

EVENT MANAGEMENT RISK & CONTROL ASSESSMENT

NAME & EXACT LOCATION OF EVENT:	Expected crowd size:	'Event Manager' name and contact number at event:
Date and times of event:	Ticket sales:	Person completing assessment:

<p>THE EVENT MANAGEMENT RISK ASSESSMENT</p> <p>We are all aware of the potential risks associated with event management. The 'event organiser' is in the unique position of being able to identify hazards and then work with various divisions across the University to implement practical solutions to rectify these hazards.</p> <p>By completing this form it will help you to identify and control hazards that are specific to your event and protect the patrons and the University.</p> <p>Steps to be followed:</p> <ol style="list-style-type: none"> 1. Review the event and identify the potential hazards. 2. Ensure you have implemented the controls required for all events 3. Arrange for the standard controls to be implemented – liaising with stakeholders as required. 4. Identify any other additional controls you will be implementing. 5. Return this assessment to Facilities Management Services Division a minimum of 10 working days prior to your event. 	<p>Controls required for all events</p> <p>Security staff/crowd controls organised through the Facilities Management Services Division</p> <p>Complete appropriate booking form:</p> <ul style="list-style-type: none"> – Hire of premises – external hirers – DUSA room booking request – DUSA clubs and societies – One off room booking form – internal Deakin hirers <p>Notification of other occupants in the building/space</p> <p>If DUSA event, DUSA Risk Management Plan</p> <p>Emergency Management processes – including provision of access to first aiders & supplies; clear access and egress routes; evacuation procedures</p> <p>Assigned 'event manager' who will be in attendance for the duration of the event</p>	<p>Comp'</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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Potential Hazards	Yes	N/A	Standard Controls	Comp'	Additional Controls
Provision of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>	Liquor licence to be obtained and appended Responsible service of alcohol certificate for all bar staff cited Systems established for prevention of underage drinking Staff briefed on Deakin procedures/protocols re rest, security, emergency arrangements, bar crush, excessive alcohol use, drink spiking	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Provision of food?	<input type="checkbox"/>	<input type="checkbox"/>	All food and non-alcoholic beverages to be supplied by current food services contractor of University. Food provided by external provider in accordance with the requirements of Victorian Food Act 1984 as administered by Department of Human Services .	<input type="checkbox"/> <input type="checkbox"/>	
Items/tickets etc for sale at the event?	<input type="checkbox"/>	<input type="checkbox"/>	Cash handling plan/procedures developed and communicated	<input type="checkbox"/>	
Attendance at event of VIP's?	<input type="checkbox"/>	<input type="checkbox"/>	Additional specific security and/or safety controls implemented as appended	<input type="checkbox"/>	
Use of Deakin University name and/or logo in marketing devices?	<input type="checkbox"/>	<input type="checkbox"/>	Liaise with the Marketing Division and follow their instructions	<input type="checkbox"/>	
Impact on traffic flows within the University and/or immediate surrounds?	<input type="checkbox"/>	<input type="checkbox"/>	Specific Traffic Management Plan developed and appended Have adequate arrangements been implemented for parking of patrons	<input type="checkbox"/> <input type="checkbox"/>	

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Engagement of external entertainers and/or contractors?	<input type="checkbox"/>	<input type="checkbox"/>	Application of the University's consultants or contractor management requirements Contractor to provide a Job Safety Assessment Contractor/entertainer to provide evidence of Public Liability Insurance accordant with the level of risk of the event/their work	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Amplified music or public address systems?	<input type="checkbox"/>	<input type="checkbox"/>	Compliance with the State Environment Protection Policy (control of music noise from public premises) N-2 Compliance with the Environment Protection (Residential Noise) regulations 1997 Compliance with specific municipal requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Can the event be affected by adverse weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>	Contingency plan in place	<input type="checkbox"/>	
Does the event require additional electrical power?	<input type="checkbox"/>	<input type="checkbox"/>	Liaise with the Facilities Management Services Division and follow their instructions Ensure all electrical and lighting equipment is tagged and in test date	<input type="checkbox"/> <input type="checkbox"/>	
Does the event require setting up of staging/tables/chairs etc>	<input type="checkbox"/>	<input type="checkbox"/>	Utilise the services of the Deakin Student Life Porterage OR Completion of Manual Handling Risk Assessment WorkSafe Manual Handling Risk Assessment Form	<input type="checkbox"/> <input type="checkbox"/>	
Is there a potential impact on fire systems isolation, i.e. use of smoke machines or pyrotechnics?	<input type="checkbox"/>	<input type="checkbox"/>	Fire system isolation required – liaise with Facilities Management Services Division Emergency services notification	<input type="checkbox"/> <input type="checkbox"/>	
Will the event require the construction any of stages or platforms (including sky borders and stage wings) exceeding 150m ² in floor area; OR temporary seating structures for more than 20 persons; OR tents, marquees or booths floor area greater than 100m ²	<input type="checkbox"/>	<input type="checkbox"/>	Temporary occupancy permit required, liaise with: Burwood—City of Whitehorse, Building Services 9262 6333 Geelong—City of Greater Geelong, Building Services 5227 0454 Toorak—City of Stonington, Building Control Services 8290 3525 Warrnambool—Warrnambool City Council, Building Services 5559 4800	<input type="checkbox"/>	
Is there a potential for waste to be generated?	<input type="checkbox"/>	<input type="checkbox"/>	Additional cleaning organised Rubbish skips required Additional bins required	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Additional Hazards			Specific Controls		