

Department of Health

health

Code of practice for running safer music festivals and events



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Acknowledgements

The Department of Health, Mental Health and Drugs Division would like to acknowledge the many individuals and organisations that have provided valuable guidance and advice toward the revision of the Code of Practice.

Particular thanks to all members of the Working Group who contributed considerable time, energy and expertise in the updating of the Code.

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Photographs courtesy of Future Entertainment, Photographer Julian Smith

Published by the Victorian Government Department of Health, Mental Health and Drugs Division, Melbourne, Victoria

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Also published at: www.health.vic.gov.au/XXX

Authorised by the State Government of Victoria, 50 Lonsdale Street, Melbourne

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Introduction

The Code of Practice for running safer music festivals and events (referred to in this document as 'the Code'), has been prepared to assist organisers of music festivals and events plan, run and manage events safely, and meet legal requirements, government standards and safety obligations. The Code is applicable to small and large events and sets a standard of practice for all individuals and organisations that run or participate in music festivals and events in Victoria. The Code includes both indoor and outdoor events.

There are several health risks particular to music festivals and events, both physical and environmental, including effects from continuous dancing, noise, raised body temperature and dehydration, and substance use. The weather, terrain or location of the dance party can also pose safety risks. Organisers need to prepare adequately for these risks, especially at outdoor events. Legal codes, building regulations and other guidelines apply to buildings, structures and equipment safety. Proper planning and management can help minimise safety hazards and the risk of litigation.

The Code of Practice covers four major areas:

- planning, preparation and management
- public health and safety
- harm reduction and education
- legal issues.

Legal obligations, current recommendations and standards from professional bodies, as well as valuable advice from a wide range of other people, underpin the Code. Each section ends with a summary of actions required and the event checklist at Appendix 1 will help organisers ensure that the major aspects of planning an event are covered.

The Code is designed to help organisers run a safer event and reduce health and safety risks to patrons. It will also improve festival goers', and the wider community's, confidence in music festivals and events and in their capacity to continue to be viable. Ultimately, safer music festivals and events bring benefits to promoters and organisers—as well as the festival goers themselves.

For the purposes of this document, a music festival or event is typically an event held at an entertainment venue (either indoor or outdoor) whereby party/event goers attend to enjoy a diverse range of continuous music. Nightclubs that hold regular music and dance events would be considered as part of the Code.



1. Planning, preparation and management

Thorough planning is essential for staging safe and successful dance and music festival events. To a large extent, this responsibility rests with event managers and promoters who need to be mindful of their 'duty of care' (the standard of treatment a person would expect while they are in the care of another) and minimise any potential risks associated with conducting music festivals and events.

This section looks at some of the steps to take when planning a music festival or event. Dealing with the necessary approvals, legal and management issues well in advance means fewer last minute or forgotten tasks.

1.1 Risk assessment

Holding a music festival or event involves significant risk. The extent, severity and exposure to risk will vary depending on the circumstances of the event, the level of preparation, and how effectively risks have been identified, assessed and controlled. To fully appreciate the risks involved in any event, time needs to be taken to investigate, identify and assess them. Risk management involves the following four steps:

1. Identify and list the hazards that have the potential to cause an injury. This can include things such as access to venues, crowd behaviour, weather events, even trip hazards.
2. Assess the risks. Identify the potential safety problems that could arise from each of these hazards. It is important to be thorough with this process to identify the ultimate source of hazards.
3. Prioritise the risks. Use a tool such as a risk analysis matrix to calculate the severity and likelihood of risks, and use this as a guide to prioritising remedial action.
4. Control the risks. Risk can be controlled in a number of ways, but the first objective should be to eliminate the risk entirely. If this is not possible, exposure to risk should be reduced as much as is 'reasonably practicable'.

A detailed guide to risk assessment and crowd control at venues and events is available from the WorkSafe website (see resources).

The importance of risk assessment – a case study

Fortunately catastrophic, fatal events at music festivals and events have been rare in Australia. However in August 2011, in Indianapolis in the USA seven people were killed and over 40 hospitalised after stage rigging collapsed during a storm at the Indiana State Fair. The incident occurred as thousands of people gathered for a concert.

A strong wind gust hit about 9pm, between the opening and main acts, which caused stage rigging and the roof to collapse and fall onto the crowd.

The injuries ranged from bruises to fractures and head trauma, and some of the patients were children.

Initial investigations into the collapse found a number of things that could have been better managed.

1. The concert stage was not inspected by local authorities prior to its use.
2. Both the police and event management tracked the storm for several hours, but failed to warn the concert audience of the severe storm headed towards them until moments before it struck.
3. The concert was not cancelled, although, another outdoor performance nearby was cancelled in time for the audience to reach shelter.
4. No emergency procedures were taken to prepare the stage for the storm, such as lowering equipment from the trusses, lowering the roof and removing the tarps draping the stage.
5. There was no emergency crowd evacuation plan for the most vulnerable section of the concert crowd, those assembled in the open area in front of the stage.

1.2 Venue assessment

Wherever a music festival or event is held, all buildings and structures must be assessed and comply with the minimum standards set out in the *Building Code of Australia* (see section 4.). This applies regardless of the location and includes unusual venues, such as warehouses, vacant industrial buildings, train carriages and outdoor rural locations, as well as established nightclubs.

- Conduct a thorough assessment well before the event to identify any dangers associated with the location. You may discover that other services and amenities will be required.
- Consider the timing of the event and whether it will be affected by other events planned for the same time or at a nearby location.

1.3 Indoor events

Existing hotels and nightclubs should already be aware of local government authority regulations. However, managers and promoters of music festivals and events still need to ensure compliance with the specifications of the *Building Code of Australia* (see section 4.).

Table 1: Pre-event site assessment of indoor venues

Issue	Requirements
Services and utilities already at the venue	Buildings and structures, electricity connections, water supplies, toilets, telephones, food and liquor outlets—must be adequate for the numbers expected and meet legislative and regulatory standards.
Venue access and capacity	Ensure sufficient entrance and exit points for the numbers expected. Check the number of people the building is licensed for or the number that can reasonably fit into the space.
Public transport and traffic management	Consider the capacity of local infrastructure to meet public transport and traffic needs. Large events may need a Traffic Management Plan.
Patron parking, venue access	Ensure there are adequate, well signposted parking spaces and, where possible, designate pick-up and set-down areas. Consider muddy or rough terrain and double-parking issues.
Emergency services access	At all times the site must have clear, unobstructed access for emergency vehicles and personnel to all areas of the venue in case of injury, fire or other emergencies.
Fire safety precautions	Fire exit doors must be operational and unhindered and lead to an escape route. They must be clearly and correctly signposted. Escape routes must be free of obstructions.
Availability of fire-fighting equipment	Ensure adherence with local government authority regulations; including availability of, and training for, staff in emergency operations.
Fully functional emergency facilities and procedures	For larger events, an emergency response plan needs to be in place. At all events, exit signs need to be clearly visible at all times. Sound or lighting equipment must be positioned away from exits and the public.
Adequate ventilation system	Ventilation systems must be working and appropriate for the type of event and numbers expected.
Adequate electrical power and emergency lighting	Anticipate expected power usage. Emergency lighting must operate if the main electrical source fails. Back-up generators must be operational.
Number and adequacy of toilet facilities	Toilet facilities must be adequate and meet recommended numbers (see section 2.7 and Table 4). Make provision for maintenance and repairs during the event and ensure sufficient toilet paper and other consumables are provided and are replenished constantly during the event.
Impact on neighbouring residential areas and the environment	Consider and minimise the impact of the event on neighbours, including businesses, from noise, rubbish or patrons entering and exiting the event.
Other safety measures not covered under the <i>Building Code of Australia</i>	A dedicated first aid/medical site is essential (see section 2.1); access to free drinking water (see section 2.2), a chill out/cool down space, separate from dance area (see section 3.3).
Collection of Rubbish	Arrange for regular emptying of rubbish bins and rubbish removal throughout the event to make sure litter does not accumulate around the site (see section 1.13).

