



# Safety Checklist for Events Held at Hillbrook

Hazards/ Issues or Tasks	Applies/ Checked	Additional Actions required
<b>1. EVENT ACCESS AND EGRESS</b>		
Entry / Exit areas are kept clear and accessible.		
For an evening event, that you have appropriate Lighting.		
<b>2. TRAFFIC FLOW/ PARKING</b>	Applies/ Checked	Additional Actions required
You have discussed parking requirements for your event with Hillbrook Staff.		
<b>3. AMENITIES</b>	Applies/ Checked	Additional Actions required
You have discussed provision of adequate amenities /location of toilets and hand washing.		
<b>4. FIRE PREVENTION</b>	Applies/ Checked	Additional Actions required
You acknowledge you have not brought onto campus any material that poses fire risks.		
Your staff and volunteers are aware of the fire evacuation procedures relevant to the planned event.		
<b>5. FIRST AID</b>	Applies/ Checked	Additional Actions required
First Aid facilities suitable for type of event, and locations know by all staff		
<b>6. ELECTRICAL POWER/ GENERATORS</b>	Applies/ Checked	Additional Actions required
Power access required? Provide details eg. 240v, generator, phase 3. <b>If N/A go to Q.7</b>		
Event Manager's Name:	Phone:	
Electrician's Name:	Phone:	
Generator Hire Name:	Phone:	
<b>Other:</b>	Applies/ Checked	Additional Actions required
Portable Residual circuit devices (RCDs) are used where required.		
No double adapters or piggy back plugs are used.		
All portable (Specified) electrical equipment including power leads, power boards have been inspected and tested in accordance with QLD Electrical Safety Regulation. <i>(Double insulated – annually, not double insulated – every 6 months)</i>		

All portable (Specified) electrical equipment including power leads, power boards are connected to a Safety Switch.		
Adequate protection of the public from electric shock and any trip hazards.		
All electrical leads and electrical equipment are placed in safe locations, e.g. <i>not on top of unstable surfaces, across pathways.</i>		
All leads, plugs, etc are protected from the weather and hazards such as water or other liquids, etc.		
Generators (if used) are placed in a safe location and are fenced or sectioned off from the public. Exhaust gas is vented to an open area.		
<b>7. UTILITIES / SITE SERVICES</b>	<b>Applies/ Checked</b>	<b>Additional Actions required</b>
If underground or overhead utilities required contact school maintenance staff to ensure safe use & access.		
<b>8. FOOD</b>	<b>Applies/ Checked</b>	<b>Additional Actions required</b>
Apart from events such as ‘Sustainability Day’, food cannot be served on campus without prior approval.		
Name of Provider:  Contact Person:  Phone:  Food License/ Permit Attached: YES <input type="checkbox"/> NO <input type="checkbox"/>	Name of Provider:  Contact Person:  Phone:  Food License/ Permit Attached: YES <input type="checkbox"/> NO <input type="checkbox"/>	
If group does not hold a food license – what food safety control measures will be used to ensure the health of people attending the event? <b>Please attach food safety plan</b>		
<b>Permits</b> - Please consider if other permits are required; such as events requiring road closure and emergency services.		
<b>Job Safety Analysis/ Safety Plan</b> is collected from relevant contractors covering all required permits/licenses and plant registration.		
<b>9. STAGING AND PLATFORMS, MARQUEES, STALLS, VANS OR OTHER TEMPORARY STRUCTURES</b>	<b>Applies/ Checked</b>	<b>Additional Actions required</b>
All stages are erected by personnel with appropriate training and certifications (as required).		
Adequate access and egress around all staging and platforms for event patrons and emergency services.		
Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/ clear paths.		

