GUIDELINES FOR CONCERTS, EVENTS & ORGANISED GATHERINGS

Environmental Health Directorate

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Department of Health	**Office of Racing Gaming and Liquor**
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Events Industry Association	**Supersonic Enterprises**
Delirium	**Night Watch Crowd Control**

CONTENTS

Introduction

In 1995 Operational guidelines for Rave Parties, Concerts and large Events were published for the first time. These guidelines provide additional information to reflect current legislation and trends that have developed since 12995. They have been prepared by the Department of health in conjunction with representatives from local government, police, event and crowd control industries, St John Ambulance and the Australian Institute of Environmental Health.

Risk management plans are now an integral part of the event development process. A risk management plan should be prepared for every event. At the Hillsborough disaster memorial service the Archbishop of York said

"Crowd disasters do not usually happen for a single reason, nor is it possible to blame one scapegoat. Disasters happen because of a whole series of mistakes, misjudgements and mischance happen to come together in deadly combinations."

This statement remains valid as in recent times we have seen a substantial increase in the numbers of events and a corresponding number of potentially disastrous situations. The risk management process when correctly applied in accordance with AS 4360 will reduce the risk of a disaster.

This edition is a trial version for use during the 2004/2005 summer event season. It is proposed to review the document after 30 April 2005 and make any necessary amendments prior to finalising a 2005 version. Comments may be forwarded at any time to:-

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Comments should be provided on the comment form contained at the end of this document.

Scope

These guidelines identify basic standards and safety measures necessary to satisfy authorities such as Local Government, Police, Department of the Environment and emergency services organisations. This allows for a State-wide consistent approach to events, leaving scope for flexibility taking into account the size, nature and complexity of particular events.

The guidelines are intended to prescribe requirements for events and concerts to ensure that venues are safe for patrons, do not disturb neighbouring properties and provide uniformity throughout Western Australia event requirements. The size and complexity of events must be considered to ensure that appropriate information from the guidelines is utilised. A considerable amount of information is targeted at large and complex events to address worst case scenarios. Care needs to be taken to selectively determine appropriate controls for the risks identified for each event.

The guidelines contain information to assist the interpretation for prescribed legislation such as the Building Code of Australia and the Health (Public Buildings) Regulations 1992, but more importantly, they provide advice on issues that are not covered by formal legislation. It is pertinent to acknowledge that even though a venue may comply with all prescribed legislation, it does not mean that all necessary health or safety aspects have been addressed.

The actual name of the event is not important, it is the activity that determines the controls that are required. Although a considerable amount of information relates to major events and concerts, the document is arranged so that for smaller lower risk events the pertinent requirements can be easily defined.

The section introduces issues that should be considered when designing facilities to accommodate large crowds

Crowd Dynamics

Crowd dynamics refers to the behaviour of crowds and issues that may cause unrest or a crush to occur. Crowd dynamics are very complex. However, a basic understanding of the issues allows venues and operational plans to be set out to substantially reduce the risk of a serious incident.

One of the principle aims of this document is to prevent dangerous crowding situations. Although a venue may be fully compliant with building codes and regulations, significant problems may still occur. An understanding of crowd dynamics will help to reduce the probability of a serious incident.

Failure to appreciate the appropriate crowd dynamics may result in a serious incident at some stage.

Problem Causes

Problems may occur when any of the following occur:

A. Disruption of normal traffic flows
This could be from any number of causes –
- Obstructed path of travel
- Closed gates or doors
- Crowds stopping to view something of interest
- A queue to an attraction or concession
- Disruption caused by crowd behaviour

B. Flight Response
A crowd may react to a perceived threat and respond by fleeing the danger. Dangers do not have to be real – just perceived.

C. Craze
A craze occurs when there is a competitive rush to obtain a valued objective such as –
- front position at a concert
- A giveaway from a promotion or entertainer

About Crowds

There are several important issues that need to be understood about crowds. Crowd dynamics will vary according to the overall behaviour or perceived risk. Most crowd experiences are good and people enjoy being in a crowded environment. However, crowds consist of individuals that react differently; they have no collective intelligence, they react to individual perceptions or motivations and there is no communication between the front, back or any other part of a large crowd. Neither part of a large crowd knows what is happening in another part.

The individuals can only rely on their perceptions obtained from their senses of sight and sometimes smell. For example, in one disastrous blocked passage, the rear pressed forward and the front felt threatened so pushed back. Somewhere in between, people fell. This was perceived as forward movement, so the rear pressed forward again. A pile of dead persons were later found about 10 metres from the obstruction.

Another important fact to consider is that individuals are inclined to utilise least effort scenarios and take short cuts. This often leads to designed flow patterns being disrupted when the people involved rejoin the designated flow patterns.

All of these issues need to be considered when designing venue movements. Even though a venue may be correctly designed, a minor incident or distraction can seriously disrupt or stop a free flowing thoroughfare.

Crowd Flows

It is important to realise that as crowd density increases, the walking speed slows dramatically. Normal walking speed is estimated at 1.5 metres per second. At densities of 4 people per square metres, speeds are less than 0.5 metres per second. At densities of more than 6 people per square metre, people often lose control and fall or are lifted off the ground. It is important that densities are monitored and are able to be regulated to reasonable limits. Flow rates and crowd dynamics must be considered when designing exits and venue entries or entrances to other areas within the venue.

To be able to provide information to assist with crowd control, it is important to be able to communicate with crowds using audible messages through PA systems; video screen messages; and the like. These allow crowds to be informed of reasons for delay.

Crowding Effects

Crowding may have a detrimental effect on people such as –

- anxiety
- stress
- dehydration
- general feeling of being uncomfortable and frustrated

As pressure increases, crushing may occur and in turn this leads to tripping and trampling. Most deaths in crush incidents are attributed to compressive asphyxia which occurs when the chest cavity is compressed and breathing can no longer occur due to the reduced chest cavity size.

It is imperative that venue designs and operational plans consider and are aware of all of the factors that may contribute to adverse crowd behaviour. In addition to the above issues, other factors to consider include alcohol and drug use, and delays that will frustrate patrons
leading to other behavioural problems.

This section outlines basic roles and responsibilities for government agencies and key personnel associated with events

Roles and Responsibilities

A variety of legislation dictates roles and responsibilities for various organisations. These roles and responsibilities are outlined below.

Local Government

Local government has the key role for all events. They are responsible for event approvals and this includes but is not limited to:

- Building / construction approvals
- Health Safety issues in and about the event
- Food
- Noise control
- Planning / zoning issues
- Parking / road access issues
- Waste management

The Health Act provides a head of power that allows environmental health officers access to all facilities to ensure that health / safety requirements are addressed and to close facilities that are considered unsafe or unsuitable for a use that they are or may be put.

They are a key stakeholder and must be an integral part of the risk management process.

Police

Police are responsible for maintaining law and order in respect to public events. Although not responsible for event approvals, they should be consulted by local government to ensure that any policing issues are addressed.

They are not responsible for the security or crowd control at public events, however they are responsible for maintaining law and order. They are a key stakeholder and must be an integral part of the risk management process.

Police administer the *Security and Related Activities (Control) Act 1996.* This legislation controls the security and crowd control industries. Police are also empowered to police liquor licensing issues and the *Misuse of Drugs Act*.

Under the *Health Act*, police are authorised to access public buildings and close facilities that are considered unsafe or unsuitable for a use to which they are or may be put.

Department of Health (DOH)

The DOH has an auditing / advisory role to local government. The principle event controls are the Health (Public Buildings) Regulations 1992. The DOH monitors the performance of local government and organisers and ensures that the legislation is abreast of current industry practices. The DOH monitors events throughout the world to ascertain new trends and innovations applicable to events.

It is recommended that for large or unusual events, departmental officers be included in the risk management process as a stakeholder to provide State-wide consistency

The *Health Act* provides a head of power for authorised officers to access all facilities to ascertain that health / safety requirements are addressed and to close facilities that are considered unsafe or unsuitable for a use that they are or may be put.

Department of Environment (DoE)

The DoE is responsible for developing and maintaining the regulations covering environmental noise. The local government is the custodian of the noise regulations for their district.

The local government of the district in which the event is to be held is responsible for ensuring that noise does not adversely affect areas outside the event. Generally, noise emitted from a premise must comply with the provisions of the Environmental Protection (Noise) Regulations 1997. However, the CEO of the local government is able to approve non-complying events. In the event that local government refuses to approve an event, an application may be made to the CEO of the DoE. The DoE is not likely to approve an event that local government has refused to approve unless the event or venue is of State significance.

The DoE also has a role in providing advice to local governments in the management of noise from large events.

Department of Racing Gaming and Liquor (RGL)

The RGL, through the licensing of suppliers and the provision of industry support services, is responsible for maintaining the integrity of lawful racing, gambling and liquor activities for Western Australians within community expectations of harm minimisation.

Therefore, the objective of RGL is to ensure that legislation listed under the ministerial portfolio of racing and gaming is lawfully administrated in an efficient and effective manner consistent with government policy.

One of key responsibilities of RGL is the regulation of the sale and supply of liquor. Therefore, if it is intended that liquor is to be sold and supplied at an event (including a sporting contest, show, exhibition, trade or other fair or reception), then approval must be sought from the Director of Liquor Licensing.

Crowd Controller

The *Security and Related Activities (Control) Act 1996* require crowd controllers and security officers to be licensed, and to be under the control of a security or crowd control agent. Police administer the Act and conduct surveillance to ensure that security / crowd control personnel operate in accordance with the Act.

This Act defines a crowd controller as a person who performs one of the following functions –

- Controls or monitors behaviour
- Screens people seeking entry
- Removes people for behavioural reasons

Crowd control agents are responsible for crowd control planning.

Security Officer

A security officer is defined as a person who watches, guards or protects any property. Crowd controllers and security officers may be dual licensed but when determining requirements, the two responsibilities must be clearly separated.

Promoter

The person or organisation responsible for financing an event.

Event Manager

The person who is responsible for organising an event. The promoter and event manager may be the same person.

Site Manager

The person engaged by the promoter to organise all site requirements on behalf of the promoter/event manager.

The Licensee

This is the person or entity authorised under a liquor licence to sell and supply liquor at the event in accordance with the terms and conditions of the licence and the *Liquor Licensing Act 1988*. In essence, this is the person/entity that is entirely responsible for the conduct of business under the liquor licence.

This section sets outlines various issues that may need to be considered prior to seeking a formal approval from a statutory authority

Planning, Management and Applications

Effective planning is the key to the success of events. The following issues require consideration.

- Appropriate venue design layouts
- Development of committees
- Establishing construction requirements and critical paths
- Operational requirements and limitations
- Crowd control
- Obtaining relevant approvals and licenses
- Risk management

Emergency Procedures

There must be an evacuation plan in place prepared in accordance with AS 3745. All security and key personnel must be familiar with the plan. Security and key personnel should be briefed immediately before each event. **Copies should be presented to the Police and local government at least seven days prior to the event.**

Notification of Emergency Services

The Local Emergency Management Co-ordinator LEMC, Police, FESA and St John Ambulance and in the case of large or high risk events hospitals likely to receive casualties in the event of a serious incident **should all have at least 14 days prior notice of any event**. These services must be provided with event detail and emergency contact and venue access requirements.

Fire Brigade

The Superintendent, Fire Safety Branch should be notified by phone 9323 9300 or fax 9323 9495.

Police

The Police Regional Officer must be notified **at least fourteen days** before each event. They require:

- details of the promoters 'hot line' for complaints
- name of the crowd control agent
- security plan
- contact number for the crowd controller officer responsible for staff
- operational procedures
- emergency procedures - evacuation plan

Concerts with performers that do not have a history of major medical incidents. e.g. Cliff Richard

Category C
Low risk category –
- History of similar events with only minor medical incidents at similar events.
- Patrons do not crush towards prime entertainment viewing areas
- No alcohol
- Internal venue with formal seats

Orchestral concerts, carols by candlelight are typical low risk events
Each event must be judged upon its merits and the previous experience of the organisers and approving officers will have a bearing on the perceived risk.

Event Phases

Events have five critical phases:

1. **Pre-event Approvals and Applications**
   Includes all activities in the planning process that enable an event to be held in a safe and appropriate manner. eg. applying for approvals from local government, organising insurance, emergency procedures. etc.

2. **Load-in**
   This involves the pre-event physical activities, delivery and construction of all of the infrastructure and equipment necessary for the event and ensuring that all licenses are finalised.

3. **Event**
   For the purposes of these guidelines, an event encompasses all aspects from when patrons commence queuing outside for entry until the last patron leaves.

4. **Load-out**
   This comprises the breakdown of facilities, cleanup and making good any damage and an event debriefing.

5. **Post-event Debrief**
   An evaluation of the event, once complete, to determine its overall success in terms of minimising risks and avoiding accidents and disturbances.

Approvals

There are various types of approvals that may be required.
- Approval to conduct an event - **public building approval** (Health Act)
- Approval to sell or supply alcohol - **liquor licence** (LL Act)
- Approval to exceed statutory noise levels - **noise exemption** Reg 18 E.P. (Noise) Reg
- Approval to vary land use - **planning approval**

Applications

Local Government has a responsibility to ensure that events cause the minimum of inconvenience or nuisance to the community. Most nuisances are caused by noise (loud music) and the bad behaviour of some patrons. The infrastructures of some neighbourhoods may not be capable of accommodating large crowds of people coming to and going from venues.

