

**Event Planner PF710**

# **About this planner**

Planning an event requires a great deal of forethought and organisation to ensure its success.

The aim of this planner is to guide event organisers through the procedures necessary to hold an event on The University of Queensland campuses.

It is the responsibility of the Event Convenor to complete and submit this event planner in its entirety.

Approval for the event will not be provided until this event planner has been fully completed and submitted for assessment.

# **How to use this planner**

**Read** all the information provided and beaware of the importance of planningevents well in advance and in partnership with all stakeholders.

**Complete** the questions, checklists and worksheets by working throughSections 1 – 12 of this Event Planner.

**Timeframe** for event applications should be submitted a minimum of:

* 2 weeks prior for a small event,
* 4 weeks prior for a medium event, and
* 12 weeks prior for a large event.

**Tear Out** the competed question and answer Section 1 - 12 of this Event Planner which now forms your Event Management Plan and send to UQ Security for consideration.

**Photocopy** the Event Management Plan for distribution.

**Distribute** copies to all stakeholders and provide a copy to UQ Security.

**Tick** off the checklist to ensure all aspects of the planning have been completed.

**Further Information:**

For more information regarding events and this planner please contact:

Security Events Officer

Email: [seo@pf.uq.edu.au](mailto:seo@pf.uq.edu.au)

Phone: (07) 3365 6003

UQ Security Office

Level 2 Prentice Building (#42)

Staff House Road

St Lucia Campus QLD

# **Planning for an event**

It is important for event coordinators to follow University policies and procedures.

**Please consider when planning your event:**

* when choosing the date and venue for your event, you may need to have an optional date just in case the venue is already booked or in case of inclement weather;
* all functions and events on UQ sites must be approved by the Property and Facilities Director’s Office and Manager Security;
* decide who your target audience is, and what age groups will be attending;
* how many people you anticipate will attend the event;
* what equipment you think you will need for the event & will your budget cover costs

**Entertainment**

* decide on the type of entertainment appropriate for your event;
* refer to the UQ Procedure: 7.30.01 Event Approval and Control <https://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control>
* refer to the UQ Functions & Events & Alcohol on campus procedure: UQ Security

<https://campuses.uq.edu.au/information-and-services/events-functions/approvals/>

**Liquor Licensing**

* decide whether alcohol will be served or sold; complete the PF100 (Section 14) <https://campuses.uq.edu.au/files/2600/pf100-alcohol-permission-form.pdf>
* refer to the UQ Alcohol, Tobacco and Other Drugs Policy <http://www.uq.edu.au/hupp/index.html?page=25058&pid=0>
* refer to the UQ Event Approval & Control Policy

<https://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control>

* Office of Liquor & Gaming Regulations

<https://www.business.qld.gov.au/industry/liquor-gaming>

You will need to complete a PF100 ‘Application for ‘Permission to Keep or Consume Intoxicating Liquor on Site’ form, at least 14 days prior to the event. This must be signed by the Convenor responsible for the event and the Authority responsible for Function approval. The application is assessed and then approved by the P&F Director’s Office and Manager Security who are delegates of the UQ Chief Operating Office.

A Community Liquor Permit is required if liquor is being provided and sold. This application must be submitted to Office of Liquor & Gaming Regulations at least 21 days prior to the event. Your application will need to nominate the nominee for the permit, security arrangements, site plan, how liquor will be served, staff or volunteer requirements and how you will follow the *Queensland Liquor Act* in terms of responsible service of alcohol. Consult with the Security Events Officer if unsure of the requirements.

**Insurance**

As a condition of hire, external clients are required to provide copy of their own public liability insurance policy to the value of $20,000,000 per claim. External users’ legal liability to third parties if something goes wrong is not covered by the University’s insurance.

