Instructions

* Four weeks notice is required for event requests
* The checklist below has been developed to ensure Facilities Management (FM) are aware of all events and the risk they may present to individuals and infrastructure at USC locations.
* This is not an approval process for an event, it is a regulatory component of the approval process. Given the nature of the event you are organising, some of the controls in this checklist will not be relevant and others may require more detail than given here. If there are areas/questions that do not pertain to the event you are organising – please comment N/A.
* Please note costs for works to repair grounds outside of normal wear and tear as a result of the event may be charged to the requester’s cost code.
* **This checklist is to be filled out in conjunction with the** ***Campus Event and COVID19 Checklists***.
* Please email completed form to: [FMeventschecklist@usc.edu.au](mailto:FMeventschecklist@usc.edu.au)

|  |
| --- |
| 1.0 event information |

|  |  |
| --- | --- |
| Name of event: | |
| Description of activities: | |
| Event date: Time from:  Time to: | Pre-event setup date and time: |
| Proposed event location: | |
| Vehicles & equipment that will be used during setup: | |
| Department/oversight (USC Contact): | |
| Budget – Provide Cost Code for expenses that may be incurred by FM including setup support and contractor involvement: | |
| Campus: 🞎 USC Sunshine Coast 🞎 USC Fraser Coast 🞎 USC Caboolture 🞎 USC Gympie 🞎 USC South Bank 🞎 USC Moreton Bay | |
| Guests: 🞎 Staff 🞎 USC School 🞎 Students 🞎 Off-campus 🞎 School students | |
| Expected number of guests: | |

|  |
| --- |
| 2.0 EVENT organiser details |

|  |  |
| --- | --- |
| Name: | |
| Telephone: | Mobile: |
| Email: | 🞎 Student 🞎 Staff 🞎 Other |
| Event day contact Name: | Mobile: |

|  |
| --- |
| 3.0 TRAFFIC and parking |

|  |  |  |
| --- | --- | --- |
| **Possible hazard/issue** | **Provide details on what you (the event organiser) are doing to control this:** | **FM recommendations to improve the safety of your event.** |
| 3.1 Have you allowed for access for emergency vehicles and personnel during set up and throughout the event?  ☐ Yes ☐ No  *You must ensure that emergency access and exits are not obstructed in any way. Ensure that access/egress paths and exits are kept clear: eg do not block exits or exit routes.* | Yes. There will be free access for emergency vehicles and personnel at all times. |  |

|  |  |  |
| --- | --- | --- |
| 3.2 Does your event require a Traffic Management Plan? (This is required if your event will impact traffic on campus (vehicular and/or pedestrian) Please contact FM if unsure.  ☐ Yes ☐ No  If yes, your plan should address if parking attendants are required and if you require traffic controllers to direct traffic. *Note: the direction of vehicular traffic requires specifically trained staff, please consult FM.* | No. The event is not large enough to require traffic management. |  |

|  |
| --- |
| 4.0 SECURITY and event emergency procedures |

|  |  |  |
| --- | --- | --- |
| **Possible hazard/issue** | **Provide details on what you (the event organiser) are doing to control this:** | **FM recommendations to improve the safety of your event.** |
| 4.1 Appropriate security levels have been arranged with SafeUSC. (Please contact SafeUSC if unsure)  ☐ Yes ☐ No | Yes. Due to the high number of expected attendees, the Student Guild will notify SafeUSC of this event.  No. Additional security is not required for this event.  N/A. This event is held off-campus. |  |

|  |  |  |
| --- | --- | --- |
| 4.2 Is any activity or part of an activity likely to generate heat, smoke or dust?  ☐ Yes ☐ No  *Heat smoke and dust may activate smoke detectors. If you have not given details you may be charged for Queensland Fire and Rescue Service attendance in the event that your activity/event activates an alarm. Alerting Security of this can prevent accidental activation of alarms.* | Yes. We will be operating a BBQ, so heat and smoke may be generated. We will ensure that the BBQ is placed on cardboard to ensure no damage to University grounds.  No. This is a presentation inside a lecture theatre and will not generate heat, smoke or dust. |  |

|  |  |  |
| --- | --- | --- |
| 4.3 Do you intend to serve alcohol at your event?  ☐ Yes ☐ No  If yes, provide details on what you are doing to control this. | Yes. The venue will be supplying and serving alcohol. The venue has a liquor licence, which is clearly displayed on the premises. Alcohol will be served by RSA-certified staff employed by the venue. Attendees will be encouraged to drink responsibly.  No. This is an alcohol-free event. |  |

