



# EVENT SAFETY MANAGEMENT

(SMALL TO MEDIUM SIZED COMMUNITY EVENTS)

## EVENT SAFETY MANAGEMENT INFORMATION SHEET

September 2010

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### SOUTH AUSTRALIAN EVENTS

Community events in South Australia are an important part of our way of life.

These events include small, medium and large scale sporting, entertainment and cultural events, such as:

- fetes and fundraisers
- country fairs and food and wine festivals
- cultural and artistic festivals, exhibitions and gatherings.

The success of events is often measured by attendance figures and participant feedback, but events must also be measured in terms of safety. Event organisers must recognise that they are responsible for ensuring the safety of those attending or working at an event.

### EVENT STAKEHOLDERS

Stakeholders involved will vary from event to event and may include:

- event organisers
- employees and volunteers
- service and contract providers (e.g. catering, merchandise, amusement structures and equipment)
- emergency services (e.g. SA Ambulance Service, SA Police, Metropolitan Fire Service, State Emergency Service, Country Fire Service, etc.)
- local council
- security services
- transport services (e.g. Department of Transport, Energy and Infrastructure (DTEI))
- regulators (e.g. SafeWork SA, Office of the Technical Regulator (OTR))
- media
- members of the public who attend the event.

### EVENT PLANNING – BUMP IN TO BUMP OUT

Safe events are well planned events – nothing should be left to chance. By using systematic planning processes, event organisers can identify potential hazards, determine risk, and then eliminate them or minimise their impact. Good planning systems means being prepared well in advance and ensuring that safety is a priority throughout the event, including initial pre-event set up (bump in) and dismantle (bump out). Adequate planning is vital to achieving event success and safety is an integral part of this.



### EVENT MANAGEMENT INFORMATION SERIES

The Event Safety Management Information series is designed for those involved in planning, organising and implementing small to medium sized community events, and is designed to assist organisers in ensuring that safe management systems are put in place.

The Event Safety Management Information series for event organisers of small to medium sized community events includes:

- Event Safety Management
- Event Safety Administration
- Event Safety Risk Assessment
- Event Safety Checklist.

# SAFEWORK SA

[www.safework.sa.gov.au](http://www.safework.sa.gov.au)

## HELP CENTRE 1300 365 255

Email: [help@safework.sa.gov.au](mailto:help@safework.sa.gov.au)

(the Help Centre closes at 4.15pm on Wednesdays)

To report all serious workplace accidents and incidents telephone **1800 777 209** (24-hour service).

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## LIBRARY AND BOOKSHOP

Ground floor, 100 Waymouth Street, Adelaide

### LIBRARY

Telephone: **(08) 8204 8877**

Facsimile: (08) 8204 8883

Email: [library@safework.sa.gov.au](mailto:library@safework.sa.gov.au)

### BOOKSHOP

Telephone: **(08) 8204 8881** or **(08) 8204 8882**

Facsimile: (08) 8204 8883

Email: [bookshop@safework.sa.gov.au](mailto:bookshop@safework.sa.gov.au)

Opening hours: 8.30am – 5.30pm, Monday to Friday

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## OFFICES

### HEAD OFFICE

Level 3, 1 Richmond Road, Keswick

GPO Box 465, Adelaide, SA 5001

DX 715, Adelaide

### BERRI

30 Kay Avenue

PO Box 346, Berri SA 5343

Telephone: **(08) 8595 2199**

### MOUNT GAMBIER

Level 1, 11 Helen Street

PO Box 871, Mount Gambier SA 5290

Telephone: **(08) 8735 1199**

### PORT LINCOLN

Civic Centre, Suite 10, 60 Tasman Terrace

PO Box 2862, Port Lincoln SA 5606

Telephone: **(08) 8688 3057**

### PORT PIRIE

Level 1, 104 Florence Street

PO Box 462, Port Pirie SA 5540

Telephone: **(08) 8638 4777**

### WHYALLA

15-17 Horwood Street

PO Box 696, Whyalla SA 5600

Telephone: **(08) 8648 8733**

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## FREE INTERPRETING SERVICE

Telephone the Interpreting and Translating Centre on **(08) 8226 1990** and ask them to contact SafeWork SA.

## HEARING AND SPEECH ASSISTANCE

Contact us through the National Relay Service and ask for SafeWork SA 1300 365 255.

- for TTY/Voice: **133 677**
- Speak and Listen: **1300 555 727**

[www.relayservice.com.au](http://www.relayservice.com.au)

### DISCLAIMER

This publication contains information regarding occupational health and safety.

It includes some of your obligations under the Occupational Health and Safety legislation that SafeWork SA administers. To ensure you comply with your legal obligations you must refer to the appropriate Acts and Regulations.

This publication may refer to legislation that has been amended or repealed. When reading this publication you should always refer to the latest laws.