**Security**

If you are required to have security at your event you must choose a current approved Security Firm that has the Manager, Security’s approval to operate on campus. A current list of firms is available from The Security Office, Level 2 Building 42, Staff House Road St Lucia Campus. **Email**: [seo@pf.uq.edu.au](mailto:seo@pf.uq.edu.au)

**General Guidelines for Security**

* 1 Security Officer required for every 100 patrons up to 500 patrons;
* 1 Security Officer required for every 200 patrons thereafter;
* Provision for large functions or events can be negotiated with the Manager Security.

# **Event Categories**

Preliminary advice to conduct an event at UQ requires the submission of the Event Registration form in the first instance. Classify your event into one of the following three categories:

**Small Event**

A Small Event is a function or event that involves up to twenty patrons and requires minimal input by Security with regard to planning. For example, Small Events can be classed as, but not limited to, staff meetings, post or pre-lecture gatherings, student fundraising stalls, BBQ’s, wedding photography. If conducting a small event, you **do not** need to complete this Planner, but are to complete the Event Registration form (refer to Section 14). Keep in mind the 14 days prior notice for a PF100 application. For instructions on how to apply for permission to conduct a small event, please go to page 5 of this Planner.

*If conducting a small event, you are* ***required to provide notice to Security*** *a minimum of 2 weeks prior to an event.*

**Medium Event**

A Medium Event is a function or event of significant patronage that requires some planning and the use of University Facilities and will require input from the Security Section during the planning and approval process. For example, a small sporting event, Wedding ceremony/reception, exhibitions, student social club gatherings (smoko’s).

*If conducting a medium event, you are* ***required to complete and submit this planner*** *a minimum of 4 weeks prior to an event.*

*There* ***may be a******fee charged*** *for the planning and co-ordination of your event.*

**Large Event**

A Large Event is an event that can be run by either an internal or external organisation and has large patronage, and requires extensive use of University facilities. For example, corporate sport days, fun runs and walks, concerts, festivals, student functions.

*If conducting a large event, you are* ***required to complete and submit this planner*** *a minimum of 12 weeks prior to an event.*

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*There* ***may be a fee charged*** *for the planning and co-ordination of your event.*

**NOTE:** If you are unsure as to which category your event falls into, please contact the Security Events Officer on 3365 6003 or email [seo@pf.uq.edu.au](mailto:seo@pf.uq.edu.au) for clarification.

**Weapons and Fireworks are strictly prohibited on all University of Queensland sites**

**Small Events**

To seek permission to hold a small event on campus, you need to contact the Security Events Officer, UQ Security Office, Building 42 or email [seo@pf.uq.edu.au](mailto:seo@pf.uq.edu.au)

The information required can be completed in the PF711 Event Registration form <https://campuses.uq.edu.au/files/11010/pf711-event-application-form.rtf> (refer to Section 14).

**Wedding photography**

To seek permission for wedding photography on campus, you need to contact the Security Events Officer. Permits will not be issued on Weekdays or on key University event dates.

Once your application has been assessed and approved, you will be advised of this approval by return email.

**Wedding functions**

To seek permission to hold a wedding function on campus, you need to contact the Security Events Officer. Only past or present UQ staff or student members may apply and you must provide evidence of your affiliation with The University of Queensland. Once your application has been assessed and approved, you will be advised of this approval by return email.

**Rules**

If the event is approved the following rules will apply:

* You must have your written approval document on hand during the event and produce this approval to a UQ Security Officer on demand;
* You must adhere to the location specified on the approval;
* Cookers are required to have a drip tray and ground sheet to prevent grease from spilling on the ground and concrete areas;
* Proper cleaning practices must be used, all rubbish must be removed on conclusion of the event and any fat or grease from cookers must be disposed of in an appropriate manner;
* Proper food handling practices must be used, including using gloves, thorough cooking, keeping food hot & covered;
* No advertising or signage material is to be posted on any building or other structures. Signage can be displayed on approved noticeboards and tables used at the event;
* No chalking is permitted unless it is approved under the University Banner and Other Signs Policy by the Manager Security; <https://ppl.app.uq.edu.au/content/7.10.04-display-banners>
* BBQ and event structures are not to impede pedestrian or vehicular traffic in any manner nor are they to be set up across Braille Trails;
* Vehicles may not remain in the event site after the set-up concludes;
* Music and other noise will require prior approval as it can interfere with classes and daily Business in surrounding area and is to comply with UQ noise regulations.

