To ensure USC provides a safe and healthy environment, meets criteria to ensure insurance coverage and meets contractual obligations to external vendors operating at USC, any individual or group organising an event of any nature or size at USC, MUST complete a risk assessment for this event. A risk assessment is designed to:

* consider all foreseeable hazards and detail the controls used to eliminate or reduce the risk of those hazards
* ensure appropriate USC staff are informed of event and give permission where applicable
* ensure insurance coverage (after approval of the risk assessment by a USC executive or by someone with the authority to approve on their behalf)

Instructions

Prior to completing this checklist, you must first complete the Facilities Management (FM) checklist and obtain FM approval for the use of USC grounds and facilities for your event. Once you have completed the FM checklist and it has been approved by FM, you should complete the below checklist.

This checklist has been developed as a basic event risk assessment. Given the nature of the event you are organising, some of the controls in this checklist will not be relevant and others may require more detail than given here. If there are areas/questions that do not pertain to the event you are organising, please enter N/A in the comments section.

On completion of this form it must be sent for approval, by an appropriate USC staff member. The event cannot proceed without approval.

**Approval by an appropriate USC staff member:**

1. For events run by staff, each department or school will have their own risk assessment approval process, this must be clarified with your manager to ensure that appropriate approval is obtained.
2. Events run by students:

* Events run as part of the Student Guild will be approved by the Director, Student Services and Engagement.
* For events run by the Student Guild affiliated student clubs; the club should send their completed FM Event Checklist and Safety Checklist for Events to [ManagerStudentGuild@usc.edu.au](mailto:ManagerStudentGuild@usc.edu.au), and the Student Guild will then follow the approval process through the Director, Student Services and Engagement.
* Events associated with USC course work are to be referred to the course coordinator for approval.
* Any other student events should be referred to the Director of Student Services and Engagement, or delegate.

1. For events run by non-USC staff or students, the approval process must be ascertained by the event organiser’s USC   
   contact person.

**Please note:** USC’s People and Culture (Health, Safety and Wellbeing) can provide advice, but cannot approve your event.

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| 1.0 Event details |  |
| Event name: | Event date: |
| Description of event (describe the event in detail, indicating the types of activities that will be taking place and the resources that will be used): | |
| Expected attendance (number and type of attendees – eg USC staff, students, public): | |

Event organiser/s:

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| Name:  Name:  Name: | Ph:  Ph:  Ph: | |
| Note: At least one person listed above must be contactable on the number given, during the event. | | |
| Proposed location of event (include campus and location  on campus): |  | |
| Proposed alternate wet weather location *(if applicable)*: |  | |
| 2.0 Pre-event planning and permissions | | |
|  | | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Please attach a copy of your FM Event Planning Checklist, indicating FM approval of the use of USC grounds and facilities for your event. | |  |
| If food and/or drinks are available at your event (whether they are for sale or not), you must contact Capital and Commercial (email: [catering@usc.edu.au](mailto:catering@usc.edu.au)) for advice and approval to run this aspect of your event. Please attach evidence indicating that Capital and Commercial have approved the provision of food and drink at your event.  *Evidence may be an email from Capital and Commercial indicating that they have given permission for your event to provide food and/or drinks.* | |  |
| If the event is being run by an external (non-USC) person/organisation, you must provide a certificate of currency for public liability insurance.  *If you are unsure if this is required for the event you are running, contact* [insurance@usc.edu.au](mailto:insurance@usc.edu.au) | |  |
| If the event or part thereof, is likely to affect the surrounding community – they have been informed. 🞎 Yes 🞎 No  *eg consider if school children or other visitors may be walking though campus or may wish to participate in events. eg what will your procedure be if minors wish to participate in activities that may be unsuitable for them etc.* | |  |

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| 3.0 Alcohol Services | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Do you intend on serving alcohol at your event?  🞎 Yes 🞎 No  *If you require a liquor licence:*   * *You must apply in writing to the Vice Chancellor.* * *Apply for a liquor licence.* * *Email a copy of the liquor licence and the Vice Chancellor’s approval to* [*catering@usc.edu.au*](mailto:catering@usc.edu.au) * *Have processes in place to ensure that event/service of alcohol is in accordance with licencing arrangements.*   *If you do not require a liquor licence, you must:*   * *Have indicated on the FM Event Planning Checklist that you propose serving alcohol at your event* * *At all times, there must be at least one trained (non-drinking) RSA person present for the duration of alcohol service/consumption.* |  |

