



# MOYNE SHIRE COUNCIL EVENT SAFETY CHECKLIST

## PLANNING AND PREPARATION (SMALL TO MEDIUM SIZED COMMUNITY EVENTS)

### 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.
- Clearly signed first aid and fire extinguisher locations

### HAZARDOUS AREAS OR SUBSTANCES

- Adequate signage for any hazardous areas or substances must be in place
- Material Safety Data Sheets must be kept on site
- Locations of hazardous substances included on site plan and address in emergency/evacuation procedure

### 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. CO<sub>2</sub>, 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

## **STAFF, VOLUNTEER AND CONTRACTOR TRAINING**

- Staff and volunteers are adequately inducted and trained about the event (site specific)
- Copies of applications, memos and any training records are kept
- Contractors are given a relevant, site specific induction regarding the event
- Contractors provide detailed training on Safe Work Method Statement (SWMS) operating procedures and a current certificate of currency

## **ELECTRICAL**

- Residual circuit devices (RCDs) are used where required, including all hand held electrical appliances and tools
- All portable electrical equipment including leads are tested (6 or 12 months in accordance with *AS/NZS 3000:2000 Electrical Installations*, known as the *Wiring Rules*, and *AS 3533 – Amusement Rides and Devices*). Tagging is also recommended
- Adequate protection of the public from electric shock and any trip hazards from cords are minimised
- All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water)
- Evidence of electrical safety can be provided upon request from an authorised person (e.g. tagging or documentation)

## **PERMITS, LICENSING AND REGISTRATION (INCLUDING BUT NOT LIMITED TO)**

- Fireworks are only provided and used by fully licensed pyro-technicians
- LPG/dangerous goods storage
- Mobile plant (forklifts, cherry pickers etc.) are only operated by licensed or certified operators
- Scaffolding more than four metres in height erected and dismantled by a person certified to do so
- Liquor licenses

## **UTILITIES/SITE SERVICES**

- Location of all site underground services (power/gas/mains etc.) and overhead powerlines identified
- Relevant maintenance and event personnel have maps and are aware of locations

## **LIGHTING**

- Adequate natural or artificial lighting provided for setting up, conducting and dismantling the event
- Portable lighting is tested and in date
- Suitable emergency lighting is available

## **STAGING AND PLATFORMS**

- All seating, corporate boxes, overpasses, fences and main stages are signed off by a certified rigger or scaffolder. An engineer provides a signed certificate to the event organiser prior to any usage to ensure approved engineering and design standards are met
- A person erecting scaffolding more than four metres in height must hold a national certificate of competency (scaffolding) in order to erect and dismantle (refer to Permits, Licensing and Registration)
- Platforms are continuously monitored, particularly in extreme weather conditions
- Adequate access and egress around all staging and platforms for event patrons and emergency services

## **LADDERS**

- Ladder safety checklist needs to be completed
- Ladders are well maintained and suitable for the type of work being undertaken (e.g. electrical – approved ladders only)
- Assessments of whether work is suitable for a ladder (e.g. can the person maintain three points of contact?)
- Assistance of a second person is provided where required

## **WORK AT HEIGHTS**

- Right type of equipment is used for the job (e.g. ladder, cherry picker, scissor lift)
- Only certified operators are used if cranes or elevated work platforms (EWPs) are required
- Evidence of compliance can be provided upon request from an authorised person (e.g. log books and certificate of competency)

## **MANUAL HANDLING**

- All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying
- Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g. trolleys, sack trucks)
- Light, small loads and physical aids (assistance from second person or team lift where needed) are used
- Staff and volunteers are trained in and use the S-M-A-R-T Lifting technique where possible and appropriate
- S – size up the load
- M – move in close
- A – always bend the knees
- R – raise object using your legs
- T – turn using your feet

## **AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES\*)**

- Amusement structures are to be operated, inspected, registered and maintained according to the Equipment (Public Safety) Act 1994, and Equipment (public safety) regulations 2007.
- The device meets current Australian Standards
- Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons
- There is appropriate fencing surrounding rides

## **INFLATABLE STRUCTURES\* (IN ADDITION TO THE ABOVE REQUIREMENTS)**

- There is appropriate soft-fall area for inflatable structures
- A thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use)
- All tie down ropes attached to the device are fastened to adequate anchorages
- Post-assembly inspection report conducted by the operator, prior to the inflatable device being used.
- Written instructions in relation to the following control and supervision issues:
  - o Environmental conditions that may impact patrons use of the device
  - o The maximum safe wind speed when the device is in use
  - o The maximum number of patrons that can use the device at one time, based on their height, weight or age
  - o The maximum height, weight or age limits that apply for patrons to use the device
  - o Patron dress code, including foot wear.
  - o The minimum number of operators/attendants required to supervise the device and any age restrictions that apply.
- Throughout the period of use, routine inspections should be carried out and recorded by a competent person (+18 years) to ensure that the device continues to be suitable for use. Such inspections should include checks of anchors and ropes, that the fabric of the device does not contain any holes or tears, that the air pressure is sufficient for the walls of the device to remain firm and upright etc.
- A competent person should ensure that any maintenance required, as determined through routine inspections, is performed e.g. removal of debris, securing of anchors and ropes etc. This information should also be recorded.
- Operator monitors prevailing wind conditions
- Wind speeds are monitored and amusement structure operation ceased in accordance with manufacturer's specifications (inflatable structures must cease operation when wind speed reaches 40 km per hour)

## **LIQUID PETROLEUM GAS (LPG) CYLINDERS AND HEATERS**

- Small gas cylinders used wherever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter
- LPG cylinders are secured to increase stability
- LPG cylinders are clear of ignition sources and are in a well ventilated area in accordance with *AS/NZS 1596:2002 - the Storage and Handling of LP Gas*
- All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date
- Compliance with *AS/NZS 1596:2002 - the Storage and Handling of LP Gas*
- A licence is held if keeping over 250 kilograms of LPG in cylinders or tanks

## **FUELS, FIREWORKS OR PYROTECHNICS**

- Refer to Permits, Licensing and Registration

## **WEATHER CONDITIONS**

- Use current Australian Bureau of Meteorology information to ascertain weather conditions [www.bom.gov.au](http://www.bom.gov.au)

- Weather conditions planned for and monitored eg partitions, displays and signage well secured for windy conditions, non slip mats for wet conditions, and shade, sunscreen and water provisions for heat

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- All tasks undertaken by staff and volunteers are checked for the PPE required
- PPE provided if needed (e.g. gloves, aprons, earplugs etc.) and is in good condition and working order
- Personnel are trained in using, maintaining and storing PPE

### **OTHER CONSIDERATIONS**

This checklist includes many of the key safety issues for events but is not exhaustive and is intended only as a guide for event organisers. Other general event issues to consider as part of overall event preparation include:

- general security and crowd control
- traffic control and road usage considerations
- communication channels between parties
- site maps of area, highlighting specific services and utilities
- vendor/exhibitor general information
- noise levels
- alcohol and food requirements
- animal displays and requirements.

### **WORKSAFE NOTIFICATION**

**Identify a responsible person as contact point for serious incidents, investigations, notification documentation, injury book location and injury & hazard reporting process**

**In the event of a serious injury or dangerous occurrence at an event, Worksafe Victoria must be notified immediately on 13 23 60 and written notification must be provided to worksafe within 48 hours.**

Information on incident notification requirements, and other public health and safety requirements can be found at [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au) or by ringing their advisory line on 1800 136 089