

Shire of Cocos (Keeling) Islands

EVENT SAFETY & PLANNING CHECKLIST

LEGAL OBLIGATIONS, PLANNING AND PREPARATION

Event organisers have a duty of care under the WH & S Act to provide a safe working environment and to ensure public safety.

Under this legislation, event organisers must ensure that people are not exposed to risks to their health and safety.

CONSULTATION WITH STAKEHOLDERS

Stakeholders in any event include: event organisers; volunteers, service and contract providers e.g.: *catering, amusement device owners /operators*; emergency services; Shire Facilities Management (*re: services, maintenance, rubbish/waste removal and cleaning, space bookings, parking and vehicle movements*); Security, transport providers; external regulators (Australian Federal Police, LINX, Indian Ocean Territories Administration etc and the general public who attend the event.

Proactive planning by event organisers means nothing should be left to chance. Using a systematic process of identification, assessment and control, relevant safety risks can eliminate or minimise the risk of untoward outcome for the event and the organiser.

Planning the 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.

Good planning means being prepared well in advance and ensuring that safety is a priority throughout the event, including initial pre-event set up (bump in) and dismantle (bump out).

These **Event Safety and Administrative Checklists** will provide a guide to many of the issues to be considered when organising your event. Depending on the nature of your event some of these issues may require more detailed assessment and provision of information to the Shire of Cocos (Keeling) Islands Executive Management prior to going ahead.

The completed and signed checklists with additional risk control plans must be provided to the Shire at least 14 days prior to the event to allow sufficient time for review and authorisation.

Event Details

Event Name:			
Event Description			
Campus:			
Proposed Venue or Location (description)			
Location Address:			
Proposed Event Date/s:	From:	To:	
Estimated attendance:			
Total Attendance (multi-day events):			

Event Organiser Details

Group:			
Address:			
Main Contact Person:			
Position:			
Phone:		Fax:	
Mobile		Email	

Key Event Contacts *Complete with all relevant contacts - internal and external*

Name	Role	Responsibility	Contact details
	Event Manager (if different from above)	Overall responsibility for event	
	Health & Safety	Risk assessments, legal compliance, fire points, site inspections	

Other Key Contacts

Suppliers

E.g.: marquees, catering etc

Organisation	Contact name	Service	Contact details	Notes

Authorities (fire, police, first aid etc)

Organisation	Contact name	Service	Contact details	Notes

Artists / Entertainment

Organisation	Contact name	Service	Contact details	Notes

Venue Contact Details -Internal and External Venues

Name:	Email:
Phone:	Mobile:
Venue Contact Date	Venue contact method:
Venue Paperwork sent:	Venue hire response:

Additional requirements/negotiations:

Event Task List

Production Schedule event: *PRIOR TO EVENT DAY*

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

Production Schedule event – *EVENT DAY*

Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

Production Schedule event – *POST EVENT*

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

Public Liability Insurance

Please attach a copy of the certificate of currency

Group:	Certificate attached ?	Yes. ^(tick)		Date of issue :
Group:	Certificate attached ?	Yes. ^(tick)		Date of issue :
Group:	Certificate attached ?	Yes. ^(tick)		Date of issue :
Group:	Certificate attached ?	Yes. ^(tick)		Date of issue :

Event Site and Safety Plan:

- Details of the requested location of facilities and activities must be presented as part of the Event.
- Site Maps must be included for planning location of the event include nearby facilities or attach other maps of commonly used areas.
- The following checklist will provide prompts for what should be considered for the event, and which must be addressed in your event organising process. It will also enable to document your event safety plan at the same time.
- While the safety checklist covers the most common and typical WH & S issues that arise during event management, it is not completely exhaustive.
- Event organisers should identify, assess and control **any additional hazards/risks** for each event, and document this information on the **Risk Assessment pages – Appendix 1 – Risk Management**.

Safety Checklist for Events:

Hazards/ Issues or Tasks	Applies/ Checked	Additional Actions required
1. EVENT ACCESS AND EGRESS		
Entry / Exit areas are clear and accessible for staff and expected attendees		
Entry / Exit area are adequate for emergency exit and emergency services		
Thoroughfares are well defined and clearly marked		

2. TRAFFIC FLOW	Applies/ Checked	Additional Actions required
Clearly defined areas/paths for traffic – <u>separated</u> from pedestrian thoroughfare		
Provision for safe passage of emergency / other vehicles through pedestrian traffic		
Controlled traffic flow and adequate signage for traffic erected		
Traffic management staff wear appropriate high visibility protection and carry communication devices		
Adequate parking areas to cater for the expected vehicle numbers attending the event		
Adequate training of traffic management staff, and are traffic management staff are positioned in the correct location as planned		
All Necessary permits and certification/licensing for traffic management obtained.		

