
St Patrick's Catholic School

Managing Events Guidelines



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GUIDELINES FOR MANAGING WORKPLACE HEALTH & SAFETY

Advice for Managing Events (fetes, concerts, art/craft shows, working bees etc.)

Introduction

Under the WHS Act 2011, an organisation must ensure so far as is reasonably practicable the health and safety of all people, including workers, volunteers, contractors and visitors to the school's site.

From a health and safety perspective it is essential that the hazards and risks associated with any activities are identified and assessed beforehand. Following this assessment, all reasonable and practical means need to be taken to either eliminate the hazards and risks or to minimise them to the lowest possible level.

All documentation & written communication regarding the event should be retained.

The Manager of the Event is required to:

- Establish the strategic context of the event
- Identify tasks to be done & the equipment required
- Consult (consistent & clear information) with workers (contractors & volunteers) before and during the event
- Identify hazards and risks to health and safety
- Plan and implement risk control
- Ensure so far as is reasonably practicable the budget is adequate to address issues
- Check the skills and qualifications of people operating plant and equipment
- Delegate responsibilities to appropriate workers
- Supervise before and at the time of the event
- Evaluate after the event and retain all records

Children

The presence of children is a high risk at certain events, for example, working bees. Children can be unpredictable when circumstances are not as formal or controlled as on a normal school day. Therefore, special supervision and clear instructions to parents about their responsibility for their children should be given.

Child Protection issues will need to be considered when planning for some events, for example, working bees and fetes.

Suggested Mapping for Event Safety Planning (AS/NZS 4360-2004) -

- Financial
- Reputation
- Environmental
- Operational
- Project
- Safety
- Legal

Functional Areas of an Event to be considered

- Accreditation
- Security
- Marketing
- Human Resources
- Finance
- Catering
- Site Management
- Event Management
- Risk Management

Examples of Hazards

- Security
- Visitors
- Electrical safety
- Materials handling
- Hazardous substances
- Hazardous manual tasks
- Contractors
- Legal
- Planning
- Accessibility
- Plant
- Fire safety
- Equipment
- Dangerous goods
- Vehicle safety
- Workers