



Event OHS Risk Management Guide

1. Purpose and Objectives

This guideline sets out the OHS responsibilities of University staff associated with Event Approval and Control including staff from Property & Facilities staff, Faculty or Institute OHS Management and the OHS Division. The guideline also sets out the OHS responsibilities for Event Coordinators and staff. The objective of this guide is to ensure OHS risks are managed at all events ensuring the health and safety of patrons, organising staff and others.

2. Definitions, Terms, Acronyms

Act -	<i>Work Health and Safety Act 2011</i>
Event -	Function or gathering, other than academic classes scheduled as part of the curriculum, held in a University building or outdoor space on a University campus
Event Management Risk Assessment -	Document identifying the risks associated with the event, including OHS, Environment, Community, Security etc.
Event Safety Coordinator -	A person nominated by the Event Coordinator to oversee the OHS Plan, conduct the OHS Event Inspection and manage OHS issues arising during the event.
OHS -	Occupational health and safety
OHS Event Inspection -	An inspection conducted on the day of the event to ensure control measures are implemented according to the Event Management Risk Assessment and individual activity risk assessments.
OHS Plan -	Document identifying the Event Safety Coordinator and the actions required to address OHS issues.
OHS Risk -	The possibility that harm (death, injury or illness) might occur when exposed to a hazard.

3. Guideline Scope/Coverage

Coordinators of events, both internal and external, can apply to use University buildings and campuses as the venue for events. Security Section within the Property and Facilities Division are responsible for monitoring, approving and controlling events on campus and for providing approvals of applications for permission to keep or consume intoxicating liquor on site. OHS Risk Management of an event is also required within the application for an event.

This guideline applies to University staff associated with Event Approval and Control including staff from Property & Facilities Division staff, Faculty or Institute OHS Management and the OHS Division. The guideline

also applies to internal and external Event Coordinators and staff including UQ Union, UQ Affiliated Clubs and Societies and Not-for-profit organisations.

4. Guideline Statement

This guideline has been developed by the OHS Division in consultation with relevant University departments and sections. The objectives of this guideline are to:

- Outline the OHS Risk Management considerations for an event;
- Define the review process of Event Management Risk Assessments and OHS Plan;
- Ensure event Coordinator and staff are aware of their OHS responsibilities and UQ OHS requirements;
- Provide an easy to follow guide for ensuring OHS risks are managed at all events ensuring the health and safety of patrons, organising staff and others.

5. Obligations and Responsibilities

5.1 Event Coordinators

- identifying OHS risks associated with the event they are organising;
- ensuring all activities conducted by third parties have been risk assessed and documentation provided eg: amusement rides, food vendors etc;
- ensuring all OHS related documentation is completed and submitted to the Security Section of the Property & Facilities Division;
- nominating an Event Safety Coordinator;
- consulting with the Security Section of the Property & Facilities Division regarding the event and OHS issues.

5.2 Property & Facilities Division – Security Staff

- ensuring all OHS related documentation is complete and submitted by the event Coordinator;
- preliminary review of Event Management Risk Assessments and OHS Plans for all events;
- provide Event Coordinator with feedback regarding the sufficiency of the OHS documentation;
- triage Event Management Risk Assessments and associated documents for further review by Faculty, Institute or OHS Division; and
- consult with Faculty or Institute OHS Management / OHS Division for event awareness and review of OHS related documentation.

5.3 Faculty or Institute OHS Management

- review of Event Management Risk Assessments and OHS Plans for all events categorised as ‘Major’ by Property & Facilities Division Event Staff and arranged or organised by internal UQ units or located within the faculty or institute;
- providing Property & Facilities Division Event Staff with feedback regarding the sufficiency of the OHS documentation;
- consult with OHS Division for issues related to OHS risks associated with event applications.

5.4 OHS Division

- review of Event Management Risk Assessments and OHS Plans for events categorised as ‘Major’ by Property & Facilities Division Event Staff and arranged or organised by either external or internal UQ units not located within the faculty or institute;

- providing Property & Facilities Division Event Staff with feedback regarding the sufficiency of the OHS documentation;
- consult with Property & Facilities Division Event Staff for issues related to OHS risks associated with event applications.