3. AMENITIES	Applies/ Checked	Additional Actions required
Adequate provision /location of toilets and hand washing facilities -		
Availability of drinking water for staff and attendees		
Adequate facilities for food catering preparation and clean up		
Adequate shade from sun / availability of sunscreen as required for staff or attendees		

4. EVENT SIGNAGE	Applies/ Checked	Additional Actions required
Adequate signage for entries, exits, toilets facilities, waste or recycling bins etc		
Adequate signage for any hazardous /restricted areas		
Clearly signed First Aid services and fire extinguisher locations		
Adequate signage for Muster Points		

5. EVENT EMERGENCY PROCEDURES		Applies/ Checked	Additional Actions required
Emergency Response Plan documented and in place			
Emergency Response personnel trained to carry out plan for event emergency			
Current site maps available to all staff, emergency services and other relevant parties			
6. FIRE PREVENTION		Applies/ Checked	Additional Actions required
Suitable fire extinguishers / fire blankets are in appropriate areas, tested and in date			
Event personnel are trained in extinguisher / fire blanket use where appropriate			
All staff and volunteers are aware of the fire evacuation procedures relevant to the planned event			
All Shire events will be a SMOKE FREE EVENT			
7. FIRST AID		Applies/ Checked	Additional Actions required
First Aid Stations suitably located, clearly signed and accessible			
First Aid facilities suitable for type of event			
Effective means of communication provided between event personnel and First Aid facilities or personnel			
8. MAINTENANCE		Applies/ Checked	Additional Actions required
Qualified and competent personnel to undertake maintenance/repairs			
Maintenance personnel have been notified and have Event Coordinator contact details and means of communicating (i.e. Two-way radio or Mobile Phone)			
Records kept of any maintenance undertaken			
9. ELECTRICAL POWER/ GENERATORS			
Power access required?	Yes:	No:	
Details of power required	Generator	3 phase	240V
Contact details for power:			
Facilities Management	Name:	Phone	

Electrical:	Name:		Phone	
Generator Hire:	Name:		Phone	
Power site plan attached:	Yes:	No:		
Other:			Applies/Checked	Additional Actions required
Portable Residual circuit devices (RCDs) are used where required				
No double adapters or piggy back plugs are used.				
All portable (Specified) electrical equipment including power leads, power boards have been inspected and tested in accordance with Electrical Safety Regulation. <i>(Double insulated – annually, not double insulated – every 6 months)</i>				
All portable (Specified) electrical equipment including power leads, power boards are connected to a Type 1 or 2 Safety Switch.				
Adequate protection of the public from electric shock and any trip hazards				
All electrical leads and electrical equipment are placed in safe locations, e.g. <i>on top of unstable surfaces, across pathways</i>				
All leads, plugs, etc are protected from the weather and hazards such as water or other liquids, etc				
Generators (if used) are placed in a safe location and are fenced or sectioned off from the public. Exhaust gas is vented to an open area.				
10. UTILITIES / SITE SERVICES			Applies/Checked	Additional Actions required
Location of all site underground services (power/gas/electrical services /mains etc) and overhead power lines have been identified				
Relevant personnel or contractors have maps or information identifying site underground and overhead services				
Any unsafe or restricted areas are communicated to the Event Coordinator				
Additional or alternate waste removal services have been arranged with the Shire.				
Adequate number of recycling and general waste have been organised and located.				
Shire of Cocos Infrastructure Services contacted: Additional bins will incur an additional fee please see Schedule of Fees and Charges 2021/2022.			Name:	
Phone:	Email:		Extra Bins Requested:	
11. PERMITS, LICENSING AND REGISTRATIONS			Applies/Checked	Additional Actions required
1. Mobile plant (forklifts, cranes, etc) are only operated by licensed or certified operators				
2. Event LPG/dangerous goods storage meets legal requirements				
3. ALOCOHOL FREE EVENT ON ALL SHIRE PREMISES.				
4. Food will be served for this event:		Yes:	No:	

