

RISK ASSESSMENT / SAFETY CHECKLIST For Events

USC has a duty to provide a safe and healthy environment for those visiting USC to the extent that it is reasonably practical. To ensure USC provides a safe and healthy environment, any individual or group within USC organising an event of any nature or size, **MUST** complete a risk assessment for this event.

A risk assessment is designed to:

- consider all foreseeable hazards and detail the controls used to eliminate or reduce the risk of those hazards
- detail how an emergency during the event will be handled
- be approved by at least one senior member of staff from that department

The checklist below has been developed as a basic event risk assessment to ensure that controls are in place to eliminate or minimise risks at an event. Given the nature of the event you are organising, some of the controls in this checklist will not be relevant and others may require more detail than given here. All will require additional details regarding an emergency plan for the event. This checklist, the event emergency plan and any additional information should be submitted to your supervisor or a senior member of staff from your department for approval.

Name/description of event: _____

Date of event: _____

Activity/task/hazard	Yes	No / NA	Additional controls
Bump in/Bump out			
Plan/timetable developed to stagger arrival and set up times	<input type="checkbox"/>	<input type="checkbox"/>	
Site plan developed – clearly defined areas for vendors	<input type="checkbox"/>	<input type="checkbox"/>	
Restrict access to essential personnel during set up	<input type="checkbox"/>	<input type="checkbox"/>	
Vendors/Contractors provided with Map and bump in instructions, including: <ul style="list-style-type: none"> • Access and exit points • No vehicle areas/zones • Parking during set up • Speed limits 	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic and parking			
Restricted pedestrian access during set up	<input type="checkbox"/>	<input type="checkbox"/>	
Provision of access for emergency vehicles and personnel	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic management if required (give details)	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic management staff to wear high visibility vests	<input type="checkbox"/>	<input type="checkbox"/>	
Clear signage	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate parking facilities for people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	
Parking attendants required	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel and Contractor Management			
All Contractors have been provided with appropriate Contractor Induction guide	<input type="checkbox"/>	<input type="checkbox"/>	
All Contractors and their workers have completed appropriate online contractor induction module	<input type="checkbox"/>	<input type="checkbox"/>	
All personnel and Contractors aware of event emergency management plan	<input type="checkbox"/>	<input type="checkbox"/>	
All personnel and Contractors have contact details for: <ul style="list-style-type: none"> • Event Manager • USC Security • USC HR Officer (HSW) 	<input type="checkbox"/>	<input type="checkbox"/>	

USC EVENT SAFETY CHECKLIST

Activity/task/hazard	Yes	No / NA	Additional controls
Contractors have submitted risk assessments (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Safe Work Method Statement required for any high-risk work (eg if there is a potential to fall greater than 2m)	<input type="checkbox"/>	<input type="checkbox"/>	
All contractors have received a site induction	<input type="checkbox"/>	<input type="checkbox"/>	
Event personnel (employees and volunteers) have completed appropriate online inductions: <ul style="list-style-type: none"> Employees – Emergency Procedures and WHS for Staff Volunteers – WHS for students, visitors, volunteers and low-risk contractors 	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel and Contractors have been provided with a copy of the event emergency plan	<input type="checkbox"/>	<input type="checkbox"/>	
Vendor and Performers Management			
All vendors have appropriate insurance	<input type="checkbox"/>	<input type="checkbox"/>	
All food vendors hold appropriate food licence/permit – licence displayed	<input type="checkbox"/>	<input type="checkbox"/>	
If alcohol is to be served: <ul style="list-style-type: none"> Alcohol licence obtained and displayed At least one person responsible for the service of alcohol must be trained in "Responsible Service of Alcohol" (RSA) All RSA guidelines are to be followed 	<input type="checkbox"/>	<input type="checkbox"/>	
All vendors have done USC online module – "WHS for students, visitors, volunteers and low-risk Contractors"	<input type="checkbox"/>	<input type="checkbox"/>	
Vendors are given site map indicating: <ul style="list-style-type: none"> Emergency pathways Emergency Evacuation Assembly Point (EEAP) Location of amenities 	<input type="checkbox"/>	<input type="checkbox"/>	
All vendors are provided with event emergency plan	<input type="checkbox"/>	<input type="checkbox"/>	
All vendors have contact details for: <ul style="list-style-type: none"> Event Manager USC Security USC HR Officer (HSW) 	<input type="checkbox"/>	<input type="checkbox"/>	
Any vendor or performer whose activities may potentially place themselves or others at risk have submitted their own risk assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Event signage			
Access and egress points are clearly signed	<input type="checkbox"/>	<input type="checkbox"/>	
Any restricted entry areas are adequately signed	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency exit pathways are clearly signed (indoor events)	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency assembly areas are adequately signed	<input type="checkbox"/>	<input type="checkbox"/>	
Site maps available	<input type="checkbox"/>	<input type="checkbox"/>	
Set-up/assembly			
Restricted public access during set up	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment installed in accordance with manufacturer's guidelines	<input type="checkbox"/>	<input type="checkbox"/>	