|  |  |  |
| --- | --- | --- |
| 4.4 Are there activities that will use and/or display weapons/simulated weapons?  ☐ Yes ☐ No  If yes, has the Vice Chancellor approved this and have USC Security received proof of this approval?  *This is a legal requirement. Any item that is or could be considered a weapon (even if it is only for display) cannot be brought onto campus without the Vice Chancellor’s approval.* | No. There are no activities that will use and / or display weapons / simulated weapons at this event. |  |

|  |
| --- |
| 5.0 EVENT site and environmental impact |

|  |  |  |
| --- | --- | --- |
| **Possible hazard/issue** | **Provide details on what you (the event organiser) are doing to control this:** | **FM recommendations to improve the safety of your event.** |
| 5.1 Structures: Please note: Marquees, tents, food vans or other structures are to be erected or sited securely and must not encroach on thoroughfares/ clear paths. Weights are to be used to secure marquees and tent, no pegs are to be inserted into the ground. All light and heavy vehicles are not to drive on the lawns during setup and pack down. Please tick ☐ Agreed  *Please provide a proposed site plan for event.* | Agreed. We do not intend to use any large structures or objects that need to be weighted.  Agreed. Any large objects will be erected and weighted appropriately. |  |

|  |  |  |
| --- | --- | --- |
| 5.2 Additional cleaning/waste services (eg Do you anticipate needing additional bins or bin emptying?). ☐ Yes ☐ No  If you have indicated “yes” have you liaised with FM regarding requirements for waste management during and post event? | No. The amount of bins around the room/event will be sufficient for the amount of waste generated.  N/A. This event is held off-campus. | **NOTE: all sanitiser products to be supplied by the event requestor, a sanitiser guide can be found on the** [**TGA**](https://www.tga.gov.au/hand-sanitisers-information-consumers) **website.** |

|  |  |  |
| --- | --- | --- |
| 5.3 Are the activities likely to impact the comfort of others (eg noise, smoke, odours, sensitive content)?  ☐ Yes ☐ No  If yes, provide details of how you will minimise the impact on others (eg consider timing and location of your event). | No. Our event will not impact the comfort others as noise will only be inside the lecture theatre.  Our event will not impact the comfort others as it is scheduled to run at night.  Our event will not impact the comfort others as this event is held off-campus |  |

|  |  |  |
| --- | --- | --- |
| 5.4 Does your event have the potential to impact flora and fauna (eg introduction of plants and/or animals)? ☐ Yes ☐ No If yes, please provide details and explain what you will be doing to minimise this. | No. Even though our event is outdoors, we will not be introducing any flora or fauna.  No. Our event is held indoors.  N/A. Our event is held off-campus. |  |

|  |  |  |
| --- | --- | --- |
| 5.5 Have you provided for sufficient drinking water and shade? Consider temperature and activities that you will be running. ☐ Yes ☐ No | Yes. Free drinking water is available inside around campus. The event is held indoors so shade is sufficient.  There will be marquees available for shade. |  |

|  |
| --- |
| 6.0 electrical power / generators |

|  |  |  |
| --- | --- | --- |
| **Possible hazard/issue** | **Provide details on what you (the event organiser) are doing to control this:** | **FM recommendations to improve the safety of your event.** |
| 6.1 Is access to power required? ☐ Yes ☐ No What power access do you need and have you arranged this? | Yes. The power supplied in the Uni Club is sufficient for this event.  Yes. We will need to access an outdoor power supply for the Jumping Castle. |  |

|  |  |  |
| --- | --- | --- |
| 6.2 Are you anticipating the use of a generator for additional power supply (you cannot bring a generator on campus unless this has been prearranged through FM).  Yes ☐ No | **No.** |  |

|  |
| --- |
| 7.0 Declaration |

FM Event Planning Checklist completed by:

|  |  |
| --- | --- |
| Signature: | Date: |
| Name: | |

Authorised by FM\*

|  |  |
| --- | --- |
| Signature: | Date: |
| Name: | |
| Position: | |

\* Authorisation of the *FM Event Checklist* does not approve the event but will need to be forwarded, along with the *Campus Event Checklist* form for approval by the appropriate authority.

Site Map attached 🞎

To ensure USC provides a safe and healthy environment, meets criteria to ensure insurance coverage and meets contractual obligations to external vendors operating at USC, any individual or group organising an event of any nature or size at USC, MUST complete a risk assessment for this event. A risk assessment is designed to:

* consider all foreseeable hazards and detail the controls used to eliminate or reduce the risk of those hazards
* ensure appropriate USC staff are informed of event and give permission where applicable
* ensure insurance coverage (after approval of the risk assessment by a USC executive or by someone with the authority to approve on their behalf)

Instructions

Prior to completing this checklist, you must first complete the Qld Gov [COVID Event Safety Form](https://www.covid19.qld.gov.au/government-actions/covid-safe-events) and Facilities Management (FM) Campus Event checklist and obtain FM approval for the use of USC grounds and facilities for your event. Once you have completed the FM checklist and it has been approved by FM, you should complete the below checklist.

This checklist has been developed as a basic event risk assessment. Given the nature of the event you are organising, some of the controls in this checklist will not be relevant and others may require more detail than given here. If there are areas/questions that do not pertain to the event you are organising, please enter N/A in the comments section.

On completion of this form, it must be sent for approval, by the designated USC staff member. The event cannot proceed without approval.

**Approval by the designated USC staff member:**

1. For events run by staff, each department or school will have their own risk assessment approval process, this must be clarified with your manager to ensure that appropriate approval is obtained.
2. Events run by students:

* Events run as part of the Student Guild will be approved by the Director, Student Services and Engagement or delegate, at least 10 business days before your event via event via [eventapprovals@usc.edu.au](mailto:eventapprovals@usc.edu.au)
* For events run by the Student Guild affiliated student clubs; the club should send their completed FM Event Checklist and Safety Checklist for Events to [ManagerStudentGuild@usc.edu.au](mailto:ManagerStudentGuild@usc.edu.au), and the Student Guild will then follow the approval process through the Director, Student Services and Engagement.
* Events associated with USC course work are to be referred to the course coordinator for approval.
* Any other student events should be referred to the Director of Student Services and Engagement, or delegate.

1. For events run by non-USC staff or students, the approval process must be ascertained by the event organiser’s USC contact person.

Please note: USC Human Resources (Health, Safety and Wellbeing) can provide advice, but cannot approve your event.

|  |  |
| --- | --- |
| 1.0 Event details |  |
| Event name: (copy from page 1) | Event date: (copy from page 1) |
| Description of event (describe the event in detail, indicating the types of activities that will be taking place and the resources that will be used): (copy from page 1) | |
| Expected attendance (number and type of attendees – eg. USC staff, students, public): (copy from page 1) | |

Event organiser/s:

|  |  |  |
| --- | --- | --- |
| Name: (copy from page 1)  Name: (copy from page 1)  Name: | Ph: (copy from page 1)  Ph: (copy from page 1)  Ph: | |
| Note: At least one person listed above must be contactable on the number given, during the event. | | |
| Proposed location of event (include campus and location  on campus): | (copy from page 1) | |
| Proposed alternate wet weather location *(if applicable)*: | (copy from page 1) | |
| 2.0 Pre-event planning and permissions | | |
|  | | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Please attach a copy of your FM Event Planning Checklist, indicating FM approval of the use of USC grounds and facilities for your event. | | This is attached at the start of this document. |
| Please attach a copy of your completed Qld Gov COVID19 event checklist. | | This is no longer a requirement |
| If food and/or drinks are available at your event (whether they are for sale or not), the Student Guild will contact USC Catering for advice and approval to run this aspect of your event. | | The Student Guild will CC Capital & Commercial when submitting this Risk Assessment to the Director of Student Services and Engagement.  N/A. There are no food or drinks served at this event. |
| If the event is being run by an external (non-USC) person/organisation, you must provide a certificate of currency for public liability insurance. | | The Student Guild and affiliated clubs are covered by the University’s PLI.  The Certificate of Currency of our external vendor / guest speaker <insert name here> has been submitted to the Student Guild. |
| Any contractors, vendors, external event organisers etc. attending USC must complete the relevant [SINE](https://www.usc.edu.au/community/work-at-usc/health-safety-and-wellbeing/training-and-induction#tab-volunteers-and-contractors) induction online prior to arrival and sign in and out while on campus.  Note: it is the responsibility of the USC Contact Person to ensure that this is done. | | Yes. All contractors, vendors, external event organisers etc. will complete the relevant [SINE](https://www.usc.edu.au/community/work-at-usc/health-safety-and-wellbeing/training-and-induction#tab-volunteers-and-contractors) induction online prior to arrival  N/A There are no external contractors at this event |
| If the event or part thereof, is likely to affect the surrounding community – they have been informed. 🞎 Yes 🞎 No  *Eg. Consider if school children or other visitors may be walking though campus or may wish to participate in events. Eg. What will your procedure be if minors wish to participate in activities that may be unsuitable for them etc.* | | No. The event is located on campus and will not generate  excessive noise that would disturb the surrounding  community. If school children or other visitors try to join the event, we will politely inform them that this is an event for USC Students. If they persist or become disruptive, we will call security.  No. This event is located off-campus and in a venue designed for these kinds of events. |

|  |  |
| --- | --- |
| 3.0 Alcohol Services | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Do you intend on serving alcohol at your event?  🞎 Yes 🞎 No  *If you require a liquor licence:*   * *You must apply in writing to the Vice Chancellor.* * *Apply for a liquor licence.* * *Email a copy of the liquor licence and the Vice Chancellor’s approval to* [*catering@usc.edu.au*](mailto:catering@usc.edu.au) * *Have processes in place to ensure that event/service of alcohol is in accordance with licencing arrangements.*   *If you are exempt from requiring a liquor licence, you must:*   * *Have indicated on the FM Event Planning Checklist that you propose serving alcohol at your event* * *At all times, there must be at least one trained (non-drinking) RSA person present for the duration of alcohol service/consumption.* * *Retain a copy of the exemption questionnaire from the Liquor Licence Queensland website for later reference.* | No. This is an alcohol-free event.  Yes. This event is held off campus at <venue name>. Alcohol will be provided by the venue, who display their liquor licence clearly at their bar. This has been sighted by event organisers. The venue is responsible for ensuring that all staff have RSA certificates and they comply with all laws and obligations concerning the provision of alcohol. The event organisers will encourage responsible drinking. |

|  |  |
| --- | --- |
| 4.0 FOOD SERVICE | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| If you are using an external food vendor – do they have a food licence (if applicable)? 🞎 Yes 🞎 No  *This licence must be displayed. If you are unsure if your vendor requires a licence, contact USC HSW. Email:* [*hsw@usc.edu.au*](mailto:hsw@usc.edu.au) | N/A. There are no external vendors at this event.  N/A. There is no food or drink served at this event.  Yes. We will be ordering platters from Coles, which displays their food licence at the deli counter. |
| If your vendor is portable, eg food van or pop up, they must be listed on the Approved Campus Food Truck Panel on MyUSC OneDrive.  Have you confirmed documents held by USC are current?  🞎 Yes 🞎 No  *Please confirm the public liability and food licence documents are current. The Student Guild will update USC Catering regarding documentation and new suppliers.* | N/A There are no food trucks at this event  Yes. We will contact Catering to confirm our chosen food truck meets their requirements. |
| Provisions have been made to ensure that food handling is in accordance with Food Standards Code? 🞎 Yes 🞎 No  NOTE: Even if you do not need a food licence you must abide by the Food Standards Code.   * Keep food preparation areas and equipment clean and hygienic * Waterproof/resistant covering provided to cover any lesions/breaks in skin of food handlers, during food preparation and service * Hand washing facilities available * Disposable gloves supplied for food preparation * Food preparers instructed in requirements for gloves use (changing between tasks that may contaminate food – eg. toilet visit, preparation raw food etc.) * No refreezing of thawed or partially thawed food * Potentially hazardous food stored\* and handled with consideration to temperature danger zone (between 5 and 60°C) – food to spend limited time in temperature danger zone. * If food is in temperature danger zone – 2hour, 4hour rule applied.  Eg. Food cannot spend more than two hours in the temperature danger zones and if food is in temperature danger zone for four hours or more – it is thrown out. * Keep and prepare raw and cooked food separately * Ensure food cooked thoroughly * Ensure consumers aware of potential allergens/ingredients of food * If gluten (or other allergen) free alternatives cannot be stored, prepared and served ensuring NO contact with gluten (or other allergen) containing food – this must be made known, due to the potential for (even micro) contamination.   \* Potentially hazardous foods either might contain food-poisoning bacteria or are high in protein and low in acidity allowing food-poisoning bacteria to multiply (eg. raw and cooked meat; dairy products; seafood; processed fruits and vegetables (prepared salads and cut melon); cooked rice and pasta; moist food containing eggs, beans, nuts; dishes containing any of the above). | N/A. There is no food or drink served at this event.  Yes. All staff, students and volunteers who will be serving or preparing food have been asked to familiarise themselves with the Food Standards code, particularly section 3.2.2 which deals with Food Safety Practices.  Additionally, all staff, students and volunteers who will be preparing food have been asked to complete the “I’m Alert” food safety online training available at: <https://www.imalert.com.au/foodsafety/training/welcome.php?sub=logan>  Further, All staff, students and volunteers who will be serving or preparing food have completed the Covid Safe for Dining In training at https://covidsafework.tafeqld.edu.au/  Food will be ordered from Dominos and transported by the event organisers to GuildHQ. Attendees will be responsible for plating their own food and boxes will be disposed of in the correct bins.  We will use the Student Guild BBQs to cook sausages, burgers and onions. Food will be served hot, directly from the BBQ and attendees will add their own condiments and sauces at the end of the assembly line. |