1.4 Outdoor events

Outdoor events require additional planning as it is likely that available resources will be well below the standards required for the safe conduct of a public event. Any prospective site will need to be assessed and a plan drawn up to minimise potential risks associated with the location. Potential risks to take into consideration include capacity and accessibility of local medical facilities, and possible adverse weather events such as heavy rain, storms, fires and extreme heat.

Approval to use private or publicly owned land for outdoor events must be obtained from the owners and local government authority.

This process can be quite lengthy and may involve a number of interested parties. The Department of Sustainability and Environment, for example, grant permits for the use of land in State forests. Permit applications need to be made at least one month before a small event (less than 3,000 participants) and at least six months before a bigger event. The State Emergency Service, Ambulance Victoria and local medical facilities should also be notified.

Listed below in Table 2 are requirements that will need to be considered for outdoor events. Organisers of outdoor events will also need to take into account pre-event site assessment requirements for indoor events outlined in Table 1.



Table 2: Pre-event site assessment of outdoor venues

Issue	Requirements
Temporary accommodation and shelter	Adequate facilities should be available for partygoers who wish to camp overnight or stay in local accommodation. (Alcohol and drug affected people should be strongly discouraged from driving).
Shelter during the event	There must be provision for adequate temporary structures or shelters for wet or cold weather; protection against hot, dry or high-UV days. Dust and toxic or unpleasant conditions like factory smoke, chemicals, noise or pollution must be considered as well as chill out or quiet areas and gender-specific areas (if required). First Aid facilities should also include a climate controlled area for the stabilisation of unwell patrons.
Communications	Communication systems must be adequate between event managers, all staff, emergency services and external services at all times at all locations.
Maintenance of facilities	A contingency plan for contacting maintenance service providers.
Adequate all-weather access for all vehicles and emergency services	Ensure clear, unobstructed and well signposted access to entrances and exits for all vehicles (specifically emergency services) to all areas on site. Consider weather and terrain peculiarities that may affect road safety. Exit routes must be adequate to meet environmental needs and numbers of partygoers expected.
Appropriate clothing for weather conditions and the duration of events	Staff and patrons must be informed in advance of appropriate clothing needs for the length of the event, the terrain and all possible weather conditions (see section 2.4).
Impact of the event on the environment	Assess the potential environmental impact, in terms of vehicles and camping in bush areas and patrons wandering away from the site. Consider the impact on the natural environment, including wildlife, walking tracks, grazing fields, crops and farm animals.
Environmental hazards likely to be encountered by patrons at outdoor events	<p data-bbox="715 1435 1474 1503">Inform partygoers of potential environmental hazards associated with the site including:</p> <ul data-bbox="715 1514 1474 1778" style="list-style-type: none"> <li data-bbox="715 1514 1474 1552">• snakes, rodents, insects, spiders, dogs and noxious plants <li data-bbox="715 1563 1474 1648">• proximity to water bodies, including marshes and watercourses, water depth, currents, water quality, temperature and clarity should be assessed and signage may be needed, including warnings <li data-bbox="715 1659 1474 1778">• uncertain or dangerous terrain such as cliffs, gullies, steep inclines, reclaimed or unstable land, land subject to flooding swamps, quarries, landfill, trees that drop branches, chemicals and neighbouring land use, the potential for bushfires or floods.

1.5 Authorities, professionals and experts to contact for approvals and advice

Once a site assessment is completed, applications to relevant authorities will need to be submitted. Don't leave it until the last minute, as it takes time to process applications. You may have to make alternative arrangements if applications are not approved.

Some authorities deal with approvals or permits; others help run the event. There are also organisations that should be informed as a matter of courtesy. This section includes a comprehensive, but not complete, list of organisations that may need to be contacted prior to an event (for contact details see Appendix 2).

Approval needs to be sought from the relevant Council or local government authority prior to holding an event. The appropriate contact person or section of the Council will vary with each local government authority. For example, the Melbourne City Council has an Events Group that approves the staging of music events and festivals. Smaller councils may have a specific individual assigned to this task.

Table 3: Minimum notification times

Bodies/authority	Purpose	Time required
* Denotes authorities that must be notified.		
Note: small events are less than 3,000 participants; large events are more than 3,000 participants		
* Local government authority	Permission to conduct the event	First step: As soon as possible
* Local Police	Safety, liquor licensing and law enforcement issues	Minimum 1 month
* Ambulance Victoria	Para-medical services, treatment and transporting patient	Minimum 1 month
* Metropolitan or country fire authorities	Fire safety regulations, fireworks notification, emergency response plans, permits to allow fires for heating and cooking on days of total fire ban	Minimum 1 month, 2–3 months if road closures are required
* Local hospitals	Medical emergencies	Minimum 1 month
* Local landowners	To gain approval for the use of private land; liaise regarding possible impacts caused by the event	As soon as event is approved by council
* First aid and medical care providers	First aid and medical care	Small event 1 month Large event 6 months
Environmental health officer	Food safety, needle and syringe disposal, building regulations, including temporary structures, approval for the event, emergency response plan	Small event 1 month Large event 6 months

Table 3: Minimum notification times – continued

Bodies/authority	Purpose	Time required
Worksafe	Victorian regulations for staff employment health and safety issues. Submit notice of intention to discharge fireworks (see section 2.10.3)	1 month Minimum of 21 days for fireworks notifications
The Environment Protection Authority (EPA)	Noise regulations	1 month
Commercial and residential neighbours	Liaise regarding the impact of the event	1 month
Transport authorities, such as VicRoads, train, tram, bus companies	Ensure adequate public transport arrangements for patrons	1 month
Private security companies	Event security and crowd control	3 months
Peer education and community groups	Peer education health and harm reduction information	3 months
Centres Against Sexual Assault (CASA)	Education, resources and referral regarding sexual assault	2 weeks–1 month
Cleaning companies	During and post-event clean up	1 month
State Emergency Services	Emergency management or response plan	If required
Department of Sustainability and Environment	Approval for events in state forests and fire safety in these locations	Small event 1 month Large event 6 months
Responsible Alcohol Victoria	Liquor licence for events with alcohol	Minimum 3 months (see section 4.4)
Environmental groups	Provide advice on reducing the environmental impact	If required
Sustainability Victoria	Advice about reducing event waste, waste management and recycling of waste	If required