The following key issues should be taken into account when considering the likely impact on the residents by an event:

- A location and site plan of the proposed venue
- A letter of consent from the land owner (or owner's agent) stating that the owner has approved the use of the property for an outdoor concert.
- A description of the event ie. type of music, date and duration of the concert, the names of band/s, will liquor be available, is the concert for commercial gain, a benefit or charity, or in combination etc.
- The number of patrons expected.
- Promoter's previous experience in similar concerts, together with letters of reference or referees.
- A layout plan of the venue which depicts locations of proposed stages, lighting towers, temporary structures and other features or attractions.
- Prior to Council considering any application for the staging of a concert, written comments should be obtained from the Officer in Charge of the relevant Police Station. These comments should be submitted to Council with the application for approval.
- Parking arrangements should be made with Council's OIC Ranger Services and an approved parking layout submitted with the application. Event organisers should encourage use of public transport if available. Parking Control measures need to also be advised and in this regard SES, Sports groups and other community organisations may be available.
- The event organiser may be required to identify the system of patron pass-outs to enable patrons to leave or re-enter the venue at will. Generally pass-outs are discouraged except for emergency situations.
- Event organisers must make separate application to Council if road or street closures are required.
- Provide other information required by Council.

Local Government Preparation

It is recommended that local government develop strategies to enable applications and initial enquiries to be handled in a timely manner. Strategies should recognise the cultural diversity of the area, identify buildings or places where events can be conducted to suit the identified cultural requirements of the community and establish the extent of officers delegated authority in relation to events.

Fees

Because of the cost to set and monitor conditions, most local government will charge a fee. The fee will vary according to the type of event (e.g. concert, dance party, etc) and should reflect the costs incurred. It is not a revenue-raising exercise by the local government.

Zoning

Venues for noisy events must be located in areas that are suitably zoned in accordance with town planning schemes. Zoning approvals will consider the effects on the local community before during and after the event.

It is recommended that local governments establish policies in relation to large events so that they have a position in advance of an application. Policies should consider the cultural and demographic community sectors that they wish to support and identify roles, responsibilities and delegation levels for officers so that there is a clear understanding of the delegated authority for approving officers.

This will enable applicants to receive timely advice in relation to approval procedures. The approval process for events requiring local government approval will generally be considerably longer where the approval is via an officer without delegated authority.

Deed of Agreement

It is recommended that where specific arrangements are made outside normal legislative requirements, a deed of agreement between the promoter and local government and/or building owner be entered into, so that both parties are bound by a legal document. Deeds of agreement may not always be required and will tend to be limited to buildings owned by local government.

Insurance

Public Liability

The event organisers must have in place a public liability policy with an APRA (Australian Prudential Regulation Authority) approved insurer. There may be other stakeholders involved in the event (i.e. security companies/food retailers/promotion companies and the like) who also need public liability cover.

Evidence of public liability cover should be obtained from all stakeholders in the form of Certificates of Currency. Each Certificate should be checked to ensure the name of the insured matches the name of the stakeholder, the policy period covers the date of the event and the situation or address of the event has been clearly detailed on the Certificate.

The public liability policy should have a minimum sum insured of $5 million for a Category C event and progressing upward to reflect the risk category as outlined in these guidelines, or such other amount as determined by local government.

Building and Contents Insurance

The application should include evidence that the building or venue has been insured under a Buildings Policy (if applicable). A Certificate of Currency should be provided detailing the Building Sum Insured which should be sufficient to cover the cost of rebuilding the structure in the event of a total loss situation such as a fire. The Certificate should be checked to ensure the sum insured is adequate and that the policy period (dates) cover the date of the event. Similarly, evidence of contents or property insurance should be obtained.

Patrons shall be entitled to a full refund or ticket exchange option in situations such as:

- Main attraction/event cancelled or re-scheduled.
- Main attraction/star performer(s) is cancelled and substitute arranged.

Conditions of Entry

It is imperative that event advertising and at the ticket points of sale, clear notification is available to advise of restrictions that may apply to the venue such as:

- Age restrictions
- Pass out availability
- Prohibited items
- Opening times
- Special transport arrangements

5. LOCAL GOVERNMENT APPROVALS

This section sets out specific requirements that local government may require as part of their approval process

Local Government Approvals

Local government may be required to grant several different approvals.

Planning Approval

If an event is to be conducted on a site that is not in compliance with the relevant Town Planning requirements, then local government may require a separate planning approval. The requirement for a planning approval should be determined when the initial application is lodged. Most governments do not require a formal planning application to approve one-off events.

Public Building Approval

What is a public building?

The *Health Act 1911* defines any place of assembly as a public building and specifies the approval authority as local government and also requires local government to issue a Certificate of Approval. The Act provides the head of power to enable the approving authority - local government - to ensure that all health and safety related issues in and about the event are addressed.

The public building approval is the most important approval in Western Australia. A public building will only be approved once all health and safety issues have been satisfactorily addressed. The process considers the relationship between types of use and safe capacities for specific uses. This information is contained on Certificates of Approval.

It is an offence to operate without a valid Certificate of Approval and both local government and Police are empowered to close public buildings that are considered unsafe or unsuitable for the use that they may be put. A closure order can be issued prior to an event and once issued it also prevents further advertising or ticket sales.

Public Building Form 1 applications must be lodged with local government **at least 2 months** prior to an event. Category A events usually require considerably more time than this. These periods are required because applications may require Council approval and most Councils only meet monthly. If the application is unsuccessful then there may be time to arrange for an alternative venue.

Applications should include a Health (Public) Buildings Regulations 1992 – Form 1 Application to Construct, Extend or Vary a Public Building. Refer to the Forms section for a sample.

5. LOCAL GOVERNMENT APPROVALS

Information Required in Application

The following table lists the details that should be submitted to the Local Government along with any other application forms that they may require eg. Public Building Form 1.
Please note that it may be an office to provide false or misleading information

	EVENT DETAILS
1.	Event name
2.	Event location
3.	Event description
4.	Time, date and duration of the event
5.	What is the main purpose and attractions
6.	Who is the target audience
7.	Estimated total patron attendance
8.	Patron age details: Age as a % of total attendance - 0 - 12 12 -18 18 - 25 25 - 40 40 - 55 55+
9.	Details of event infrastructure – stages and or marquee types other temporary buildings
10.	Seating plan
11.	Details of any infrastructure or practices to be implemented to preserve patron health or safety
12.	Numbers and types of toilet facilities
13.	Numbers of crowd controllers proposed
14.	Parking arrangements
15.	Venue prohibited items

	ALCOHOL AVAILABILITY
16.	Alcohol free event BYO alcohol Alcohol will be supplied or sold at the event and a liquor licence is required
17.	Critical event timelines
18.	Date on site commencement
19.	Date event approval required
20.	Hours of operation
21.	Infrastructure required for load in
	ORGANISER'S CONTACT DETAILS
22.	Organiser's Name (Company Name: ABN Number:
23.	Street address
24.	Postal address
25.	Telephone number including area code
26.	Facsimile number
27.	Mobile phone number
28.	Email address
29.	Web address
30.	Details of similar events organised previously
31.	Contact during the event
32.	Event Contact Telephone
33.	Event Contact Mobile
	LICENSEE DETAILS
34.	Licensee Name:
35.	Address:
36.	Phone:
37.	Fax:
38.	Name of contact during the event:
39.	Contact's telephone:

Venue Requirements

All venues, including outdoor venues, must be suitable for the number of people that will attend and for the type of use to which it will be put.

An approved public building can be identified as one that has been issued with a Certificate of Approval by the local government; the certificate will detail how the venue can be used and the capacity.

The event or venue capacity will be limited by one or more of the following factors.

1. Floor area – The Health (Public Buildings) Regulations 1992 specify a ratio of one person per square metre of available area is used. However this may be varied by the

Executive Director, Public Health, on application via the local government, to as low as 0.3 square metre per person or if formal seating is provided the number of seats may dictate the capacity.

2. Toilet facilities – Toilet ratios are dependent upon the event type and duration. Suggested facilities are contained at the "Toilets" section.

3. Exits – The number and aggregate width of exits may also limit the capacity. The Building Code of Australia, Section D has specific requirements for traditional buildings but for other applications performance based calculations utilising crowd dynamics may be utilised. A table showing the BCA requirements is at the "Ingress & Egress" section.

4. Ventilation requirements – For traditional buildings, both the Health (Public Buildings) Regulations 1992 and the BCA require mechanical ventilation to comply with AS 1668.2, Mechanical Ventilation for Buildings. This standard specifies a ratio for supply air quantities and therefore may limit the building capacity if the air quantities are insufficient.

The type of use is a critical element in the approval process. It is not unusual for a venue to require a change of use and increased capacity to accommodate an event for which the building was not designed. If there are no structural alterations required to effect the change of use and increased capacity an application may be submitted on a Public Buildings Form 3 – Application for Variation of a Certificate of Approval.

For example, sports centres with large floor areas are often approved public buildings approved for sporting purposes. They may be unsuitable for larger events because toilet facilities and exits are inadequate. The capacity can usually be increased with minor alterations and by providing additional temporary toilet facilities.

Forms for *Application for a Certificate of Approval* and *Application for Variation of Certificate of Approval* are included in the Forms section.

Other public building criteria are listed under headings: Ingress & Egress; and Electrical and Lighting.

When the venue has been constructed and is ready for the event to commence, a Form 2 – *Application for a Certificate of Approval* should be lodged with the local government. This signifies that all approval requirements have been completed and that the construction and load in phases are complete.

Food & Drink Outlets

All food and drink outlets to be located at the venue are to be approved in writing by local government **14 working days prior** to the concert and must comply with the Health (Food Hygiene) Regulations 1993 and any local government local laws.

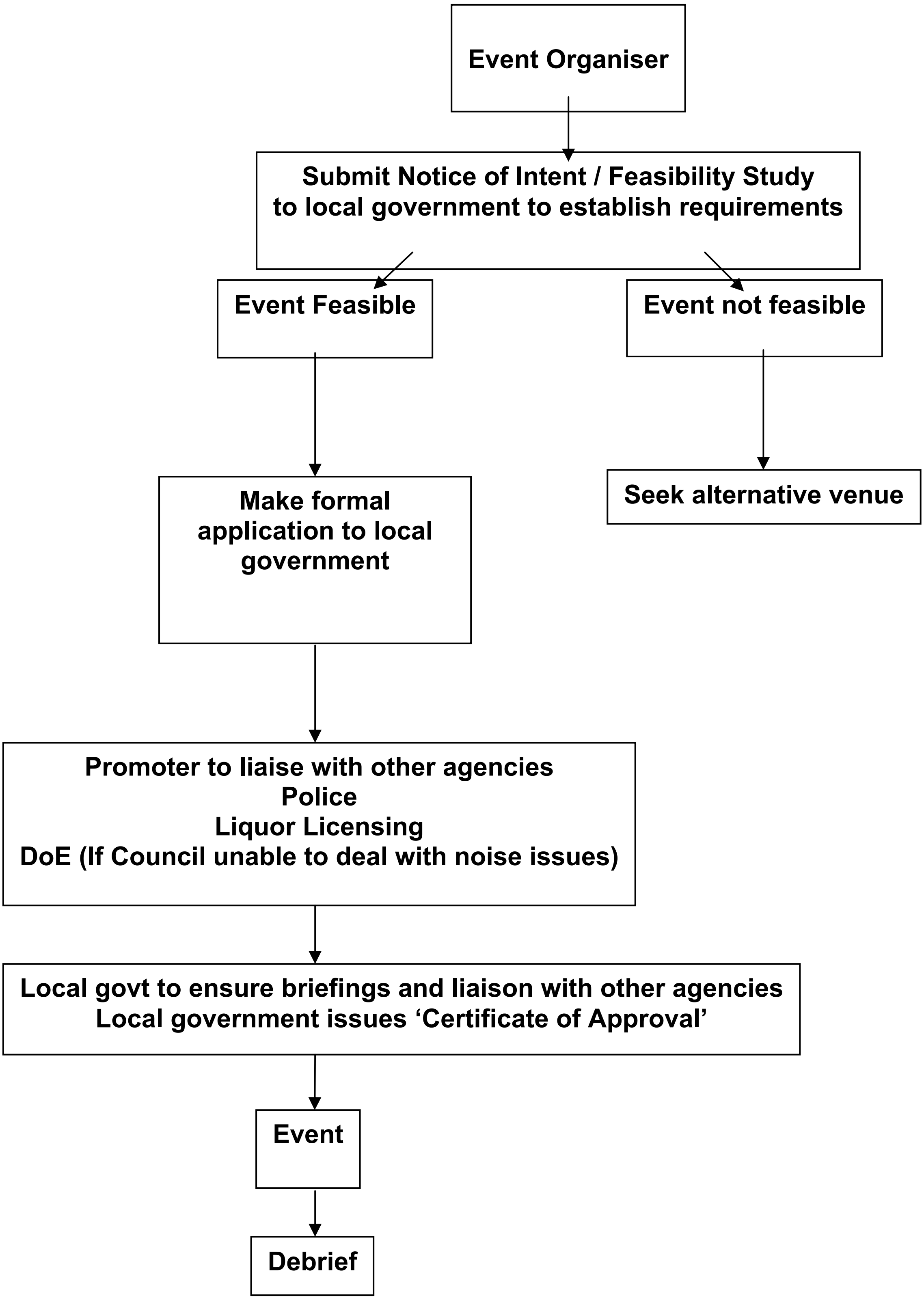
Specific requirements for food and an application form to sell food from a temporary food premises are contained at the section "Temporary Food Stalls". Information about alcohol sales is contained under the heading "Alcohol".