<i>Groups/ persons responsible for provision of food</i>					
1. Name:/Group		Holds Food Licence /Permit	Yes	No	Attach Licence copy
Contact person:		Phone			
Mobile		Email			
2. Name:/Group		Holds Food Licence /Permit	Yes	No	Attach Licence copy
Contact person:		Phone			
Mobile		Email			
If group <u>does not</u> hold a food licence – what food safety control measures will be used to ensure the health of people attending the event?					
Food Safety Plan to be implemented: <small>Attach separate document if needed</small>					
Approved: (Event Co-ordinator)		Yes:	No:		
Additional food safety measures required. (Shire or Event Co-ordinator)					
6. Police Permit (Road event)					
7. Emergency Services Fire Permit					
8. Job Safety Analysis/ Safety Plan is collected from relevant contractors covering all above permits/ licences and plant registration.					
12. STAGING AND PLATFORMS, MARQUEES, STALLS, VANS OR OTHER TEMPORARY STRUCTURES		Applies/ Checked	Additional Actions required		
All stages are signed off by a certified rigger/scaffolder and are erected by personnel with appropriate training and certifications (as required)					
Platforms are continuously monitored, particularly in extreme weather conditions					
Adequate access and egress around all staging and platforms for event patrons and emergency services					
Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/ clear paths.					
13. NOISE		Applies/ Checked	Additional Actions required		
The event will include amplified music, speeches etc.		Yes		No	
Details of expected event Noise:					
Noise control measures to be used to minimise disruption to local business activity:					

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14. WORK AT HEIGHTS – Banner, flags or signs erection	Applies/ Checked	Additional Actions required
Permission is obtained from Shire for erection of banners or other large display items.		
Ladders are well maintained and suitable for work undertaken & weight – (industrial rated)		
No work done from ladders unless 3 points of contact able to be maintained at all times <i>e.g.: 2 feet and 1 hand.</i>		
Assistance of a second person is provided where required <i>e.g.: holding ladder for stability, carrying and erecting.</i>		
Right type of equipment is used for the height access job <i>(i.e. ladder, cherry picker, etc)</i>		
Boom lifts (cherry pickers) operators use appropriate safety body harnesses attached to bucket.		
15. MANUAL HANDLING	Applies/ Checked	Additional Actions required
All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying		
Loads are able to be delivered as close as possible to area using vehicle or mechanical aids (e.g. trolley)		

16. LIQUID PETROLEUM GAS (LPG) AND HEATERS	Applies/ Checked	Additional Actions required
Small volume gas cylinders are used wherever possible		
LPG cylinders are secured for stability		
LPG cylinders are used clear of unwanted ignition sources and are only used in a well ventilated areas		
LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date.		
Safe use of LPG complies with AS/NZS 1596:2002 – <i>Storage and Handling of LP Gas</i>		

17. WEATHER CONDITIONS	Applies/ Checked	Additional Actions required
Current Australian Bureau of Meteorology information is checked for adverse weather conditions www.bom.gov.au		
Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available		
Wind speeds are monitored and amusement structure operation will be ceased in accordance with manufacturer’s specifications <i>(e.g.: inflatable structures must cease operation when wind speed reaches 40km per hour)</i>		

18. PERSONAL PROTECTIVE EQUIPMENT (PPE)	Applies/ Checked	Additional Actions required
All tasks to be undertaken by staff and volunteers are checked for the right PPE required and PPE is provided if		

needed (e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jacket, etc) – Separate risk assessments may be required for high risk tasks.			
Personnel are trained in using, maintaining and storing the PPE.			
High visibility safety clothing conforming to AS/NZ4602 must be worn by event staff at all times when it is important for a person in a situation to be easily seen.			
19. SECURITY			
Appropriate security levels have been arranged with AFP or organised externally for the event:			<i>Note: 1 Security person required per 50 persons</i>
Number of security personnel required:		Provide copy of schedule:	
Name of external Security company at event		Licence No:	
Security company contact name:		Phone:	
Email address		Fax	
Crowd control measures to be used:			
Cash handling safety procedures or arrangements have been made and will be implemented			

20. ACCESSIBILITY	Applies/Checked	Additional Actions required
Ramps are in place to provide access into buildings		
Disabled Access Parking is available close to the event		
The event itself is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc)		
Entry / Exit area is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc)		

EXAMPLES OF EVENT HAZARDS

Security

Bomb threats
Cash handling

People

Security staff numbers
Patron demographics
Inappropriate use of staff
Alcohol
Training/induction
Lack of relevant certification/licences
Background checks of staff

