# **RISK ASSESSMENT – EVENT CHECKLIST TEMPLATE**

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| --- | --- | --- | --- |
| Activity/task/hazard | Yes | No / NA | Additional controls |
| Bump in/Bump out | | | |
| Plan/timetable developed to stagger arrival and set up times |  |  |  |
| Site plan developed — clearly defined areas for:  Vendors  Sponsors  Registration  Program component <Name>  Catering  <Other> |  |  |  |
| Restrict access to essential personnel during set up |  |  |  |
| Vendors/Contractors/Relevant Personnel provided with Map and bump in instructions, including:  Access and exit points  No vehicle areas/zones  Parking during set up  Speed limits |  |  |  |
| Traffic and parking | | | |
| Restricted pedestrian access during set up |  |  |  |
| Provision of access for emergency vehicles and personnel |  |  |  |
| Traffic management if required (give details) |  |  |  |
| Traffic management staff to wear high visibility vests |  |  |  |
| Clear signage |  |  |  |
| Adequate parking facilities for people with disabilities |  |  |  |
| Parking attendants required |  |  |  |
| Personnel and Contractor Management | | | |
| All Contractors have been provided with appropriate Contractor Induction guide |  |  |  |
| All Contractors and their workers have completed appropriate online contractor induction module (if applicable) |  |  |  |
| All personnel and Contractors aware of event emergency management plan |  |  |  |
| All personnel and Contractors have contact details for:   * Event Coordinator * Security * <Other> |  |  |  |
| Contractors have submitted risk assessments (if applicable) |  |  |  |
| Safe Work Method Statement required for any high-risk work |  |  |  |
| All contractors and relevant personnel have received a site induction |  |  |  |
| Event personnel (employees and volunteers) have completed appropriate online inductions:   * Employees – Emergency Procedures and WHS for Staff * Volunteers – WHS for students, visitors, volunteers and low-risk contractors |  |  |  |
| Personnel and Contractors have been provided with a copy of the event emergency plan |  |  |  |
| Vendor and Performers Management | | | |
| All vendors/performers have appropriate insurance |  |  |  |
| All food vendors/performers hold appropriate food license/permit – license displayed |  |  |  |
| If alcohol is to be served:   * Alcohol license 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 |  |  |  |
| Vendors/Performers are given site map indicating:   * Emergency pathways * Emergency Evacuation Assembly Point (EEAP) * Location of amenities |  |  |  |
| All vendors/performers are provided with an event emergency plan |  |  |  |
| All vendors/performers have contact details for:   * Event Coordinator * Security * <Other> |  |  |  |
| Any vendor or performer whose activities may potentially place themselves or others at risk have submitted their own risk assessment |  |  |  |
| Event signage | | | |
| Access and exits points are clearly signed |  |  |  |
| Any restricted entry areas are adequately signed |  |  |  |
| Emergency exit pathways are clearly signed (indoor events) |  |  |  |
| Emergency assembly areas are adequately signed |  |  |  |
| Site maps available |  |  |  |
| Set-up/assembly | | | |
| Restricted public access during set up |  |  |  |
| Equipment installed in accordance with manufacturer’s guidelines |  |  |  |
| All free-standing objects (marquees, pinboards etc) are weighted and/or secured |  |  |  |
| Qualified, experienced Contractors used for equipment assembly |  |  |  |
| Amenities | | | |
| Sufficient toilets and handwashing facilities for the expected number of attendees |  |  |  |
| Adequate amenities provision for people with disabilities |  |  |  |
| Adequate drinking water available for attendees |  |  |  |
| Power | | | |
| Approved electrician used for electrical set up |  |  |  |
| All portable electrical equipment/tools, leads and power boards tested and tagged as required |  |  |  |
| No daisy-chaining of extension cords and power boards |  |  |  |
| Leads connections etc are protected from weather or any other liquid |  |  |  |
| All leads secured |  |  |  |
| Leads/cables not to be placed across thoroughfares |  |  |  |
| Generators, if used, safely positioned and access to area restricted — Location approved by USC Fire Safety Advisor (FSA) |  |  |  |
| Slips trips and falls | | | |
| Pathways and thoroughfares kept free of trip hazards |  |  |  |
| Site assessment/inspection to identify trip hazards — plan set up to avoid trip hazards |  |  |  |
| Signage where necessary |  |  |  |
| Noise | | | |
| Noisy activities are planned for time of least disturbance of other activities |  |  |  |
| People who may be affected by nuisance noise have been alerted to the time and duration of noise |  |  |  |
| Security | | | |
| Security has been kept informed about the event |  |  |  |
| Any activity which may produce smoke, fire or dust has been reported to Security prior to the event |  |  |  |
| The requirement for additional firefighting equipment has been communicated to Security/Facilities Management (FM) |  |  |  |
| Waste management | | | |
| Adequate bins have been provided |  |  |  |
| Increased bin emptying has been arranged |  |  |  |
| Manual handling | | | | |
| All personnel involved in manual handling have received appropriate training |  |  |  | |
| Trolleys available for the movement of heavy items |  |  |  | |
| Fall from heights | | | | |
| All ladders meet Australian Standards |  |  |  | |
| All ladders used are secured or have a lookout |  |  |  | |
| Only licensed users to operate or be on elevated platforms |  |  |  | |
| If there is a risk of falling more than 2m a Safe Work Method Statement must be submitted |  |  |  | |
| Weather | | | | |
| Australian Bureau of Meteorology website ([www.bom.gov.au](http://www.bom.gov.au/) ) is accessed to check for forecast adverse weather events |  |  |  | |
| An extreme weather contingency has been planned (eg cancellation, postponement, venue change etc) |  |  |  | |
| Sun and heat exposure | | | | |
| Provision of undercover areas (for shade) |  |  |  | |
| Event workers (including Contractors) and volunteers working outside required to wear sun-safe clothing and sunscreen |  |  |  | |
| Provision of sunscreen for outdoor workers |  |  |  | |
| Outdoor workers rotated to avoid prolonged exposure to sun and heat |  |  |  | |
| Adequate drinking water is available |  |  |  | |
| First aid officers on site |  |  |  | |
| Amusement devices/rides | | | | |
| The owner or operator must provide current:   * Plant registration certificate * Maintenance/inspection certificate |  |  |  | |
| Occupancy limits (indoor events) | | | | |
| The occupancy limit for the venue has been checked and is appropriate for the expected number of attendees |  |  |  | |
| Bites sting envenomation | | | | |
| Grass and grounds maintained |  |  |  | |
| Trained first aid officers on site |  |  |  | |
| Venomous snake removal procedure |  |  |  | |
| Emergency planning | | | | |
| Event personnel have completed necessary emergency procedures training |  |  |  | |
| 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) |  |  |  | |
| Security have been provided with copy of event emergency plan |  |  |  | |
| General emergency information communicated in public address |  |  |  | |
| Event attendees given <Add> web address in event information/invitations — [<Add](http://www.usc.edu.au/hsw) website link> |  |  |  | |
| General | | | | |
| Council aware of event |  |  |  | |
| Neighbours aware of event |  |  |  | |
| There is a procedure for lost children |  |  |  | |
| Cash handling procedures in place |  |  |  | |
| Local police have been informed of the event |  |  |  | |
| If the event, or part thereof, is likely to effect the surrounding community — they have been informed |  |  |  | |
| Contractors and vendors aware that their equipment is their own responsibility (even when left on campus overnight or out of business hours) |  |  |  | |
| Event specific hazards | | | | |
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