

This information covers specific occupational health and safety requirements that should be considered for inclusion in events management planning.

1. GENERAL REQUIREMENTS

2.1 Risk assessment of the event

A risk assessment of the activity, such as a [task risk assessment form \(TRA\)](#), should be conducted to assess potential hazards, and identify and control risks.

The following instructions will assist to conduct a TRA:

- List the activities that will be undertaken during the event (for example: poster display, BBQ, speech in an auditorium, detail the main equipment to be used etc);
- List the potential hazards against each activity (for example: tripping over electrical cables supplying power, manual handling associated with setting up displays and seating);
- Determine and list controls that will be used to control risk (for example: running electrical cables away from walkways, using light-weight equipment, using lifting aids such as trolleys).
- Develop a standard operating procedure (SOP) for potentially hazardous activities if one is not readily available. If a SOP has been prepared, this should be reviewed by all personnel prior to each event. A [SOP template](#) is available on the website;
- Detail who will be responsible for ensuring the controls are implemented;
- Provide a copy to the relevant manager/supervisor for approval prior to the event.

If you require assistance, contact your local OHS practice expert.

2.2 Emergency management

Familiarise yourself with the local emergency procedures provided in the area of the event prior to the day of the event.

Information includes:

- warden contacts;
- building emergency arrangements;
- first aid facilities (first aiders, first aid kits);
- emergency facilities (break glass alarm, assembly point).

Check whether the usual emergency arrangements will be operating at the time of the event. You may need to make special arrangements if your event occurs at certain times, for instance out of hours. For example, if a building's usual first aiders are not available out of hours, then you would need to plan to have your own first aiders attend.

For outdoor events, particularly where there are large groups, a megaphone should be available. These are available for loan from Health & Safety team.

2.2.1. Examples of emergency instructions

Fire:

- Activate the nearest break glass alarm switch or call the fire brigade;
- Contact an emergency warden;
- Rescue any person in immediate danger (if safe to do so);
- Isolate the fire (close doors), alert other people in the immediate area;
- Take direction from the emergency warden.

Building evacuation: On sounding of the fire alarm:

- Cease work/activity;
- Shut off all equipment;
- Close all doors and windows;
- Proceed calmly to the emergency assembly area, via the exit designated by the emergency warden;
- Await direction of the emergency warden.

2.2.2. Incident reporting

There is a requirement at the University of Melbourne to report all occupational health and safety. This also applies to events that are conducted by the University.

Incidents are any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.

Incidents should be reported via Themis where possible. Where access to Themis is not available, the incident can be entered on to an [Incident report form \(S3\)](#) that is later entered into Themis. More information is available on the [Incident reporting](#) page.

2.3 Security

It is recommended that staff (event organisers and staff) wear an identity badge or some other method of identification during an event.

Ensure that all personal property and valuables is secure.

If you are confronted by a threatening or suspicious person:

- If possible, remove yourself immediately from the vicinity. Move calmly. Do not challenge the person, and avoid direct eye contact. Once clear, notify the first person you see who is known to you.
- If you cannot remove yourself from the vicinity without placing yourself at risk from the person, lock yourself in the nearest secure room with a telephone and call the predetermined emergency number (if one is available) or the emergency services (police).

2.4 Contractor arrangements

There are regulatory and University requirements when engaging contractors. It is expected that at minimum the following will be in place:

- a standard agreement/contract that outlines the health and safety requirements of the event;
- an induction for the contractors is undertaken – refer to Guidelines for contractor induction;
- all legal health and safety requirements are in place (for special licenses).

For more information visit the [Contractor](#) hazard topic webpage.

2. SPECIFIC REQUIREMENTS

The following table represents specific requirements for hazards that may commonly be encountered at events.

HAZARD	DESCRIPTION/RECOMMENDED CONTROLS
Plant/equipment Electrical safety	<p>Training in operation of equipment:</p> <ul style="list-style-type: none"> • Ensure that events staff have received adequate training in how to operate equipment that will be used. <p>Electrical:</p> <ul style="list-style-type: none"> • Isolate expensive, potentially hazardous equipment on display by barriers if possible. Ensure all displays are manned. <p>All portable electrical equipment, unless brand new, must have a current electrical safety tag. If external equipment (not owned by the University) is brought on site it must have an appliance test tag on it. It is also recommended that a visual check be conducted on the day of the event to ensure there is no obvious damage such as frayed cords or exposed wires. Do not use any item of portable electrical equipment that appears to be damaged.</p> <p>Examples of equipment requiring a safety tag include:</p> <ul style="list-style-type: none"> • Portable lighting; • Power extension leads; • Pedestal fans/heaters; • Event staff owned equipment; • TV's/ videos/laptop computers. <p>For more information visit the Plant and electrical equipment webpage.</p>
Manual handling	<p>Event activities will include manual handling. Where there is a potential for heavy lifting to occur organise the use of mechanical aid equipment such as trolleys. Consult with the supervisor/events organiser regarding existing standard operating procedures.</p> <p>If necessary contact the local OHS practice expert to provide assistance in completing a manual handling risk assessment. Refer: manual handling risk assessment template.</p> <p>Please ensure that displays are safely set up so that they cannot be easily knocked over. Set up power cables to avoid potential tripping hazards.</p> <p>For more information visit the Manual handling hazard topics webpage.</p>
Food handling	<p>Personnel handling food at events must follow food hygiene practices. A qualified food safety supervisor must facilitate and monitor food handling practices.</p>
Chemicals/ biological specimens	<p>When setting up displays and events it is important to ensure that the public do not have access to potentially harmful substances. These will include drugs, poisons, laboratory chemicals, biomedical waste etc. It is recommended that staff setting up displays do a pre-event check to ensure that all items not part of the display are in areas restricted from access (for example, locked cupboard).</p> <p>For those displays that require the use of chemicals, a responsible person should always be in the area to monitor the display and respond in the event of an incident. Be aware of the local emergency spill response procedures.</p> <p>For more information visit Chemical management webpage.</p>
Working in the sun	<p>Any event for which staff are required to stand for extended periods in the sun should follow the Cancer Council SunSmart rules:</p> <ul style="list-style-type: none"> • Slip on sun protective clothing that covers much of the skin • Slop on SPF30+ sunscreen

	<ul style="list-style-type: none"> • Wear a hat that protects your face • Seek shade wear possible • Slide on some sunglasses (that meet Australian Standards) <p>Sunscreen should be made available for events staff.</p> <p>Events staff can supply their own hats and sunglasses if working outside. It is recommended that some wide brimmed hats be available in case personnel do not bring one.</p> <p>Events staff and students should also be given adequate rest breaks and encouraged to drink fluids.</p>
Vehicles within an event	<p>As part of the risk assessment process, a traffic management plan may be required.</p> <p>Any shared pedestrian and vehicle pathway/road must be controlled such that vehicles do not travel faster than walking pace.</p>

This information should be used in conjunction with the [Emergency preparedness and response procedure](#). For further information please visit [Risk management](#) and the [Emergency](#) support pages. Contact your [local health and safety contact](#) for more information.