**Penalties**

* There are penalties for infringements against these rules and these will be enforced by the Security Section;
* A cash bond may be imposed for future applications against offending groups or persons;
* Security have the authority to impose changes and/or to close down events.

# **Section 1: Event Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Application Date:** |  | | | | | |
| **Event Title:** |  | | | | | |
| **Event Date:** |  | | | | | |
| **Proposed Location:** |  | | | | | |
| **Event Category:** | **Medium** | | **Large** | | | |
| **Event duration:** | **Start:** | **am/pm** | | **Finish:** |  | **am/pm** |
| **Required set-up time:** | | **Start:** **am/pm** **Finish:** **am/pm** | | | | |
| **Required pack-down time:** | | **Start:** **am/pm** **Finish:** **am/pm** | | | | |
| **Event Convenor/Manager:** | |  | | | | |
| **Organization:** | |  | | | | |
| **Address:** | |  | | | | |
| **E-mail:** | |  | | | | |
| **Telephone:** | |  | | **Mobile:** |  | |
| **Description of the Event:**  **(Main attraction & activities)** | |  | | | | |
| **Target audience:** | |  | | | | |
| **Estimated total attendance:** | |  | | | | |
| **Budget:** | |  | | | | |
| **Contacts during the event:** | | |  |  |  | | --- | --- | --- | |  | **Mobile:** |  | | | | | |
|  | | |  |  |  | | --- | --- | --- | |  | **Mobile:** |  | | | | | |
| **Event promotion:**  *(Social Media, Flyer, Advertising)* | |  | | | | |
| **VIP Guests and/or Media details:** | |  | | | | |

# **Section 2: Liquor licensing and alcohol management**

Complete the following (3 pages) with regard to liquor licensing and alcohol management for the event.

|  |  |  |
| --- | --- | --- |
| **Will alcohol be served at the event?** | YES | NO |

The sale or issue of ‘all inclusive’ ticketing (for example, unlimited drinks included with entrance tickets) is not permitted under the University Alcohol, Tobacco and Other Drugs policy.

If alcohol is being served **you must complete** an ‘PF100 Application for Permission to Keep or Consume Intoxicating Liquor on Site’ found at this web link: <https://campuses.uq.edu.au/files/2600/pf100-alcohol-permission-form.pdf>(Attachment Section 14)

This application has to be returned to UQ Security **14 days prior** to the event for approval.

If you intend on providing and/or selling alcohol, **you must apply** for a Government liquor license. These forms can be found at this web link: <https://www.business.qld.gov.au/industry/liquor-gaming/forms-fees>

Please indicate how many dispensing and consumption areas you intend on having.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dispensing Areas:** |  | **Consumption Areas:** | |  |
| **\*Number of trained bar staff serving alcohol:** | | |  | |

**NOTE:** All bar staff must be certified and hold a current Responsible Service of Alcohol certificate. **\*You must include copies of RSA Certificates of all bar staff with this planner.**

|  |
| --- |
| **How do you intend to inform event personnel, in particular bar staff of their responsibility under the *Liquor Act 1992* about the responsible service of alcohol and the penalties for offences committed?** |
|  |

The nominee on the license is accountable for the responsible serving of alcohol at the event. Significant fine apply for persons under 18 face a fine for consuming alcohol, the person who serves the alcohol to an underage person and the nominee also faces a fine if alcohol is served to an underage person.

It is illegal for minors to be on a licensedpremises unless in the company of a responsible adult or guardian. A 16–17 year old accompanied by a 19–20 year old does not meet liquor licensing requirements of a responsible adult.

