

# LTSU Event Safety Plan

## **Contents:**

- **Key Personnel/Contractors/Promoters**
- **Important information for Event Space/Event**
- **Event risk assessment (inc. risk rating matrix)**
- **Site map & critical information**
- **Additional safety information (inc. incident reporting)**
- **Induction letter for contractors/external promoters**
- **Application forms & proofs of public liability insurance**

## EVENT SAFETY PLAN

**Event Name:**

### **Event Key Personnel**

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

<b>Position</b>	<b>Name</b>	<b>Contact</b>
Event Manager		
Event 2IC		
Security (EMERGENCY)		
Security (NON-EMERGENCY)		
Campus OH&S		
LTSU General Manager		
First Aid Officer		
Audio Visual Technician		

### **Contractors / Suppliers/Promoters**

**\*denotes external supplier. Attach proof of public liability insurance and external contractor form.**

<b>Name of organisation</b>	<b>Service to be supplied</b>	<b>Name and Contacts</b>	<b>Position</b>
<i>E.G. Campus Catering</i>	<i>BBQ food</i>	<i>Bradley Richards – 9479 3612.</i>	<i>Manager</i>

**Important information event space**

**Please list any important information regarding the specific space you're using or the event itself.**

**For example:**

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.

## Event Risk Assessment Plan

Alter any pre-entered risks if necessary. Remove any risks if not applicable, e.g. stage, etc.

Event Safety & Risk Assessment									
Name of Event									
Location of Event									
Date of Event									
Times of Event (including set up/pack up)									
Number of Event Attendees									
Event Manager									
Contact Details of Event Manager									
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.		low	Unlikely	low		
2.	Electrical equipment	Electrocution	Tested & tagged appliances.		moderate	unlikely	medium		
3.	Food Handling	Food poisoning	Provide Food Safety Training. Licensed caterers.		moderate	possible	significant		
4.	BBQ	Burns/Gas Leak	Tested & in date gas bottles. Fire extinguisher present.		moderate	Unlikely	medium		
5.	Trips/slips	Injury to persons	Remove any tripping hazards		medium	possible	medium		

Risk no	Hazard / Issue	Risk	Example Control Measures	Control Measure	Consequence	Likelihood	Risk Rating	Responsibility	Action Completed?
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6.	Contractors/promoters	Contractor harms student/staff	Proof of public liability insurance Induction letters to suppliers		moderate	rare	medium		
7.	Manual Handling	Injury to persons	Provide trollies for heavier items.		medium	possible	medium		
8.	BBQ	Burns	Provide tongs & BBQ training.		medium	possible	medium		
9.	Catered Lunch	Allergic reaction	Provide allergen information.		moderate	possible	significant		
10.	Construction of stage	Build contractors in Agora / injury	Fence off build area		minimal	rare	low		
11.	Stage	Fall	Stairs		minimal	unlikely	low		
12.	Injury to contractor	Injury to contractor	Induction letter to supplier. Proof of public liability insurance.		Medium	possible	medium		
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

	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

DESCRIPTION	ACTION
<b>HIGH to EXTREME</b>	A high or extreme risk requires <b>immediate</b> action to control the hazard as detailed in the hierarchy of controls, or the activity involving the hazard must cease.
<b>MEDIUM to SIGNIFICANT</b>	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.
<b>LOW</b>	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.

**Address:**

Defibrillators located at:

First Aid (minor):

First Aid (major):

Emergency security:

Non-emergency security:

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

INSERT SITE MAP HERE

## Additional safety information and procedures

### **FIRE:**

#### **On becoming aware of a fire**

- Activate the nearest break glass alarm (if installed) and contact your **campus emergency security**.
- 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**.
- 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](mailto:OHS@latrobe.edu.au)



**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.**