



Event Safety Management

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Event Safety Management

In our sectors, this could include:

- ▶ Community events
- ▶ Fetes or Galas
- ▶ Fundraisers
- ▶ Working bees
- ▶ Liturgical functions
- ▶ Sports Days
- ▶ Disco's

Who are the Stakeholders?

- ▶ Event organisers
- ▶ Workers (includes volunteers & contractors)
- ▶ Service & contractor providers (e.g. catering, amusement structures and equipment)
- ▶ Parents and friends groups
- ▶ Emergency services
- ▶ Local council (where applicable)
- ▶ Regulators (SafeWork SA, OTR where applicable)
- ▶ Community

The most exciting event – the Paper Trail



- ▶ Event planning documents
- ▶ Event risk register or risk control plan
- ▶ Event site and utility maps
- ▶ Emergency procedures
- ▶ Induction and training records
- ▶ Copies of permits, license and certificates
- ▶ Contractor agreements forms / SWMS
- ▶ Certificates of currency for insurances
- ▶ CCI – check you site has adequate insurance for the event

Planning and Preparation

- ▶ The Event Safety Checklist from SafeWork SA is a useful tool
- ▶ Seek assistance from your WHS Consultant
- ▶ Event Planning Template

EVENT SAFETY CHECKLIST

(SMALL TO MEDIUM SIZED COMMUNITY EVENTS)



PLANNING AND PREPARATION

Planning is an essential part of event success. When planning your event it is important to remember that each event is different, from the type and number of people attending to the nature of the event.

The Event Safety Checklist is a guide to many of the issues that must be considered when planning an event. Depending on the nature of your event some of these issues may require more detailed attention.






ACCESS AND EGRESS

- ☐ Entry and exit areas are clear and easily accessible for staff and expected crowd numbers
- ☐ Entry and exit areas are adequate for emergency exit and emergency services
- ☐ Thoroughfares are well defined and clearly marked

TRAFFIC FLOW

- ☐ Clearly defined areas for traffic which are separated from pedestrian areas
- ☐ Provisions for safe passage of emergency and other vehicles through pedestrian traffic
- ☐ Controlled traffic flow and adequate signage for directions

AMENITIES

- ☐ Adequate provision of toilets and hand washing facilities
- ☐ Availability of clean fresh water for both staff and attendees
- ☐ Adequate catering facilities, including clean up and food preparation areas

SIGNAGE

- ☐ Adequate signage for entries, exits, toilet facilities etc.
- ☐ Signage for any hazardous areas or substances
- ☐ Clearly signed first aid and fire extinguisher locations

MAINTENANCE

- ☐ Qualified and competent maintenance personnel available to undertake any repairs required
- ☐ Maintenance personnel have a contact person (e.g. event co-ordinator) and means of communicating with them
- ☐ Records of any maintenance undertaken kept for future reference

FIRE PREVENTION

- ☐ Suitable fire extinguishers (e.g. CO₂, water, chemical) and blankets are in appropriate areas, tested and in date
- ☐ Personnel are trained in extinguisher and blanket use
- ☐ Ignition source areas are kept clear at all times and easily accessible

EMERGENCY PROCEDURES

- ☐ Emergency response plan in place
- ☐ Emergency response team trained to carry out plan
- ☐ Current site maps available to all staff, emergency services and other relevant parties

FIRST AID

- ☐ First aid stations are suitably located, clearly signed and easily accessible for everyone
- ☐ First aid facilities are adequate for the type of event being held
- ☐ Good means of communication provided between event personnel and first aid stations

Hazards for Events

Potential hazards may include:

- ▶ Electricity/gas
- ▶ Hazardous manual tasks
- ▶ Access/egress
- ▶ Food handling
- ▶ Consumption of alcohol
- ▶ Weather
- ▶ Noise
- ▶ Slips, trips & falls
- ▶ Traffic management
- ▶ Amusement structures
- ▶ Marquees/grand stands
- ▶ Fireworks
- ▶ Security/fencing/unwanted personnel



Electrical issues

- ❑ All electrical items brought onto site must be tested and evidence of testing must be available (tags on cords or records)
- ❑ Weatherproof fittings be placed around connections exposed to the weather
- ❑ Leads, extension cords etc must be appropriately secured, covered to not create trip hazards
- ❑ Residual Current Devices (RCD's) must be used if not fitted at main switchboard and checked before use.
- ❑ Any temporary electrical work to be done by licensed electrician and a Certificate of Compliance (COC) issued (e.g. temporary switchboards that may be set up)

Gas issues

ALL gas cylinders must:

- ☐ be within 10 year test period (stamped on neck of bottle)
- ☐ be placed outside of tents (food stalls generally)
- ☐ be secured
- ☐ not be blocking any exits
- ☐ be on a level, non-combustible surface
- ☐ need to ensure that a suitable fire extinguisher is readily available
- ☐ Visual inspection of all hoses to ensure no leaks