Plant

Training
Certification
Supervision of operation
Poor or absent Maintenance
Isolation/segregation – people

Hazardous Substances/ Dangerous Goods

Fuel storage
Cleaning products
Water/waste water
Pyrotechnics, explosives
Inappropriate labelling
Poisons

The event

Communication equipment
Asset protection
Entry control

Legal

Interaction with law enforcement agencies
Unsolicited acts of violence, theft

Planning

Possible acts of terrorism
Emergency management
Contingency planning

Accessibility

Ramps
Parking
Public transport
Signage
Access to venues
Egress
Seating

Materials handling

Mechanical handling
Food handling safety
Furniture fixture and equipment
Transport between venues/
Locations/storage
Weights, height, dimensions
Condition of terrain, path of travel

Contractors

Co-ordinating contractors

Communication
Legal compliance
Job safety analysis/ risk assessment and safety plans
Training/ Licencing
Accreditation
Contracts

Vehicle safety

Maintenance
Security of vehicles
Vehicle/people segregation
Speed
Refuelling
Parking supervision
Lack of training
Permits and certification/licensing
Outdoor broadcast vehicles
Electrical safety
Inappropriate use of paths for vehicles
Accessibility during emergency
Management
Loading operations – docks and people

Staff

First aid
Food preparation/safety
Fatigue
Conditions – excessive heat/cold
Competency/suitability
Violence,
Crowd misbehaviour
Welfare – breaks,
Sun exposure -sunscreen,
Temperature extremes – heat /cold
Cultural issues
Transport

Working at height

Scaffolds – licenced /trained erectors
Unsafe Use of Winches
Unsafe use of Ladders
Proximity to Overhead power lines
Edge protection (off roofs or platforms)
Camera platforms
Rigging/lighting
Improper use of Safety harnesses -

Slips and trips

Electrical cables across pathways
Uneven ground, loose surfaces
Adverse Weather
Flooring design/surfaces
Poor design or placement of barriers
Poor Lighting
Inadequate Queuing systems
Edge protection
Climbing for vantage points
Inappropriate footwear

Electrical safety

Qualification of contractors
Power supply – no spiking,
Overloading systems/ switchboards
Faulty Power tools

Faulty insulation
Underground services
Protection of leads
Cables/height/pathways
Location in relation to other equipment

Bump In stage

Erection of Temporary structures
Unauthorised access
Maintaining public access
Plant
Facilities Management approval
Electrical safety
Slips/trips
Interface with normal business activities
Weather

Fire safety

Evacuation plans
Fire prevention plan
Dangerous Goods storage
Knowledge and use of equipment
Appropriate fire fighting equipment
Obstruction and security of fire fighting equipment
Pyrotechnics (fireworks or fire amusement displays)
Warning and communication system
Fire ban days -

Manual handling

Excessive weight or awkward dimensions
Lack of Mechanical aids
Poor packaging by suppliers
Time lines/ lead times
Lack of staff
Crowd control – security
Training

APPENDIX 1. RISK ASSESSMENT – ADDITIONAL EVENT HAZARDS/ RISKS

RISK MANAGEMENT– IT’S A MUST

As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm.

Events vary in size, nature and type, but all events require assessment, control and monitoring of risks. When conducting a risk assessment, include the people who are actually involved in undertaking the task.

Experience is important as a fresh perspective when undertaking risk assessment.

HAZARD IDENTIFICATION

This is the process of recognising hazards associated with an event and identifying the subsequent risks to those people involved or likely to be exposed.

Look for hazards (other than those on the Event Safety Checklist) by considering them in groupings- Human; Technological/ Mechanical; Natural or Built Environment or by Activity or Task.

RISK ASSESSMENT

Risk assessment is the next step of estimating the potential effects or harm of a hazard to determine its risk and an appropriate rating. By allocating a risk rating, event organisers can prioritise risks in order of likely severity to ensure that they deal with all risks systematically – eliminating or minimising them.

To determine a risk rating consider:

- The consequence – what will happen, the extent of harm; and
- The likelihood – chances or possibility of it occurring given the current level of controls in place.

A risk assessment matrix modelled from examples given in *AS/NZS 4360:2004 Risk Management* on the following page provides some descriptors for risk factors in regards to events.

RISK CONTROL

In order to control the risk, work out the best method/s of treating the risk.

Look at the following methods, which are referred to as the ‘hierarchy of controls’, to see if you can eliminate or reduce the risk.