6. OHS Risk Management

The application for an event at UQ requires event Coordinators to complete an Event Planner and provide supporting documentation including insurance certificates. Section 9 of the Event Planner includes Risk Management information regarding the requirement for an Event Management Risk Assessment and the Conditions of Use.

Event Coordinators are required to complete an Event Management Risk Assessment which includes OHS risks. All activities conducted by the Event Coordinators and staff must be assessed in the Event Management Risk Assessment. The Event Management Risk Assessment should also identify the individual risk assessments that are required for each activities conducted by third parties such as providers of amusement rides or food vendors etc.

6.1 Event Management Risk Assessment Template

Property & Facilities Division Event Staff may provide event Coordinators with an Event Management Risk Assessment template.

Event Coordinators must complete the template provided unless their organisation has their own Risk Assessment documentation.

The summary page at the front of the template is **mandatory** for all Event Management Risk Assessments, regardless of the risk assessment template used.

7. Assessing OHS Risks

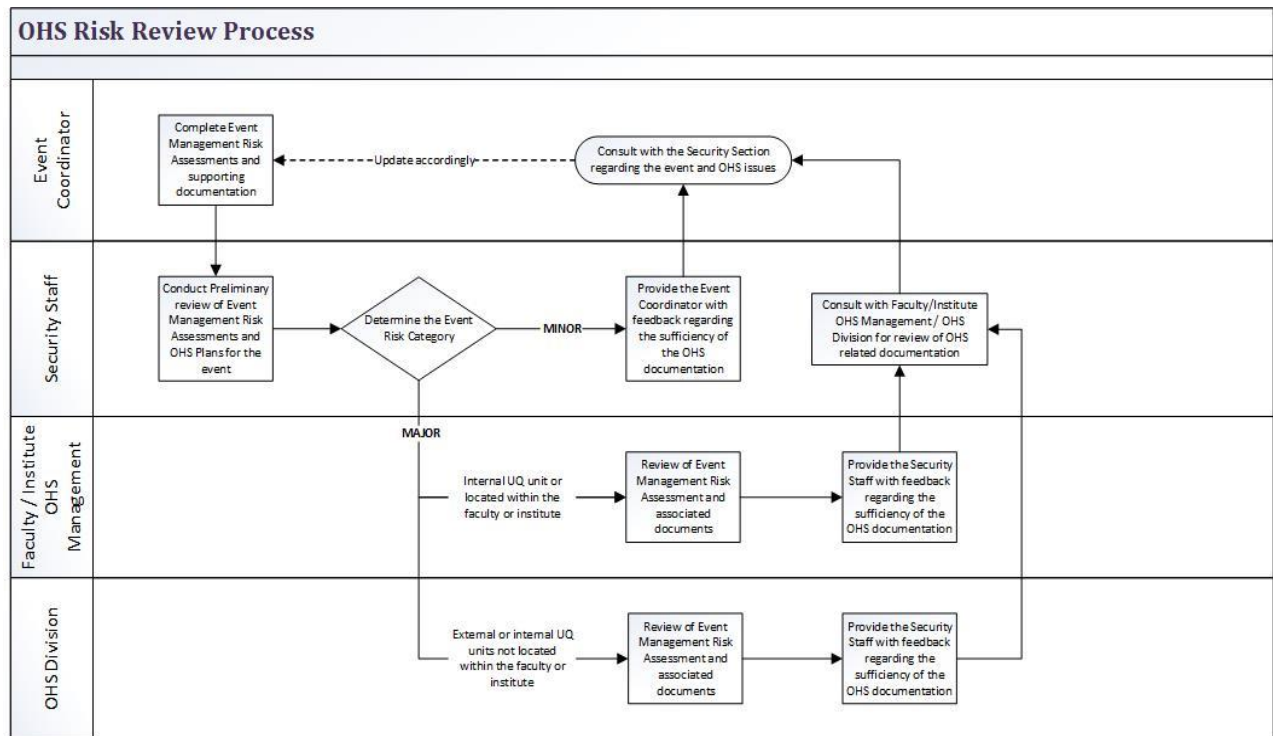
The Event Management Risk Assessment template requires the evaluation of 'Initial Risk – Before Controls' and 'Planned Residual Risk – After Controls'. Organisations that have a risk methodology are recommended to utilise their own methods. Otherwise, to evaluate the levels of OHS risks it is recommended event Coordinators follow the guidance provided in the How to manage work health and safety risks – Code of Practice 2011 (Qld). This can be found at https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0003/58170/how-to-manage-whs-risks-cop-2011.pdf

