

Detailed Risk and OHS Check List for Use With Enclosed and Open Event Space

This detailed checklist is designed to assist persons in the identification of all potential risks to the health and safety of people who organise and or attend an event within Swinburne’s bookable space.

It is intended to assist in further indentifying areas of attention associated with items in the Event Detail Planning Booking Request and OHS Check List
Any information in the Strategies box is for the University Guarantor’s records only.

Item	Strategies in Place to Manage Risk (For client’s reference only)
People Security staff numbers Patron demographics Alcohol Serial pests Training / Induction to site & event Certification &/or licences required of persons Cultural issues Toilets in area suitable for numbers of persons Designated smoking areas clearly signed	
Food Preparation & Storage Appropriate power outlets for appliances Proper hygiene practice followed Food stored at appropriate temperature Facilities for personnel to wash hands Appropriate provisions if alcohol is served	
Security Asset protection of items / objects brought in for event Entry control Communication equipment Access for volunteers / organisers Exclusion zones Cash handling	
Noise Levels Noise levels not impeding on University operations Noise volumes at comfortable level	
Access & Egress Exit points numbers and location suitably located Kept clear of mobile plant, objects Thoroughfares have continued access	
Electrical Safety Power supply / Overloading systems Equipment & machinery, Generators Underground services Protection of leads Power tools	

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Electric cords Electrical equipment tested & tagged Lights All electrical leads must have a current test certificate attached – refer Swinburne policy – “OH&S – Testing and Tagging of Electrical Equipment Power boards are not to be used.	
Accessibility	
Lifts Ramps Parking Public Transport Signage Access to venues Egress Seating Except as permitted when setting up all vehicles are to have a current Swinburne parking permit and be parked in the permitted areas.	
Trips and Potential Falls	
Electrical Cables Uneven ground, loose surfaces Weather Wet surfaces Design of barriers Lighting Outdoor event Queuing systems Climbing for vantage points Inappropriate footwear Stairs / Raised Platforms	
Dangerous Objects	
Props brought in for event Special effects Overhead powerlines Buildings Trees Syringes Equipment & tools	
Working at Height	
Scaffolding Temporary structures Elevated work platforms Scissor Lifts Safety harness Rigging and Lighting Edge protection Falling debris etc Ladders	

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Overhead Powerlines Organisers are to familiarise themselves with any height restrictions and the presence of overhead cables.	
Environmental Conditions – Natural and Artificial	
Exposure to ultra violet light, Glare, Flying debris and materials Electrical Equipment, Wet surfaces Exposure Time of preparation & event time – lighting adequate for task	
Personnel	
Fatigue Competency / suitability Working alone Confined spaces Violence / bullying Cultural issues Transport	
Emergency Response	
Evacuation plans Fire prevention plan Dangerous goods storage Appropriate fire fighting equipment on site Obstruction and security of fire fighting equipment Potential fire / Fire ban days Warning and communication system Contingency planning Surveillance Electrical Smoking Pyrotechnics Flammable substances Blocked access & egress including fire lanes Emergency Services advised of event	
First Aid Response	
Kit suitably located & signed Appropriately qualified First Aid officers available	
Safety Systems	
Personnel informed of incident / hazard reporting process Any installed Essential Safety Measures are not to be interfered with or impeded, including.: - <ul style="list-style-type: none"> ▪ Fire Hydrants, Fire Hose Reels and Fire Extinguishers are to be accessible at all times. ▪ Fire Extinguishers are to remain in their designated position and their signage is not to be obscured. ▪ Exit doors and Paths of Travel to them are not to impeded or interfered with. ▪ Discharge from exits to nearest roadway is not to be 	

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<p>impeded.</p> <ul style="list-style-type: none"> ▪ Access for MFB vehicles and other emergency vehicles is to be available at all times and not impeded by parked vehicles or temporary structures etc. ▪ Entry/exit doors of any buildings adjoining the space utilised are not to be 'chocked' open or secured in any way. Automatic sliding doors are not to be interfered with. 	
Contractor Management	
<p>Appropriate safety procedures or gear used Legal compliance Training / induction / competence Management – no monitoring / supervision</p>	
Hazardous Substances and Dangerous Goods	
<p>Pesticides Fuel storage Cleaning products Water / waste water Pyrotechnics Fire arms and ammunition Asbestos Inappropriate labelling Poisons Acids Toxic fumes Compressed Air Explosions Gas barbeques and their pressure hoses must be within the allowed test period, i.e. less than ten years since last test. An appropriate fire extinguisher is to be provided and sited next to any gas barbeques. The following are prohibited unless specifically authorised: -</p> <ul style="list-style-type: none"> ▪ Portable generators and other equipment using internal combustion engines. ▪ Use of plant that carries members of the public, i.e. amusement rides. ▪ Laser pointers and other laser devices ▪ Pyrotechnics ▪ Hazardous chemicals 	
Materials Handling	
<p>Excessive weights / Mechanical handling Furniture fixtures and equipment Venue design Transport between venues / locations / storage Excess weight & height Condition of terrain Cameras & equipment</p>	
Plant	
<p>Training Certification</p>	

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Supervision Maintenance Isolation / segregation of people Powered Tools Use of heavy vehicles is to be approved prior to use. Fork lifts, elevating platforms etc. will not be supplied by F&SG. All users of such equipment will be licensed for their use	
Temporary Structures	
Must be adequately secured to withstand all possible wind loadings. This includes any banners etc. Temporary structures are NOT to be secured by the insertion of poles, pegs or the like, in roads, paving etc. All temporary structures must be non-flammable. Any temporary barriers for pedestrian control are to be approved by Security and will be lightweight and provide no impediment to emergency egress from the space. Will not impede access for emergency vehicles to adjoining build	
Signage	
All Swinburne Signage: can not to be covered, altered or visually impeded in any way	
Grass Areas	
Can not be covered Artificial grass is not exposed to heat or chemicals	