- **Elimination** – by removing the hazard entirely through new design or implementing a new process
- **Substitution** – by replacing hazardous materials or methods with less hazardous alternatives
- **Engineering** – by isolating, enclosing or containing the hazard or through design improvements
- **Administrative** – by ensuring safe operating procedures are in place, and that effective training, induction and monitoring is available to all in the workplace
- **Personal protective equipment (PPE)** – by making sure that appropriate safety equipment, such as gloves, hats, sunscreen etc. are available.

Often people pick the ‘easier’ option by going straight to administrative controls or PPE, but there are often more effective ways to control the hazard.

In many cases consultation and discussion with people involved reveals new ideas or better ways of handling hazards and reducing the risks of injury.

Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It may require more than 1 type of control to do the job, but that’s ok. **It is vital to ensure that your additional risk assessment covers hazards during the entire event – from set up (bump in) to dismantling (bump out), not just during the event itself.** Most importantly, consult with those involved.

APPENDIX 1. RISK ASSESSMENT – ADDITIONAL EVENT HAZARDS/ RISKS

Risk Descriptors: as per AS/NZS 4360:2004 Risk Management

LIKELIHOOD - How likely is it to occur at this event?

Level	Descriptor	Example description of Likelihood of occurrence for the event
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur but only in exceptional circumstances

CONSEQUENCE -What is likely to be the impact on the Event?

Level	Descriptor	Example Detail Description Likely Impacts on Event
1	Insignificant	<ul style="list-style-type: none"> . No injuries . Low financial loss
2	Minor	<ul style="list-style-type: none"> . First aid treatment . On-site release of chemical immediately contained . Temporary halt of event . Medium financial loss
3	Moderate	<ul style="list-style-type: none"> . Medical treatment required . On-site release of chemical contained with outside assistance . Temporary halt of event requiring outside assistance (e.g. fire, police, ambulance) . Major financial loss
4	Major	<ul style="list-style-type: none"> . Extensive injuries . Off-site release of chemical with no detrimental effects . Complete halt of event requiring investigation and outside assistance (e.g. fire, police, ambulance, WH & S QLD; DERM) . Major financial loss
5	Catastrophe	<ul style="list-style-type: none"> . Death . Toxic release off-site with detrimental effect . Complete halt of event with investigation and potential prosecution (e.g. fire, police, ambulance, WH & S QLD; DERM) . Catastrophic financial loss

APPENDIX 1. RISK ASSESSMENT – ADDITIONAL EVENT HAZARDS/ RISKS

RISK RATING

The risk matrix determines a 'risk rating', based on the likelihood and consequence of risk.

CONSEQUENCE					
LIKELIHOOD*	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

RATINGS

E = Extreme risk: immediate action required

H = High risk: senior management attention needed

M = Moderate risk: management responsibility must be specified

L = Low risk: manage by routine procedures

Risk rating enable event organisers to allocate priorities to hazards so they can address them in a systematic way. An examples is shown below, where the risk assessment process results in a Risk Control Plan or Risk Register.

Example:

Task or Issue/ Hazard	Person affected/ location	Risk Rating	Risk Control Measures	By who & when	Notes/ Additional Planned Controls
(Example) Task/ Hazard: Animal parading/ showing Risk: injury to patrons if they come into contact with animal/ injury to handler if animal uncontrollable	Animal handler/ patrons Main Arena	C 2 MEDIUM	Currently: <ul style="list-style-type: none"> ✓ areas roped and fenced off to keep patron distance ✓ signage advising patrons not to enter area ✓ only competent handlers allowed to enter arena ✓ supervisor located inside arena with walkie-talkie 	John Doe 1/11/06	Next Steps: <ul style="list-style-type: none"> - loudspeakers announcement advising patrons event about to commence and to keep behind the fenced and roped areas (5 minutes prior and just before) - supervisor to be appointed to stand security for event - Handler meeting prior to event to advise of new changes

APPENDIX 1. RISK ASSESSMENT – ADDITIONAL EVENT HAZARDS/ RISKS

APPENDIX 1. RISK ASSESSMENT – ADDITIONAL EVENT HAZARDS/ RISKS

Additional Event Risk Register:

Task or Issue/ Hazard	Person affected <u>and</u> location	Risk Rating	Risk Control Measures	By who & when	Notes/ Additional Planned Controls
Task/ Hazard: Risk:	Who Where		Currently:	John Doe 1/11/06	Extra: