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| **Post-Event Safety Review** | | |
| **Event Name:** | Click here to enter text. | **Date:** Click here to enter a date. |
| **Approximate # of Attendees:** | Click here to enter text. | |
| **Form Completed By:** | Click here to enter text. | |
| **Consulted with:** | Click here to enter text. | |

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| **Are there any issues or observations from the event to note?** |
| No, there is nothing to report  Yes (please use the following table  to document your observations) |

* Events must be reviewed as soon as possible after the event (see [Event Safety Procedures](https://staff.flinders.edu.au/content/dam/documents/staff/policies/health-safety/event-safety-procedures.pdf)).
* Reviewing events can identify any issues or unplanned occurrences that may have occurred, and also if there anything that worked well or any suggestions for improvement for any future events.
* Issues may relate to safety, access/egress, room suitability, set-up, hazards or anything else that could impact the event.

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| **Review source (i.e. stakeholder, event organiser)** | **Issue / Observation**  **(including stakeholder feedback, what worked well)** | **What improvements can be made?** |
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**This documentation must be kept by the Local Area for 8 years for review/audit purposes and filed with the documents for the event.**