**This documentation must be kept by the College / Portfolio for 8 years for review/audit purposes. Please use this document to assist with filling out the** [**event safety assessment form**](https://staff.flinders.edu.au/content/dam/staff/documents/whs/event-safety-assessment.pdf)**. Please forward this completed form, after it has been approved by your area, to** **whs@flinders.edu.au** **and** **security@flinders.edu.au** **(and ServiceOne requests for each service required). Refer to the** [**event safety procedures and manual**](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/event-safety) **for more details on timeframes, roles and running an event.**

**Event Name**: Click or tap here to enter text.

**Date & Time of Event:** Click or tap here to enter text.

**Event Locations:** Click or tap here to enter text.

**Event Organiser(s):** Click or tap here to enter text.

**Person Completing Checklist:** Click or tap here to enter text. **Date completed:** Click or tap to enter a date.

**Event Attendance:** Click or tap here to enter text.

**University Support Service Stakeholders Notified (where applicable)**

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|[ ]  WHS (Health and Safety advice and support) |
|[ ]  Property, Facilities and Development (grounds and presentation, maintenance services, bookings, contractors) |
|[ ]  Security (room/area access, parking, traffic management) |
|[ ]  Information and Digital Services (audio visual and computer equipment) |
|[ ]  Office of Communication, Marketing and Engagement (marketing, engagement, sponsorship) |
|[ ]  Flinders University Student Association (clubs and student council events) |
|[ ]  University Insurance (public liability insurance and other insurance enquiries) |
|[ ]  Flinders Living (resident events) |

**Where hazards/issues are identified on this checklist, there should be a corresponding hazard entry on the** [**event safety assessment**](https://staff.flinders.edu.au/content/dam/staff/documents/whs/event-safety-assessment.pdf) **form**

**Note: Comments include any information on how it will be made safe, what will be in place and who will be undertaking that part of the event.**

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| **Response** | **VENUE** | **Comments** (if any) |
| -Select- | Venue size is capable of handling expected event attendance | Click or tap here to enter text. |
| -Select- | Any room bookings are organised | Click or tap here to enter text. |
| **Response** | **ACCESS and EGRESS** | **Comments** (if any) |
| -Select- | Entry and exit areas are clear and easily accessible for staff, expected crowd numbers and emergency services  | Click or tap here to enter text. |
| -Select- | Thoroughfares are well defined, clearly marked and clear ofobstructions (same width as doorways and stairs) | Click or tap here to enter text. |
| -Select- | Emergency access/egress is clear and adequate for evacuation | Click or tap here to enter text. |
| **Response** | **TRAFFIC CONTROL** | **Comments** (if any) |
| -Select- | Clearly defined areas for traffic which are separated from pedestrian areas | Click or tap here to enter text. |
| -Select- | Provisions for safe passage of emergency and other vehicles through pedestrian traffic | Click or tap here to enter text. |
| -Select- | Controlled traffic flow and adequate signage for directions | Click or tap here to enter text. |
| -Select- | Will redirection of traffic be required? | Click or tap here to enter text. |

