

Event Safety Management Information

Small to medium sized community events

Community events are an important part of our way of life in South Australia. The success of events is often measured by attendance figures and participation feedback, but events must also be measured in terms of safety. Event organisers must recognise that they are responsible for ensuring the safety of those attending or working at an event.

Determining your workplace needs

Stakeholders involved will vary from event to event and may include:

- event organisers
- employees and volunteers
- service and contract providers eg catering, merchandise, amusement devices and equipment
- emergency services (eg SA Ambulance Service, SA Police, Metropolitan Fire Service, State Emergency Service, Country Fire Service, etc.)
- local council
- security services
- transport services (eg Department of Planning, Transport and Infrastructure (DPTI))
- regulators (eg SafeWork SA, Office of the Technical Regulator (OTR))
- media
- members of the public who attend the event.

Event planning – bump in to bump out

Safe events are well planned events – nothing should be left to chance. By using systemic planning processes, event organisers can identify potential hazards, determine risk, and then eliminate them or minimise their impact. Good planning systems means being prepared well in advance and ensuring safety is a priority

throughout the event, including initial pre-event set up (bump in) and dismantle (bump out). Adequate planning is vital to achieving event success and safety is an integral part of this.

Event management information series

The Event Safety Management Information series is designed for those involved in planning, organising and implementing small to medium sized community events, and is designed to assist organisers in ensuring safe management systems are put in place.

The Event Safety Management Information series includes an Event Safety Risk Assessment and an Event Safety Checklist to complete, copy and send to SafeWork SA.

The paper trail

The Event Safety Management Information series explores the importance of event safety organisation before, during and after the event. Another important component is maintaining the paper trail that documents the activities undertaken. The types of paperwork and records that should be kept include:

- event planning documents
- event risk register or risk control plan
- event site and utility maps
- emergency control procedures
- staff applications and training records
- copies of permits, licences, and certifications
- contractor agreement forms / safe work procedures
- certificates of currency for insurances
- maintenance or repair records.

Event evaluation

Every event requires evaluation at the end, often called a 'debrief'. Post-event evaluation provides the opportunity to discuss what went well, what didn't, what could be improved, and issues that should be noted for the next event. As with all areas of event safety, all parties involved should be represented in this consultative process.

Keep notes so you are able to update your Risk Control Plan or Risk Register, implement changes for your next event, and have your document system set up, ready to go!

Duty holders

Event organisers are defined as a person conducting a business or undertaking (PCBU) under the *Work Health and Safety Act 2012 (SA)* (WHS Act).

PCBU's have a primary duty of care and must, so far as is reasonably practicable, ensure the health and safety of workers, contractors and the general public. Where a PCBU engages a contractor, both parties have shared responsibilities and must work together to ensure the health and safety of themselves and others.

More information

- [Guidelines for the Management of Public Health and Safety at Events](#) produced by SA Health.
- [Safe and Healthy Mass Gatherings](#) produced by Emergency Management Australia.
- [AS/NZS ISO 31000:2009 Risk Management – Standards Australia.](#)
- General WHS information, Safeguards, Hazard Alerts and industry information is available at safework.sa.gov.au.
- [Australia's Strategy for Protecting Crowded Places from Terrorism](#) produced by the Australian Government.

SafeWork SA can help!


For tips and advice on work health and safety, SafeWork SA offers a free workplace advisory service.

An experienced WHS advisor can visit your workplace to help you to identify hazards and risks as well as offering practical safety solutions that will suit your specific circumstances.

Our advisors have no inspector powers, so you can feel comfortable inviting them in to help.

Request a visit at safework.sa.gov.au/freeadvice or call 1300 365 255.



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