Noise

For noisy events, application must be made for an exemption of the Noise Regulations. Additional information is available under the heading "Noise".

5. LOCAL GOVERNMENT APPROVALS

Event Approval Flow Chart - (New event location / type)



This section outlines emergency service organisations that may require notification prior to an event

OPERATIONAL ISSUES & EMERGENCY MANAGEMENT

Operational Procedures - Risk Management Plan 5,000 people

To assist the approval process and to acknowledge the risk management process, operational procedures should be prepared to identify and show the relationship between key elements. Included in the procedures should be a running sheet to show critical event timings.

Crowd control and medical plans must form part of the operational plan. For concerts, specific detail is required to show how the critical Front of House will be managed to address high risk crowd pressure issues.

Emergency Management

An emergency plan must be prepared and approved by local government. Plans must comply with Australian Standard AS 3745, Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces

Plans must be easy to follow and be quickly adaptable to allow for variable site conditions. Some of the key features that are sometimes omitted are:-

- An assembly point or points, depending on the venue size, must be determined to enable groups that have become separated to be reunited.
- Special consideration must be given in situations where children may be in a different location to their parents or guardians.
- Patrons must be advised if the event will be cancelled or postponed and if their money will be refunded etc.
- Able bodied people should have precedent over mobility impaired people. Mobility impaired people require additional care and may need to have access to a safe refuge.
- Plans must recognise all of the situations identified in the risk management plan.
- Patrons must be advised of basic emergency procedures prior to events starting and throughout prolonged events.
- Plans should link with and be coordinated with existing Local Emergency Management Control LEMC plans.

Fire Fighting Appliances

Fire fighting equipment must be supplied in accordance with the Building Code of Australia or as recommended by FESA or other suitably qualified group. All equipment must be maintained in accordance with AS 1851 Maintenance Standards.

This section provides local government and organisers with critical information about preparing and approving risk management plans

Risk Management

Risk management is the term applied to a logical and systematic method of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks. Effective risk management is essential for the success of any public event.

The Health (Public Buildings) Regulations 1992 require risk management plans, in accordance with AS 4360 - Risk Management, for events of more than 5000 people. The event manager is responsible for preparing the plans which must be submitted to the local government for approval.

It is pertinent for local government officers to assist with risk identification. However, the treatment options must be prepared by the event organiser and submitted to local government for approval.

Although events and facilities may comply with legislation such as the Building Code of Australia or Health (Public Buildings) Regulations 1992, it does not mean that all of the identifiable hazards have been satisfactorily addressed.

Legislation compliance does not guarantee safe trouble free events.

Risk Management AS 4360 – Event Risk Management Simplified

AS 4360 is a **GENERIC GUIDE** to establish and implement a risk management plan.

It outlines steps which when taken in sequence will enable continual improvement in decision making. It is a logical and systematic method to identify, analyse, treat, monitor and communicate risks associated with any activity, function or process.

Prior to commencing the process it is imperative to define critical elements of the process. The process must be relevant to the objectives.

Public Buildings Goals
Maintain health safety and amenity in and about public buildings.

Main Steps
Establish context -
What is the process doing, what is the reason for the process? What are the goals?

The goals are to maintain the health safety and amenity in and about public buildings.

Identify risks -
A risk is something that will have an impact upon a goal. Risks are rated according to the likelihood and consequence

Risk Identification -
A brain storming session with stakeholders is the preferred method of risk identification. At this stage of the process all risks should be identified and considered on the basis that there are no treatments in place. This is merely a risk identification process. All identified risks should be logged on a risk register.

Identify stakeholders -
Stakeholders are people or organisations that may be affected by a risk, decision or activity. It is imperative that stakeholders participate in the

process.

Analyse Risks -
A risk is the product of likelihood and consequence. It is imperative that criterion for likelihood and consequence are determined prior to the risk analysis process.

Tables E1 and E2 in AS 4360 Appendix E are qualitative examples of likelihoods and consequences. These tables must be tailored to meet the individual goals of the risk assessment.

The levels and descriptors in these tables should not change but the descriptions will vary greatly depending upon the events under consideration. Other descriptions of likelihood and consequence are attached.

At the risk analysis stage risks should be evaluated with existing or known controls in place; unlike the identification phase where known treatments are ignored.

Evaluate Risks
For risk evaluation it is recommended that the matrix at Table E3 be utilised. The evaluation is made by comparing the likelihood and consequence values with the Table E matrix to identify the risk ratings as Extreme, High, Moderate or Low.

Treat Risks
Not all risks will be able to be treated, some will require mitigation to share the risk with other relevant stakeholders.

Documentation
Once risks are rated then a risk treatment plan should be established to identify how each risk will be treated.

The purpose of this document is to enable the treatment for each risk to be easily identified, it is not meant to be an operational manual although it should be on hand in a command post to assist identify risk treatments that may arise during an event.

Monitor & Review
Once a risk management plan is in place it is imperative that it is monitored to ascertain that the all risks were identified and accurately rated. It is equally important to routinely review the process to ascertain that the assessments remain pertinent and treatments can not be improved through technological advances.

For events, monitoring will take place during the event; and the review process will commence at the debriefing where treatment options can be verified or identified for improvement.

Communicate & Consult
Ensure and document stakeholder's participation in the process and that they are aware of the risks identified and treatment options proposed.

Determine existing controls
The magnitude of consequences should be assessed in the context of existing controls. The best available information sources and techniques should be used when analysing consequence and likelihood. Consider the following:-

- Past records
- Relevant experience
- Industry practice & experience
- Relevant published literature
- Specialist & expert judgements
- Utilise key words to identify risks

Recommended Sequence for a Risk Management Process

Step 1- Identify the variable elements of the process

The following elements must be identified prior to commencing a risk management process.

- Identify the context or goals or purpose of the process. For a typical event and public building approval processes. The goals are to ensure the health, safety and amenity of the public at the event.
- Identify stakeholders
- Identify the likelihood criteria.
- Identify the consequence criteria.
- Identify the level of risks that will be discounted or treated.

Step - 2 - Identify risks

- Identify all risks. Risk identification is best achieved by stakeholders brainstorming.
- All risks should be logged.
- Existing or proposed treatments should not be considered at this stage.

Step 3 – Analyse Risks - Identify Likelihood and consequences

- Identify the likelihood and consequence of each risk .
- Use the step 1 criteria to judge these values.
- Apply the matrix similar to Table3 to rate each risk and log the result in the risk register.

Step 4 – Treat Risks

- Apply the predetermined treatment options.
- Refer the treatment options to the relevant stakeholders to formulate appropriate treatment options.

Step 5 – Monitor the risks

- Throughout the event risks will be monitored, inappropriate treatments will show as injuries or disruption to plans etc. They should be logged.

Step 6 – Review the Risk Management Plan

- The review process commences at the debriefing where improvements for future vents are identified and successful elements should also be identified.
- The review process should be completed prior to the next event when stakeholders gather to plan the next event.

Local Government Assessment of Risk Management Plans (reg. 4.2)

In view of the critical elements of a risk management plan, when a plan is submitted to local government their responsibility to assess the plan should be restricted to the key elements and not necessarily the actual risks identified.

Does the plan identify the objectives?

Does the plan establish the context?

Has the plan included relevant stakeholders?

Are the likelihoods and consequences used to determine the risks defined and relevant?

Does the plan address all public areas or areas likely to impact upon the health, safety or amenity of the public?

Have large events been dissected into manageable areas and key risk words used to identify specific risks and processes? (refer to attached glossary of hazard key words).

GLOSSARY OF THE HAZARD KEYWORDS *(Extracted from HSE Books Assessing Crowd Safety)*

crowding/congestion	-	the density of the stationary or moving crowd is such that it has the potential to cause harm, such as crushing and trampling.
obstruction to crowd movement	-	the movement of the crowd is completely or partially blocked by an object or by other people
cross flows	-	people heading in different directions through the same area.
rapid crowd movement the		the speed of the crowd movement is such that it has
or rushing		potential to cause harm, such as crushing, pile-up and trampling.
pushing/surging crowd		people push their way through a stationary crowd, a flow or a strong rush within a stationary crowd
vigorous movement in a		a strong and massive movement within a stationary crowd,
stationary crowd		such as swaying or lateral movement, jumping up and down, etc
trip, slip or stumble step on	-	people catch their feet, lose balance or make a false an uneven or slippery surface, a protruding object, a step, etc
fall slope or	-	people fall from a height, off a bank or edge, down a stairs, etc
walk into/pushed object	-	people strike themselves against e.g. a protruding
against an object		a sharp object, a pillar or post, a bollard, a doorway, street furniture, etc
hit/struck by an object	-	people receive a blow due to impact with a moving object (e.g. a vehicle), a missile, falling debris, etc
people get trapped or stuck	-	people get caught and are unable to free themselves. for example, children trapped in between railings, wheelchair uses are stuck on an uneven surface or in a packed crows, people get trapped by machinery.
topple barriers,	-	a structure such as wall or fence, pillar or post,
		maintenance or construction work, etc. collapses and falls onto people.
non-compliance		disregarding the “house-rules” or not following instructions or directions (e.g. entering a restricted or a closed-off area, smoking in a non-smoking rea, illegal parking, moving in the wrong direction up a one-way

system, refusing to move away from the gangway when asked, etc)

dangerous behaviour-	actions which in themselves could cause harm to oneself and others (e.g. climb up/down/over, jump over, slide or run down a steep slope, etc)
aggressive behaviour or - disorder	including antagonistic behaviour, fighting, missile throwing, etc
hazardous substance or -	any substances or items that are hazardous in nature and could cause harm to people's health and safety

Risk Definition and Classification
The following information is based upon AS/NZS 4360 Risk Management and information provided by the West Australian Insurance Commission.

Consequence

Level	Description	Financial Impact	Health	Reputation	Operations
1	Insignificant	Less than $1,000	No Injuries	Unsubstantiated, low impact, low profile or no news item	Little Impact
2	Minor	$1,000 - $10,000	First aid treatment	Substantiated, low impact, low news profile	Inconvenient delays
3	Moderate	$10,000 – $50,000	Medical treatment	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables
4	Major	$50,000 - $150,000	Death or extensive injuries	Substantiated, public embarrassment, high impact news profile, third party actions	Non achievement of major deliverables
5	Catastrophic	More than $150,000	Multiple deaths or severe permanent disablements	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions.	Non achievement of key objectives

Likelihood

Level	Description	Examples	Frequency
A	**Almost certain**	Expected to occur in most circumstances	More than once per year
B	**Likely**	Will probably occur in most circumstances	At least once per year
C	**Possible**	Should occur at some time	At least once in 3 years
D	**Unlikely**	Could occur at some time	At least once in 10 years
E	**Rare**	May occur, only in exceptional circumstances	Less than once in 15 years

Level of Risk

Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A - Almost Certain	High	High	Extreme	Extreme	Extreme
B - Likely	Moderate	High	High	Extreme	Extreme
C - Possible	Low	Moderate	High	Extreme	Extreme
D - Unlikely	Low	Low	Moderate	High	Extreme
E - Rare	Low	Low	Moderate	High	High

Legend

E - Extreme Risk – Immediate action required
H - High risk – senior management attention needed
M - Moderate Risk – Management responsibility musty be specified
L - Low Risk - Manage by routine procedures

This section provides local government and organisers with critical information about obtaining liquor licences and the responsible service of alcohol

ALCOHOL ISSUES

Liquor Licence

If it is intended that liquor is to be sold and supplied at an event (including a sporting contest, show, exhibition, trade or other fair or reception), then a liquor licence, or a variation to an existing licence, approved by the Director of Liquor Licensing, must be obtained from the Department of Racing Gaming and Liquor.

An occasional licence, under section 59 of the *Liquor Licensing Act 1988* ("the Act"), and applications for extended trading permits must be submitted **no later than 14 days prior to the event**. However, where the event is expected to attract large crowds (eg: in excess of 100 people), then applicants are strongly encouraged to submit their application as early as possible so as to allow sufficient time for the application to be properly considered. **Failure to lodge the application within the specified timeframe may result in the application for a liquor licence being refused.**

Applications for an occasional licence or for a variation of an existing licence must be accompanied by the following information:

- The relevant application form (eg: Occasional Licence, Variation, or Extended Trading Permit).
- Written consent from the occupier, or person having control, of the premises where liquor will be sold (ie. the freehold owner, or local government).
- If the proposed function is to be held outdoors or in only part of a premises, the applicant must lodge a map/floor plan of the proposed licensed area.
- Written local government consent is required for the use of public land (eg. parks, ovals, footpaths, etc).
- Where the proposed event is to be held at a private residence, the Private Residence Authority Form (obtained from the Department of Racing, Gaming & Liquor) must be completed and a submission lodged outlining the requirements of section 59(2) of the Liquor Licensing Act 1988.

The promoter should consider restricting the sale and supply of liquor in glass containers particularly where the event is outdoors. These types of containers can be used as weapons and broken glass can lead to serious injury

- Local Police should be informed of the proposed function, particularly if a large crowd (i.e. in excess of 100 persons) is expected to attend.
- Where any of the profits, a proportion of the entry fee or the profits made from the sale of liquor, are to be shared with a person or organisation other than the organiser of the function (i.e. the licensee), approval must be sought.
- Where the proposed event will have an anticipated attendance greater than 500 people, a submission is to be lodged detailing what responsible server practices will be put in place to manage the sale and supply of liquor.