1.6 Event briefings

Agencies and event organisers should consult regularly prior to the event to clarify functions and responsibilities as well as discuss and resolve any problems or changes to plans. Key issues for discussion include:

- overall event details and logistics
- communication equipment and processes, including contact numbers and radio frequencies/channels to be used during the event
- staffing arrangements
- an emergency response plan, which should include procedures for evacuation of patrons, managing larger than expected crowds, and anticipating circumstances where police will need to be involved
- first aid post details, including location and personnel (see section 2.1)
- conditions that may affect the event, including cancellation or postponement due to weather conditions, insufficient ticket sales or performer cancellations
- the authority and process for cancelling or postponing the event
- a venue grid plan
- access routes and venue facilities for emergency service personnel, vehicles and equipment time, date and location of pre and post-event briefings.

1.6.1. Pre-event briefing

Immediately before the event, organisers, key staff and area supervisors should meet on site for final clarification of roles and responsibilities. Casual staff, security, crowd controllers and cleaners must be included in pre-event briefings.

1.6.2. Post-event briefing

A debriefing should be held after the event. This helps to evaluate the success of the event and gives staff the opportunity to raise any problems that have occurred so they can be addressed at future events.

1.7 Security and crowd control

A close working relationship between security personnel and police needs to be established. The Officer In Charge of the local police station must be given notice of the event, its location and the number of people attending. This notice should be given at least one month before the event (see Table 3). Police should also be given relevant contact names and numbers including the designated event manager and the event management centre (see section 1.9). For larger events (over 5,000 patrons) Victoria Police will attend on a fee for service basis. This is not a replacement for appropriate levels of security staff, but an addition, and they cannot be used to do the job of security staff.

1.7.1. Developing a security plan

Event managers should develop a security plan with the security provider. The plan should include briefings for the security staff before and after the event.

All security staff should be briefed with details of the venue layout, including entrances and exits, first aid points and potential hazards. They should be given clear direction on expectations regarding their own behaviour as well as the management of unacceptable patron behaviour. They should be made aware of emergency and evacuation plans, and always be in a position to communicate directly with event managers (see section 2.12).

Crowd controllers must at all times be aware of their responsibilities as set out in the *Private Security Act 2004* and any other State or Federal enactment which relates to the operation of business.

Security firms are to be licensed by the Victoria Police Licensing & Regulation Division, who set out uniform standards for service and quality of employees operating in the patrol, guard and crowd control sections of the security industry (for contact details see Appendix 2).

The number of crowd controllers employed at the event will depend mainly on the type of event, the numbers attending and the location. The number of crowd controllers per patrons may be specified within the conditions of the liquor licence and/or Victoria Police specifications. For example, an estimated ratio of crowd controllers per patrons is:

- two crowd controllers for the first 100 patrons and one crowd controller for each additional 100 patrons or part thereof.

Crowd controllers and security staff should not evict patrons who appear to be drug affected or at risk, until medical staff have been consulted. Venue managers and promoters should take responsibility for the care of drug affected patrons where health risk is imminent, until such patrons are assessed by suitably qualified medical staff or delivered into the care of ambulance officers. Allocating security to First Aid Posts should also be considered, and should be discussed with the First Aid Provider during the event planning phase.

Security firms sub-contracting for the provision of security services must only use sub-contract companies that are licensed by the Victoria Police Licensing & Regulation Division.

1.7.2. Patrolling areas of high risk

Event management will need to ensure that crowd controllers and security staff conduct regular patrols of car parks, toilets and other areas where it is likely that there could be activities associated with illicit drugs or other unlawful behaviour. Patrolling high-risk areas quickly, thoroughly and in an unobtrusive manner at regular intervals should limit the opportunity for illegal or anti-social behaviour.

1.7.3. Conditions of entering and remaining at an event

To limit the opportunity for anti-social behaviour, organisers should display an event 'conditions of entry' at all entrance and exit points and include information on the following:

- management of patrons who arrive intoxicated by alcohol or another drug
- advice that items with the potential to cause injury or intoxication such as glass, illicit drugs or alcohol will not be allowed into the venue
- the 'standard of conduct' that is expected
- venue policy on searching patrons
- event policy on patrons found possessing, selling, dealing or distributing an illicit drug
- policy on the action that will be taken if any person is found drug affected during the course of the dance event. (Drug affected patrons must not be evicted without prior assessment by a first aid, medical or para-medical officer).

1.7.4. Pass-outs

A 'pass-out' system allows partygoers to leave an event and return to that event at a later time. It can offer patrons some potential health benefits by providing an opportunity to leave the dance environment and rest. However, a pass-out system can also increase health risks and place additional demands on police, security staff and event organisers in ensuring that nearby areas, including car parks, are well patrolled. When determining a pass-out policy for the dance event, the following should be considered:

- Partygoers who are issued with pass-outs and return to the event must undergo the same stringent security checks required when first arriving at the venue.
- Time restrictions on pass-outs, for example pass-outs at large events conducted over a long period, should not be issued until three hours after the event has commenced. Patrons should also be advised that even if they have a pass-out, they will not be allowed to re-enter the venue two hours prior to the event concluding.
- A secured outside area could be set up for partygoers to rest from the dance environment, this may reduce the need for pass-outs and minimize the security risks that this presents.
- Patrolling in car parks and the event environs should be carried out thoroughly and at regular intervals to limit the opportunity for illegal activities related to illicit drugs (see section 1.7.2. Patrolling areas of high risk).
- A pass-out system may not always be feasible at smaller licensed venues and nightclubs.

1.7.5. Ticketing and event promotion

Event organisers can ensure crowd numbers do not exceed the venue's legal crowd limit by selling tickets in advance. Any promotional material or tickets sold in advance could inform partygoers of an event hotline, website and any special conditions of entry or arrangements for the event, including parking and public transport availability. Outdoor events could also include information on accommodation, clothing, food and drink needs, sunscreen, shelter, alcohol restrictions and fire and other potential safety hazards, as well as health promotion messages.

1.8 Communication systems

Communication between management, patrons, staff and services is essential. Ideally, multiple systems should be established so that messages can be directed to different sections of the crowd, including crowds massed outside the venue. Emergency communication arrangements should be set up before the event. The communication system should be multi-modal (multi-channelled), and have its own back-up power supply. Do not rely on using mobile phone text messaging at big events, broadcast text messages can overload mobile phone systems, particularly in rural areas. Reliable two-way communication is important, so that management can communicate with staff, security, patrons and members of the public inside and outside the venue.

1.9 Event manager and establishing an event management centre

A person must be nominated as the 'event manager' and remain at the event and be contactable at all times by emergency services and all individuals and organisations providing a service or working at the event.