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| **Response** | **AMENITIES** | **Comments** (if any) |
| -Select- | Adequate provision of toilets, and toilet supplies (i.e. paper, soap etc) and hand washing facilities | Click or tap here to enter text. |
| -Select- | Access toilets available | Click or tap here to enter text. |
| -Select- | Availability of clean fresh water for both event workers and attendees | Click or tap here to enter text. |
| -Select- | Adequate catering facilities, including clean up and food preparation areas | Click or tap here to enter text. |
| **Response** | **SIGNAGE** | **Comments** (if any) |
| -Select- | Adequate, secure signage for entries, exits, toilet facilities, etc | Click or tap here to enter text. |
| -Select- | Signage present for any hazardous areas or chemicals | Click or tap here to enter text. |
| -Select- | Clearly signed first aid and fire extinguisher locations | Click or tap here to enter text. |
| **Response** | **EMERGENCY PROCEDURES** | **Comments** (if any) |
| -Select- | Emergency response plan and control procedures in place | Click or tap here to enter text. |
| -Select- | Nominated key emergency person for the event is chosen and aware of evacuation areas and plan | Click or tap here to enter text. |
| -Select- | Current site maps available to all staff, emergency services and other relevant parties | Click or tap here to enter text. |
| **Response** | **FIRE PREVENTION** | **Comments** (if any) |
| -Select- | Suitable fire extinguishers (e.g. CO2, water, chemical) and blankets are in appropriate areas, tested and in date | Click or tap here to enter text. |
| -Select- | Trained venue personnel are available for extinguisher and blanket use (on campus security for after hours) | Click or tap here to enter text. |
| -Select- | Ignition source areas are kept clear at all times and easily accessible | Click or tap here to enter text. |
| **Response** | **FIRST AID** | **Comments** (if any) |
| -Select- | First aid stations are suitably located, clearly signed and easily accessible for everyone | Click or tap here to enter text. |
| -Select- | First aid facilities are adequate for the type of event being held | Click or tap here to enter text. |
| -Select- | Good means of communication provided between event personnel and first aid stations | Click or tap here to enter text. |
| -Select- | Portable first aid kits are in date and stocked | Click or tap here to enter text. |
| **Response** | **EVENT WORKER, VOLUNTEER and CONTRACTOR TRAINING** | **Comments** (if any) |
| -Select- | Staff and volunteers will undertake a local induction and be trained about the event (site specific) | Click or tap here to enter text. |
| -Select- | Any task, equipment and/or chemical specific training provided for event activities | Click or tap here to enter text. |
| -Select- | Contractors are Flinders University Registered contractors and provide risk assessment documentation for their work activities | Click or tap here to enter text. |
| -Select- | Contractors have been given local induction for the event | Click or tap here to enter text. |
| -Select- | Copies of applications, memos, competencies and any training records are kept by the event organiser | Click or tap here to enter text. |
| **Response** | **LIGHTING** | **Comments** (if any) |
| -Select- | Adequate natural or artificial lighting provided for setting up, conducting and dismantling event | Click or tap here to enter text. |
| -Select- | Portable lighting is tested and in date | Click or tap here to enter text. |
| **Response** | **LIGHTING** | **Comments** (if any) |
| -Select- | Suitable building emergency lighting is available | Click or tap here to enter text. |
| -Select- | Emergency generators with light towers available for outside areas | Click or tap here to enter text. |
| **Will people be performing manual handling (lifting, pulling, pushing, restraining)?** | **-Select-** |
| **Response** | **MANUAL HANDLING** | **Comments** (if any) |
| -Select- | All staff and volunteers are trained to assess each task and use safe technique when lifting | Click or tap here to enter text. |
| -Select- | Loads are delivered as close as possible to area using vehicle and/or mechanical aid (e.g. trolleys, sack trucks) | Click or tap here to enter text. |
| -Select- | Light, small loads and physical aids (assistance from second person or team lift where needed) are used | Click or tap here to enter text. |
| **Is a BBQ being used for this event?** | **-Select-** |
| **Response** | **BBQ SAFETY** | **Comments** (if any) |
| -Select- | BBQ needs matting to avoid leaving residue on the ground grease | Click or tap here to enter text. |
| -Select- | BBQ is in good, working condition before use | Click or tap here to enter text. |