|  |  |
| --- | --- |
| 5.0 bump-in / bump-out | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Has a site plan been developed? 🞎 Yes 🞎 No  *If you are running an event with several stalls/components you should develop a site plan, so each vendor/stall holder knows where they are required to set up. The plan should consider the resources needed by each stall (electricity, shade, room) and any hazards they may generate (eg. noise, smoke etc.).* | No. The event will not usually be large enough to require a Site Plan. There will be no external stallholders, vendors or providers.  Yes. Please see the attached site plan. |
| Has a plan/time table been developed to stagger arrival and set up times (if required)? 🞎 Yes 🞎 No  *If you are running an event that has several stalls or components, consider if it would be advantageous to stagger arrival times to decrease traffic on campus and to ensure each vendor/stall holder has ample room for set up.* | No. This event is not large enough to require staggered arrival and set up times.  Yes. A bump-in schedule has been arranged. Event organisers and volunteers will arrive in the morning to set up the space and conduct a thorough induction. Attendees are expected to arrive 4 hours after set-up. |
| Access is restricted to essential personnel only, during setup?  🞎 Yes 🞎 No  *Some set-ups will require that you isolate the area during set up to reduce risks – Eg. using barricades to isolate pedestrian access, during set up of amusement devices and stages.* | No. This event is not large enough to require restricted access.  Yes. Access to the site will be restricted to event organisers during set up (from 4pm – 5pm). |
| Vendors/Contractors have been provided with a map and bump in instructions? 🞎 Yes 🞎 No  *Including:*   * *Access and exit points* * *No vehicle areas/zones* * *Parking during set up* * *Speed limits* * *Contact person on arrival* | N/A. There are no external contractors at this event.  Yes. All personnel have been provided with a map and bump-in instructions.  Yes. All personnel have been advised of where to present to, parking areas and have been given the contact number of the event organisers. |

|  |  |
| --- | --- |
| 6.0 Set-up / Assembly | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Will qualified, experienced contractors be used for equipment assembly where required (eg. stage, PA equipment)?  🞎 Yes 🞎 No  *It is your responsibility to use reputable contractors as you are also (in part) responsible for the work they undertake at USC so you must consider if they are suitable (experienced, trained, qualified, licensed if required) for the work they are being engaged to undertake.* | N/A. There are no external contractors at this event.  N/A. There is no assembly requirements for this event.  Yes. The PA and stage equipment will be set up by <insert company>, who are trained in this area. |
| Are all free-standing objects (marquees, pin boards etc.) weighted? 🞎 Yes 🞎 No | N/A. There are no objects requiring weighting at this event.    Yes. All free-standing objects will be weighted. |