An area must be designated as the event management centre and must be staffed for the duration of the event. The event management centre must be able to communicate with the event manager, emergency services and crowd controller supervisors at all times during the course of the event.

1.10 Staff Fatigue

Staff fatigue is an important event safety consideration. At events that run over twelve hours there is a risk of fatigue, the longer the event, the greater the risk. If staff are required to be on-site before or after gate opening times, this should also be taken into consideration, along with other time factors, such as travel time to and from the event, when staff numbers and rosters are planned. All staff should take regular breaks and have access to a rest area that is isolated from the general event area.

1.11 Signage

A further means of communicating with partygoers is to ensure there is adequate and appropriate signage to all facilities and amenities including:

- first aid
- toilets
- drinking water taps and fountains
- liquor licensing conditions (signs must be displayed in all licensed areas)
- conditions of entry
- parking
- chill-out site
- the use of strobe lighting
- entrances and exits
- event management centre.

1.12 Public liability insurance

Events must be covered by a comprehensive public liability insurance policy that covers the cost of any potential personal or venue damages, responses to emergencies and subsequent venue clean up. Policyholders must be sure the policy covers the type of event being conducted. Certificate of Currency should be sighted by the event manager before the event, and should name the event and show the venue owner as an interested party.

1.13 Event clean up

Litter must not be allowed to accumulate around the site. Provision must be made for regular pick-up of rubbish, emptying bins, cleaning of toilets and removal of rubbish during the event. A thorough clean up must be undertaken after the event. Good records of all service providers at the event should be retained, so that they can be traced if an outbreak of a notifiable disease occurs, or an injury or illness claim is made.

1.14 Summary–planning, preparation and management

Make sure you understand:

- pre-event site assessments for indoor and outdoor events
- special requirements of outdoor venues
- uninhibited access for emergency services
- approvals for the use of private and state-owned land
- compulsory notification of emergency services and hospitals
- approvals and permits required and notification times
- briefing and de-briefing staff
- security and crowd control; regular patrolling in areas of high risk
- the need to have conditions of entry and a pass-out policy
- communication systems for staff, management and partygoers
- importance of staff fatigue management
- capacity and experience of First Aid/Medical providers
- event management centre and contacts
- public liability insurance
- rubbish collection during the event
- cleaning up after the event



2. Public health and safety

The safety of all partygoers is of the utmost importance and event organisers will need to assess any risk to public health and prepare adequately for health or medical related problems that may occur. Of particular concern are the ill effects partygoers might suffer from continuous dancing, noise, raised body temperature, dehydration, substance use and environmental hazards. To minimise these risks, the following health and safety measures should be considered and implemented.

2.1 On-site first aid and medical care

Organisers need to plan for on-site health services, which should be accessible and within five minutes from all sections of the crowd.

All medical matters must be treated as soon as possible by trained medical, paramedic (which includes Mobile Intensive Care Paramedics, MICA) or first aid staff who have a recognised certificate in first aid from approved organisations (such as St John Ambulance Australia). Depending on the size of the event, it may also be appropriate to have an on-site medical facility staffed by qualified doctors and/or nurses.

At large events, organisers and on-site health care providers should liaise with local health and emergency services who can conduct a formal health risk assessment, and develop a response plan for dealing with significant medical problems should they occur. Response plans should also include ways that seriously ill patrons will be transported to off-site medical facilities and how on-site health care providers will communicate with off-site medical staff.

There should be enough medical aid personnel to circulate throughout the crowd as well as to staff the first aid post. To assist in the planning of future events, medical aid personnel should document the number of people they see and the conditions they treat.

The appropriate number of qualified on-site first aid and medical personnel can be estimated using the following formula:

- two level 2 First Aid qualified person for events catering for less than 500 patrons
- two level 2 First Aid qualified person (or higher) for each additional 1000 patrons up to 5,000.
- One level 2 First Aid qualified person for each additional 1000 over 5,000.

At large events or events that are conducted over a long period of time, it may be desirable to supplement on-site health services with additional on-site paramedic cover. During the planning stages of the event, organisers should contact the relevant ambulance service for advice on the level of care that should be provided and the risk level of the event.

Security and other event personnel must be briefed on the location of first aid facilities.

The medical equipment and resourcing requirements at the medical site will depend on the event venue, the location, and the number of patrons expected. A suitable medical site must have:

- Appropriate capacity for the size of the event
- clear signposting to its location, be easily identified and be easily accessible to the main areas of the event
- storage space for medical supplies
- appropriate accommodation, including an appropriate place for patients to lie down with privacy assured
- a climate controlled area for patients to recover from heat or cold exposure

- disposal facilities for medical waste sharps and used dressings and bandages
- power and running water
- adequate lighting
- access to a disabled toilet nearby
- clear access for paramedics or other emergency services, particularly through heavy crowds
- dedicated security resources
- prior consultation with first aid providers to make sure facilities are adequate

2.2 Provision of drinking water

Drinking water is essential in the dance and music event environment to prevent heat exhaustion and dehydration, which is often associated with prolonged and vigorous dancing and the consumption of alcohol and other drugs. All venues have a responsibility to make drinking water accessible and available to patrons.

Drinking water should be free, easily accessible, clean and available at all times. Cold water supplies should never be cut off.

- All areas where drinking water is available should be well signposted.
- Signage should include the current recommended advice to sip rather than gulp water. (The amount that partygoers should drink depends on the activity but organisers should be prepared for each partygoer to consume 500 ml of water per hour when dancing).
- Disposable cups should be available from the bar or other suitable locations and patrons must be permitted to refill plastic bottles or cups with drinking water free of charge.
- If drinking taps or fountains are not available, drinkable water should be brought into the facility.
- Extra water requirements will be needed in very hot weather and multi-day outdoor events will need to budget for water for showering and washing.

Since November 2010, licensed venues that supply alcohol for consumption on-site are required by law to provide free drinking water to their patrons. How water is supplied is left to the discretion of the licensee. Failure to supply free drinking water could attract substantial fines of more than \$3,600. Exemptions from this requirement may be granted by Responsible Alcohol Victoria, but only under exceptional circumstances. More information about this can be obtained from Responsible Alcohol Victoria, see appendix two for contact details.

Note: Under health regulations, a sink does not constitute a drinking tap. However there are no health regulations that prevent patrons from filling containers from water taps in bathrooms if they wish to do so.

2.3 Overcrowding

To avoid overcrowding, event organisers must have in place a reliable method of recording the number of patrons who enter a venue.

Consideration should also be given to crowd movement and mobility within an event. The movement of crowds should be managed through strategies such as: making sure stages are not placed too close to exits; leaving adequate room so that people can continue to move around locations where others are likely to stop, such as bars; and programming popular acts on different stages at the same time in order to distribute the crowd evenly.

2.3.1. Indoor events

The *Building Code of Australia* sets out standards and specifications to prevent overcrowding at indoor events. The code stipulates the number of people allowed within any given venue; this is calculated on floor space and exit widths. The maximum capacity of a venue may also be nominated on the liquor licence and must not be exceeded. Responsible Alcohol Victoria has additional information about maximum patron numbers available on their website (see resources).