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| --- |
| **How will under age persons be identified?** |
|  |

# **Liquor licensing and alcohol management cont.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What types of alcoholic and non-alcoholic drinks will be available?** | | | | | | | | | | |
| **Alcoholic** | | | | | **Non-Alcoholic** | | | | | |
|  | | | | |  | | | | | |
| **What type of containers will drinks be served in?**  (Glass containers are not permitted) | | | | | | | | | | |
|  | | | | | | | | | | |
| **How will rubbish be managed and disposed of?** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Drinking water must be available free of charge to all persons attending the event?** | | | | | | YES | | NO | | |
| **Does the event promotion and publicity reinforce messages about safe drinking practices/harm reduction strategies?** | | | | | | YES | | NO | | |
| **Have you provided any of the following messages in promotional and publicity material?** | | | | | | | | | | |
| Don’t drink & drive | | |  | | Healthier Universities Program | | | | |  |
| Drink spiking awareness | | |  | | Public transport available | | | | |  |
| Organise a designated driver | | |  | | Designated drivers drinks free | | | | |  |
| ID will be required to purchase liquor | | |  | | Water will be freely available | | | | |  |
| Look out for your friends | | |  | | Food and snacks will be available | | | | |  |
| People who are intoxicated will not be served alcohol | | | | | | | | | |  |
| **What are the proposed event hours alcohol will be served?** | | | | | | | | | | |
| **Date:** |  | **Open:** | |  | | | **Closed:** | |  | |
| **Date:** |  | **Open:** | |  | | | **Closed:** | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Has UQ Security Section approved the use of your chosen venue, service or sale of alcohol and entertainment at your event?** | | | |
| YES | NO  (see instructions below) | **Date of Approval:** |  |

1. Complete the ‘PF100 Application for Permission to Keep or Consume Intoxicating Liquor on Site’ form and forward to the Security Events Officer 14 days prior to the event.
2. The form will be then passed on to the Manager of Security for security approval.
3. Security will retain the original of the application form. A copy of the PF100 Application for Permission to Keep or Consume Intoxicating Liquor on Site form and a Letter of Approval, will be sent to the Event convenor.

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| --- | --- | --- |
| **If the event is likely to attract a large number of people from within the community, have the police been informed?** | YES | NO |
| **If police have not been informed, please provide reasons for this:** | | |
|  | | |

**Insurance – Public Liability Insurance for Events**

**What is Public Liability Insurance?**

Public Liability Insurance covers you and your business/event for your legal liability for losses or damage a third party suffers (or claims to have suffered) as a result of your business/event activities. This type of insurance will generally only cover claims made by external parties and not those made by your own employees/volunteers. You will require workers’ compensation Insurance for this. The University of Queensland Insurance will only cover approved events and functions held by current UQ staff or students. All external and other organisations who are not members of The University of Queensland are required to hold public liability insurance for their events and functions held on university sites.

You should obtain independent advice about what insurance is appropriate for your activities.

**Which insurance companies and limits are acceptable to the University?**

The University of Queensland will generally consider an Australian based and APRA regulated insurer as appropriate. You will require at least a Public Liability insurance policy with a minimum limit of $20,000,000 per event. The interests of The University of Queensland should be noted on any policy.

# **Section 3: Food**

If you want to provide Catering from an external organisation, you must submit a copy of their Food licence and public liability insurance with this planner. All food handlers are to follow regulation food handling practices.

|  |  |  |
| --- | --- | --- |
| **Food must be available to persons attending your event?** | YES | NO |
| **What type of food will be available?** | | |
|  | | |
| **Do you intend to sell food that requires refrigeration, heating or cooking?** | YES | NO |
|  |  |  |

# **Section 4: Entertainment & Noise**

If you want to provide entertainment at your event you must obtain permission from the Property & Facilities Director’s Office and Manager Security.