| -Select- | BBQ grease container will be emptied, after cooling and after each cooking session | Click or tap here to enter text. |
| -Select- | Spills will be cleaned up to avoid slips and falls | Click or tap here to enter text. |
| -Select- | BBQ safety guidelines have been read and understood | Click or tap here to enter text. |
| **Will gas cylinders of any nature be required (BBQ, helium, etc)?** | **-Select-** |
| **Response** | **LIQUID PETROLEUM GAS (LPG) CYLINDERS, HEATERS, GAS BARBEQUES AND OTHER GASES** | **Comments** (if any) |
| -Select- | Small gas cylinders used wherever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter | Click or tap here to enter text. |
| -Select- | All cylinders are secured to increase stability | Click or tap here to enter text. |
| -Select- | All cylinders are clear of ignition sources and are in a well ventilated area | Click or tap here to enter text. |
| -Select- | All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date | Click or tap here to enter text. |
| **Will marquees/tents be set up for this event?** | **-Select-** |
| **Response** | **MARQUEES / TENTS** | **Comments** (if any) |
| -Select- | Have the marquees / tents been weighted and tied down? | Click or tap here to enter text. |
| -Select- | Are the weight and tie lines away from main walking areas and thoroughfares? | Click or tap here to enter text. |
| -Select- | Is the set up of the marquees / tents of sturdy construction? | Click or tap here to enter text. |
| **Will any part of the event be outside?** | **-Select-** |
| **Response** | **WEATHER CONDITIONS** | **Comments** (if any) |
| -Select- | Use current Australian Bureau of Meteorology information to ascertain weather conditions [www.bom.gov.au](http://www.bom.gov.au/) | Click or tap here to enter text. |
| **Will any part of the event be outside?** | **-Select-** |
| -Select- | Weather conditions planned for and monitored e.g. partitions, displays and signage well secured for windy conditions, non-slip mats for wet conditions, and shade, sunscreen and water provisions for heat | Click or tap here to enter text. |
| -Select- | Wind speeds are monitored and amusement structure operation ceased in accordance with manufacturer’s specifications (inflatable structures must cease operation when wind speed reaches 40 km per hour) | Click or tap here to enter text. |
| **Will people need to use PPE such as gloves, aprons, ear plugs, goggles, etc?** | **-Select-** |
| **Response** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **Comments** (if any) |
| -Select- | All tasks undertaken by event workers and volunteers are checked for the PPE required | Click or tap here to enter text. |
| -Select- | PPE provided if needed (e.g. gloves, aprons, ear plugs etc.) and is in good condition and working order | Click or tap here to enter text. |
| -Select- | Event workers and volunteers are trained in using, maintaining and storing PPE | Click or tap here to enter text. |
| **Will children be attending this event?** | **-Select-** |
| **Response** | **CHILDREN AT THE EVENT** | **Comments** (if any) |
| -Select- | Provisions in place to ensure children’s safety  | Click or tap here to enter text. |
| -Select- | Activities involving children are supervised | Click or tap here to enter text. |
| -Select- | Appropriate child protection screening has occurred forrelevant event workers | Click or tap here to enter text. |
| **Will there be stall holders?** | **-Select-** |
| **Response** | **STALL HOLDERS** | **Comments** (if any) |
| -Select- | Aware of the activities for each stall holder | Click or tap here to enter text. |
| -Select- | Each stall holder has enough space for their stall | Click or tap here to enter text. |
| -Select- | Stalls do not encroach upon access/egress or walkways | Click or tap here to enter text. |
| -Select- | Stall holders will have a local event induction | Click or tap here to enter text. |
| -Select- | If payment is involved with any stall holder please consult with University Governance, Legal and Risk | Click or tap here to enter text. |
| **Will there be entertainers/performers?**Yes**Will onsite or contracted maintenance services be required?** | **-Select-** |
| **Response** | **ENTERTAINERS / PERFORMERS** | **Comments** (if any) |
| -Select- | Entertainers/performers have enough space to perform their work safely | Click or tap here to enter text. |
| -Select- | Entertainers/performers have allowed enough barriers/space away from the audience for risky activities | Click or tap here to enter text. |
| -Select- | Space has been set aside for change rooms | Click or tap here to enter text. |
| -Select- | Relevant contractor or independent contractor and/or insurance agreement is set before performance | Click or tap here to enter text. |
| -Select- | Entertainers/performers will be locally inducted to the event | Click or tap here to enter text. |
