

AGORA EVENTS

Event Safety Plan

**Developed by the La Trobe
Student Union (LTSU)**

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LTSU AGORA EVENT SAFETY PLAN

Event Name: Re-Orient Day

Event Key Personnel

Insert any relevant key personnel and their contact details that are associated with this event.

| Position | Name | Contact |
|--------------------------|---------------|------------|
| Event Manager | Ada Castle | #3752 |
| Event 2IC | Tyler Cameron | #1594 |
| Security (EMERGENCY) | | #2222 |
| Security (NON-EMERGENCY) | | #2012 |
| Campus OH&S | Gary Nolan | 9479 2186 |
| LTSU General Manager | Peter Hughes | 9479 5022 |
| First Aid Officer | NA | NA |
| Audio Visual Technician | Dale Overall | 0438509172 |

Contractors / Suppliers/Promoters

***denotes external supplier. See attached for proof of public liability insurance.**

| Name of organisation | Service to be supplied | Name and Contacts | Position |
|------------------------|------------------------|--------------------------------------|------------------|
| <i>Campus Catering</i> | <i>BBQ food</i> | <i>Bradley Richards – 9479 3612.</i> | <i>Manager</i> |
| Campus Catering | Audio Visual | Dale Overall – 9479 5745 | Sound Technician |
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Important information for Agora space

Due to University Occupational Health & Safety regulations this information sheet will serve as a resource to clubs, societies, university staff and external organisations to ensure that their Agora stalls, events, and fundraising efforts are conducted in a manner that is safe for both themselves, and other staff and students.

1. **Electricity** – There are a number of double power outlets located throughout the Agora. If you require power you will be allocated a position with close access to a power outlet. **You must supply your own power leads which should have been tested and tagged within the preceding 12 months.** Power outlets surrounding the trees in the Agora are not undercover and are only to be used in fine weather. All extension leads must be positioned to avoid foot traffic. If you require a step ladder to reach the outlet, ask the library reception staff.
2. **Noise** – clubs and promoters must receive permission to play music from their stall. This permission will be granted unless there are other activities featuring music. If permission is granted we ask that it only be at a volume that is audible from the area immediately surrounding the stall. LTSU and University staff (e.g. OH&S staff) are permitted to ask clubs and groups to reduce the volume of their music and clubs & external promoters are expected to comply with this request.
3. **Use of BBQs and Hot Plates** – all due care must be taken when using hot cooking equipment. Ensure that the equipment is out of reach from the general Agora crowd, and supply your club members with appropriate equipment to avoid burns or abrasions. *If you are unsure how to ignite the BBQ then seek assistance.* **Do not** leave gas running without a flame. Only use BBQ in well-ventilated area away from building entrances. External promoters are **not allowed** to use cooking equipment in the Agora. Use a drip mat if possible to prevent oil pooling on the ground.

For an introduction into food handling and safety head to:

<http://dofoodsafely.health.vic.gov.au/welcome.php>

4. **Manual handling** – It is not just the weight of the object that can cause injury. Objects like trestle tables could require 2 people. Bend at the knees and lift from the legs. Do not lift anything you feel uncomfortable with. Please take time to review the LTU Manual Handling Guidelines: https://intranet.latrobe.edu.au/matrix/_data/assets/pdf_file/0018/5382/manual-handling-guideline.pdf
5. **Emergency Procedures** - The La Trobe University Emergency Procedures are outlined on the La Trobe University website at: www.latrobe.edu.au/emergency/procedures and it is required that all clubs, societies, university departments and external organisations are aware of these.

If there are ANY emergencies then you should contact Security immediately on 9479 2222.

For more information on these guidelines please do not hesitate to contact LTSU Reception on 9479 2314.