2.3.2. Outdoor events

Overcrowding at outdoor events usually occurs because organisers fail to meet crowd requirements for facilities, amenities and resources, such as toilets, shelter and water. Ideally, crowd numbers should be anticipated through the pre-sale of tickets. If this is not possible, then contingency plans should be drawn up outlining how organisers and staff will handle greater-than-expected numbers.

2.4 Exposure and hypothermia

The risk of exposure and hypothermia is a major safety factor affecting outdoor events.

Festival goers will need to be advised in advance of expected weather conditions so they can wear appropriate clothing and bring blankets if needed. The most effective method is to include weather information in event advertising, on event web pages and at ticket purchase.

Minimising harmful sun exposure should also be considered, by maximising shade and providing free or low cost sunscreen, providing staff with sunscreen, hats and sun protective clothing, and including SunSmart messaging in event promotion. SunSmart has a guide to festivals and outdoor events available on their website (see resources).

2.5 Noise

Noise levels at music festivals and events can reach up to 120 dB(A). Therefore, promoters have a legal responsibility under Victorian WorkCover legislation to protect staff from hearing damage.

Worksafe states:

- The exposure standard (for hearing damage) is noise that exceeds an average of 85 dB(A) over an eight-hour working day or a peak noise of 140 dB(A) at any instant in time.

This means that employers must:

- Identify any risk of hearing loss to an employee from the level of noise in the workplace.
- Assess whether or not an employee's exposure to workplace noise is likely to exceed the exposure standard.

If so, the employer must take the following action:

- initiate engineering controls to reduce noise levels
- initiate administrative controls that reduce the time of exposure (for example, place staff on half shifts or position them away from speakers)
- provide hearing protection for staff and training in the correct use of these devices, as well as in recognising the signs and symptoms of hearing damage.

2.5.1. Protecting staff

Various hearing protection devices are available. Cheap foam earplugs can reduce high frequency noise, which is usually the most detrimental to hearing, however, they only reduce noise level by 10–15 dB(A). The more expensive musician's earplugs are moulded specifically for the individual and preserve more of the tonal effects while reducing noise by approximately 15–25 dB(A).

2.5.2. Protecting partygoers

A varied mix of music can help protect partygoers from the effects of excessive noise. This should include programming quiet times during multi-day events and providing quiet areas at all events (see section 3.3). Organisers could also consider providing information about hearing protection in pre-event advertising and ticketing.

2.5.3. Protecting neighbours

The impact of excessive noise on neighbouring communities also needs to be addressed. The Environment Protection Authority's Control of Music Noise Policy defines reasonable noise levels, but these vary depending on the venue and time. The policy aims to achieve a balance between enjoyment of entertainment and the right of people in the vicinity not to be disturbed by unreasonable noise levels.

Promoters should contact their local Environment Protection Authority regional manager to set up community consultation groups regarding forthcoming events (for contact details see Appendix 2).

2.6 Food safety

Unless proper sanitary measures are applied to food storage, preparation and distribution at mass gatherings, food can become contaminated and present a danger to public health. To prevent contamination, the National food safety standards must be observed at all times (for contact details see Appendix 2). All food premises must be registered with the environmental health officer of the local government authority prior to the event (see section 4.5). The environmental health officer will look at whether or not the correct procedures have been undertaken regarding:

- food transport
- food handling
- the integrity of food supplies
- refuse disposal
- hand washing facilities
- food storage.

As a further precaution, all food and drinks should be available only in unbreakable containers.

2.7 Toilets

The *Building Code of Australia* specifies the number of toilets that must be provided. The local government authority building inspector must also approve the facilities. The number of toilets is determined by the duration of the event, the number of people attending and the crowd split between males and females. Unisex portable toilets can be brought into fixed venues that cannot accommodate extra toilets and men's toilets can be converted to women's, and vice versa. A disabled access toilet should also be included.

Table 4: Recommended numbers of toilets and washbasins

Facility	Minimum number	Requirements
Toilets for women	One toilet for every 60 female patrons or part thereof.	35 female patrons—one toilet 80 female patrons—two toilets 850 female patrons—15 toilets 2,290 female patrons—39 toilets
Toilets for men	One toilet or urinal for every 200 male patrons or part thereof, at least 30 per cent of which must be in the form of closet fixtures.	35 male patrons—one closet fixture 350 male patrons—one urinal and one closet fixture 850 male patrons—three urinals and two closet fixtures 2,290 male patrons—8 urinals and 4 closet fixtures
Staff toilets	Separate facilities may need to be provided for catering staff.	
Standards	All toilet facilities must be: <ul style="list-style-type: none"> • well lit, including the surrounding area • provided with waste receptacles for sanitary products and paper • contain soap and hand drying equipment • odour free • cleaned and regularly restocked throughout the event • fitted with syringe disposal units • located away from food storage and food service areas. 	
Washbasins	One washbasin for every 200 patrons or part thereof. Cold water supplies must not be cut off in bathroom taps.	

2.8 Waste management

A waste management plan is essential to prevent the build-up of waste on site, and to provide for its efficient and safe removal. Inadequate waste management can result in safety hazards, odours, attract animals and pests and promote the transmission of communicable diseases. Waste that needs to be correctly stored and removed includes:

- food waste
- hazardous waste, for example, needle and syringe units, as well as clinical waste from on-site medical and first aid facilities
- sewage and sullage
- general patron litter.

Recycling is an efficient means of disposal. Where possible, different bins should be provided for various recyclable products. A number of agencies offer advice regarding recycling. The publication from Sustainability Victoria, *The Sustainable Living Foundation Event Planner*, provides important information regarding recycling (for contact details see Appendix 2).

2.9 Shelter

Staff and partygoers need to be protected from exposure to the elements, especially at outdoor events. Shelter must be available for all weather conditions and wherever people are assembled for an extended period. In addition to dance areas, first aid posts and chill out areas, this includes entrances, seating areas, administrative areas, and any areas where crowds are expected to queue.

2.10 Strobe lighting, lasers and pyrotechnics

2.10.1. Strobes

The flickering effect of strobe lighting can induce epileptic seizures in some people. Industry recommendations advise using lights with a flicker rate of four flashes or less per second. Signage located outside dance areas should advise patrons of the use of strobe lighting.

2.10.2. Lasers

Lasers can only be used for a short period due to the potential damage to eyes and skin. Only trained and licensed personnel can operate lasers, and they need to follow Australian standards.

2.10.3. Pyrotechnics and fireworks

Only licensed persons can discharge fireworks. Worksafe issues pyrotechnician's licenses to people who demonstrate adequate experience in the safe discharge of fireworks. Pyrotechnician may only discharge the type of fireworks that appear on their licence. A notice of intention to discharge fireworks must be submitted (by a licensed pyrotechnician) with an attached site plan to Worksafe a minimum of 21 days prior to the event. (for contact details see Appendix 2).

