


**EVENT SAFETY MANAGEMENT CHECKLIST**

Name or description of the event	<b>Adelaide University Sciences Association Pubcrawl 2014</b>	Date	05/09/2014, 6 PM-12 AM
Venue/location of the event	Unibar, P.J. O'Briens Irish Pub, The Elephant British Pub, The Austral Eating and Drinking House, Mansions on Pultney, The London Tavern	Building/Room	Off-campus
Event Coordinator	Ben Geytenbeek (President, Adelaide University Sciences Association)	Mobile/Phone	0435 512 068
Approx no. of people	280		
<b>For off-campus events</b>	<b>Contact Name: Ben Geytenbeek</b>	<b>Mobile/Phone</b>	0435 512 068

**HAZARD IDENTIFICATION (or action identified)**

If you are completing this form electronically, double click on the check box and select "checked" under the default value

<input type="checkbox"/> Access to the event is restricted (e.g. swipe card, authorised entry only) <input type="checkbox"/> Amenities inadequate, insufficient (see Appendix F for guidance on toilet facilities) <input type="checkbox"/> Amusement structures/rides/inflatable structures <input type="checkbox"/> Animals are part of the event <input type="checkbox"/> Communication issues <input checked="" type="checkbox"/> Crowding <input type="checkbox"/> Disabled access/facilities required <input type="checkbox"/> Earth penetration (e.g. potential to impact on underground services - water, power, gas) <input type="checkbox"/> Electrical hazards (e.g. portable electrical equipment) <input type="checkbox"/> Electrical hazards (e.g. overhead wires) <input type="checkbox"/> Electrical hazards (e.g. potential for electric shock) <input type="checkbox"/> Emergency management (including evacuation) <input type="checkbox"/> Entanglement in moving parts <input type="checkbox"/> Entry and exit points compromised/not clearly defined <input type="checkbox"/> Environment - dirty <input type="checkbox"/> Environment – wet <input type="checkbox"/> Environment – other (specify) _____ <input checked="" type="checkbox"/> Event off-site (e.g. bus trip) <input type="checkbox"/> Fall from a height (e.g. staging, platforms, ladders, or work at height over 2 metres) <input type="checkbox"/> Fire hazard/naked flame <input type="checkbox"/> Fire-works, pyrotechnics <input type="checkbox"/> Guarding/barriers inadequate <input type="checkbox"/> Hazardous substances/chemicals <input type="checkbox"/> High risk area (see definitions) <input checked="" type="checkbox"/> Hit by a vehicle (e.g. moving vehicles in proximity to pedestrians)	<input type="checkbox"/> Lighting (e.g. due to time of the day/night/location) <input type="checkbox"/> LPG cylinders and heaters are required <input type="checkbox"/> Marquee to be installed <input type="checkbox"/> Manual handling – lifting, pushing large items of equipment or seating or fixtures required <input type="checkbox"/> Medical emergency – first aid <input type="checkbox"/> Minors (i.e. children under the age of 18) are part of the event or attending <input type="checkbox"/> Noise (e.g. > 85dBA, or 140dB Peak) <input checked="" type="checkbox"/> Permits, licenses and registration required, (including but not limited to) <input type="checkbox"/> Fireworks <input type="checkbox"/> Scaffolding more than four metres in height <input checked="" type="checkbox"/> Liquor license <input type="checkbox"/> Powered equipment <input type="checkbox"/> Remote or isolated location <input checked="" type="checkbox"/> Slip, trip hazards or uneven surfaces <input type="checkbox"/> Scaffolding, elevated work platform, staging (i.e. potential for collapse) <input type="checkbox"/> Scientific demonstrations <input type="checkbox"/> Temperature extremes (cold) <input type="checkbox"/> Temperature extremes (hot) <input type="checkbox"/> Truck loading and unloading <input checked="" type="checkbox"/> Violence/aggression/personal threat (e.g. demonstration, controversial speaker/guest, money handling) <input type="checkbox"/> Workplace/surface is unstable or uneven <input type="checkbox"/> Weather conditions (e.g. windy) <input type="checkbox"/> <b>Other</b> (specify) _____ <input type="checkbox"/> <b>Other</b> (specify) _____
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- Please note that this list is not exhaustive, but can be used as the basis for your initial hazard identification.
- If you tick yes to any of the above, then the hazard is to be transferred and addressed on the **Safety Management Plan (Appendix B)**. For examples of possible control measures for the hazards you have identified, refer to the sample template Information Sheet (**Appendix E**).
- If you require assistance or further information please contact your [School/Branch Health and Safety Officer](#) or [Events Co-ordinator](#) or [HSW Team](#).

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Authorised by	Vice President (Services and Resources)	Review Date:	March 2015	Page 1 of 4
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**EVENT SAFETY MANAGEMENT PLAN**