| **Response** | **MAINTENANCE** | **Comments** (if any) |
| -Select- | Qualified and competent maintenance personnel available to undertake any maintenance/repairs required | Click or tap here to enter text. |
| -Select- | Maintenance personnel have a contact person (e.g. event organiser) and means of communicating with them | Click or tap here to enter text. |
| -Select- | If maintenance services are specifically contracted for the event, ensure they are registered contractors with Flinders University | Click or tap here to enter text. |
| **Will portable electrical items be used?** | **-Select-** |
| **Response** | **ELECTRICAL** | **Comments** (if any) |
| -Select- | Residual circuit devices (RCDs) are used where required, including all hand held electrical appliances and tools | Click or tap here to enter text. |
| -Select- | All portable electrical equipment, including leads, are tested, tagged and in date (evidence can be provided if required) | Click or tap here to enter text. |
| -Select- | Adequate protection of the public from electric shock and any trip hazards from cords | Click or tap here to enter text. |
| -Select- | All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water) | Click or tap here to enter text. |
| -Select- | Emergency contact for after hours for electrical issues (i.e. University electrician, site contact) | Click or tap here to enter text. |
| **Will the event affect any utilities or site services such as electricity or water?** | **-Select-** |
| **Response** | **UTILITIES/SITE SERVICES** | **Comments** (if any) |
| -Select- | Location of all site underground services (power/gas /mains etc.) and overhead powerlines identified | Click or tap here to enter text. |
| -Select- | Relevant maintenance and event personnel have maps and are aware of locations | Click or tap here to enter text. |
| **Will ladders be used during the event?** | **-Select-** |
| **Response** | **LADDERS** | **Comments** (if any) |
| -Select- | Ladders meet Australian Standards, well maintained and suitable for the type of work being undertaken | Click or tap here to enter text. |
| -Select- | Assessment of whether work is suitable for a ladder (e.g. can the person maintain three points of contact?) | Click or tap here to enter text. |
| -Select- | Assistance of a second person is provided where required | Click or tap here to enter text. |
| -Select- | Ladder is placed on stable surface and away from being knocked over by doors or people? | Click or tap here to enter text. |
| **Will licenses and permits be required for working at heights, high risk work, council food permits or other activities?** | **-Select-** |
| **Response** | **PERMITS, LICENSING and REGISTRATION** | **Comments** (if any) |
| -Select- | Obtain permits/licences relevant to work (i.e. heights) | Click or tap here to enter text. |
| -Select- | Food stalls – will local council permits be required | Click or tap here to enter text. |
| **Will alcohol be served at this event?** | **-Select-** |
| **Response** | **ALCOHOL** | **Comments** (if any) |
| -Select- | Appropriate liquor permit has been obtained | Click or tap here to enter text. |
| -Select- | Where there are underage attendees, there is a mechanism in place for responsible service of alcohol (i.e. wrist bands, ID checking) | Click or tap here to enter text. |
| -Select- | Provision of water is available where alcohol is served/ provided | Click or tap here to enter text. |
| **Will food be served at this event?** | **-Select-** |
| **Response** | **FOOD SAFETY** | **Comments** (if any) |
| -Select- | Hand washing facilities (either building or temporary) are available for food handling | Click or tap here to enter text. |
| -Select- | Food is maintained at the correct temperature to avoid contamination | Click or tap here to enter text. |
| -Select- | Raw food is kept separate from cooked food. Food storage is maintained using the 2 hour / 4 hour rule for display and disposal | Click or tap here to enter text. |
| **Will platforms or stages be used or setup?** | **-Select-** |
| **Response** | **PLATORMS and STAGING** | **Comments** (if any) |
| -Select- | All seating, corporate boxes, overpasses, fences and main stages are signed off by a certified rigger or scaffolder. An engineer provides assigned certificate to the event organiser prior to any usage to ensure approved engineering and design standards are met | Click or tap here to enter text. |
| -Select- | A person erecting scaffolding more than four metres in height must hold a national certificate of competency (scaffolding ) in order to erect and dismantle | Click or tap here to enter text. |
| -Select- | Platforms are continuously monitored, particularly in extreme weather conditions | Click or tap here to enter text. |
