   |                                 |  |
| <b>Privacy of Information</b>   |         |                                 |  |
| Is Personal Information being collected for the event?  | Y / N   |                                 |  |
| Please explain procedures for dissemination and safe storage of information (For advice on this matter contact the privacy officer <a href="mailto:mona.karam@mq.edu.au">mona.karam@mq.edu.au</a> ) |         |                                 |  |