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| --- |
| **List the details of the type of entertainment:**  eg: bands, promotional supporters and activities you intend to book for your event and the contact details |
|  |

**NOTE**: If you are utilising the services of an external organisation, you must submit a copy of their public liability insurance with this planner

|  |
| --- |
| **What equipment is needed eg: power, stage, cables?** |
|  |
| **How do you intend to minimise and monitor the level of noise?**  (Address any possible amplified noise issues) |
|  |
| **What is your plan in case of bad weather?** |
|  |

Refer to Section <http://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control> for UQ Noise policy.

**Fireworks are strictly prohibited on all University of Queensland sites**

# **Section 5: Community Responsibility**

You are required to consider the local community within the area of your event if they will be affected by noise, traffic / road closures or other issues.

|  |  |  |
| --- | --- | --- |
| **Have you done a letter drop to local businesses or neighbours?** | YES | NO |

**Note:** Provide a copy of the Letter drop proposed to Security for approval before distribution. Refer to University Banner and Other Signs Policy <https://ppl.app.uq.edu.au/content/7.10.04-display-banners>

# **Section 6: Site Planning**

You will need to attach a Site Plan of your event and the venue to this Planner.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site Plan Checklist:** | | | | | |
| The surrounding area |  | Paths for pedestrians | | |  |
| Emergency access routes |  | Paths used by vehicles | | |  |
| Security and/or police locations |  | Seating arrangements | | |  |
| Entertainment sites |  | First Aid area/s | | |  |
| Food/vendor/stalls |  | Liquor outlets | | |  |
| Approved consumption areas |  | Toilet facilities | | |  |
| Fire extinguishers |  | Rubbish | | |  |
| Public telephones |  | All entrances and exits | | |  |
| Stage location |  | Non-alcohol/dry areas | | |  |
| **How will rubbish be managed and disposed of?** | | | | | |
|  | | | | | |
| **If people are coming from the community have they been given a University map indicating location of the venue and parking areas?** | | | YES | NO | |
| **Describe any changes to access points to your site whilst the event is in progress eg: car park closures?** | | | | | |
|  | | | | | |

Please refer to the Traffic & Parking website for information on parking on UQ sites. Please note that this website is for information only. Security will co-ordinate traffic and parking for events. <https://campuses.uq.edu.au/parking>

|  |  |  |
| --- | --- | --- |
| **Applied to turn sprinklers off in the area?** | YES | NO |
| **Contacted UQ Sport for use of sporting facilities if required?** | YES | NO |
| **Describe any temporary structures being erected at the venue for the event. Tents being erected with in-ground tent pegs need to receive approval from the Manager Security, Property & Facilities Division so that underground services are protected from damage.** | | |
|  | | |

# **Section 7: Emergency Planning**

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| --- |
| **In the event of an accident, who is providing the first aid service?** |
|  |
| **What steps have you taken to ensure event all staff, security staff, police and emergency services are informed of emergency evacuation procedures?** |
|  |
| **How will patrons and ambulance services find the First Aid area?** |
|  |
| **Who is the nominated person to authorise an emergency evacuation?** |
|  |
| **How will they be contacted during the event?**  (e.g. Mobile or Radio Channel) |
|  |

**Note:** Consider OHS Risks associated with providing first aid e.g. biologicalhazards

# **Section 8: Consultation with Stakeholders**

When conducting an event there are often various other stakeholders you must consult with.