10. NOISE	Applies/ Checked	Additional Actions required
The event will include amplified music, speeches etc.		
Event noise is to be kept to reasonable levels and the local community made aware of the event by letter-box drop where it is believed that some disturbance is likely.		
Community advice to be coordinated with Hillbrook Anglican School.		
11. WORK AT HEIGHTS – Banner, flags or signs erection	Applies/ Checked	Additional Actions required
Permission is obtained from Maintenance Staff for placement of banners or other large display items.		
Ladders are well maintained and suitable for work undertaken & weight – (industrial rated)		
No work done from ladders unless 3 points of contact able to be maintained at all times <i>e.g.: 2 feet and 1 hand.</i>		
Assistance of a second person is provided where required <i>e.g.: holding ladder for stability.</i>		
Right type of equipment is used for the height access job <i>(i.e. ladder, cherry picker, etc)</i>		
Boom lifts (cherry pickers) operators use appropriate safety body harnesses attached to bucket.		
12. MANUAL HANDLING	Applies/ Checked	Additional Actions required
Loads are able to be delivered as close as possible to area using vehicle or mechanical aids (e.g. trolley)		
13. LIQUID PETROLEUM GAS (LPG) AND HEATERS	Applies/ Checked	Additional Actions required
In the event a hazardous chemical must be brought on – site by the contractor, the School must be notified		
14. PERSONAL PROTECTIVE EQUIPMENT (PPE)	Applies/ Checked	Additional Actions required
All tasks to be undertaken by staff and volunteers are checked for the right PPE and PPE is provided if needed <i>(e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jacket, etc)</i> – Separate risk assessments may be required for high risk tasks.		

## Fact Sheet Information from Work Health Safety Queensland

### Duties under the *Work Health and Safety Act 2011* for people conducting public events

When a public event is conducted by a person conducting a business or undertaking (PCBU), the *Work Health and Safety Act 2011* (the Act) applies and the PCBU must ensure, so far as is reasonably practicable:

- the health and safety of workers in the workplace
- that work carried out as part of the event does not put the health and safety of participants or spectators at risk
- the work environment is without potential risks to health and safety
- plant and structures are safe
- systems of work are safe.

Patrons attending an event may encounter health and safety risks when attending an event.

Workers and other persons such as patrons at public events conducted by PCBUs also have a duty of care under the Act to:

- take reasonable care for their own health and safety
- take reasonable care that they do not adversely affect the health and safety of others
- comply with reasonable instructions given by the PCBU.
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### For more information

Further information on workplace health and safety and the new laws is available at [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

## EXAMPLES OF EVENT HAZARDS

### Security

Cash handling

### People

Inappropriate use of staff

### Plant

Training  
Certification  
Supervision of operation  
Poor or absent Maintenance  
Isolation/segregation – people

### The event

Communication equipment  
Asset protection  
Entry control

### Legal

Interaction with law enforcement agencies

### Planning

Emergency management  
Contingency planning

### Accessibility

Ramps  
Parking  
Public transport  
Signage  
Access to venues  
Egress  
Seating

### Materials handling

Mechanical handling  
Food handling safety  
Furniture fixture and equipment  
Locations/storage  
Weights, height, dimensions  
Condition of terrain, path of travel

### Contractors

Co-coordinating contractors  
Communication  
Legal compliance  
Job safety analysis/ risk assessment and safety plans  
Training/ Licensing  
Accreditation  
Contracts

### Staff

First aid  
Food preparation/safety  
Fatigue  
Conditions – excessive heat/cold  
Competency/suitability  
Welfare – breaks,  
Sun exposure -sunscreen,  
Temperature extremes – heat /cold

### Working at height

Scaffolds – licensed /trained erectors  
Unsafe Use of Winches  
Unsafe use of Ladders  
Proximity to Overhead power lines  
Edge protection ( off roofs or platforms)  
Camera platforms  
Rigging/lighting  
Improper use of Safety harnesses -

### Slips and trips

Electrical cables across pathways  
Uneven ground, loose surfaces  
Adverse Weather  
Flooring design/surfaces  
Poor design or placement of barriers  
Poor Lighting  
Inadequate Queuing systems  
Edge protection  
Climbing for vantage points  
Inappropriate footwear

### Bump In stage

Erection of Temporary structures  
Unauthorised access  
Electrical safety  
Slips/trips  
Weather

### Fire safety

Evacuation plans  
Fire prevention plan  
Dangerous Goods storage  
Knowledge and use of equipment  
Appropriate firefighting equipment  
Obstruction and security of fire fighting  
Equipment

### Manual handling

Excessive weight or awkward dimensions  
Lack of Mechanical aids  
Poor packaging by suppliers  
Training