EVENT SAFETY MANAGEMENT BEFORE

- Planning
- Form working parties/sub-committees
- Liaise with external stakeholders
- Contingency Plan
- Leadership Group
- Hazard Management structure
- Induction & training
- Communication
- Documentation
- Identification/Visibility
- Permits/Licenses
- Develop local checklists
- Site Plans/Running Sheets
- Bump In/Bump Out = Contractor involvement
- Event Signage
- Access/Egress
- Power Requirements
- Gas Regulations
- Water Requirements
- Amenities/Waste Management
- Volunteers



EVENT SAFETY MANAGEMENT DURING

- General Monitoring
- Gophers/Runners
- Ongoing liaison with external stakeholders
- Update contingency plans
- Review Hazard Management structure
- Review SOP/Procedures
- Seek feedback from personnel
- Confirm communication system is working
- Access/Egress
- Power Requirements
- Gas/Water requirements
- Amenities – Operable & Well Stocked
- Staff/Volunteers Breaks/Rotation/Coverage
- Waste Management
- Security Checks
- Cash handling
- Documentation



EVENT SAFETY MANAGEMENT AFTER

- Debrief with
 - external stakeholders
 - Staff/volunteers
 - Contractors
- Review
 - Contingency Plan
 - Hazard Management structure
 - Induction
 - Training
 - Communications
 - Bump-in/Bump Out
 - Amenities/Utilities
- Analyse
 - Hazard Reports
 - Incident Reports
 - Contractor Performance



EVENT SAFETY MANAGEMENT

Areas of specific interest – Higher Risk/Licensed

- Special effects – Fireworks/Bands etc
- Amusement rides incl. Jumping Castles
- Animal Show and/or Livestock Display
- Large Crowds – Limited Space
- Provision/Access to Alcohol
- High Risk Guests
- Unfamiliar Plant/Equipment – e.g. Dingos/Generators/Bob Cats etc



EVENT SAFETY MANAGEMENT

Requirements for certain high-risk plant and equipment

- Amusement structures

Prime responsibility is with plant owner:

EVENT ORGANISERS HAVE OBLIGATIONS TOO

- Always obtain a copy of the CURRENT SafeWork SA plant registration certificate before allowing the plant owner to operate the amusement ride.
- Always obtain a copy of the current Engineers Inspection Statement.
- Plant operators must have a current, and up to date, log book. (logbook must be kept with amusement ride).



Emergency Management Plan

No matter what the size of your event is, an Emergency Management Plan must be developed and implemented.

It may be a simple one page document (attached with the risk assessment) or a comprehensive booklet.

Sample Emergency Management Plan



Incident Notification – Part 3

- ▶ cl 35 – what is a *notifiable incident*
- ▶ cl 36 – what is a *serious injury or illness*
- ▶ cl 37 – what is a *dangerous incident*

Further information is available in your handout
“SafeWork SA FAQ: Incident Notification”



Incident Notification

- ▶ ALL worksites are required to ring their CSH&W SA WHS Consultant. The WHS Consultant will then advise of what action is required and will make the necessary phone calls.
- ▶ After-hours, ring Kathy Grieve (Executive Manager – CSHWSA) on **0438 396 062**
- ▶ cl 39 Duty to preserve incident sites – **DO NOT ALTER** the scene until given instruction by your WHS Consultant or a SafeWork SA Inspector



Police Check

- ▶ Further information can be obtained from *Police Check Unit*

Do I need a Liquor Licence?

- ▶ If liquor will be sold, you will need a limited licence.
- ▶ Further information can be obtained at www.cbs.sa.gov.au

Regulating Agency: South Australian Office of the Liquor and Gambling Commissioner



Will raffle tickets be sold?

- ▶ YES – Raffles are classified by all Australian States and Territories as ‘gaming’ and, alongside casinos and licensed clubs, raffles are subject to regulation designed to protect the consumer, and the people conducting the gaming

Regulating Agency: South Australian Office of the Liquor and Gambling Commissioner



Will raffle tickets be sold? Cont...

▶ Key Features:

- Organisations do not need a license to conduct a Minor Lottery (i.e. one where the total prize pool value is \$5,000 or less). A license is required for a Major Lottery (i.e. one where the prize pool value exceeds \$5,000).
- A child under the age of 15 years is not permitted to sell tickets in a minor or major lottery unless accompanied by an adult.



Further information

- Catholic Safety Health and Welfare SA www.cshwsa.org.au
- SafeWork SA www.safework.sa.gov.au
- SafeWork Australia www.safeworkaustralia.gov.au/sites/SWA
- Comcare www.comcare.gov.au
- <http://www.fundraisingdirectory.com.au/south-australian-raffle-rules>
- <http://www.olgc.sa.gov.au/default.asp?page=Lottery.Forms.Forms.htm&menu=lottery>
- Consumer and Business Services
<http://www.cbs.sa.gov.au/wcm/licensing-and-registration/liquor-and-gambling/online-applications/>