|  |  |
| --- | --- |
| 7.0 Personnel and Contractor and/or Vendor Management | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| **All** event personnel, (staff, students, volunteers, contractors and vendors) have completed appropriate online inductions? 🞎 Yes 🞎 No   * *USC Staff – Blackboard/portal:* [*Health Safety and Wellbeing Training Modules (Staff)*](https://online.usc.edu.au/webapps/blackboard/content/listContent.jsp?course_id=_14431_1&content_id=_632654_1)*: HSW and Emergency Preparedness* * *USC Students – Blackboard/portal:* [*Health Safety and Wellbeing Training Modules (Students)*](https://online.usc.edu.au/webapps/blackboard/content/listContentEditable.jsp?content_id=_632657_1&course_id=_14432_1) * *Contractors, vendors, performers and volunteers (non USC) –* [*Online Safety Training*](https://dashboard.sine.co/workflows/visitor/7sMNqnN9) | Yes. All personnel have completed the appropriate online induction. Student volunteers and event organisers have completed the Student online training module and have sent certificates of completion to the Student Guild, who will keep them on record.  Our guest speaker / external vendor has been asked to complete the Low Risk Contractor Training and their completion certificate will be forwarded to the Student Guild before the event date. |
| All personnel, vendors, performers and contractors are aware of how to respond in an emergency? 🞎 Yes 🞎 No  *The basics of emergency preparedness will have been covered in their online induction/training. If there is anything else they are required to know, they should be informed by event organisers. If the event you are planning is small, it may be as simple as: knowing where the evacuation assembly area is, what to do if there is an injury*. | Yes, all personnel have been made aware of how to respond in an emergency. They have been given the contact information for the event organisers and have been given the phone number for Safe USC. During induction, all personnel will be notified of the closest evacuation area and of personnel with first aid training. |
| All personnel, vendors, performers and contractors have been provided important contact details? 🞎 Yes 🞎 No   * Event manager or contact person * Safe USC (emergencies, first aid, traffic etc.) | Yes, all personnel have been notified of the Event organisers phone numbers and Safe USC phone numbers, including 5430 1168 in case of an emergency. |
| Contractors, vendors, performers have submitted risk assessments (if applicable)? 🞎 Yes 🞎 No  *Some contactors, vendors or performers will require their own risk assessments if the activity they are undertaking has the potential to affect the health and safety of themselves or anyone else on campus (eg. setting up a stage, lighting and audio equipment, some performing arts, amusement rides). If risk assessments have been done, indicate ‘Yes’ and attached them to this form.* | N/A |
| A Safe Work Method Statement (SWMS) has been supplied, for any high-risk work (if applicable)? 🞎 Yes 🞎 No  *By law any activities that are considered high risk (potential to fall more than 2m or working in or near a confined space) must have a SWMS. If you are unsure contact USC HSW* [*hsw@usc.edu.au*](mailto:hsw@usc.edu.au) *or phone: 5430 2820*. | N/A |
| All contractors have received a site induction? 🞎 Yes 🞎 No  *Even if they have done the online induction, contractors must be inducted to the site. They must be informed, what to do in an emergency, where the amenities are and if there are any other hazards or activities that they may be impacted by, whilst they are on campus (construction work in the vicinity, an exam being undertaken in a nearby room etc.).* | Yes, all personnel will be inducted to the site upon arrival. This induction will include what to do in an emergency, the closest evacuation point, and all amenities close by. |
| All external vendors have public liability insurance? Please attach the vendors’ ‘Certificate of Currency’ for their insurance.  🞎 Yes 🞎 No  *If you are unsure of insurance requirements, the Student Guild can contact USC Insurance on your behalf.* | N/A. There are no external vendors at this event.  Yes. We have requested the PLI Certificate of Currency from our guest speakers. When we receive that document, we will forward it to the Student Guild, who will keep it on file. |
| Have contractors been made aware that their equipment is their own responsibility whilst on campus? 🞎 Yes 🞎 No | N/A. There are no external vendors at this event.  Yes. Guest speakers have been informed that any equipment they may bring on campus is their own responsibility. |

|  |  |
| --- | --- |
| 8.0 manual handling | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Have you organised trolleys for the movement of heavy items?  🞎 Yes 🞎 No  *You should provide trolleys to reduce manual handling and carrying of loads.* | No. We do not anticipate moving any heavy items, but if the need arises, we will use trolleys provided by the Student Guild.  Yes. We will use trolleys provided by the Student Guild. |