Liquor
For small country events of no more than 500 people, applications and licences may be determined by the Local Court. All other events must be referred to the Director Liquor Licensing.

When considering such applications, the licensing authority must be satisfied that there are sufficient facilities and expertise available to ensure that liquor will be sold and consumed in a responsible manner, and that adequate measures will be taken to ensure that trading is not conducted in a manner detrimental to the public interest (eg: there must be proper health and fire safety measures taken where necessary, and there must be means to prevent the sale of liquor to juveniles and to prevent public disorder). Therefore, the applicant must consider these issues when making an application and submissions outlining management practices addressing these matters is required.

People serving or selling alcohol should attend and pass a responsible service of alcohol course as provided by the Australian Hotels Association, or similar.

Once a liquor licence has been granted by the Director of Liquor Licensing, the holder of that licence (i.e. the licensee) is responsible for full compliance with all of the conditions of that licence. It is an offence for a licensee to breach any of the licence terms and conditions. A conviction carries a penalty of up to $5,000 and may disqualify the licensee from obtaining a licence in the future.

Where a liquor licence is approved by the Director of Liquor Licensing, the licensee must also ensure that the details of the approved liquor licence are forwarded to the relevant local government.

It is the duty of the licensee to ensure that they have:-

- sufficient facilities and expertise to enable the licence to be operated in a proper manner;
- adequate measures are in place to ensure that trading is not conducted in a manner which is detrimental to public interest, i.e.
  - adequate control over the sale of liquor;
  - liquor only to be sold to bona fide persons attending the function;
  - no liquor to be sold to juveniles; and
  - liquor is not sold for consumption off the premises, unless otherwise permitted.

Other issues that the applicant should consider include:

- The event organiser should promote the consumption of non-alcoholic and low alcohol beverages. Water, coffee, tea and soft drinks should be readily accessible at a reasonable cost throughout the event.

- The pricing of alcoholic drinks should not encourage the irresponsible consumption of liquor. For example, cheap or discounted liquor can lead to irresponsible consumption.

- Competitions that involve the actual consumption of alcohol are not permitted.

- The promoter should consider restricting the sale and supply of liquor in glass containers. These types of containers can be used as weapons and broken glass can lead to serious injury.

- The promoter must ensure that all staff members serving alcohol have a full understanding of responsible server practices and the concept of harm minimisation.

- The promoter should have a readily accessible and clearly understood Code of Practice or procedure in place for addressing problems such as the management of disorderly and intoxicated patrons.
- The liquor licence will only apply for the same or a lesser period than the event duration. Applications for liquor licences may be opposed by local government if they are greater than 10 hours duration or apply after the conclusion of the event.

This section outlines basic considerations to ensure safe entry and egress into and out of events and facilities

INGRESS AND EGRESS

Ingress

Disasters and crushes occur with patrons entering facilities as others are trying to exit, or when obstructions occur at entries and exits.

It is important that pedestrian flows entering facilities are clearly identified and that no traffic cross flows or competing queues exist. For dual direction routes, lanes of 2.5 metres in each direction are recognised as an optimum width to allow streaming flows.

For short duration events in Western Australia, such as concerts, football, cricket etc., the majority of people arrive within the last 30 minutes leading up to commencement. Turnstiles service approximately 1,000 people per hour or 16 per minute. Ticket sellers can complete no more than 400 transactions per hour at best, this rate drops substantially where seating choices are required and electronic funds transfers are used. As a general rule, the numbers of turnstiles or entry lanes are calculated as Venue Capacity divided by 500 = Number of Turnstiles.

Queuing studies have revealed that the most acceptable queuing method is a single queue accessing multiple stations similar to that used at most banks and airports in Western Australia.

Due to the potential for serious incidents, it is imperative that for large events, amplified voice messages are able to be made at key entry points to waiting, queuing patrons.

Egress/Exits

For buildings, exit requirements are determined by the Building Code of Australia. For outdoor areas, the Code is not appropriate and exit locations and sizes must be calculated to allow evacuations within reasonable times. Exits and holding areas must be sized so that patrons are not contained in an area for longer than 6 minutes at a density closer than 4 people per square metre. Queues must be able to flow at a rate no slower than 0.5 metre per second.

Each separate area must have a minimum of two exits located at opposite locations or at least spread as far as practicable. **Exits must be open spaces or gates / doors hung to swing in the direction of egress. It is unacceptable to have sliding doors, fencing panels or fences that require dismantling.** Generally exits are required to be attended at all times to prevent them being used for unauthorised access. It is recommended that for large outdoor events, exits are provided at either side of 'mosh' pits. It is also recommended that each exit be clearly numbered or identified to allow easy identification for staff, patrons and emergency services in the event of an emergency.

Exitways

Paths of travel to exits and immediately beyond, must be kept clear of obstructions.

Exit widths extracted from BCA – Section D 1.6

Aggregate exit width in metres	No. of people - gradient less than 1:12	No. of people - gradient more than 1:12
1	0 – 50	0 – 50
2	50 – 200	50 – 200
2.5	200 – 275	200 – 260
3	275 – 350	260 – 320
3.5	350 – 425	320 – 380
4	425 – 500	380 – 440
4.5	500 – 575	440 – 450
5	575 – 650	500 – 560
5.5	650 – 725	560 – 620
6	725 – 800	620 – 680
6.5	800 – 875	680 – 740
7	875 – 950	740 – 800
7.5	950 – 1025	800 – 860
8	1025 – 1100	860 – 920
8.5	1100 – 1175	920 – 980
9	1175 – 1250	980 – 1040
9.5	1250 – 1325	1040 – 1100
10	1325 – 1400	1100 – 1160
10.5	1400 – 1475	1160 – 1220
11	1475 – 1550	1220 – 1280
11.5	1550 – 1625	1280 – 1340
12	1625 – 1700	1340 – 1400
12.5	1700 – 1775	1400 – 1460
13	1775 – 1850	1460 – 1520
13.5	1850 – 1925	1520 – 1580
4	1925 – 2000	1580 – 1640
14.5	2000 – 2075	1640 – 1700
15	2075 – 2150	1700 – 1760
15.5	2150 – 2225	1760 – 1820
16	2225 – 2300	1820 – 1880
16.5	2300 – 2375	1880 – 1940

This section provides information on issues associated with personal hygiene for event patrons

Toilets

The adequacy of toilets is a critical factor. Many events are judged on the adequacy and cleanliness of the toilet facilities. To determine the requirements, the factors that need to be considered include the type and duration of the event; the availability of alcohol; and the weather. Experience of previous similar events is often the best guide.

A table with suggested requirements is at the end of this section.

Where events are less than four hours, the numbers may be able to be reduced to 70% of the values shown in the tables. However, operators and local governments should also be aware of previous experience.

For prolonged events, weather may also be a significant factor. In hot conditions, a marked reduction in toilet use has been noted. This factor should not be used to reduce numbers, but it should be considered at events where it appears that a similar event may be able to reduce the numbers from those specified.

In addition to the toilets required for the patrons, facilities are required for staff, service operators, performers and food handlers. For events where patrons will be expected to queue for entry or travel a considerable distance, facilities must be available to service the queues. This is often achieved by placing temporary facilities outside the venue.

Cleaning - Servicing

It is imperative to maintain toilets in a clean and workable condition. Designated cleaning must take place at 2 hourly intervals and more frequently in extreme situations. Plumbers must be in attendance for major events. For smaller events, a plumber should be on call and available within a reasonable time.

As a general rule, the average waste per person (including toilet flushing), is 7 litres per 4 hour period or 1.75 litres per hour. However, this figure may vary depending on how accessible certain facilities are. As people are more prone to utilise least effort scenarios, if some facilities are easier to access than others, then those with the easier access will be utilised more.

When portable chemical type units or effluent holding tanks are used, their capacity must be ascertained to allow servicing and pump outs to be scheduled. Typical units generally have a capacity of 250 litres, which averages 180 uses.

In Perth and major country centres, transportable units are popular. A commonly used unit with 4 female water closets (WC's), 3 male WC's and 3 urinals is adequate for 250 people for most events.

Permanent facilities must be illuminated at night to a minimum level of 80 lux. Temporary facilities must be illuminated to a minimum 40 lux. This level allows toilet conditions to be ascertained and enables instructions to be read.

One of the critical issues for toilets on large sites is to maintain an adequate water supply. Considerable problems have occurred at events where high volumes of toilets have been added to the site. They invariably fail when water pressures fall and cisterns are unable to refill and toilets become blocked. An accurate assessment of water pressure must be made with all facilities in use prior to the event. For large events, there is no diversity as all facilities will be in use simultaneously.

10. TOILETS

It is imperative that all wastewater products are adequately disposed. It is not acceptable to allow water to run onto open ground. All waste must be disposed to sewer, septic tanks/leach drain, holding tank or other local government approved method.

Toilets for Temporary Events

These figures are for events where alcohol is available. If no alcohol, then reduce the table below by 50%

Total Attendance	Male Facilities			Female Facilities WC's	Hand Basins	
	WC's	Urinal Metres	Urinals		Male	Female
1000	2	1.5	3	5	1	1
1000 - 2000	3	3	6	10	2	2
2000 - 3000	4	4.5	9	15	3	3
3000 - 4000	5	6	12	20	4	4
4000 - 5000	6	7.5	15	25	5	5
5000 - 6000	7	9	18	30	5	6
6000 - 7000	8	10.5	21	35	6	7
7000 - 8000	9	12	24	40	7	8
8000 - 9000	10	13.5	27	45	8	9
9000 - 10000	11	15	30	50	9	10
10000 - 11000	12	16.5	33	55	9	11
11000 - 12000	13	18	36	60	10	12
12000 - 13000	14	19.5	39	65	11	13
13000 - 14000	15	21	42	70	12	14
14000 - 15000	16	22.5	45	75	13	15
15000 - 16000	17	24	48	80	13	16
16000 - 17000	18	25.5	51	85	14	17
17000 - 18000	19	27	54	90	15	18
18000 - 19000	20	28.5	57	95	16	19
19000 - 20000	21	30	60	100	17	20
20000 - 21000	22	31.5	63	105	17	21
21000 - 22000	23	33	66	110	18	22
22000 - 23000	24	34.5	69	115	19	23
23000 - 24000	25	36	72	120	20	24
24000 - 25000	26	37.5	75	125	21	25
25000 - 26000	27	39	78	130	21	26
26000 - 27000	28	40.5	81	135	22	27
27000 - 28000	29	42	84	140	23	28
28000 - 29000	30	43.5	87	145	24	29
29000 - 30000	31	45	90	150	25	30

Female toilets increase at the rate of 1 WC per 100 Females.
Male toilets increase at the rate of 1 WC per 500 males plus 1.5 metres urinal or 3 urinals per 500 males. (This table uses 0.5m as 1 urinal space – BCA uses 0.6m).
Hand wash basins 1 per 5 WC's or urinals.

Duration of event	**Percentage of the table values**
More than 8 hours	100%
6 hours but less than 8 hours	80%
4 hours but less than 6 hours	75%
Less than 4 hours	70%

Be flexible - Utilise experience to ascertain the relevance of this table to your events.

This section provides information on the availability of water at events

Water

An adequate supply of water must always be available for fire fighting, drinking, hygiene purposes and for dousing heated patrons during summer events. Dousing should be in a specific area and only on request. It is recommended that patrons be encouraged to drink water prior to dousing. Therefore, a drink water station should be close-by the dousing station.

Potable drinking water must always be available free of charge or at a nominal cost. For events where patrons are prohibited from bringing their own food or drinks, it is recommended that patrons be permitted to bring proprietary brand water in clear plastic bottles with unbroken manufacturers seals or empty plastic containers. Free drinking water must be provided at the rate of 1 outlet per 500 patrons.

Hand washbasins are not recognised as acceptable drinking water outlets.

Water Supplies

Adequate supplies of water must be provided. All water should be potable. In instances where water is limited, it is acceptable to use non potable water for flushing toilets etc. Suggested requirements per person vary up to 20 litres per day with 4 litres specifically for drinking.

For overnight camping, the following minimum quantities should be available. These requirements may vary depending on previous experiences and weather.

Water Requirements

Patrons	Potable Water	Non Potable Water	Total
5000	10000 litres	50000 litres	60000 litres
6000	12000 litres	60000 litres	72000 litres
7000	14000 litres	70000 litres	84000 litres
8000	16000 litres	80000 litres	96000 litres
9000	18000 litres	90000 litres	108000 litres
10000	20000 litres	100000 litres	120000 litres

For day events there should be:

1. a minimum of 2 litres of free drinking water available per person or a rate calculated at 500 ml / hour, whichever is the greater; and
2. one water outlet per 500 people.

12. ELECTRICAL AND LIGHTING

This section provides organisers and electrical contractors with an overview of electrical and lighting requirement for events

Electrical and Lighting

Electrical Installations

All electrical installations must comply with the supply authority or Office of Energy requirements, AS 3000, AS 3002 plus any special requirements of the Health (Public Buildings) Regulations 1992.

An electrical contractor must certify that permanent and temporary electrical installations comply with the Health (Public Buildings) Regulations 1992, by submitting a Form 5 to the local government. A sample Form 5 has been included in the Forms section.