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| 4.0 FOOD SERVICE | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| If you are using an external food vendor – do they have a food licence (if applicable)? 🞎 Yes 🞎 No  *This licence must be displayed. If you are unsure if your vendor requires a licence, contact USC HSW. Email:* [*hsw@usc.edu.au*](mailto:hsw@usc.edu.au) |  |
| Provisions have been made to ensure that food handling is in accordance with Food Standards Code? 🞎 Yes 🞎 No  NOTE: Even if you do not need a food licence you must abide by the Food Standards Code.   * Keep food preparation areas and equipment clean and hygienic * Waterproof/resistant covering provided to cover any lesions/breaks in skin of food handlers, during food preparation and service * Hand washing facilities available * Disposable gloves supplied for food preparation * Food preparers instructed in requirements for gloves use (changing between tasks that may contaminate food – eg toilet visit, preparation raw food etc.) * No refreezing of thawed or partially thawed food * Potentially hazardous food stored\* and handled with consideration to temperature danger zone (between 5 and 60°C) – food to spend limited time in temperature danger zone. * If food is in temperature danger zone – 2hour, 4hour rule applied. (eg food cannot spend more than two hours in the temperature danger zones and if food is in temperature danger zone for four hours or more – it is thrown out.) * Keep and prepare raw and cooked food separately * Ensure food cooked thoroughly * Ensure consumers aware of potential allergens/ingredients of food * If gluten (or other allergen) free alternatives cannot be stored, prepared and served ensuring NO contact with gluten (or other allergen) containing food – this must be made known, due to the potential for (even micro) contamination.   \* Potentially hazardous foods either might contain food-poisoning bacteria or are high in protein and low in acidity allowing food-poisoning bacteria to multiply (eg raw and cooked meat; dairy products; seafood; processed fruits and vegetables (prepared salads and cut melon); cooked rice and pasta; moist food containing eggs, beans, nuts; dishes containing any of the above). |  |

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| 5.0 bump-in / bump-out | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Has a site plan been developed? 🞎 Yes 🞎 No  *If you are running an event with several stalls/components you should develop a site plan, so each vendor/stall holder knows where they are required to set up. The plan should consider the resources needed by each stall (electricity, shade, room) and any hazards they may generate (eg noise, smoke etc.).* |  |
| Has a plan/time table been developed to stagger arrival and set up times (if required)? 🞎 Yes 🞎 No  *If you are running an event that has several stalls or components, consider if it would be advantageous to stagger arrival times to decrease traffic on campus and to ensure each vendor/stall holder has ample room for set up.* |  |
| Access is restricted to essential personnel only, during setup?  🞎 Yes 🞎 No  *Some set-ups will require that you isolate the area during set up to reduce risks – eg using barricades to isolate pedestrian access, during set up of amusement devices and stages.* |  |
| Vendors/Contractors have been provided with a map and bump in instructions? 🞎 Yes 🞎 No  *Including:*   * *Access and exit points* * *No vehicle areas/zones* * *Parking during set up* * *Speed limits* * *Contact person on arrival* |  |

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| 6.0 Set-up / Assembly | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Will qualified, experienced contractors be used for equipment assembly where required (eg stage, PA equipment)?  🞎 Yes 🞎 No  *It is your responsibility to use reputable contractors as you are also (in part) responsible for the work they undertake at USC so you must consider if they are suitable (experienced, trained, qualified, licensed if required) for the work they are being engaged to undertake.* |  |
| Are all free-standing objects (marquees, pin boards etc.) weighted? 🞎 Yes 🞎 No |  |