***A stakeholder is a person or organisation that will provide you with a service or materials that will assist you with conducting your event.***

List the names of other individuals and organisations you will be consulting with in planning this event.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder** | **Contact** | **Telephone/name/email** | **Date** |
| **UQ Security** |  |  |  |
| **UQ Grounds eg. Sprinklers** |  |  |  |
| **UQ Trades eg. Electrical** |  |  |  |
| **UQ Cleaning eg. Rubbish Bins** |  |  |  |
| **Residential Colleges** |  |  |  |
| **UQ Sport eg. Hire of ovals** |  |  |  |
| **UQ Traffic eg. Parking** |  |  |  |
| **UQ Office of Marketing & Communications eg. Media, filmshoot** |  |  |  |
| **UQ Protocol eg. VIP, Dignitary guests** |  |  |  |
| **Brisbane City Council eg. Event/Road permits** |  |  |  |
| **Qld Police eg. Event notice, permits** |  |  |  |
| **Office of Liquor & Gaming Regulations eg. Community Liquor permit** |  |  |  |
| **St John Ambulance/First Aid provider** |  |  |  |

Event coordinators should hold a briefing meeting with key stakeholders immediately prior to the event and a de-briefing meeting with them shortly after the event. Please indicate when these meetings will occur.

|  |  |  |  |
| --- | --- | --- | --- |
| **Briefing meeting** | | | |
| **Date:** |  | **Time:** |  |
| **Venue:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Debriefing meeting** | | | |
| **Date:** |  | **Time:** |  |
| **Venue:** |  | | |
| **What process have you set up for recording your meeting with the various stakeholders?** | | | |
|  | | | |

# **Section 9: Risk Management**

The application for an event at UQ requires event organisers to provide an Event Management Risk Assessment and supporting documentation including insurance certificates and Condition of Use disclaimer.

* UQ Conditions of Use Disclaimer (Attachment Section 14)

The Condition of Use disclaimer, documents all legal requirements and includes a section on Risk Management. This document is mandatory for all non-UQ event applications.

Event organisers are required to complete an Event Management Risk Assessment which includes all risks associated with the event e.g. Health and Safety, Security, Environment etc. All activities conducted by the event organisers and staff must be assessed in the Event Management Risk Assessment.

Individual activities or attractions provided by third parties suppliers must provide a Risk Assessment This includes providers of amusement rides, beverage or food vendors, animal displays etc.

Event organisers must complete the Event Management Risk Assessment template provided by UQ unless their organisation has their own Risk Assessment documentation.

* PF712 Event Management Risk Assessment template (Attachment Section 14)

The summary page at the front of the template is **mandatory** for all Event Management Risk Assessments, regardless of the risk assessment template used.

The University is a workplace under the definition of the *Work Health and Safety Act 2011* (Queensland). Therefore it is mandatory that events held within our workplaces comply with the Act to ensure the health and safety of all persons. For guidance on managing health and safety risks associated with your event please refer to the UQ Event OHS Risk Management Guide.

* UQ Event OHS Risk Management Guide (Attachment Section 14)

# **Risk management cont.**

Event Management Risk Assessments are reviewed by Property & Facilities Division – Security Office and UQ OHS Division. Risk assessments that are considered **not** sufficient will be returned to the Event Convenor for revision. Event approval is dependent on the sufficiency of your Event Management Risk Assessment.

For Medium and Large Events, please allow up to a minimum of 14 workings days for review.

## **9.1 OHS Plan**

Conducting the OHS Plan ensures you comply with the Risk Management legal requirements. To ensure OHS Risks are managed effectively, UQ requires the Event Convenor to provide an OHS Plan.

The OHS Plan identifies the nominated Event Safety Convenor and their contact details during the event e.g. mobile number or radio channel.

The Event Safety Coordinator is the person nominated by the Event Convenor to oversee the OHS Plan, conduct the OHS Event Inspection and manage OHS issues arising during the event. The Event Safety Coordinator should be the responsible person for evacuation in an emergency.

The OHS Plan summarises the identified OHS risks that may arise during the event and provides a succinct action for each risk.

The OHS Plan must be easily accessible during the event. E.g. carried by Event Safety Coordinator or displayed in the Event Management/Headquarters area.