For events it is important that:-

1. There are no single phase generators 10 kva or below.
2. Electrical equipment is supplied from reticulated supplies originating at supply authority mains or large generators.
3. Electrical leads do not create trip hazards
4. Electrical outlets are protected by residual current devices RCD's.
5. Leads and residual current devices are tested and tagged every six months.
6. Joints and connections are not accessible to the public or exposed to damp conditions.
7. Installations must comply with AS 3002 Electrical Installations for shows and carnivals.

Electrical leads and portable outlet devices

All electrical outlets must be protected by a residual current device (safety switch).

The Health (Public Buildings) Regulations 1992 require that a licensed electrical worker tests these items every six months. A tag to identify the item, test date and the electrical worker should be fixed to the tested equipment. Details of the specific tests are at the section "Electrical Testing".

Double adaptors or piggy back plugs are not permitted, although those on existing stage lighting effects are generally accepted by relevant authorities.

New equipment requires a tag to define when it was brought into service.

Temporary Electrical Installations

All electrical outlets and electrically operated equipment in areas available to the public must be protected by RCD's.

Installations and generators must comply with all relevant Australian Standards.

Requirements to Achieve the Basic Principles?

- For RCD's to be effective, the neutral and earth conductors must be bonded together at the point of supply. All town supplies are connected this way but generators may not be. AS 3010.1 (Electricity Generating Sets) requires neutral connections to be earthed at the generator frame. It is recommended that this connection be made via a removable link.

- Each generator must be connected to its own earth electrode driven into the ground.

12. ELECTRICAL AND LIGHTING

- All electrical outlets and supplies must have circuit breakers to protect against overload.

- All final subcircuits must have RCD protection.

Typical temporary installations consist of submains, sub boards and cord extension sets.

It is recommended that for typical installations –

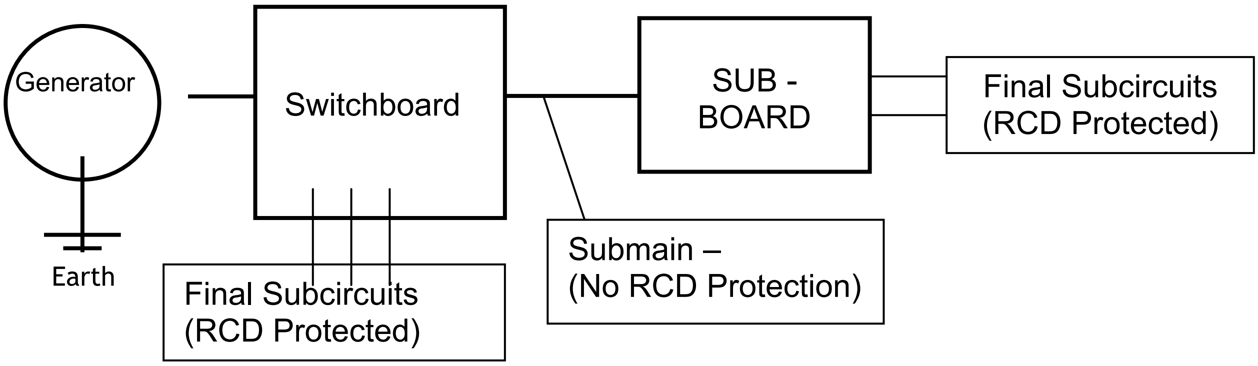
- Outlets at generators that are specifically required for the use of tools etc. have RCD protection.

- Outlets that are solely for connection of submain cables supplying a distribution board should only have over-current protection.

- RCD protection of final sub circuits should only be provided at the switchboard where those final sub circuits originate.

This type of protection will minimise the disruption to major sections of the lighting installations in the event of a current leakage to earth.

Typical Electrical Installation For Circuses



Switchboards

1. Must be in weatherproof enclosures.
2. Must have no access to live parts.
3. Must have doors that are able to be fully closed and locked with all cables connected or be located so that they are only accessible to authorised persons.
4. Must have a main switch.
5. Must have over-current circuit breakers to protect outlets for submains.
6. Must have RCD protection to protect final sub circuits.
7. Must have all components and their functions clearly identified.
8. Where electrical outlets are provided, there should be a tie bar to allow electrical cords to be secured to prevent tension on the electrical outlet.

Residual Current Devices - RCD's

The preferred leakage tripping current is 30 milliamps. They must be tested every six months in accordance with the schedule at the section on Electrical Testing.

Electrical Cables

Because cables are continually being rolled up and moved, they must be flexible. Standard multicore cables used in static installations are not appropriate.

Electrical cables should not be accessible to members of the public. Where this cannot be avoided, they must be either buried or suspended so that they are out of reach to members of the public.

Submains cables must have integral earth and neutral conductors.

Electrical Supplies

Electrical outlets should only be supplied from a reticulated power supply. Supplies may originate from a supply authority or on site generators. Small individual generators should not be utilised.

AS 3010.1 requires neutral connections to be earthed at the generator frame and recommends that this connection be made via a removable link. Each generator must be connected to its own earth electrode driven into the ground.

The Health (Public Buildings) Regulations 1992 requires electrical contractors to certify electrical installations by completing a Form 5. It is recommended that reticulated supplies be certified.

Leads

- All electrical leads must be tested and tagged within past 6 months in accordance with AS3012 – Clause 13.
- Temporary electrical leads must be flexible cables. TPS cables are not permitted.
- Leads must **not** be placed on the ground in trafficable areas.
- Cord junctions shall not be exposed to the weather or in damp situations.

Luminaires

Luminares must not be placed in areas where heat may ignite adjacent materials and must be out of reach of people.

Extra Low Voltage Equipment

Extra low voltage devices must be clearly identified and have plug tops and bases that cannot be inadvertently connected to higher voltage supplies.

Testing Cords & RCD's

The testing of electrical extension cords and residual current devices, RCD's used in circuses, travelling shows and other temporary installations is a requirement of the Health (Public Buildings) Regulations 1992; it is also a requirement for building and construction sites.

NOTE: RCD's are also known as safety switches or ELCB's.

The specific tests were initially set out in clause 13 of A.S. 3012 – Electrical Installations – Construction and Demolition Sites. This has been amended and is no longer relevant.

The intent of the Regulation is to have portable electrical equipment tested and tagged at six months intervals. The construction site requirements are too onerous.

Once a test has been carried out a tag should be fixed to the device. The tag should identify who carried out the tests and when they were done.

Details of the required tests are:

Extension Cords (single and three phase)

1. check that the insulation is in good order.
2. check that the plug sockets and plug tops attached to the cord are the correct rating.
3. check the continuity of each conductor.
4. check that the conductors are correctly connected (correct polarity).

Residual Current Devices

Test 1: Residual non operating current -
A current between 40% and 50% of the rated tripping current should be passed between active and earth for 5 seconds. The R.C.D. should not trip.

Test 2: Tripping current and time test -
A current equal to the rated tripping current of the R.C.D. should be passed between active and earth. The R.C.D. should trip within its specified time - usually 30 milli-seconds.

Note:
The recommended tripping current for RCD's is 30 milli-amps. Test instruments are readily available from electrical wholesalers. In addition to the above tests the inbuilt test facility should be operated each time that the unit is in use.

Portable outlet devices require a combination of all of these tests.

12. ELECTRICAL AND LIGHTING

LIGHTING

All venues and egress paths must be able to be illuminated to 40 lux by lighting that is:

- independent of the event production lights;
- controlled from a central position;
- able to reach the required illumination within three seconds of being energised;
- supplied from the supply authority mains or a generator approved by the local government.

Bare lamps must not be able to be touched by the public.

Area Lighting

Areas available to the public at night, including concert areas, should always be illuminated. For general areas, illumination to an average as low as 10 lux at ground level with no area less than 5 lux, is acceptable. Lighting should be energised approximately I hour prior to sunset to allow time for any unserviceable lights to be repaired before sunset.

For crowded areas, especially for concerts and areas licensed to consume alcohol, there must be a system in place that will allow areas to flood light instantaneously in the event of an emergency. The supplies and controls for these lights should be independent of theatrical or production lights and controlled from a location attended at all times by a designated person. They should not be controlled at the mixer desk.

Emergency Lighting

Enclosed venues must have emergency lighting that will operate if the main electrical source fails. For buildings, it must comply with Australian Standard AS 2293 or for outdoor venues there must be at least two alternative power supplies. Two generators or a supply authority supply plus another generator are acceptable alternatives provided that the venue lighting supplies are distributed between both.

Safety Lighting

For events where lighting will be dimmed or extinguished stairs, ramps and egress paths must be illuminated by safety lighting. Safety lighting must be a separate supply to normal or emergency lighting and must not be dimmed or modulated whilst the normal lighting is dimmed or extinguished. For permanent facilities the safety and emergency lighting must be interconnected so that in the event of a failure of the safety lighting circuit, the emergency lighting will be automatically energised.

Exit Signs

These must be installed in compliance with AS 2293 and be illuminated and clearly visible whenever the venue is occupied by the public. For outdoor events, standard signs are rarely adequate. Signs illuminated by two light sources and large enough to make the exit location obvious to patrons wishing to exit the area must be used.

Spectator stands, stages and lighting rigs

There are no specific regulatory requirements for these structures, however specific guidelines are included under the heading “Spectator Stands”.

All stages and lighting rigs must be structurally sound. Local authorities usually require certification from a practising structural engineer. The structural certification should indicate if a roof and side drapes are included and the maximum wind speed. If a roof is included, then it must be designed and installed to shed rainwater. Suspended lighting rigs must have a secondary safety support system and any lighting effect suspended above the audience must have safety chains. Any drapes, decorations, or effects etc. must be of smoke and flame-retardant material.

This section outlines basic requirements for crowd control and security and discusses the difference between the two. This section is one identified as requiring further development

Crowd Control and Security

Crowd Control

The *Security and Related Activities (Control) Act 1996* require crowd controllers and security officers to be licensed and under the control of a security or crowd control agent. The Act is administered by the Police Commercial Agents Squad. The squad conducts surveillance to ensure that security / crowd control operatives operate in accordance with the Act.

This Act defines a crowd controller as a person who performs one of the following functions:

- Controls or monitors behaviour
- Screens people seeking entry
- Removes people for behavioural reasons

Ticket collectors and ushers do not have to be licensed crowd controllers.

The term security refers to the process and officers involved in ensuring the security of people, equipment or property.

A security officer is defined as a person who watches, guards or protects any property.

Officers may be dual licensed, but when determining requirements the two responsibilities must be clearly separated.

Every event must have a crowd control plan prepared by a crowd control agent with designated responsibility over all crowd control issues. Although several agents may be employed at an event, there must be a designated controlling agent. The plan must identify:

- Crowd demographics
- Probable areas of concern
- Numbers and deployment of crowd controllers
- Numbers and deployment of security officers
- Start and finish times
- Rostering for relief and meal breaks

In the past, for concerts with alcohol, a ratio of 1 crowd controller / 100 patrons has been required and for lower risk events the numbers were reduced eg. 1 crowd controller / 200 patrons. The ratio method should only be used as a guide for low risk events.

The ultimate responsibility to ensure patron safety rests with the event organiser or organisation that is responsible for the public building application. For permanent facilities this is usually the venue manager. Local government is responsible for ensuring that the crowd control plan is adequate.

When Is Crowd Control Required?

Crowd control is required whenever there are large organised gatherings. The risks have a direct relationship with the controls that will be required. To a large extent, history will provide an indication as to the crowd controls required for most events. e.g. rock concerts where the audience is unseated and there are a large proportion of teenagers who will require the most control. Symphony concerts with a seated audience require less.

Crowd control is required for the following reasons:

- To prevent as far as practicable personal injury due to crushing, overcrowding and unruly behaviour.
- To enable injured or distressed patrons to be identified and moved to safety.
- To prevent overloading of structures whether or not for spectator use. They include seating stands, advertising hoardings, stages, lighting and sound mixing towers.
- To prevent overcrowding.

Locations where crowd control is required include but are not limited to.

- Venue entrances
- Stages
- Exits
- Aisles
- Concession areas
- Front of house crowd barriers

Crowd Control Operations

They should operate to a set pre-arranged plan that is known to all controllers.

Standing orders and procedures should be developed for each event.

Crowd Control Required Equipment

Every controller must:

1. Have a distinctive uniform.

2. Be able to be easily identified. Unique identification must be formally issued at each event so that controllers can be easily identified.

3. Have a torch if the event is held at night and the controller is required to direct patrons to or from seats.

4. Have communication equipment that is effective under the conditions anticipated at the event.

5. Have ear protection if noise will be excessive.

6. Have any other equipment required by Worksafe WA.

Crowd Controllers Duties

1. Monitor the crowd throughout the ground for signs of distress or overcrowding and take action in accordance with standing instructions.
2. Attend at potential high-risk crush areas such as stage barriers and the like to monitor crowd behaviour and remove distressed patrons.