2.11 Fire safety

In the planning stages of an event, organisers need to consider the potential for fires, and liaise with the building surveyor and local fire authority. Fire prevention includes having adequate water supply for fire-fighting purposes, the correct equipment to respond to a fire, and an effective plan for the complete evacuation of all persons in the event of a fire. This applies to indoors or isolated rural locations. Staff will need to be instructed regarding the location of fire-fighting equipment and trained in its use.

The *Building Code of Australia* and the municipal building surveyor determine the correct fire safety requirements for buildings. The municipal building surveyor, in conjunction with the local fire authority, determines requirements for outdoor events.

Events must have an adequate number of functioning:

- fire hydrants
- hose reels
- portable fire extinguishers
- access and exit routes.

Organisers of outdoor events need to consider the possibility of total fire ban days and the impact this could have on the event. Permits can be obtained from the local fire authority for heating and cooking on total fire ban days.

2.12 Emergency response plan

All public events should have a formal, written risk assessment and emergency response plan that is developed in consultation with the authorities. The plan should include details regarding:

- arrangements for dealing with on-site emergencies that do not require outside help
- the notification of ambulance services, and the level of services available during the event
- the notification of local hospitals of the nature of the event, including expected patron profile, and possible medical problems
- contact details for the officer in charge of the local police station, fire and rescue services, and the services that might be required of them
- contact details of event managers, promoters and the event management centre
- Effective means of communicating with event patrons that do not rely on potentially overloaded mobile phone networks.
- the identification and availability of the types of heavy equipment that may be required in an emergency
- the road network, including access for vehicles to the first aid site
- the official parking areas set aside for emergency vehicles
- the provision of uninhibited entrance and exit routes from the site for emergency vehicles
- a grid-type venue and environs plan, which is made available to all emergency agencies as well as sector staff
- specific arrangements to hand over control to police and emergency services if required
- an evacuation plan.

Event management and staff need to be informed of how to communicate that an emergency has occurred, the chain of command, what their responsibilities are, and the role they may be required to play in evacuating patrons.

2.13 Summary—public health and safety

Make sure you understand:

- planning for on-site medical care, first aid and emergency support and access
- the need to promote public health and safety
- requirements to provide an adequate supply of cold, drinkable, easily accessible water that is free of charge
- the dangers of overcrowding at indoor and outdoor venues
- exposure and hypothermia
- noise levels that can damage hearing
- protecting staff, partygoers and neighbours from excessive noise
- food safety guidelines
- how to calculate the minimum numbers of toilets and washbasins required
- efficient management of waste
- providing shelter from the elements
- the dangers of lasers, pyrotechnics and fireworks
- required licences
- planning in the event of a fire
- developing an emergency response plan.

3. Harm reduction and education

It is acknowledged that licit and illicit drug misuse can occur in the festival and dance party culture. While this behaviour is not condoned, organisers need to be prepared to deal with the potentially serious health issues that may result.

The Victorian Government supports a harm reduction approach, which aims to eliminate or minimise illness or injury (which may result in death) associated with drug use, which may occur at dance party events. Event organisers and staff have a pivotal role in delivering health messages to partygoers and in promoting harm reduction practices and measures encouraging partygoers' safety (see section 3.5).

3.1 Peer education and peer-based service providers

Peer support and education groups provide a range of harm reduction resources, services and information on drug safety that will enhance the safety and wellbeing of partygoers. Peer educators also identify 'at risk' partygoers and provide support, intervention and referral to health services.

Event organisers are encouraged to invite groups committed to reducing risks associated with party drug misuse to participate in their events. The groups include DanceWize, Save-a-mate, and Centres Against Sexual Assault (CASA) (for contact details see Appendix 2).

At some events, peer education teams can find themselves providing initial crisis intervention and support to distressed or injured and sometimes unconscious partygoers. Under these circumstances, peer educators must not undertake the role of medical or trained first aid personnel but should:

- render such assistance they believe necessary to make the partygoer comfortable
- immediately call for trained medical personnel to assess the partygoer's condition and provide medical care.

3.2 Dehydration and elevated body temperature

Eventgoers who use drugs can suffer ill-effects caused by elevated body temperature. The combination of vigorous dancing and a heated environment can lead to dehydration and hyperthermia. This problem can be exacerbated by alcohol and/or illicit drug use. To combat these effects, eventgoers need to take time out from dancing and consume adequate amounts of water. Five ways that such side effects can be reduced are:

- effectively operating ventilation systems in the venue
- playing a mix of the type of music
- providing a chill out area
- providing pass-outs that allow partygoers to leave the venue, and rest physically and mentally
- providing a range of food and snacks so that festival goers can replenish the essential nutrients lost during vigorous dancing.

3.3 Chill out or cool down area

Organisers must provide a quiet and restful area with some seating, where partygoers can go for relief from the stimulus of dancing and loud music. A chill out area should:

- be separate from the main dance area
- be easily accessible
- be well signposted
- be quiet, inviting, adequately ventilated, cool (but not cold), well lit and comfortable
- provide health and drug harm reduction messages and safer partying information.

3.4 Drink spiking

'Drink spiking' refers to the administering or attempt to administer any substance to a person, without their permission, which is capable of interfering with bodily functions. Substances can include illicit drugs, pharmaceuticals or, most commonly, concealed additional alcohol. Some victims lose consciousness, suffer memory loss and there have also been reports of sexual assault associated with drink spiking at dance events and licensed venues. The combination of alcohol and illicit drugs such as GHB is particularly dangerous, and if suspected, 000 should be called immediately. Warnings and information resources are available from the Victorian Centres Against Sexual Assault (CASA), but event organisers could also provide the following messages at events:

- Look out for your friends; check on them regularly.
- If you suspect that your drink, or any of your friends' drinks, has been spiked, report immediately to first aid, medical staff or event security or management.
- Do not accept drinks from anyone other than a bartender or waiter.
- Always open your own drinks and never leave drinks unattended.
- Do not drink anything that has a funny smell, colour or taste.
- Report sexual assault to the police and seek assistance from a counsellor or health centre. Report drink spiking or suspected spiking to venue staff or the police. Telephone 000 or the nearest police station.
- If you suspect that your drink has been spiked, your doctor can assist in testing for the presence of drugs. Traces of certain drugs can be picked up through urine or blood tests within 24 hours.

3.5 Health promotion messages

There are many ways promoters can reduce health risks at music festivals and events. Safe partying information can be printed on or provided with tickets, and on event websites. Posters and booklets can inform partygoers on risk reduction strategies and provide health and safety messages on hearing protection, safe sex, and awareness of sexual assault.

Information should also be available on the risks associated with drug use, including ecstasy, Gamma Hydroxy-Butyrate (GHB), drink spiking, and how to access drug and alcohol agencies, sexual assault centres and other health service providers. Day-after-party survival and 'check on your friend' messages are also highly recommended. Posters, signs and resources for all types of events are available from a number of sources including peer education groups.

3.6 Needle and syringe disposal

Promoters and venue managers can also reduce health risks by providing needle and syringe disposal units in toilets and other appropriate areas. Advice on disposal or disposal units can be obtained by contacting the Department of Health, Needle and Syringe Program (for contact details see Appendix 2).