* OHS Plan (Complete Section 10)

## **9.2 OHS Inspection**

An OHS Inspection must be completed on the day of the event to ensure all OHS Risks are managed as planned in the Event Management Risk Assessment and the OHS Plan. UQ provide a template for the inspection in Section 11 of the Event Planner. Event Safety Coordinators may use the template provided or their own inspection methodology.

The inspection template requires the Event Safety Coordinator to enter the details of the OHS Risk Control Measures identified in the Event Management Risk Assessment for the inspection list. The template prompts the Event Safety Coordinator to inspect third party risk assessments. The Event Safety Coordinator needs to determine whether to conduct a check on all or a proportion of third party risk assessments.

* OHS Inspection (Complete Section 11)

The OHS Inspection has been developed by UQ to ensure Events are managed in accordance with the legal requirements in the UQ Conditions of Use.

Section 5.1.4 Risk Management in the Conditions of Use disclaimer requires Event Coordinators ‘*to monitor and review the risk assessment regularly to identify new risks and update the risk management plan accordingly*’.

The OHS Inspection guides the Event Safety Coordinator through a ‘monitor and review’ process and prompts the Event Safety Coordinator to confirm they have:

* Read the Event Management Risk Assessment and the OHS Plan;
* Completed the OHS Inspection;

# **Risk management cont.**

* Confirm the OHS risk control measures have been implemented as planned for the event;
* Identified changes made to controls measure;
* Recorded changes on the Event Management Risk Assessment;
* Communicated changes to all relevant persons;
* Inspected third party risk assessments and their associated activities;
* Confirm the OHS risks for the event are being managed in accordance with the Event Management documentation.

# **Section 10: OHS Plan**

The OHS Plan must be easily accessible during the event e.g. carried by Event Safety Coordinator or displayed in the Event Management/Headquarters area.

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Title:** |  | | |
| **Event Date:** |  | | |
| **Event Safety Coordinator:** |  | | |
| **Mobile:** |  | **Radio:** |  |

|  |  |
| --- | --- |
| 1. **Review the Event Management Risk Assessment and identify all the OHS risks.** 2. **Provide a summary of the OHS Risk** 3. **Provide an action to address each OHS risk** | |
| **OHS Risk** | **Action** |
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# **Section 11: OHS Inspection**

The following OHS Inspection **must** be completed on the day of the event to ensure all OHS Risks are listed and managed as planned.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **OHS Risk Control Measures identified in the Event Management Risk Assessment.** | **Implemented as planned?** | | | | **If no, explain changes.** | |
| OHS Plan is accessible? | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Inspection of Third Party Risk Assessment.**  (enter name of activity / risk assessment) | **Implemented as planned?** | | | | **If no, explain changes.** | |
|  | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |
|  | **Y** |  | **N** |  | |  |

I confirm I have read the Event Management Risk Assessment and the OHS Plan. I have completed the above OHS Inspection to confirm OHS risk control measures have been implemented as planned for the event. Changes made to controls measure have been recorded on the Event Management Risk Assessment and all relevant persons have been notified of the changes. I have inspected the above third party risk assessments and their associated activities.

I confirm the OHS risks for the event are being managed in accordance with the Event Management documentation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Inspection completed by:** |  | | |
| **Signature:** |  | | |
| **Date:** |  | **Time:** |  |