Event Risk Assessment Plan

Please complete the below risk assessment and provide a copy to the LTSU Events Officer, Tyler Cameron, for review: t.cameron@latrobe.edu.au
Alter any pre-entered risks if necessary. Remove any risks if not applicable, eg. Stage, etc.

| Event Safety & Risk Assessment | | | | | | | | | |
|---|----------------------|--|------------------------------|--|-------------|------------|-------------|---|-------------------|
| Name of Event | | Re-Orient Day | | | | | | | |
| Location of Event | | Agora | | | | | | | |
| Date of Event | | 14/4/2015 | | | | | | | |
| Times of Event (including set up/pack up) | | 10am-2:30pm | | | | | | | |
| Number of Event Attendees | | 1000 | | | | | | | |
| Event Manager | | Ada Castle | | | | | | | |
| Contact Details of Event Manager | | A.Castle@latrobe.edu.au / 9479 3752 | | | | | | | |
| HAZARD REGISTER | | | | | | | | | |
| Risk no | Hazard / Issue | Risk | Example Control Measures | Control Measure | Consequence | Likelihood | Risk Rating | Responsibility | Action Completed? |
| 1. | Noise | Ear damage | Provide ear plugs. | Qualified sound technician. | low | Unlikely | low | Sound Tech | |
| 2. | Electrical equipment | Electrocution | Tested & tagged appliances. | Power leads are required to be tested & tagged within the preceding 12 months. Some power outlets are located under walkways to avoid foot traffic | moderate | unlikely | medium | Event Manager Sound Tech Individual clubs/promoters | |
| 3. | Food Handling | Food poisoning | Provide Food Safety Training | All catering for this event is by Campus Catering who are licensed. | moderate | possible | significant | Campus Catering | |
| 4. | BBQ | Burns/Gas Leak | Tested & in date gas bottles | Licensed catering company. Fire extinguisher present. | moderate | Unlikely | medium | Campus Catering | |

| Risk no | Hazard / Issue | Risk | Example Control Measures | Control Measure | Consequence | Likelihood | Risk Rating | Responsibility | Action Completed? |
|---------|-----------------------|-------------------------------------|-------------------------------------|---|-------------|------------|-------------|-------------------------------------|-------------------|
| 5. | Trips/slips | Injury to persons | Remove any tripping hazards | Agora required to be a safe venue by the university. | medium | possible | medium | LTU Risk Management | |
| 6. | Contractors/promoters | Contractor harms student/staff | Proof of public liability insurance | Proof of public liability insurance required by all externals (except musicians). Induction e-mail sent prior to the event. | moderate | rare | medium | Event Manager | |
| 7. | Manual Handling | Injury to persons | Provide trollies for heavier items. | Trolley available for use, an elevator is available between ground level and level 2. Provide manual handling information to clubs & staff. | medium | possible | medium | Event Manager Own responsibility | |
| 8. | BBQ | Burns | Provide tongs & BBQ training. | Licensed catering company providing and cooking food. | medium | possible | medium | Campus Catering | |
| 9. | Catered Lunch | Allergic reaction | Provide allergen information. | Allergen information clearly visible at catering area. | moderate | possible | significant | Campus Catering | |
| 10. | Construction of stage | Build contractors in Agora / injury | Fence off build area | Contractors arriving on campus in off-peak time (7am), build to be complete by 8.30am. | minimal | rare | low | Event Manager Harry the Hirer | |
| 11. | Stage | Fall | Stairs | Stairs up to stage. 30cm high. | minimal | unlikely | low | Event Manager to order stairs. | |
| 12. | Injury to contractor | Injury to contractor | Induction | All contractors to supply proof of public liability. All contractors receive an induction email. (see attached) | Medium | possible | medium | Event Manager. | |
| 13. | | | | | | | | | |
| 14. | | | | | | | | | |
| 15. | | | | | | | | | |
| 16. | | | | | | | | | |