3. Prevent overcrowding by ensuring compliance with the crowd limits in various parts of the ground.
4. Prevent spectators, as far as possible, from climbing fences and other structures e.g light towers, advertising hoardings, speaker columns, mixing towers etc., and from standing on seats. Where by virtue of the scale of the incident they are unable to prevent this, they should immediately report the matter to their supervisor.
5. Ensure that gangways and exits are kept clear.
6. Control all exits including openings in perimeter fence.
7. Assist in the diversion of patrons to other parts of the venue, including the closing of turnstiles, when the capacity for any area is about to be reached.
8. Identify and investigate any incident or occurrence among spectators, and report their findings to the Security Controller.
9. Know the location of first aid posts.
10. Direct distressed or unwell patrons to first aid posts.
11. Be fully conversant with any methods or signals used to alert staff that an emergency has arisen.
12. Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the Security Controller.
13. Report to the security controller any damage or defect which is likely to pose a threat to patron safety, e.g. a damaged crush barrier.
14. Assist as required in the evacuation of the venue.
15. Assist in the identification of spectators who are banned from the venue, who do not possess tickets, or who are in possession of forged tickets.
16. Assist in the prevention of breaches of venue regulations.
17. Be able to identify symptoms of drug/alcohol overdosing and need for medical help.

Dance Party Crowd Control

Experience indicates that rave party crowds are not aggressive and hysteria or crushing does not occur. The most common problem is dehydration and use of illicit drugs. Distressed patrons must be escorted to the first aid station for medical attention. However, a detailed crowd control plan must be produced to determine the actual requirement, duties and deployment of crowd controllers.

For dance parties and events where the use of illicit substances may be prevalent, toilet areas should be patrolled regularly and at least every thirty minutes.

For events where the use of illicit drugs is common, crowd controllers must be briefed on potential hazards and medical staff need to be aware of current illicit drug scene activities. Additional information is contained in the section Preventing Drug Related Harm.

Concert Crowd Control

Each event will have unique requirements. For large events when popular performers attract young audiences, the following may be required:

Front Of Stage

- At least one controller per metre of stage, including length of screamers (side extensions of the main stage) must be provided. Their principle duties are to prevent patrons climbing onto the stage, remove injured or distressed patrons from the crowd and monitor activities within the high risk area to ensure that crowd behaviour remains acceptable.

- Stage barriers of suitable design must be provided (refer to section on stage barriers).

- Egress from the audience area must be provided at either end of the stage barrier.

- Patrons must be prohibited from the stage unless arrangements are made with the authority prior to the event.

- Patrons must be prohibited from climbing on any structures within the venue. i.e. stage, mixing and lighting towers, hoardings and spectator stands.

- A fire blanket, protective, fire retardant gloves and fire sand bucket is required on stage.

General

- There should be at least one crowd controller at each egress point from the venue. The controller's principal duty is to ensure that the gates are open when required and that both sides are free from obstructions.
- All crowd controllers must be briefed before each event.

- General procedures, routine orders, evacuation procedures, the names of crowd controllers and the crowd control roster must be submitted to local government prior to the event and no later than the pre-event briefing.

- There must be sufficient controllers to allow relief for meal breaks and sickness etc.

- Controllers must be on site at least one hour before the venue is opened.

- Where an egress point also serves as an entry there must be at least two controllers.

This section provides information of specific crowd safety issues associated with concerts

Concert Crowd Control and Barriers

Barriers

Barriers at concerts serve several different purposes. They can provide physical security as in the case of a high perimeter fences. They can prevent the audience accessing restricted areas such as mixer towers and back stage etc. They may also be used to relieve and prevent the build up of crowd pressures. eg. a properly constructed front of stage barrier enables those suffering physical distress to be reached and helped more easily.

Barriers and the ground beneath them will always be subject to crowd loading and should therefore be designed to withstand right angle and parallel loads commensurate with the probable pressures.

Front of stage barrier

A front of stage barrier should be considered for most concerts. They are particularly important if significant crowd pressure is expected. For each event, the organiser should assess whether such a barrier is needed and the type that will be provided. Factors to consider include crowd density, the likely behaviour and size of the audience and the nature of the venue.

Crowd pressure is normally greatest at the front of stage barrier. If the crowd surges, dynamic loads will be considerable. First aid treatment from crowd pressure will normally be for fainting and exhaustion, often due in part to other factors such as heat, alcohol, hysteria, etc. However, there is also a risk that a crowd may "collapse" due to surging or heaving motions near its front, resulting in people falling to the ground and being trampled and perhaps asphyxiated. A suitably designed and constructed barrier arrangement can help to reduce the risk of collapse, or crushing chest abdominal cavity against barrier or others.

Front of house barriers and those that may be subjected to similar pressures must be able to withstand a load of 5 kilo Newtons / metre right angle load.

Barriers need to be at an appropriate height on the audience side to prevent thoracic compression. The preferred height above the surface on which the audience stands is 1.2 metres and should be no less than 1.1metres.

In areas subjected to extreme pressure, consideration should be given to restricting patrons who are of short height or at least advising them of the inherent danger of the location so that they may make an informed decision.

The 'Pit'

The area between the stage and the front of stage barrier (the "pit") should be designed to assist the work of crowd controllers, first aiders and paramedics. There should be no less than a 1.5 metre clear space between the stage front and the crowd barrier. For extreme events and prolonged events, this distance should be increased.

An important role of crowd controllers is to extract members of the audience who are in distress. Barriers such as those at stages that are required to absorb pressures, should have a non-slip unobstructed working area behind the barrier. This should be large enough to allow those in the pit to lift members out of the audience into it. Some form of elevated platform inside the barrier is required to help crowd controllers extract people from the crowd and oversee the audience to identify anyone in distress.

Entrances or exits from the pit must be unobstructed to allow stretcher-bearers clear access to a medical or first aid point away from the pit area. It is also helpful if pit exits are at least 1.1 metre wide.

Any arrangements for photographers to work in the pit area should be agreed with the event manager who will need to be satisfied that their activity will not interfere with the work of crowd controllers or first aid staff.

A concert held "in the round" with a standing audience requires special arrangements for a pit area. The provision of an unobstructed escape corridor enables members of the audience taken over the barrier to be led away from the pit. However, care needs to be taken to avoid creating a point where people can be trapped between the escape corridor and the barrier.

Barrier Considerations

There are no specific Australian standards for barriers but the British Standard 6180 "Code of Practice for Protective Barriers in and about Buildings" contains detailed guidance about the general design and construction of temporary and permanent protective barriers. These technical standards are appropriate for concerts. The barrier design must address a number of factors including the venue, the size and nature of the audience, artificial breaks created within the audience and the performers' anticipated behaviour, etc.

Types of front of stage – extreme pressure barrier construction

There are various types of barriers in the entertainment industry. The most common type is a free standing demountable "A" frame barrier which normally has a 1 metre tread plate at the front and a small raised platform at the rear. The individual barriers are bolted or pinned together to form a single extended barrier across the stage.

Other purpose made barriers may also be suitable provided they comply with the following:-

- Must be able to withstand 7 kilo-newtons / metre right angle load
- Must have dead front with no sharp protrusions
- No finger or hand entrapments
- Must provide an elevated platform for Crowd controllers
- Must have a curved or padded top
- Allow vision through the barrier to ground level

These types of barrier must be utilised wherever it is anticipated that there will be severe crowd pressures.

Shape Of The Front Of Stage Barrier

For small, low risk events a straight barrier is suitable. However, for high risk events, particularly those outdoors, a convex barrier extending into the audience is preferred. In these circumstances, the barrier may consist of short, straight sections installed at angles to each other to form a curve across the main performance area, extending to the ends of the stage/s. It should be erected in conjunction with escapes to right and left of the stage. Concave stage barriers should not be used as these create areas where people can be trapped.

Convex barriers provide the following advantages;

- it dissipates crowd surges away from the centre of the stage;
- it assists means of escape;
- it provides a wider front row sightline;
- it improves security by placing a greater distance between the downstage edge and the barrier making it difficult for fans to reach the stage; and
- it can provide a wider area for crowd controllers and first aiders to operate within the "pit".

Concert Safety

Concerts and events where people will crush to view the event are inherently dangerous. Unfortunately, most members of the public are unaware of the significant dangers it is therefore imperative that event and venue managers establish a safety policy to allow events to be administered uniformly.

The following concert safety policy is recommended.

There are two major areas of concern, crowd surfing and crushing. Stage diving is another activity but its popularity appears to have lessened following serious injuries to high profile performers and large law suits from injured patrons.

There are some indisputable facts about mosh pits.

- Crowd surfing is dangerous.
- Many people have been killed and many more have been permanently disabled due to activities in these areas.
- The size of the crowd is not relevant. Major injuries have occurred at relatively small events with 500 or less people.

Crowd surfing and stage diving are dangerous and unacceptable. Statements that “Crowd surfing has become an accepted thing for many people and this group will not readily accept change” are not true. Many venues have banned these activities and the event popularity has not diminished.

It is strongly recommended that the following procedures are implemented at all concerts forthwith. Failure to do so may result in serious financial consequences in the event of a subsequent injury and claim from an injured patron.

1. Patrons must be advised that crowd surfing is dangerous and will not be tolerated. Appropriate signs and announcements prior to the start of each event/act are recommended.

2. Patrons at the stage barrier must be monitored and water administered to those in need.

3. Hosing / drenching of mosh pit patrons is not recommended as this creates a humid effect in the already hot environment but light spraying with potable water is recommended.

4. First aid officers must be located adjacent the stage crowd barrier.

5. Patrons should be advised that mosh pits are dangerous. Be considerate to those around you. If you notice someone in trouble, lend assistance and seek help from a crowd controller or first aid officer.

6. Crowd controllers must be familiar with mosh pit environments.

7. Performers and crowd control - event managers must monitor the situation and be prepared to stop the event in the interests of safety. Safety must always be the first consideration.

8. Identify the person with the ultimate responsibility for safety prior to the event.

9. Establish clear decision making tools for stopping an event if safety in compromised.

10. Ensure that there is an adequate distance between the stage barrier and stage to allow crowd controllers to operate effectively – no less than 1.5 metres.

11. There must be no protrusions from the stage that will injure people crashing into the pit.

12. The crowd barrier must be an approved type and must be checked for finger entrapment and sharp protrusions.

The following definitions are included for clarification.

Mosh pit audience area in front of the stage.

Stage barrier also known as a crowd barrier - a barrier placed in front of the stage to prevent patrons accessing the stage. Barriers must be equipped with a raised area to enable crowd controllers to be higher than the crowd.

Pit area between the stage and crowd barrier. The area occupied by the stage crowd controllers.

Multiple Barriers

In areas where extreme pressures will occur such as at prime viewing areas at stages and where the audience is not seated, multiple barriers must be employed. There are a number of different configurations that have been used. The preferred type is called a “D” barrier. This barrier normally extends from in a curve from the stage extremities through to the mixing facilities and roughly forms a “D”. The capacity within the “D” must be strictly monitored to prevent overcrowding. This also restricts the pressure able to be exerted by the crowd. The ratio of area per person within the “D” is critical and must be maintained at no more than 0.4 square metres per person.

These areas require a specific Certificate of Approval and the ratio must be approved by the Executive Director Public Health because the density exceeds the local government discretion.

In conjunction with the “D”, and for all front of house areas, the crowd must be continuously monitored to determine patrons in distress, crowd collapse or inappropriate behaviour.

Stopping Events

It is imperative that prior to an event a protocol with clearly identified triggers is developed to enable events to be stopped in a timely manner. This is an extremely important issue that rarely is in place. There are documented incidents where serious problems have occurred but performances have continued and exacerbated the problems.

Rock Concert Safety

There are particular issues that need to be considered for rock concerts and particularly those with non-seated audiences.

14. CONCERT CROWD CONTROL AND BARRIERS

Seated audiences assist in the prevention of crowd surges and are encouraged as much as possible. However, for these events there are particular requirements that dictate how seats should be set out.

These requirements have been extracted from the current regulations i.e. Building Code of Australia and the Health (Public Buildings) Regulations 1992.

Seated Audiences

There is no doubt that fully seated venues are much safer than those with standing viewing (sometimes called general admission or festival seating in USA).

For seated audiences, the seats must be set out in accordance with the Building Code of Australia and the Health (Public Buildings) Regulations 1992, set out below are the basic requirements.

Aisles

- aisles are required on both sides of every row of seats that is more than 10 seats.
- there shall be no more than 42 seats between aisles.
- steps within aisles must:
  - Be the full width of the aisle, minimum aisle width 1 metre.
  - Be uniform in size (both the riser and going).
  - Going shall be between 280mm and 355mm.
  - Risers shall be between 115mm and 190mm.

Clearance between rows

The clearance between rows of seats shall be:

- 300mm if the distance to an aisle is less than 3.5 metres i.e. 8 seats.
- 500mm if the distance to an aisle is more than 3.5 metres.

In addition to the above, seats should be fixed to the floor or fastened in groups of four and should also be fastened together. Where cross aisles occur, they must lead directly to an exit route. There must be no dead ends.

Unseated Audiences

For unseated configurations, crowd pressures, collapses, and inappropriate behaviour such as crowd surfing and stage diving are major concerns.

Crowd surfing and diving can be prevented and it is imperative that organisers establish a code of behaviour that prohibits crowd surfing and stage diving or any other inappropriate behaviour. Strict penalties must be introduced for those that breach the Code without just cause. Failure to instigate such a code may lead to the event being classed as unsafe or unsuitable. Local government or the Police may issue a closure order to prevent the event proceeding.

Removal Of Patrons From Mosh Pit

The following information is based on the NSW Occupational Health and Safety procedures manual effective May 2001.

The purpose of this procedure is to outline the safe working practices in assisting patrons from the Mosh Pit. This procedure applies to all personnel working in the Security Pit and the Mosh Pit.