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| 7.0 Personnel and Contractor and/or Vendor Management | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| **All** event personnel, (staff, students, volunteers, contractors and vendors) have completed appropriate online inductions? 🞎 Yes 🞎 No   * *USC Staff – Blackboard/portal:* [*Health Safety and Wellbeing Training Modules (Staff)*](https://online.usc.edu.au/webapps/blackboard/content/listContent.jsp?course_id=_14431_1&content_id=_632654_1)*: HSW and Emergency Preparedness* * *USC Students – Blackboard/portal:* [*Health Safety and Wellbeing Training Modules (Students)*](https://online.usc.edu.au/webapps/blackboard/content/listContentEditable.jsp?content_id=_632657_1&course_id=_14432_1) * *Contractors, vendors, performers and volunteers (non USC) –* [*Low risk contractor induction*](http://www.usc.edu.au/connect/work-at-usc/health-safety-and-wellbeing/safety/contractor-management) *available from the USC website* |  |
| All personnel, vendors, performers and contractors are aware of how to respond in an emergency?  🞎 Yes 🞎 No  *The basics of emergency preparedness will have been covered in their online induction/training. If there is anything else they are required to know, they should be informed by event organisers. If the event you are planning is small, it may be as simple as: knowing where the evacuation assembly area is, what to do if there is an injury*. |  |
| All personnel, vendors, performers and contractors have been provided important contact details?  🞎 Yes 🞎 No   * Event manager or contact person * USC Security (emergencies, first aid, traffic etc.) |  |
| Contractors, vendors, performers have submitted risk assessments (if applicable)? 🞎 Yes 🞎 No  *Some contactors, vendors or performers will require their own risk assessments if the activity they are undertaking has the potential to affect the health and safety of themselves or anyone else on campus (eg. setting up a stage, lighting and audio equipment, some performing arts, amusement rides). If risk assessments have been done, indicate ‘Yes’ and attached them to this form.* |  |
| A Safe Work Method Statement (SWMS) has been supplied, for any high-risk work (if applicable)?  🞎 Yes 🞎 No  *By law any activities that are considered high risk (potential to fall more than 2m or working in or near a confined space) must have a SWMS. If you are unsure contact USC HSW* [*hsw@usc.edu.au*](mailto:hsw@usc.edu.au) *or phone: 5430 2820*. |  |
| All contractors have received a site induction?  🞎 Yes 🞎 No  *Even if they have done the online induction, contractors must be inducted to the site. They must be informed, what to do in an emergency, where the amenities are and if there are any other hazards or activities that they may be impacted by, whilst they are on campus (construction work in the vicinity, an exam being undertaken in a nearby room etc.).* |  |
| All external vendors have public liability insurance? Please attach the vendors’ ‘Certificate of Currency’ for their insurance.  🞎 Yes 🞎 No  *If you are unsure of insurance requirements, contact USC insurance (*[*insurance@usc.edu.au*](mailto:insurance@usc.edu.au) *).* |  |
| Have contractors been made aware that their equipment is their own responsibility whilst on campus?  🞎 Yes 🞎 No |  |

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| 8.0 manual handling | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Have you organised trolleys for the movement of heavy items?  🞎 Yes 🞎 No  *You should provide trolleys to reduce manual handling and carrying of loads.* |  |

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| 9.0 sun and heat exposure | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Is there provision of undercover areas (for shade) for outdoor events? 🞎 Yes 🞎 No  *If your event is in the heat of the day and will require people to be exposed to the sun for greater than 30 minutes you should considered if there is adequate shade.* |  |
| USC workers (including contractors) and volunteers working outside have been informed of the requirement to wear sun safe clothing and sunscreen? 🞎 Yes 🞎 No |  |
| Have you provided sunscreen for outdoor workers?  🞎 Yes 🞎 No |  |
| Have arrangements been made to rotate outdoor workers to avoid prolonged exposure to sun and heat during peak sun/heat period? 🞎 Yes 🞎 No |  |

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| 10.0 amusement devices / rides | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| The owner or operator has provided current:   * Plant Registration Certificate (if applicable) * Engineers/competent person report * Maintenance/inspection certificate/records   🞎 Yes 🞎 No  *You can check with USC HSW if you are unsure if the device you are hiring is registerable plant. Registerable amusement devices are required to be inspected by an engineer every year. The owner of the device should be able to provide you with a copy of the engineer’s report. If the provider cannot supply an engineer’s report contact USC HSW and do not use this supplier.* |  |

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| 11.0 lost children | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Do you have a procedure for lost children? 🞎 Yes 🞎 No  *If your event is of a nature that there will be a large number of attendees, including children, there should be a procedure for lost children.  All workers/volunteers should know the procedure in the event of being told of a lost child.* |  |

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| 12.0 cash handling | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| STAFF: Have you contacted Financial Services to ensure that your cash handling is in accordance with USC policy/procedures?  🞎 Yes 🞎 No |  |

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| 13.0 sepcial event activities | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Are there specific activities at your event that have the potential to harm/injure those participating or in the vicinity? 🞎 Yes 🞎 No  *Detail any other aspects of your event that have not been covered in this risk assessment and the controls to associated controls.*  *eg events including physical activities, the likelihood of being hit by moving objects (performers, juggling hard objects, demonstrations etc.). Provide details of these activities and how you are mitigating the risks.* |  |

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| 14.0 approval and Declaration |

Checklist / risk assessment completed by:

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| Signature: | Date: |
| Name: | Contact details (for return of checklist with approval): |

Approved by:

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| Signature: | Date: |
| Name: | Position: |
| If there are any higher risk activities associated with this event, or potentially socially or culturally sensitive material, please contact USC insurance to determine if the event will be covered by USC Insurance. | |
| Your approval indicates that you approve this event following consideration of the following two documents:   * Safety Checklist for on Campus Events * FM Event checklist | |
| 🞎 Tick to indicate that the event organisers have provided you with adequate proof of identification.  (eg Staff and student requests should come from USC email addresses; external organisations should provide requests on letter heads; business name should be indicated on the public liability certificate of currency) | |