# **RISK ASSESSMENT – EVENT CHECKLIST TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 pointsNo vehicle areas/zonesParking during set upSpeed 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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|  |[ ] [ ]   |