The two methods of removing patrons from the pit covered in this procedure include:

- Catching crowd surfers and
- Assisting a patron over the security crash barrier

Catching surfers: The step on the crash barrier is to assist personnel in lifting patrons from the mosh pit. It should not be used for catching crowd surfers unless the surfer is in distress or needs to be removed to enable the rescue of a patron against the barrier.

No specific standards can be set in the art of catching crowd surfers as each situation must be assessed by the security personnel as it happens. However this document can provide some guidelines and recommendations to help minimise the chance of injury to the patrons and the guards.

It is recommended that personnel should:

1. Wait until surfers come over the barrier and then catch them as they roll off the crowd.

2. Always attempt to support the patron's head. If the patron is too large for the security personnel to catch, every effort should be made to at least support the patron's head whilst letting the feet fall to the ground. The patrons feet should not be touched unless they are kicking dangerously.

3. Step backwards to compensate for the weight of the patron as they are caught. This will reduce the twisting motion in setting a patron down beside you and reduce the chance of striking colleagues with the legs of patrons. Second row security personnel are to support front row personnel

as the move backwards and ensure the path is clear at all times to ensure the disorientated patrons have an unobstructed view of the exit points.

4. Ensure the dignity of the patrons by assisting patrons in retaining their clothes and being mindful of where personnel place their hands on the patrons.

Lifting patrons from the pit: Security should constantly monitor the condition of patrons in the crowd and remove any patrons that are in distress or if the patrons' request to be removed. The barrier is equipped with a step for security staff to utilise when performing a lift to extract patrons from the mosh pit and to allow security access over the barrier into the pit in an emergency.

To work in mosh pits for the duration of events, personnel should be physically fit and strong. However, it is well documented that it is not necessarily the weight of an object being lifted that can cause a back injury. Lifting techniques are important no matter how strong you are.

The following procedures outline lifting techniques that may help minimise the risk and reduce the injuries to personnel as they perform lifts from the pit.

Personnel should be aware of the risks of injury when lifting "cold' and should make every attempt to warm up and stretch before commencing work. To reduce the likelihood of back injuries it is recommended that all lifts be conducted by at least two guards.

However, circumstances on the day will generally dictate the terms and manner of the lift especially in emergency situations.

There are a multitude of factors involved with lifting or rescuing mosh pit patrons but broadly speaking there are three basic tasks.

1. Removing a patron against the barrier who wants to be removed.

2. Removing a patron in distress who is within reach but is back from the barrier.

3. A crushed or trapped patron who needs immediate assistance.

Patrons Against The Barrier

Utilising all the procedures of safe lifting, personnel should:

1. Step up onto the barrier step and position yourself in as stable a position as possible in front of the patron.

2. Move the weight (patron) as close as possible to your body then lift using your legs not your back.

3. Gain assistance from other personnel or other patrons as needed.

4. Step backward off the step supported by your colleagues and place the patron on the ground without twisting your body.

In addition, when front row security personnel stand up on the step to extract a patron, security personnel alongside or behind are to assist by supporting the officer as he steps off the barrier. Communication with patrons at this stage is vital. If the lift is performed correctly your head should be next to the patron's ear so they can hear you. Reassure them and tell them what you are doing and how they can assist.

Patrons In Distress Not Against The Barrier

When a patron is positioned away from the barrier and security personnel have to lean forward to conduct the lift, it should be performed by at least two people. Security personnel should pull the patron towards the barrier first, in order to reduce the need to lift while in a bent position.

Emergency Lifts

In an emergency, assistance from other security personnel may not be available. Assistance can usually be obtained from the patrons in the crowd and personnel are encouraged to speak to patrons calmly to gain their trust and assistance.

One technique that may be used in a crush is to position oneself over the patron and have them hold the lifter around the shoulder. The lifters arms should then be placed behind the patient. This helps reduce the pressure on the patient and reduces the load on the lifters lower back.

Crowd controllers and patrons must communicate at all times and be aware of the patrons' fear in these circumstances. If a patient wears strong clothing such as jeans with a belt, these can provide a good handle for lifting as well as ensuring they are not torn from the patient during the lift.

Keeping The Pit Clear

As an emergency exit it is essential that the pit area is kept clear at all times. Rubbish thrown by patrons may become a trip hazard and must be cleared.
When patrons are in the pit, they are at risk from other falling patrons and crowd controllers falling on them. They must be removed from the pit immediately. Patrons are not permitted to take photos or dance in the pit and must be kept moving as they are not aware of events unfolding behind them and can hinder security operations.

Job rotation

To reduce crowd controller fatigue, pit personnel must be rotated. A job rotation procedure should be in place to rotate personnel from their position in the front row to a position in the back row.

It should be noted that due to the difference in the performing acts and associated crowd behaviour, the demands on crowd controllers will vary throughout the event. Therefore, rest periods must coincide with demand.

Crowd collapse
There are two categories of crowd collapse.

1. A single patron collapse.
2. Multiple patrons collapsing through moshing, being caught in swirls, or other activities.

"Swirls" is the name given to the practice of patrons moving to and fro with the music until the movement becomes circular. In the circular motion, patrons have collapsed as they move and step backwards. This form of collapse is contrary to the accepted view of a crowd crush as the patrons are moving backwards and not forwards. This information is important for emergency personnel in disentangling the patrons and identifying the patrons at most risk.

The following procedure may be applied to personnel involved in crowd control and safety at any Event.

A. Identification

Early identification of a collapse is vital in providing care to the injured. Crowd spotters should be positioned at "Front of House" at approx 5m high to allow for an uninterrupted view of the crowd.

There must be good communications between spotters and relevant supervisors to ensure that any collapse is immediately identified.

B. Hold back crowd

Generally, for a crowd collapse in a mosh pit, an immediate medical response is critical. Once a collapse has been identified, security personnel closest to the collapse should enter the mosh pit and hold back the crowd from the collapsed patrons.

C. Stop performer

To enable communications between emergency crews and patrons, the performer should be stopped in consultation with the Security Director.
Stopping procedures must be established prior to events commencing. These procedures should identify the best way to solicit the cooperation of the crowd eg. using the public address system or electronic signage.

D. Treat and evacuate fallen patrons

Crowd controllers and first aid officers should attend to render first aid and coordinate the evacuation of fallen patrons.

It is important to remember that the pit is an emergency exit route for patrons and emergency crews. Injured patrons should not be treated in the pit unless life threatening conditions apply.

It is envisaged that one medic will stay in the security pit whilst one works in the Mosh Pit. This allows further medical assessment and treatment of patients as they are evacuated via the pit.

First aiders working on patrons in a collapse will triage patients to ensure airway control as a first priority. Unconscious patients should be fitted with an oro-pharyngeal airway and removed as priority patients.

Expired Air Resuscitation can be administered if a patron is trapped but the priority is to move the patient out of danger usually to the pit behind the barrier.

Unconfirmed fall in crowd

Unconfirmed reports of injuries sometimes occur when patrons in the pit report injuries they have witnessed further back in the crowd.

Crowd spotters and pit security should monitor crowd surfers as they fall, to ensure they recover from any fall. Roving response medical teams should then respond to any reported falls.

These reports require recording an appropriate response such as having a team conduct a walk through inspection of the mosh pit.

These inspections may involve up to 12 personnel who should walk independently and parallel to each other through the mosh pit from opposite sides in an attempt to find the patient.

Unconscious patients must be attended by appropriate first aiders and should not be moved.

15. MEDICAL AND FIRST AID

This section provides organisers and first aid providers with issues that need to be considered for events. This section is one identified as requiring further development

Medical And First Aid

Experience shows that at least 1 – 2% of the crowd will require some type of first aid or medical care for rock concerts. Of those, around 10% will need ongoing care on site and 1% will require transport to hospital by ambulance. This will obviously increase where there are high-risk activities such as crowd surfing, moshing, presence of alcohol and other related activities. In addition, external factors such as weather conditions contribute to patient presentations.

A medical plan utilising the process outlined in AS 4360 Risk Management should be developed by the first aid provider for all large and high-risk events and incorporated into the Event Risk Management Plan.

The plan must identify the following –

- Likely numbers and types of casualty presentations
- Numbers of staff required
- Staff qualifications
- Staff rosters
- Numbers of first aid posts
- Equipment requirements

First Aid & Ambulance Support

For large organised gatherings, qualified first aid personnel should be in attendance. Traditionally, this has been done by the St John Ambulance Australia, but there are other agencies such as Advanced Life Ambulance Service, Sports Medicine Australia, Royal Life Saving Society of Australia, Surf Life Saving Association and Choice One medical services. Medical support needs to be considered for all phases of events and not just the event itself.

Some organisations utilise volunteers but all charge a fee for service to enable training, equipment and medical supplies to be purchased.

Service providers need to ascertain event layouts and not presume that conditions will be the same as previous events. Provider's reputations will be dependant upon the skills of the planning team and event organiser.

Event Organisers should ensure that they are fully satisfied with the level of care being provided. The following list identifies some of the factors that need to be considered.

Medical Equipment

- The types and quantities of medical equipment will be dependant upon the event and must be considered in conjunction with the risk management plan. For events with large numbers of people the DOH recommends that first aiders are trained and equipped with defibrillators.

Event

- What are the risks to health services by this event?
- Is it dangerous to participants/entertainers and/or spectators?

- What are those dangers?
- Will the actions of the participants/entertainers cause crowd reaction?
- What are the dangers from that reaction?
- What services/skills are required to respond to those likely dangers?
- What other events are on, and where, at this time and date?
- Can any of these dangers/problems be prevented?
- If so how? – RISK MANAGEMENT PLAN

Venue

- Where is the venue?
- What problems does the location cause with regard to health?
- What problems does the location cause with regards to transport, staff and the injured?
- Are there multiple sites of activity or crowd segments at the venue? What problems may this cause for staffing?
- Is the event a regular occurrence at this site?
- What services/utilities are available?
- What temporary services/utilities are required?
- Is there a need for backup resources?
- Are there designated emergency evacuation routes?
- Are there any dangers associated with these routes?
- Is there route access and egress for emergency vehicles?
- Is there parking for those vehicles (And turning space)?
- What is the topography of the venue? What dangers can this bring?
- What staffing issues does this raise?
- Are there any environmental issues associated with the venue? (ventilation, dust, pollen, heat, cold etc). What health problems can they cause?
- Can any of these dangers/problems be prevented?
- If so, how? – RISK MANAGEMENT PLAN

Crowd

- What numbers are expected (and when)? What problems can that number cause?
- How many staff are needed to cope with the crowd number?
- What age range are the crowd expected to be? What problems can this cause (elderly medical conditions, young fighting)?
- What type of people will the crowd consist of? (Family, gang, those with conflicts of interest, parochial, over reactive etc). What problems can that cause?
- Is the nature of the entertainment likely to cause the crowd to crush?
- Are there likely to be mobility impaired persons there?
- Are the crowd likely to be drinking or using drugs?
- Are any of the crowd likely to be carrying weapons?
- What is the ethnic composition of the crowd?
- Are cultural issues involved or interpreters needed?
- Can any of these problems or resulting dangers be prevented?
- If so, how? – RISK MANAGEMENT PLAN

Weather

- What type of weather is it likely to be - before, during and after the event?
- What effects can the weather have on the crowd, entertainment, your staff?
- What effect can the weather have on resources, transport and communication?
- Can the foreseen effects of the forecast weather be prevented?
- If so, how? – RISK MANAGEMENT PLAN

Timings

- What time is the event being held?
- How long does it last for?
- What problems can arise because of these times, for the crowd and staff?
- Will your staff require shifts, rest periods, meals etc?

Facilities

- What facilities are there on site for a medical centre/treatment area?
- What facilities are there on site for a staff rest and recreation area?
- What facilities need to be provided for both the above?
- How will they be provided?

Communications

- What means of communication do you have between your groups on site?
- Has this communication means been tested?
- What communication do you have with other services on site?
- How will you request support with regard to patient transfer or other requirement?
- How will you recharge batteries if required?
- What call signs/frequencies etc have you allocated?
- Will your communication interfere with the event broadcast system?
- Does your local Ambulance Operations Centre know of your key locations?
- Is there a command/coordination centre for services on site?
- Are support services such as hospitals aware of this event?
- How will you notify them should they be required to respond?

Transport

- How will you transport patients to your on site medical centre?
- How will you arrange transport of patients to hospital or other place?
- How will you transport patients to their own vehicles?
- How will you transport your own staff to/from the site?
- What routes should routine/emergency transport follow?

Operational Plan and Coordination

- Has a copy of the operational plan been provided and included in the Risk management plan?
- Have the medical/first aid providers been invited to attend the pre-event planning and briefings?
- Have regular briefings throughout the event been organised?

The list provided above is not exhaustive but provides the most important questions that will ensure event organisers have ensured comprehensive first aid and medical cover.

Ensuring the right number of first aiders

The number of first aiders and first aid posts will vary with the type of event but as a guide the figures below have been suggested by St John Ambulance Australia.

Patrons	First Aiders	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22+	4

The number of first aid posts required would depend on what first aid room facilities are available. Every venue should have at least one room where there is power and running water.

All first aid providers should carry oxygen equipment, semi-automatic defibrillator and basic first aid supplies at all events. All first aid providers should have appropriate professional indemnity insurance for their personnel and should hold current first aid qualifications from an accredited training provider

First Aid Services are generally not required for events smaller than 500 patrons that are held in close proximity to central ambulance/hospital service. Event Organisers should, through their duty of care, ensure that at least one person on the team running the event holds a recognised first aid certificate from an accredited provider.