RISK RATING

| CONSEQUENCE | EXAMPLE |
|--------------|--|
| Catastrophic | Numerous fatalities, irrecoverable property damage and productivity |
| Major | Approximately one single fatality, major property damage if hazard is realised |
| Moderate | Serious non-fatal injury, permanent disability |
| Medium | Disabling but not permanent injury |
| Minimal | Minor abrasions, bruises, cuts, first aid type injury. |

| LIKELIHOOD | EXAMPLE |
|----------------|---|
| Almost certain | Has happened, or could occur soon |
| Likely | Could easily happen |
| Possible | Could happen, and has either occurred before or could occur within a year or so |
| Unlikely | Has not been known to occur after many years of exposure |
| Rare | Exceptionally unlikely, even in the longer term |

Risk Rating Matrix

| | Consequence | | | | |
|----------------|-------------|-------------|-------------|-------------|--------------|
| Likelihood | Minimal | Medium | Moderate | Major | Catastrophic |
| Rare | Low | Low | Medium | Significant | Significant |
| Unlikely | Low | Low | Medium | Significant | High |
| Possible | Low | Medium | Significant | High | High |
| Likely | Medium | Medium | Significant | High | Extreme |
| Almost certain | Medium | Significant | High | Extreme | Extreme |

Risk Prioritisation Chart

| DESCRIPTION | ACTION |
|------------------------------|---|
| HIGH to EXTREME | A high or extreme risk requires immediate action to control the hazard as detailed in the hierarchy of controls, or the activity involving the hazard must cease. |
| MEDIUM to SIGNIFICANT | A medium or significant risk should be immediately controlled in the first instance. If this is not possible, temporary controls should be implemented and a planned approach be taken to control the hazard. |
| LOW | A risk identified as low may be considered as acceptable and further reduction may not be necessary. However, if the risk can be resolved quickly and efficiently, control measures should be implemented and recorded. |

AGORA SITE MAP

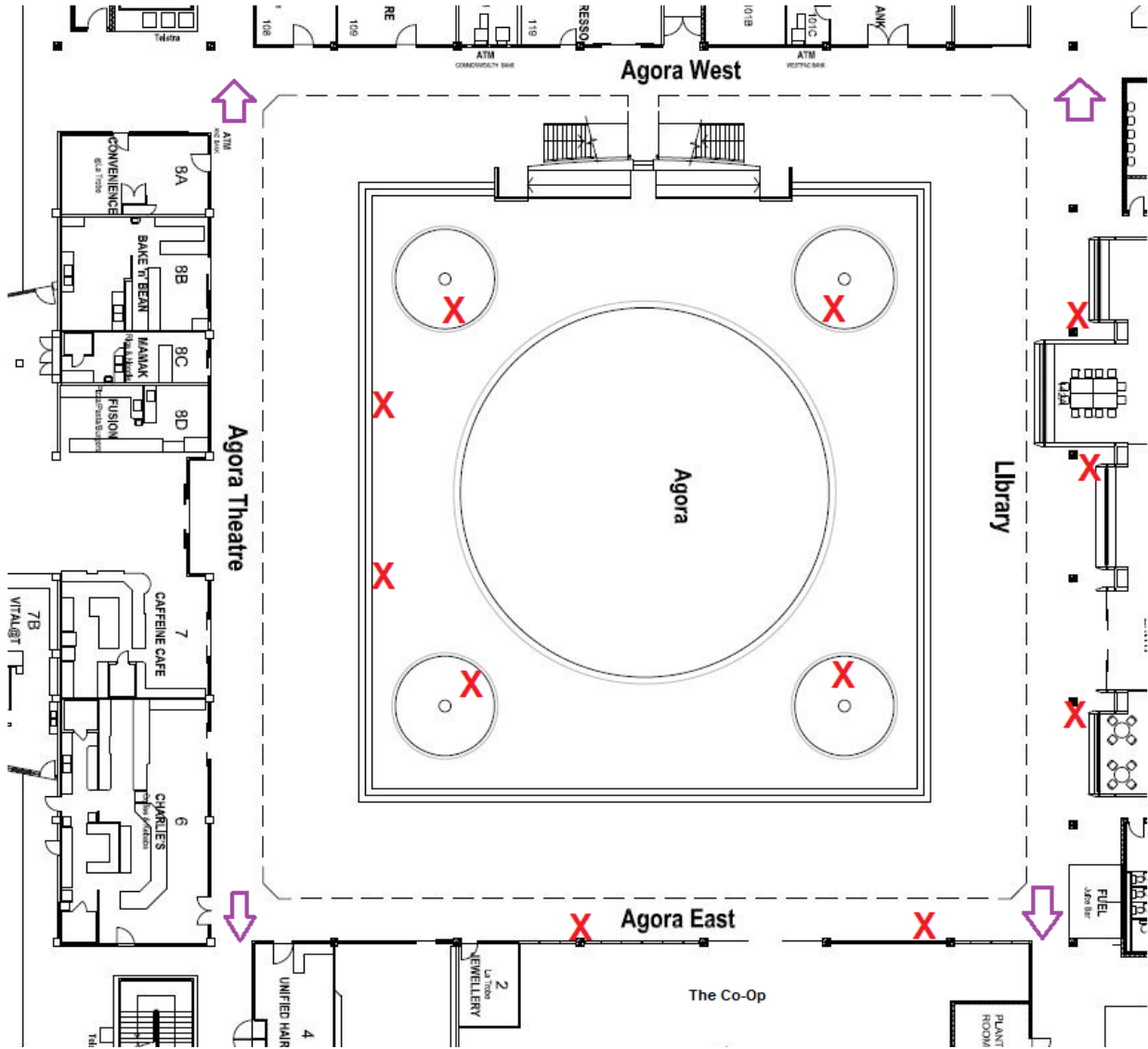
**Agora
La Trobe University
Bundoora, VIC 3086**