8. OHS Risk Review Process

1. Event Coordinators are to send the completed Event Management Risk Assessments and supporting documentation to the Security Section of the Property & Facilities Division.
2. The Security Section conduct a preliminary review of Event Management Risk Assessments and OHS Plans for the event.
3. The Security Section determine the Event Risk Category on the summary page of the Event Management Risk Assessment.
4. For Events categorised as '**Minor**', the Security Section provides the Event Coordinator with feedback regarding the sufficiency of the OHS documentation;
5. For Events categorised as '**Major**', the Security Section forwards the Event Management Risk Assessment and associated documents for further review to:
 - 5.1 Faculty or Institute OHS Management - where the event is arranged or organised by internal UQ units or located within the faculty or institute; or

- 5.2 OHS Division – where the event is arranged or organised by either external or internal UQ units not located within the faculty or institute.
6. For Major Events, Faculty, Institute or OHS Division provide Security Staff with feedback regarding the sufficiency of the OHS documentation.

Figure 1 Flow chart depicting the OHS Risk Review Process



8.1 Categorising Event Risk

To streamline the Event Approval and Control process, Security Staff triage Event Management Risk Assessments and associated OHS documentation. According to the Event Risk Category, Security Staff will forward the Event Management Risk Assessments and associated OHS documentation for further review by Faculty, Institute or OHS Division.

Minor Risk Events are those events that include, but not limited to:

- Staff and/or student gatherings;
- Internal celebrations;
- BBQ's;
- Wedding ceremonies;
- Events not involving use of equipment, plant, hazardous chemicals, gases, throwing objects, electricity or fire;
- Established or pre-existing events that occur on a regular basis where an Event Management Risk Assessment has been previously reviewed by OHS Division and no significant changes are being implemented.

Major Risk Events are those events that include, but not limited to:

- Multiple events (e.g. International Fair);
- Use of equipment, plant, hazardous chemicals, gases, electricity or fire;
- Patrons participated in throwing objects (e.g. powder), carrying glass lights or the risk of serious injury is likely (e.g. Zorb ball, Acrobatics or Climbing Walls).

9. OHS Plan

In addition to the Event Management Risk Assessment, Event Coordinator must complete an OHS Plan for the event.

- OHS Plan (Section 10 of the Event Planner)

The OHS Plan identifies the nominated Event Safety Coordinator and their contact details during the event e.g. mobile number or radio channel.

The Event Safety Coordinator is the person nominated by the Event Coordinator to oversee the OHS Plan, conduct the OHS Event Inspection and manage OHS issues arising during the event. The Coordinator should be the responsible person for evacuation in an emergency.

The OHS Plan summarises the identified OHS risks that may arise during the event and provides a succinct action for each risk.

E.g. Risk: Anti-social behaviour – Action: Phone security on 3365 3333.

The OHS Plan must be easily accessible during the event. E.g. carried by Event Safety Coordinator or displayed in the Event Management/Headquarters area.

9.1 Developing the OHS Plan

To develop the OHS Plan you should:

1. Enter the details of the Event Safety Coordinator.
2. Review the Event Management Risk Assessment and identify all the OHS risks.
3. Summarise each OHS risk.
4. Provide an action to address each OHS risk.

10. OHS Event Inspection

The OHS Event Inspection is a process to ensure all OHS risks are being controlled according to the Event Management Risk Assessment.

The OHS Event Inspection can be planned prior to the event or completed during the inspection. A template for an OHS Event Inspection is provided in section 11 of the Event Planner.

- OHS Event Inspection (Section 11 of the Event Planner)

The physical inspection must be conducted on the day of the event to ensure control measures are implemented. The inspection must encompass all controls detailed in the Event Management Risk Assessment and should review the controls identified in the individual risk assessments provided by third parties.

Once the inspection is completed a confirmation should be made that the OHS Management Plan complies with the Act, meets OHS risk management requirements and has been inspected to ensure controls have been implemented as planned.

Where changes to planned controls have been made. The changes must be documented on the Event Management Risk Assessment and inform all Event staff as necessary. If required updated the OHS Plan to reflect changes to OHS risks and actions.

11. Additional Information

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