3.7 Summary–harm reduction

Make sure you understand:

- harm reduction issues and principles
- role of peer support and education groups
- strategies to avoid dehydration and hyperthermia
- requirements for chill out or cool down areas
- drink spiking
- displaying health promotion messages
- needle and syringe disposal units.



4. Legal issues

This section covers State and Federal Acts of Parliament as well as local government by-laws and regulations that apply to the staging of festivals and dance events. Since events vary so much in size, nature and budget, this section provides an overview of the authorities that may need to be consulted. It is the responsibility of promoters and organisers to ensure they understand and have complied with all relevant statute laws and local government by-laws and regulations pertaining to the conduct of a festival or dance party events.

Organisers can be found negligent if they fail to provide a safe environment and a foreseeable accident occurs that causes injury to partygoers, employees or someone else. Every reasonable step must be taken to provide a safe place for partygoers, workers and others in order to fulfil their duty of care as an organiser.

Victorian legislation is available on: www.legislation.vic.gov.au (Victorian law today)

4.1 *The Building Act 1993 (Vic)*

The Building Act, which incorporates the *Building Code of Australia*, contains technical details about the design and construction of buildings and other structures. This includes temporary structures such as scaffolding, stage and dance platforms and marquees, towers to house speakers and floodlights, and any part of a building or structure.

The Act contains standards that cover the construction and maintenance of a building, as well as improving the amenities of a building to protect the health and safety of people who use them for public entertainment. The Act also controls the maximum number of people allowed into a venue.

Construction and design of temporary structures should be done under the supervision of a local government inspector and conform to the local government building and engineering specifications. A full range of safety measures, such as high visibility vests and ensuring staff are appropriately qualified to operate machinery, should be implemented during the construction of any temporary structures. Structures should also be inspected frequently if events continue over a number of days.

The Building Code also covers fire resistance, entrances and exits, fire-fighting equipment, ventilation, temporary power supply and electrical equipment standards and certain aspects of health and amenity provision, for example, toilets, water outlets and shelter.

Check with a building surveyor to set site capacities and to advise of the minimum level of temporary facilities that need to be present for the event to meet requirements needed to issue a Temporary Building Licence.

4.2 Major Catastrophic Events

Standards that cover fire safety equipment and emergency exits are contained in the Building Act 1993. The local fire authority and local government authority monitor fire prevention and fire preparedness measures to make sure events meet the standards. These include the availability and appropriateness of fire-fighting equipment. Other natural disasters such as storms and floods should also be taken into account when conducting risk management, particularly for outdoor events where the impact is likely to be greater and the resources fewer. It is highly advisable to commission a professional risk management plan.

Contact the local government authority and the Metropolitan Fire Brigade or Country Fire Authority. For events held in State forests, also contact the Department of Sustainability, Environment and Primary Industries, and the State Emergency Service (for contact details see Appendix 2).

4.3 Occupational Health and Safety Act 2004

People employed to work at a festival or dance event must have a safe workplace. Employers must follow work safety guidelines and instructions, as well as provide training, resources, equipment and briefings for workers. Staff also need to be given adequate breaks.

Refer to and follow the Worksafe guidelines, as well as any other employer regulations, such as taxation, awards and conditions (for contact details see Appendix 2).

4.4 Liquor Control Reform Act 1998 (Vic)–the service of liquor

If liquor is to be served at the event, organisers must hold the appropriate licence. At an unlicensed venue, the event organisers must ensure:

- that application is made for the appropriate liquor licence to Responsible Alcohol Victoria. (Please note Responsible Alcohol Victoria strongly recommends that applications be lodged at least three months prior to the event and will likely request that a management plan accompany the application) (for contact details see Appendix 2)
- all conditions on the licence and the requirements of the *Liquor Control Reform Act 1998* are understood and complied with.

At a licensed venue, the event organisers must ensure that:

- the current licence allows them to run the type of event they are planning and, if not, they will need to apply for a limited licence or a major event licence
- all conditions on the limited or major event licence need to be understood and complied with.

It is an offence under the *Liquor Control Reform Act 1998* for “the licensee to permit drunk or disorderly persons to be on licensed premises or on any authorised premises”. However, as part of this Code, venue managers and event staff should not evict patrons who appear to be drug affected or at risk, until medical staff have been consulted and an assessment made.

4.5 Food Act 1984

The Food Act sets out standards for the hygienic and safe preparation, storage and sale of food. Any food operations at a festival or dance event must be registered with the local government authority, and event organisers need to provide the council with details of caterers. An environmental health officer may inspect food premises at any time.

Notify the local government environmental health officer about any catering arrangements or food sales at the event.

4.6 Summary–legal issues

Make sure you understand:

- the legal and moral obligations of running a safe event
- the organisers’ and promoters’ duty of care
- the building regulation requirements
- the fire safety requirements in all venues
- requirements for providing a safe workplace for employees
- requirements for responsible service of alcohol
- requirements for hygienic and safe preparation and sale of food.

5. Under-18 events

5.1 Under-18 events

Unless approved by the local Licensing Police Inspector, all under-18 events are to be alcohol free. Pass-outs are not recommended for this age group, however, an outside area, still within the confines of the event, should be made available to allow for rest from excessive noise and heat.

A hotline or contact number should be made available for parents to communicate with event organisers regarding details of the event. Facilities for patrons to telephone from the event should also be made available.

To prevent drug related harms to under-18 partygoers, emphasis should be given to displaying health messages, such as drug prevention and harm minimisation. Peer education groups should also attend.

Health and first aid standards need to be maintained at under-18 events, even though the event is alcohol free. Young people may have used alcohol and/or other drugs before coming to the event, and organisers may still have to manage drug and alcohol harms.

Exclusively under-18 events should finish at a time early enough for partygoers to get public transport home.

Under-18 events should be smoke free.

5.2 Summary-under-18 events

Make sure you understand the special needs of under-18 events:

- consult the local licensing police inspector
- provide information for parents
- display health promotion messages
- coordinate finish times with public transport
- provide health safety messages
- make it a smoke-free event.