# **Section 12: Event Plan Checklist**

Please check the following points on this checklist that apply to your event.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Read and completed the Event Planner? | Yes |  | No |  |
| Applied to the Manager Security for approval? | Yes |  | No |  |
| Provided full contact details of all event convenors? | Yes |  | No |  |
| Filled out the required forms in the Event Planner? | Yes |  | No |  |
| Have you planned for: | | | | |
| Alcohol at the event? | Yes |  | No |  |
| Lighting & Power needs? | Yes |  | No |  |
| Rubbish bins? | Yes |  | No |  |
| Insurance? | Yes |  | No |  |
| Site approval? | Yes |  | No |  |
| Compliance with UQ Policies? | Yes |  | No |  |
| Wet weather contingencies? | Yes |  | No |  |
| Food and Water? | Yes |  | No |  |
| Parking/Traffic impact? | Yes |  | No |  |
| Site map? | Yes |  | No |  |
| Fire extinguisher if required? | Yes |  | No |  |
| Toilet facilities? | Yes |  | No |  |
| Arranged for an approved security firm (if required)? | Yes |  | No |  |
| Completed the Event Management Risk Assessment? | Yes |  | No |  |
| Completed the OHS Plan? | Yes |  | No |  |
| Contacted UQ Sport for use of sporting facilities if required? | Yes |  | No |  |
| Considered whether live entertainment is required? | Yes |  | No |  |
| Addressed UQ noise regulations regarding any amplified noise issues? | Yes |  | No |  |
| Applied to turn sprinklers off in the area? | Yes |  | No |  |
| Sent a full completed copy of this Event Planner to Security? | Yes |  | No |  |
| Done a letter drop to local businesses/neighbours if required? | Yes |  | No |  |
| Planned to meet with the Security Events Officer? | Yes |  | No |  |
| Provided copies of Equipment supplier Business Registration & Public Liability Insurance certificates? | Yes |  | No |  |

# **Section 13: Record Event documentation**

1. Establish an event file and note who is responsible for maintaining it during the event process.

|  |
| --- |
| Name: |

1. You should retain a copy for your own files along with other documents linked to your event:

* PF710 UQ Event planner
* Details of committee members
* Stakeholder meetings
* Sponsorship letters
* Licenses/permits
* Applications for licences/permits
* Inward and outward correspondence
* Emergency plan
* Site plan
* Medial releases
* Event program/schedule
* Tickets
* Promotional material – flyers, posters
* Invoices
* Quotes for services/products
* Budget plan
* File notes
* PF100 Application for Permission to Keep or Consume Intoxicating Liquor on Site & RSA certificates
* Site maps
* Public Liability Insurance
* Plant or equipment certificates/ Electrical compliance report
* Security event brief

**NOTES:**

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# **SECTION 14: APPENDIXES**

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| PF712 Event Management Risk Assessment template | Download the PF712 from <https://campuses.uq.edu.au/information-and-services/events-functions/plan> (UQ login required) |
| Event OHS Risk Management Guide (PDF) | <https://staff.uq.edu.au/files/7103/events-ohs-risk-management-guide.pdf> |
| UQ Conditions of Use disclaimer (external event applications) (PDF) | Download the Conditions of Use Disclaimer from <https://campuses.uq.edu.au/information-and-services/events-functions/plan> (UQ login required |
| PF100 UQ Alcohol permission application | <https://campuses.uq.edu.au/files/2600/pf100-alcohol-permission-form.pdf> |
| PF711 Event Registration Form template | <https://campuses.uq.edu.au/files/11010/pf711-event-application-form.rtf> |

# **SECTION 15: RESOURCES**

|  |  |
| --- | --- |
| Qld Police Party safe registration | <https://www.police.qld.gov.au/programs/cscp/personalSafety/youth/partysafe/registration.htm> |
| Qld WH&S Office Amusement rides | <https://www.worksafe.qld.gov.au/news/safety-alerts/whsq/2013/safety-of-amusement-rides> |
| Qld WH&S Office Electrical compliance | <https://www.worksafe.qld.gov.au/electricalsafety/high-risk-work-and-prevention/electrical-equipment-and-tools-testing-and-tagging> |
| Qld WH&S Code of Practice 2011 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0003/58170/how-to-manage-whs-risks-cop-2011.pdf> |
| Queensland Liquor Act 1992 | <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/L/LiquorA92.pdf> |
| OLGR Community liquor permit application Form 7 | <https://publications.qld.gov.au/dataset/liquor-licensing-and-compliance-forms/resource/6f0db791-a1c8-4826-9c01-8f7b3c745d45> |