Defibrillators located at:
 - Library Reception
 - Agora Theatre (armed cabinet at food court)

First Aid (minor): 9479 2314
 First Aid (major): 000 then 9479 2222

Emergency security: 9479 2222
 Non-emergency security: 9479 2012

In case of fire, life-threatening injury, or other emergency you can contact 000 before calling the emergency security number.



KEY:

Exit

X Double power outlets

Additional safety information and procedures

FIRE:

On becoming aware of a fire

- Activate the nearest break glass alarm (if installed) and contact your **9479 2222**.
- If a break glass alarm is not installed, telephone your campus emergency number or emergency services on **000**.

Evacuation

- Assist any person in immediate danger, but **only if safe to do so**.
- Where appropriate and safe to do so, close any doors and windows to minimise spread of the fire.
- Act in accordance with directions given by emergency control personnel, or emergency services.
- Evacuate the building immediately, and assist with the evacuation of disabled occupants.
- Be aware of, and avoid moving into smoke-filled areas.

GAS LEAKS:

- If you become aware of a gas leak, and there is a clear immediate threat to personal safety leave the area and encourage others to do so.
- Immediately notify your campus security – 9479 2222.
- Notify your local building warden of the situation.
- Do not use mobile phones in the vicinity of the gas leak.
- Turn off any ignition sources, including mobile telephones and encourage other building occupants to do the same.
- Campus security/emergency response or your building warden will determine the need for an evacuation.
- If concerned for your safety before the arrival of campus security/emergency response or your building warden, consider a precautionary evacuation.

SEVERE WEATHER:

In the event of severe weather and/or flash flooding move indoors and remain there (if safe to do so). Move away from windows. Follow the instructions of relevant emergency services personnel and campus security/emergency response personnel.

Evacuate the building only if instructed to do so by emergency services personnel or campus emergency control personnel, and assist with the evacuation of disabled occupants.

INCIDENT/INJURY REPORTING:

- Report your incident, injury or hazard to:

Workplace Environment and Wellbeing Unit (WEWU)
T: (03) 9479 3265 or
E: OHS@latrobe.edu.au

And, request an Agora Incident Reporting Form from the La Trobe Student Union.

Attach any additional information, eg. Proof of public liability insurance from contractors and promoters.

This document has been developed by the La Trobe Student Union (LTSU), drawing on official La Trobe University event safety and OH&S policies.