|  |  |
| --- | --- |
| 9.0 sun and heat exposure | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Is there provision of undercover areas (for shade) for outdoor events? 🞎 Yes 🞎 No  *If your event is in the heat of the day and will require people to be exposed to the sun for greater than 30 minutes you should considered if there is adequate shade.* | Yes. The event is held indoors and at night.  Yes. There are numerous marquees, trees and shaded areas for attendees to seek shelter.  No. There are not many undercover areas, but there will be sunscreen and water readily available and the event will only run for 2 hours. |
| USC workers (including contractors) and volunteers working outside have been informed of the requirement to wear sun safe clothing and sunscreen? 🞎 Yes 🞎 No | N/A. The event is held indoors / at night.  Yes. All personnel have been informed of the requirement to wear sun safe clothing and sunscreen. |
| Have you provided sunscreen for outdoor workers?  🞎 Yes 🞎 No | N/A. The event is held indoors / at night.  Yes. The club will provide sunscreen for all personnel. |
| Have arrangements been made to rotate outdoor workers to avoid prolonged exposure to sun and heat during peak sun/heat period? 🞎 Yes 🞎 No | N/A. The event is held indoors / at night.  Yes. Event personnel will be rotated every 45 – 60 minutes to avoid prolonged exposure to sun and heat during peak periods. |

|  |  |
| --- | --- |
| 10.0 amusement devices / rides | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| The owner or operator has provided current:   * Plant Registration Certificate (if applicable) * Engineers/competent person report * Maintenance/inspection certificate/records   🞎 Yes 🞎 No  *You can check with USC HSW if you are unsure if the device you are hiring is registerable plant. Registerable amusement devices are required to be inspected by an engineer every year. The owner of the device should be able to provide you with a copy of the engineer’s report. If the provider cannot supply an engineer’s report contact USC HSW and do not use this supplier.* | N/A |

|  |  |
| --- | --- |
| 11.0 lost children | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Do you have a procedure for lost children? 🞎 Yes 🞎 No  *If your event is of a nature that there will be a large number of attendees, including children, there should be a procedure for lost children.  All workers/volunteers should know the procedure in the event of being told of a lost child.* | Yes. Our event is not expecting children as attendees. If children do attend, all children are the sole responsibility of their parent or caregiver, who must remain on-site at all times. If there is a lost child, then Security will be called immediately and event organisers will wait with the child until security arrives. |
| 12.0 cash handling | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| STAFF: Have you contacted Financial Services to ensure that your cash handling is in accordance with USC policy/procedures?  🞎 Yes 🞎 No | N/A. This is a student-run event. |

|  |  |
| --- | --- |
| 13.0 sPEcial event activities | |
|  | Comments/controls  (provide details of the actions you have undertaken to mitigate the risks) |
| Are there specific activities at your event that have the potential to harm/injure those participating or in the vicinity? 🞎 Yes 🞎 No  *Detail any other aspects of your event that have not been covered in this risk assessment and the controls to associated controls.*  *Eg. events including physical activities, the likelihood of being hit by moving objects (performers, juggling hard objects, demonstrations etc.). Provide details of these activities and how you are mitigating the risks.* | No. There are no specific physical or psychological risks associated with this event.  Yes. Participants will be playing a team sport. All attendees will be experienced in this sport, and covered by Quidditch Australia’s personal injury insurance. There will be First Aid (Event Organiser Emily Wall) on hand for any injuries. A copy of her first aid certificate has been sent to the Student Guild, who will keep it on record.  Yes. Some of the films we are watching may involve mature themes and content. We will ensure that all films are advertised clearly on the facebook group, including any mature themes and the classification level of the film. We will ensure that any films classified with an ‘R’ rating are identified as such at the beginning of the screening. |

|  |
| --- |
| 14.0 approval and Declaration |

Checklist / risk assessment completed by:

|  |  |
| --- | --- |
| Signature: | Date: |
| Name: | Contact details (for return of checklist with approval): |

Approved by:

|  |  |
| --- | --- |
| Signature: | Date: |
| Name: | Position: |
| If there are any higher risk activities associated with this event, or potentially socially or culturally sensitive material, please contact USC insurance to determine if the event will be covered by USC Insurance. | |
| Your approval indicates that you approve this event following consideration of the following three documents:   * Safety Checklist for on Campus Events * FM Event checklist * Qld government COVID Event Safety form | |
| 🞎 Tick to indicate that the event organisers have provided you with adequate proof of identification.  (e.g. Staff and student requests should come from USC email addresses; external organisations should provide requests on letter heads; business name should be indicated on the public liability certificate of currency) | |