Appendix 1: Event checklist

Planning preparation and management

Event name

Details (for example, entertainment and attractions)

Predicted crowd number

Date and duration

Location

Start date / /

Start time

Finish date / /

Finish time

Venue assessment

Identified hazards

Remedies/contingencies

Additional services/facilities required

Neighbours and potential impact

Permits and approvals

Local government authority

Date / / Contact details

Town planning

Date / / Contact details

Environmental health

Date / / Contact details

Building surveyor

Date / / Contact details

Engineer

Date / / Contact details

Emergency resource officer

Date / / Contact details

Parks and recreation

Date / / Contact details

Parking and traffic

Date / / Contact details

Local laws

Date / / Contact details

Road closure

Police

Date / / Contact details

Fire authority metropolitan/country

Date / / Contact details

Ambulance Victoria

Date / / Contact details

St John Ambulance

Date / / Contact details

Liquor licence

Date / / Contact details

Worksafe–Fireworks Notification

Date / / Contact details

Worksafe–Staffing

Date / / Contact details

Local Public Hospitals (all public hospitals in the vicinity must be advised)

Hospital	Date	/	/	Contact
Hospital	Date	/	/	Contact
Hospital	Date	/	/	Contact
Hospital	Date	/	/	Contact

Public liability insurance

Date	/	/	Contact details
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Briefings Dates

First
Second
Post Event

Site grid plan

Identify:

- event management centre
- entertainment areas
- entrance and exit routes
- emergency access points
- chill out area
- first aid posts
- accommodation/shelter areas
- pedestrian access only areas
- toilets/amenities
- food and water areas
- parking

Power sources

Emergency lighting
Back-up power provisions

Maintenance

Date	/	/	Contact details
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Electrician

Date	/	/	Contact details
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Food outlets

Date	/	/	Contact details
Date	/	/	Contact details
Date	/	/	Contact details

Catering companies

Date	/	/	Contact details
Date	/	/	Contact details
Date	/	/	Contact details

Communication

Communication means available

Provision for back-up communication sources

Nominate means by which communication will occur:

To patrons

To staff

To security personnel

To medical staff

To emergency personnel/police/fire authority/

To outside emergency support

To community

Security firm and crowd controllers

Date / / Contact details

Pass-out policy

No Yes

Monitored by

Ticketing

Advanced

Information regarding event/venue included on tickets

Health and safety messages included with tickets

Participants at stakeholder consultation

Local government authority

Contact details Department

Contact details Department

Local community and adjoining commercial and residential neighbours

Contact details

Contact details

Contact details

Other

Contact details

State Emergency Services

Date / / Contact details

Department of Sustainability and Environment

Date / / Contact details

Environment Protection Authority

Date / / Contact details

Environmental groups

Date / / Contact details

Date / / Contact details

Cleaning companies

Date / / Contact details

Date / / Contact details

Transport authorities

VicRoads

Date / / Contact details

Train companies

Date / / Contact details

Tram companies

Date / / Contact details

Bus companies

Date / / Contact details

Public health and safety

Medical care providers

Company

Date / / Contact details

Number and location of First Aid Posts

Appropriate level of on-site care available (first aid, ambulance, medical team)

Drinking water

Number of drinking fountains or taps available

Signage used

Additional water requirements

Drinking

Hygiene

Fire fighting

Chill out area

Monitored by

Building and site climate control and patron safety

Ventilation provisions

Cooling provisions

Heating provisions

Method of recording attendance numbers

Shelter provisions

Noise monitoring

Staff education and hearing protection devices available

Toilets

Number

Additional number to be brought on site

Dedicated toilets for First Aid Posts

Provisions for servicing/maintenance

Date / / Contact details

Waste disposal management

Food waste

General waste

Sewage/sullage

Recycling provisions

Company

Date / / Contact details

Fire prevention and control

Fires for cooking and warmth safety precautions

Alternative arrangements for a total fire ban days

Fire fighting equipment available

Emergency response plan

Post-event

Clean up assessment

Stakeholder debriefing outcome

Additional considerations

Harm reduction and education

Peer education groups

Dancewize

Date / / Contact details

Services/resources to be provided

Other

Organisation

Date / / Contact details

Services/resources to be provided

Centres Against Sexual Assault

Date / / Contact details

Services/resources to be provided

Chill out or cool down area

Health promotion resources

Contact details

Contact details

Needle and syringe disposal units

Date / / Contact details

Location of units

Number

Under 18 events

Smoke and alcohol free

Other special provisions

Appendix 2: Contact details

Australian Drug Foundation

409 King Street, West Melbourne 3003
Phone 9278 8100
www.adf.org.au

Centres Against Sexual Assault (CASA) House

270 Cardigan Street, Carlton 3053
Phone 9347 3066
24-hour telephone line 9344 2210
www.casa.org.au

Country Fire Authority

8 Lakeside Drive, Burwood East 3151
Phone 9262 8444
www.cfa.vic.gov.au

Department of Health

Harm Reduction and Pharmacotherapy Services
(Needle and Syringe Program)
Phone 9096 5560
www.health.vic.gov.au

Department of Sustainability and Environment

8 Nicholson Street, East Melbourne 3002
Phone 136 186
www.dse.vic.gov.au

DirectLine

24 hour 7 days confidential alcohol and drug counselling and referral line
Phone 1800 888 236

Sustainability Victoria

Level 28, 50 Lonsdale Street, Melbourne 3000
Infoline 1800 363 744
Phone 8626 8700
www.sustainability.vic.gov.au

Environment Protection Authority

200 Victoria St, Carlton, 3053
Phone 9695 2722
www.epa.vic.gov.au

Food Safety Program Template

www.health.vic.gov.au/foodsafety

Responsible Alcohol Victoria

GPO Box 4304, Melbourne 3001
Phone 1300 650 367
www.justice.vic.gov.au

Ambulance Victoria

375 Manningham Road, Doncaster 3108
Phone 9840 3500
www.ambulance.vic.gov.au

Metropolitan Fire and Emergency Services Board

PO Box 151, East Melbourne 3002
Phone 9662 2311
www.mfb.vic.gov.au

DanceWize/Harm Reduction Victoria

128 Peel Street, North Melbourne 3051
Phone 9329 1500
www.hrvic.org.au

St John Ambulance

170 Forster Road, Mount Waverley 3149
Phone 1300 360 455
www.stjohnvic.com.au

State Emergency Service

168 Sturt Street, Southbank 3006
Phone 9684 6666
www.ses.vic.gov.au

Syringe Disposal Helpline

Phone 1800 552 355

Victorian legislation:

www.legislation.vic.gov.au
(Victorian law today)

Worksafe Victoria

Level 24, 222 Exhibition Street, Melbourne 3000
Phone 9641 1555
Advisory Service 1800 136 089
www.worksafe.vic.gov.au

Victoria Police

637 Flinders Street, Melbourne 3001
www.police.vic.gov.au

Drug and Alcohol Strategy Unit
Phone 9247 6696

Licensing Regulation Division
Phone 1300 651 645

References

Crowd control at venues and events –
a practical occupational health and safety
guide WorkSafe Victoria
www.worksafe.vic.gov.au

Building Code of Australia
Australian Building Codes Board
www.abcb.gov.au

Responsible Alcohol Victoria
Liquor licensing, regulation and
education resources
www.responsiblealcohol.vic.gov.au

SunSmart guide for festivals
and outdoor events
www.sunsmart.com.au

The National Drug Strategy – a
framework for action on alcohol,
tobacco and other drugs, 2010–2015
www.nationaldrugstrategy.gov.au

Event Starter Guide
Published in 2010 by the NSW Government,
Premier and Cabinet Community
Engagement and Events.
www.events.nsw.gov.au/event-starter-guide

Australasian Special Events Magazine
Provides news information and resources
regarding for special events and festivals.
www.specialevents.com.au

The Australian Government Attorney-General's
Department Australian Emergency Management
publish a number of resources useful for safe
event planning
www.em.gov.au