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All free standing objects (marquees, pin boards etc) are weighted and/or secured	<input type="checkbox"/>	<input type="checkbox"/>	
Qualified, experienced Contractors used for equipment assembly	<input type="checkbox"/>	<input type="checkbox"/>	
Amenities			
Sufficient toilets and hand washing facilities for expected number of attendees	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate amenities provision for people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate drinking water available for attendees	<input type="checkbox"/>	<input type="checkbox"/>	
Power			
USC approved electrician used for electrical set up	<input type="checkbox"/>	<input type="checkbox"/>	
All portable electrical equipment/tools, leads and power boards tested and tagged as required	<input type="checkbox"/>	<input type="checkbox"/>	
No daisy chaining of extension cords and power boards	<input type="checkbox"/>	<input type="checkbox"/>	
Leads connections etc are protected from weather or any other liquid	<input type="checkbox"/>	<input type="checkbox"/>	
All leads secured	<input type="checkbox"/>	<input type="checkbox"/>	
Leads/cables not to be placed across thoroughfares	<input type="checkbox"/>	<input type="checkbox"/>	
Generators, if used, safely positioned and access to area restricted – Location approved by USC Fire Safety Advisor (FSA)	<input type="checkbox"/>	<input type="checkbox"/>	
Slips trips and falls			
Pathways and thoroughfares kept free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	
Site assessment/inspection to identify trip hazards – plan set up to avoid trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	
Signage where necessary	<input type="checkbox"/>	<input type="checkbox"/>	
Noise			
Noisy activities are planned for time of least disturbance of other activities	<input type="checkbox"/>	<input type="checkbox"/>	
People who may be affected by nuisance noise have been alerted to time and duration of noise	<input type="checkbox"/>	<input type="checkbox"/>	
Security			
Security have been kept informed about event	<input type="checkbox"/>	<input type="checkbox"/>	
Any activity which may produce smoke, fire or dust has been reported to Security prior to the event	<input type="checkbox"/>	<input type="checkbox"/>	
The requirement for additional fire fighting equipment has been communicated to Security/Facilities Management (FM)	<input type="checkbox"/>	<input type="checkbox"/>	
Waste management			
Adequate bins have been provided	<input type="checkbox"/>	<input type="checkbox"/>	
Increased bin emptying has been arranged through FM	<input type="checkbox"/>	<input type="checkbox"/>	

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Manual handling			
All personnel involved in manual handling have received appropriate training	<input type="checkbox"/>	<input type="checkbox"/>	
Trolleys available for the movement of heavy items	<input type="checkbox"/>	<input type="checkbox"/>	
Fall from heights			
All ladders meet Australian Standards	<input type="checkbox"/>	<input type="checkbox"/>	
All ladders used are secured or have a lookout	<input type="checkbox"/>	<input type="checkbox"/>	
Only licenced users to operate or be on elevated platforms	<input type="checkbox"/>	<input type="checkbox"/>	
If there is a risk of falling more than 2m a Safe Work Method Statement must be submitted	<input type="checkbox"/>	<input type="checkbox"/>	
Weather			
Australian Bureau of Meteorology web site (www.bom.gov.au) is accessed to check for forecast adverse weather events	<input type="checkbox"/>	<input type="checkbox"/>	
An extreme weather contingency has been planned (eg cancellation, postponement, venue change etc)	<input type="checkbox"/>	<input type="checkbox"/>	
Sun and heat exposure			
Provision of undercover areas (for shade)	<input type="checkbox"/>	<input type="checkbox"/>	
USC workers (including Contractors) and volunteers working outside required to wear sun safe clothing and sunscreen	<input type="checkbox"/>	<input type="checkbox"/>	
Provision of sunscreen for outdoor workers	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor workers rotated to avoid prolonged exposure to sun and heat	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate drinking water available	<input type="checkbox"/>	<input type="checkbox"/>	
First aid officers on site	<input type="checkbox"/>	<input type="checkbox"/>	
Amusement devices/rides			
The owner or operator must provide current: <ul style="list-style-type: none"> Plant registration certificate Maintenance/inspection certificate 	<input type="checkbox"/>	<input type="checkbox"/>	
Occupancy limits (indoor events)			
Occupancy limit for the venue has been checked and is appropriate for expected number of attendees	<input type="checkbox"/>	<input type="checkbox"/>	
Bites sting envenomation			
Grass and grounds maintained	<input type="checkbox"/>	<input type="checkbox"/>	
Trained first aid officers on site	<input type="checkbox"/>	<input type="checkbox"/>	
Venomous snake removal procedure (ring Security 1122)	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency planning			
Event personnel have completed necessary emergency procedures training	<input type="checkbox"/>	<input type="checkbox"/>	
Event emergency plan has been documented and communicated to all event personnel (including method of communication in the event of emergency – especially for outdoor event)	<input type="checkbox"/>	<input type="checkbox"/>	

USC EVENT SAFETY CHECKLIST

Activity/task/hazard	Yes	No / NA	Additional controls
USC Security have been provided with copy of event emergency plan	<input type="checkbox"/>	<input type="checkbox"/>	
General emergency information communicated in public address	<input type="checkbox"/>	<input type="checkbox"/>	
Event attendees given USC HSW web address in event information/invitations – www.usc.edu.au/hsw	<input type="checkbox"/>	<input type="checkbox"/>	
General			
FM are aware of event	<input type="checkbox"/>	<input type="checkbox"/>	
HR HSW are aware of event	<input type="checkbox"/>	<input type="checkbox"/>	
There is a procedure for lost children	<input type="checkbox"/>	<input type="checkbox"/>	
Cash handling procedures in place	<input type="checkbox"/>	<input type="checkbox"/>	
Local police have been informed of the event	<input type="checkbox"/>	<input type="checkbox"/>	
If the event, or part thereof, is likely to effect the surrounding community – they have been informed	<input type="checkbox"/>	<input type="checkbox"/>	
Contractors and vendors aware that their equipment is their own responsibility (even when left on campus overnight or out of business hours)	<input type="checkbox"/>	<input type="checkbox"/>	
Event specific hazards			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Checklist/risk assessment completed by:	
Signature:	Date:
Approved by:	
Name:	Signature:
Position:	