

CHRISTMAS ACTIVITY QUICK REFERENCE SHEET

Flinders University events use a risk-based approach to manage event safety.

During the end of year celebrations, activities will be organised that may or may not fall under the definition of an event. This quick reference sheet provides some guidance to assist with Christmas activities in the lead up to the Christmas period. The responsibility for an activity is with the organiser and the organiser's supervisor / manager who would be approving the activity.

Event Safety documentation required Please read the conditions to consider when managing the event safety risks, which are included in the event guidelines quick reference sheet . Event safety forms can be found on the event safety web site .	Activities where No event safety documentation is required Where activities are organised with external venues, the external venue's WHS policies and guidelines must be followed. Please consult with that venue's management staff and communicate any requirements to event participants as applicable.
Events with BBQs or where external caterers and/or contractors are preparing, cooking and serving food on campus.	In internal bookable rooms (where they are maintained regularly) and the room is used for its intended purpose (i.e. staff room).
An activity at an unlicensed venue with no liquor permit where alcohol is being served as part of event activities.	Event is held in an onsite licensed establishment including the Tavern and Alere.
Any other activity or large numbers of participants that falls under the definition of an event as per the section 2.0 of the event safety manual .	Staff gathering where no other activity is occurring other than the responsible provision of alcohol, which is already approved under a limited licence permit from Property, Facilities and Development.
	Christmas party at an external licensed establishment such as a hotel or pub which has its own processes in place (i.e. responsible service of alcohol).

Consideration for an activity needs to be given to providing basic activity details for security or other service areas for them to support or be aware of on campus activities outside of licenced venues. This may include number of people, when and where (Security) or space bookings (Concierge) as other events / activities may be using the space.

General information

- General food safety information can be found on the [event safety](#) web page under the food safety.
- As a contingency, all event activities should have a backup plan where there is a possibility running the event in the location or due to weather conditions may require the event to be moved, reduced, rescheduled or cancelled.
- Christmas Events still need to manage health and safety risks - event safety assessment documents can be found on the [event safety](#) web site.
- Organisers of events should continue to remind people not to participate if they have symptoms or test positive to COVID-19. For updates on COVID general information please refer to <https://staff.flinders.edu.au/coronavirus-information>.
- If alcohol is served/ provided it must be done so in line with any permit conditions. A staff member must be nominated to ensure there is responsible service of alcohol.
- Contingency arrangements may need to be considered to ensure people do not drive home under the influence of alcohol.
- Attendees at functions need to be aware that appropriate behaviour is still required at work functions by observing equal opportunity principles including sexual or other forms of harassment.