Item No.	List the potential hazards/issues identified in Appendix A	Risk Assessment Rating Before controls are implemented (Refer to the Risk Assessment Tables - Appendix B1) L, M, H, VH	List control measures to be implemented  Dot point the action(s) you will take (i.e. your "To do List" to minimise exposure to the hazard and reduce the risk of an injury or disruption to the event.  Control measures are to be in accordance with the Hierarchy of Control. Refer to Appendix B.1	Who is responsible for the action	Residual Risk Rating After controls in place  (High will require sign off by the Head of School/Branch, Very High will require sign off by the VC&P.)
1	Over-crowding inside venues.	M	<ul style="list-style-type: none"> <li>Venues to have multiple bars/areas available for use.</li> <li>Venues to provide security to prevent dangerous overcrowding.</li> </ul>	Third Party: Pub Crawl Venue Staff.	L
2	Participants walking between venues, walking in traffic whilst moving between venues.	M	<ul style="list-style-type: none"> <li>Event organizer and designated responsible persons to move with participants and ensure orderly conduct while moving.</li> </ul>	Event Organizer, Responsible Persons	L
3	Minors being served alcohol inside venues.	L	<ul style="list-style-type: none"> <li>Venue security and bar staff to check identification of all participants, and reserve the right to refuse entry to minors.</li> </ul>	Third Party: Pub Crawl Venue Staff.	L
4	Excessive or dangerous consumption of alcohol during event.	H	<ul style="list-style-type: none"> <li>Designated (sober) responsible persons and event organizer to supervise alcohol consumption, offer glasses of water if required.</li> <li>Designated responsible persons and event organizer to call taxis or ambulances if situations arise.</li> <li>Pub Crawl Venue staff to supervise consumption and prevent alcohol purchase if deemed necessary.</li> </ul>	Event Organizer, Responsible Persons, Pub Crawl Venue Staff	M
5	Event participants spilling drinks, participants falling over on slippery floors.	M	<ul style="list-style-type: none"> <li>Venue Staff to supervise state of floors; remove participants and clean spills necessary.</li> <li>Designated responsible persons and event organizer to advise participants if slippery surface is nearby.</li> </ul>	Event Organizer, Responsible Persons, Pub Crawl Venue Staff.	L
6	Event participants behaving aggressively or inappropriately after alcohol consumption.	M	<ul style="list-style-type: none"> <li>Venue security staff to supervise participants, and eject those displaying disorderly conduct if necessary.</li> </ul>	Venue Security Staff, Event Organizer,	M

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			<ul style="list-style-type: none"> <li>Designated responsible persons and event organizers to attempt to negotiate with those involved in any such behaviour, and to ask participants to leave if necessary.</li> </ul>	Responsible Persons.	
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Event Safety Co-ord or School/Branch Manager (Print name)	Ben Geytenbeek	Position	President, Adelaide University Sciences Association.	Signature		Date	4/4/2014
If Applicable : For High Residual Risk - Authorised by Head of School/Branch (Print name)		<input type="checkbox"/> Approved <input type="checkbox"/> Declined		Signature		Date	

**Note:** The Event Safety Management plan is authorised by the person organising the Event. (e.g. Event Co-ordinator or their Manager).

Where a residual risk is High or Very High contact the School/Branch Health and Safety Officer to assist in the re-assessment of controls and escalation of the documentation to the Head of School/Branch if required.

Where a residual risk remains at Very High, contact your [HSW Division/Faculty Manager](#) before obtaining authorisation from the Vice Chancellor and President. They will provide guidance and assistance.

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## RISK ASSESSMENT TABLES

## Likelihood Table : How likely is it to occur?

CATEGORY	DESCRIPTION
<b>Almost Certain</b>	There is an expectation that an event/incident <b>will occur</b> (pre/during/post the event)
<b>Likely</b>	There is an expectation that an event/incident <b>could occur</b> but not certain to occur
<b>Slight</b>	This expectation lies somewhere in the <b>midpoint between “could” and “improbable”</b>
<b>Unlikely</b>	There is an expectation that an event/incident is <b>doubtful or improbable</b>
<b>Rare</b>	There is <b>no expectation</b> that the event/incident will occur

## Consequences Table : What is the likely impact on the event and/or participants/university community?

CATEGORY	DESCRIPTION
<b>Negligible</b>	<input type="checkbox"/> No potential for injury, or consequence would involve very minor first aid treatment (eg bandaid), short term discomfort (eg bruise, headache)
<b>Minor</b>	<input type="checkbox"/> First aid treatment on site <input type="checkbox"/> Temporary disruption or halting of part or whole of event
<b>Moderate</b>	<input type="checkbox"/> Formal medical treatment required (ie ambulance, hospital outpatient/doctors visit) <input type="checkbox"/> Temporary halt of event requiring outside assistance (eg fire, police, maintenance, security)
<b>Major</b>	<input type="checkbox"/> Extensive injuries, hospitalisation. Could result in a Notifiable Occurrence (see definitions). <input type="checkbox"/> Incident requiring investigation and outside assistance (eg, Fire Service, Police, SafeWork SA)
<b>Severe</b>	<input type="checkbox"/> Death, permanent incapacity <input type="checkbox"/> Event cancelled with investigation by Police, SafeWork SA or other regulatory authority.

## Risk Score Calculator

Likelihood	Consequences				
	Negligible	Minor	Moderate	Major	Severe
<b>Almost certain</b>	Medium	High	Very High	Very High	Very High
<b>Likely</b>	Medium	Medium	High	Very High	Very High
<b>Slight</b>	Low	Medium	High	High	Very High
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Rare</b>	Low	Low	Low	Medium	Medium

## HIERACHY OF CONTROL : Risk control/Safety Measures

The first responsibility is to eliminate the hazard at its source.

Where this is not achievable, consider how the risk can be minimised to the lowest reasonably practical level by applying control mechanisms in the following order of preference.

- 1 Elimination (permanent solution – remove the hazard entirely)
- 2 Substitution (replacing the hazard by one that presents a lower risk)
- 3 Isolation (placement of an enclosure, fence to separate people from the hazard)
- 4 Engineering (structural change to the environment, equipment)
- 5 Administration (Procedural eg training, signage, monitoring, safe work procedure)
- 6 Personal Protective Equipment (to place a barrier between person and hazard) eg gloves, clothing, hats, sunscreen

**Please note: A residual risk of “High” requires authorisation from the Head of School/Branch and a residual risk assessment of “Very High” requires authorisation from the Vice-Chancellor and President. Refer to the HSW Handbook Chapter [“Hazard Management”](#) for further information.**

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