| -Select- | Adequate access and egress around all staging and platforms for patrons and emergency services | Click or tap here to enter text. |
| **Will anyone be working at heights (off of the ground)?** | **-Select-** |
| **Response** | **WORK AT HEIGHTS** | **Comments** (if any) |
| -Select- | University *Working at Heights* permit has been obtained | Click or tap here to enter text. |
| -Select- | Right type of equipment is used for the job (e.g. cherry picker, scissor lift) | Click or tap here to enter text. |
| -Select- | Only certified operators are used if cranes or elevated work platforms (EWPs) are required | Click or tap here to enter text. |
| -Select- | Evidence of compliance can be provided upon request from an authorised person | Click or tap here to enter text. |
| **Will the event activities involve loud noise?** | **-Select-** |
| **Response** | **NOISE** | **Comments** (if any) |
| -Select- | Local Police have been notified of the event details | Click or tap here to enter text. |
| -Select- | Event layout has considered planned location of stages, public address or audio systems | Click or tap here to enter text. |
| -Select- | Noise is restricted or contained for after-hours activities | Click or tap here to enter text. |
| -Select- | Noise/acoustic monitoring is provided (i.e. sound engineer or equipment) | Click or tap here to enter text. |
| -Select- | Noise affected stakeholders are notified of the event details prior to the event (i.e. building occupants, neighbours)  | Click or tap here to enter text. |
| -Select- | Complaints register including any actions taken ismaintained | Click or tap here to enter text. |
| **Will amusement structures/inflatables be used at this event (bouncy castles, amusement rides)?** | **-Select-** |
| **Response** | **AMUSEMENT STRUCTURES/INFLATABLES** | **Comments** (if any) |
| -Select- | Amusements structures are not used or operated unless a current certificate of registration issued by SafeWork SA can be provided. Interstate registrations are not acceptable in SA | Click or tap here to enter text. |
| -Select- | All structures have current certificate of inspection issued by a professional engineer and qualified electrician | Click or tap here to enter text. |
| -Select- | Amusement structure is operated by amusement owner or their workers | Click or tap here to enter text. |
| -Select- | Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons | Click or tap here to enter text. |
| -Select- | There is appropriate fencing surrounding rides | Click or tap here to enter text. |
| -Select- | There are appropriate soft-fall areas (including for **inflatable structures**), anchor points, tie down ropes and weights/ ballast are undamaged and fit for continual use (e.g. can cope with wind and use) | Click or tap here to enter text. |
| -Select- | All support equipment including tie down ropes, weights/ anchorages and blowers are positioned to avoid slips, trips and falls | Click or tap here to enter text. |
| -Select- | Operator monitors prevailing wind conditions and planned shut down if too windy (weather will be monitored) | Click or tap here to enter text. |
| **Will there be portable/mobile signage?** | **-Select-** |
| **Response** | **PORTABLE/MOBILE SIGNAGE** | **Comments** (if any) |
| -Select- | Portable/mobile signage weighted down and/or has mechanisms that lock in place (i.e. A-Frames) | Click or tap here to enter text. |
| -Select- | Position of signage does not block access/egress including walkways, doors and stairs or force people onto roads | Click or tap here to enter text. |
| **Will the event be located in or around gardens and lawn areas?** | **-Select-** |
| **Response** | **GARDEN and LAWNED AREAS** | **Comments** (if any) |
| -Select- | Check watering routines for gardens and lawns do not impact on the event | Click or tap here to enter text. |
| -Select- | Sprinklers and irrigation systems are considered when using heavy equipment or anchoring marquees or structures | Click or tap here to enter text. |
| -Select- | Weights, stakes, vehicle use and other items are checked with site maintenance services before use | Click or tap here to enter text. |
| **Response** | **EVENT IMPACTS and CONTINGENCY PLAN** | **Comments** (if any) |
| -Select- | Other events and their impacts are considered | Click or tap here to enter text. |
| -Select- | Building projects and their impacts are considered for this event | Click or tap here to enter text. |
| -Select- | Contingency plan is documented, when to use and who makes the call to implement (e.g. weather conditions, venue availability, building works, notify attendees, etc) | Click or tap here to enter text. |
| **Are there any other areas of concern not already covered in this list?** | **-Select-** |
|  | Click or tap here to enter text. | Click or tap here to enter text. |