# Safety Checklist for Events Held at Hillbrook

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. EVENT ACCESS AND EGRESS</strong></td>
<td></td>
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</tr>
<tr>
<td>Entry / Exit areas are kept clear and accessible.</td>
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<tr>
<td>For an evening event, that you have appropriate Lighting.</td>
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<td></td>
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<tr>
<td><strong>2. TRAFFIC FLOW/ PARKING</strong></td>
<td>Applies/ Checked</td>
<td>Additional Actions required</td>
</tr>
<tr>
<td>You have discussed parking requirements for your event with Hillbrook Staff.</td>
<td></td>
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<tr>
<td><strong>3. AMENITIES</strong></td>
<td>Applies/ Checked</td>
<td>Additional Actions required</td>
</tr>
<tr>
<td>You have discussed provision of adequate amenities /location of toilets and hand washing.</td>
<td></td>
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<tr>
<td><strong>4. FIRE PREVENTION</strong></td>
<td>Applies/ Checked</td>
<td>Additional Actions required</td>
</tr>
<tr>
<td>You acknowledge you have not brought onto campus any material that poses fire risks.</td>
<td></td>
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<tr>
<td>Your staff and volunteers are aware of the fire evacuation procedures relevant to the planned event.</td>
<td></td>
<td></td>
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<tr>
<td><strong>5. FIRST AID</strong></td>
<td>Applies/ Checked</td>
<td>Additional Actions required</td>
</tr>
<tr>
<td>First Aid facilities suitable for type of event, and locations know by all staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6. ELECTRICAL POWER/ GENERATORS</strong></td>
<td>Applies/ Checked</td>
<td>Additional Actions required</td>
</tr>
<tr>
<td>Power access required? Provide details eg. 240v, generator, phase 3. If N/A go to Q.7</td>
<td></td>
<td></td>
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</table>

**Event Manager’s Name:**

**Electrician’s Name:**

**Generator Hire Name:**

**Phone:**

**Other:**

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. *(Double insulated – annually, not double insulated – every 6 months)*
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. *not on top of unstable surfaces, across pathways.*

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.

### 7. UTILITIES / SITE SERVICES

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<tbody>
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If underground or overhead utilities required contact school maintenance staff to ensure safe use & access.

### 8. FOOD

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<tr>
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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 [ ] NO [ ]

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?
Please attach food safety plan

Permits - Please consider if other permits are required; such as events requiring road closure and emergency services.

Job Safety Analysis/ Safety Plan is collected from relevant contractors covering all required permits/ licenses and plant registration.

### 9. STAGING AND PLATFORMS, MARQUEES, STALLS, VANS OR OTHER TEMPORARY STRUCTURES

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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

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<tr>
<td>The event will include amplified music, speeches etc.</td>
<td></td>
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<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Community advice to be coordinated with Hillbrook Anglican School.</td>
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</table>

11. WORK AT HEIGHTS – Banner, flags or signs erection

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<tr>
<td>Permission is obtained from Maintenance Staff for placement of banners or other large display items.</td>
<td></td>
</tr>
<tr>
<td>Ladders are well maintained and suitable for work undertaken &amp; weight – (industrial rated)</td>
<td></td>
</tr>
<tr>
<td>No work done from ladders unless 3 points of contact able to be maintained at all times e.g.: 2 feet and 1 hand.</td>
<td></td>
</tr>
<tr>
<td>Assistance of a second person is provided where required e.g.: holding ladder for stability.</td>
<td></td>
</tr>
<tr>
<td>Right type of equipment is used for the height access job (i.e. ladder, cherry picker, etc)</td>
<td></td>
</tr>
<tr>
<td>Boom lifts (cherry pickers) operators use appropriate safety body harnesses attached to bucket.</td>
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12. MANUAL HANDLING

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<tr>
<td>Loads are able to be delivered as close as possible to area using vehicle or mechanical aids (e.g. trolley)</td>
<td></td>
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</table>

13. LIQUID PETROLEUM GAS (LPG) AND HEATERS

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<tr>
<td>In the event a hazardous chemical must be brought on – site by the contractor, the School must be notified</td>
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14. PERSONAL PROTECTIVE EQUIPMENT (PPE)

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<tr>
<td>All tasks to be undertaken by staff and volunteers are checked for the right PPE and PPE is provided if needed (e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jacket, etc) – Separate risk assessments may be required for high risk tasks.</td>
<td></td>
</tr>
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**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.

**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

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