Ambulance attendance at events should be discussed with the first aid provider and the local ambulance station to determine the need for an ambulance on site. In special events such as motor sports and other high-risk events, there may be need for an ambulance to standby.

First Aid Posts/Treatment Centres

These should be conspicuous and identified by an illuminated sign at night. Ideal locations are near the main entry. For large high risk concerts, posts should be located behind the stage barrier.

Casualties

Experience from previous events has shown that most casualties are from:

- heatstroke, dehydration, respiratory distress;
- fainting and exhaustion from a combination of hysteria, heat, and alcohol, and this often occurs at or near the stage barrier;
- trampling or crushing from crowd pressure at the stage barrier;
- cuts from broken glass and drink can ring pulls;
- illicit drug and alcohol abuse;
- epilepsy attacks brought about from strobe lighting.

Pharmaceutical Register

For large prolonged events of more than 8 hours duration, consideration should be given to establishing a pharmaceutical register where patrons can store and administer prescribed medications in a suitable environment.

Qualifications

First aid personnel must be appropriately qualified. Although many occupational groups are required to hold a first aid qualification, for events, first aiders must be tasked specifically for first aid/medical duties. It is not acceptable for staff to have dual roles eg. a crowd controller with a first aid qualification is first and foremost a crowd controller. Although an incident may be attended by a crowd controller, the patient must be referred to a specialist first aider as soon as practicable and the primary crowd control responsibilities must be maintained.

Illicit drugs

Section 5(1) of the *Misuse of Drugs Act 1981* states:-

(b) Being the owner or lessee of any premises, knowingly permits those premises to be used for the purpose of using a prohibited drug or prohibited plants;

(c) Is knowingly concerned in the management of any premises used for any of the purposes referred to in paragraph (a) and (b); commits a simple offence.

Illicit drugs are not condoned.

For events where the use of illicit drugs is common, crowd controllers must be briefed on potential hazards. Medical staff should be aware of the current illicit drug scene. This information is freely available from the Drug and Alcohol Office.

This section suggests issues that organisers should consider for events where the use of illicit substances may be an issue

DRUG RELATED HARM

Preventing drug related harm at public events and in venues

Drug-related harm occurs in a variety of settings, including communities, schools, tertiary institutions, and entertainment and night venue environments. Venue managers, event organisers and staff are in a key position to assist with strategies aimed at preventing and reducing drug-related harm, and should be utilised as one component of a comprehensive coordinated approach to address the harm associated with illicit drug use.

Drug Policy

Venue and event managers are encouraged to develop a drug policy to address drug-related harm. A policy is a statement outlining a position on a particular issue. A policy is only effective if it is supported by a range of strategies that address the policy issue.

The following Industry Code of Practice to prevent drug-related harm has been developed to assist venue managers and event organisers to address this issue.

Industry Code of Practice

The Industry Code of Practice is a series of recommended practices to be adopted by night venues and event organisers in order to prevent drug-related harm and/or reduce or prevent the use of illicit drugs and the harms associated with their use in venues and at events.

The Industry Code of Practice for preventing drug-related harm within night venues and at entertainment recommends:-

1. Provision of adequate and accessible water free or at a reasonable price (see Director's Policy at http://www.rgl.wa.gov.au/liquor/policy.php)

2. Ensure adequate ventilation in venues through the use of air-conditioning or industrial fans and, where possible, access to outdoor spaces.

3. Prevent overcrowding in venues and at events.

4. Provide a chill-out room or space at larger venues and events, where patrons can get away from crowded and loud areas. At large events provide peer support in chill-out spaces for patrons.

5. Ensure safe transport home is always available from an event.

6. Ensure at least one First Aid trained staff member is on the premises and first aid room.

7. Inform patrons about the importance of issues such as dehydration, water, overheating and what to do in an overdose situation.

8. Provide patrons with information about their rights and responsibilities.

9. Provide staff with information on risk management (including alcohol and other drug risk management). Identifying affected persons/symptoms.

10. Providing educational information on patron's rights and responsibilities relating to key drug issues.

11. Supporting relevant public education campaigns and their support strategies for venues.

12. Promoting peer support and integrating this into venues where appropriate.

13. Supporting key staff members to attend training on event and risk management (including alcohol and other drug risk management).

Key Contacts -

Advice and training on preventing drug-related harm at events and in venues can be accessed via the Drug Program, Prevention Branch, Drug and Alcohol Office on (08) 9370 0358.

Publications and posters addressing the issues outlined above can be ordered from Health Info on (08) 9222 2045 or on http://www.population.health.wa.gov.au/ordering/ (as of 1 November 2003).

Peer support and education can be accessed via the WA Substance Users Association on (08) 9227 7866.

This section provides organisers with information on the safe disposal of needles and syringes

NEEDLES AND SYRINGES

Safe Collection And Disposal Of Used Needles And Syringes

While the risk of getting infected with HIV or other blood borne viruses such as Hepatitis B and C via an injury caused by an inappropriately discarded needle and syringe is very low, the following procedures to safely dispose of used needles and syringes are recommended:

1. Do not be alarmed.

1. Get a rigid walled plastic container with a well-secured lid, preferably screw top (milk or orange juice bottles are suitable); or an approved disposal container such as Fitpack box; or any container retailed by medical suppliers and waste management companies specifically for the disposal of sharps.

2. Bring the container to the needle and syringe.

3. Pick up the used needle and syringe by the blunt end, away from the point.

4. Do not touch the sharp point and do not try to recap the needle with its protective cover if it has fallen off. Avoid touching the needle with your fingers or hands.

5. Put the needle and syringe, point first, into the container. More than one needle can be placed in a container, but do not overfill.

6. Make sure the container is tightly sealed.

7. Dispose of the sealed container in a domestic rubbish bin (mobile green bin). Do not dispose of needle and syringes in the recyclable bin or down toilets and drains.

For further information contact:

- Your Local Government Environmental Health Officer
- The Communicable Disease Control Directorate on 9388 4999
- The Alcohol and Drug Information Service (ADIS) 24 hours 9442 5000 Toll free 1800 198 024
- The WA AIDS Council NSEP 9482 0000 or AIDS Information Line 9482 0044
- The WA Substance Users Association (NSEP Community Development Coordinator or Hepatitis C Education officer)
  9227 7866.

Companies supplying or servicing sharps containers

Please note that the following list is not exclusive and is not indicative of any product endorsement by the Department of Health.

Individual containers

- Westcoast Surgical and Medical Supplies
  PO Box 651 Willetton WA 6955
  Telephone: 9455 6676

Supply two types (up to 10 syringes and up to 30 syringes)

1.4 ml plastic sharps disposal units

- BP Medical
  9A Berriman Drive Wangara 6065
  Telephone: 9309 9733

- ABC Health Care Services
  Unit 5/15 May Holman Drive Bassendean 6054
  Telephone 9379 9993
  Quoted cost per unit $2.57 (as of March 2003)

- Perth Surgical Supply
  10 Ledgar Road Balcatta 6021
  Telephone 9344 3111
  Quoted cost per unit $6.50 (as of March 2003)

- Westcoast Surgical and Medical Supplies
  Unit 6/ 78-84 Catalano Circuit Canning Vale 6155
  Telephone 9455 6676
  Quoted cost per unit $4.85 (as of March 2003)

Metal 1.4 L sharps containers

- Box-All Enterprises
  11 Marine Tce Sorrento WA 6020
  Telephone: 9243 3130

Companies Servicing Bins

Please note some of the following companies may also supply sharps bins/individual containers

- **Daniels Sharpsmart**
  Unit 4/ 1 Chaukley Pl
  Bayswater WA 6053
  Telephone: 9371 1650

- **Medi-collect**
  422 Welshpool Road Welshpool WA 6196
  Telephone: 9356 5737

- **Path Waste**
  Unit 7 /51 Collingwood St Osborne Park 6017
  Telephone: 9445 3955

- **Pink Bins WA**
  North Scarborough
  Telephone: 9245 5566 / Mob 0408 912 639
  South Jandakot
  Telephone: 9417 9097 / Mob 0408 929 628

Needlestick injuries - the risks

There are several types of needlestick injuries (NSI) namely:

- NSI acquired in health care settings (HCW)
- NSI acquired via occupations other than health care based (eg. cleaners, taxi drivers, prison officers, gardeners etc)
- NSI that may be deliberately caused (can occur in any setting)
- When a member of the public is injured by an inappropriately disposed needle and syringe in a community setting i.e. at the beach, the park, in a public toilet, on a train or a bus.

To date, there are no reported cases in Australia of Hepatitis C or HIV being acquired via a member of the public injured by an inappropriately disposed needle and syringe in a community setting. The risks of blood borne virus transmission are regarded as being very low.
Tetanus spores live in the soil and may also cause infections if they are transported into the body through broken skin. A discarded needle may cause this.

WHAT TO DO IN THE EVENT OF A NEEDLESTICK INJURY?

1. Wash the area gently with soap and running tap water as soon as possible.

2. Apply an antiseptic and sterile dressing.

3. Obtain prompt medical advice from a doctor or the Accident and Emergency Department of your local hospital, preferably within 24 hours of the injury occurring.

   - Tests may be done to see assess if the person injured is already protected from Hepatitis B. If not, a course of vaccinations may be given. This will be most effective if begun within 24 hours following the injury.

   - If the person injured is not vaccinated against tetanus this should also be done immediately.

   - Antibiotics may be given as a protection against other infections.

   - Baseline testing for HIV, Hepatitis B and Hepatitis C infection is usually recommended and medical advice should be given regarding the need for post exposure prophilaxy.

4. The needle and syringe should be disposed of safely (see Guidelines for the ‘Safe Collection and Disposal of Used Needle and Syringes’).

For further information contact the Communicable Disease Control Directorate on 9388 4999 or your local doctor.

This section provides organisers with basic information on their obligations in relation to the *Tobacco Control Act 1990*

TOBACCO AND SMOKING

Tobacco Products and Smoking

In Western Australia, there are strict legal controls on the sale and promotion of tobacco products. There are also laws that cover smoking in enclosed public places. These laws are designed to protect the health and well being of all Western Australians.

Organisers or promoters have important responsibilities under these laws, and must ensure compliance at any event which tobacco will be sold or consumed. Failure to do so may result in prosecution of offenders.

Officers from State and Local Government frequently monitor events where underage patrons may be present to ensure compliance with WA tobacco control laws. If you are organising or promoting an event, please take the time to read this information.

This information is only intended to alert you to some of the possible legal responsibilities that you may need to consider if tobacco is being sold or consumed at your event. You may wish to seek your own independent legal advice to ensure you fully understand your legal obligations.

Do you really need tobacco at your event?

As the promoter or organiser of an event, you are responsible for ensuring that your event meets all legal requirements if tobacco is to be sold or consumed.

You could consider not allowing the sale of tobacco products at the event. You could also consider making the event smoke-free.

Either way, you will be saving the effort of ensuring that your event complies with the current legislation.

Tobacco Control Act 1990

Sale and promotion of tobacco in WA

The *Tobacco Control Act 1990* regulates and restricts the sale and promotion of tobacco products in Western Australia.

The following information should be taken into consideration when allowing tobacco products to be sold at your event.

Section 5: Certain Advertising is Prohibited

Tobacco advertising that is located in a public place or visible from a public place (eg. shop front awnings, posters, billboards etc.) is prohibited. The definition of a tobacco advertisement is broad and brand names and phrases such as 'DISCOUNT' or 'CHEAP CIGARETTES' are considered to be tobacco advertisements. Tobacco advertising is permitted at point-of-sale (eg. inside shops or retail outlets) directly adjacent to where tobacco products are sold. Such advertising must be of a certain size and position. A tobacco advertisement must have a health warning displayed stating either 'SMOKING KILLS' or 'SMOKING IS ADDICTIVE' and it must occupy 50% of the total area of the advertisement.

Section 6: Competitions
Promoting the sale of tobacco products through a competition or inducement is not permitted. For example, a retailer who offers a free scratch 'n' match ticket with a carton or packet of cigarettes is committing an offence.

Section 7: Free Samples
The Act bans the distribution of free samples of tobacco products.

Section 8: Sponsorship
Tobacco sponsorship of sport, racing and the arts is banned under the Act. There are, however, exemptions for events of national and international significance. The Minister for Health is responsible for approving applications for exemptions under section 14 of the Act.

Section 10: Sales to Minors
A person who sells or supplies a tobacco product to a person under the age of 18 years commits an offence. This includes retailers who sell or supply cigarettes to a child as well as individuals who supply children with cigarettes.

Section 11: Vending Machines
Self-service vending machines containing tobacco products are permitted only on premises licensed to sell liquor or in staff amenity areas. These machines must be clearly labelled with an appropriate health warning stating either 'SMOKING KILLS' or 'SMOKING IS ADDICTIVE' and a sign stating that it is an offence to sell or supply cigarettes or tobacco to any person under 18 years of age.

Under the Act, it is also an offence to permit a child to obtain tobacco products from a vending machine.

Section 12: Packages of Cigarettes
The selling of individual cigarettes or packages containing less than 20 cigarettes is an offence under the Act.

Penalties

For individuals, the maximum fine for a first offence is $5,000 and $10,000 for a subsequent offence. The maximum fine for a body corporate is $20,000 for a first offence and $40,000 for a subsequent offence.

Health (Smoking in Enclosed Public Places) Regulations 2003

The Health (Smoking in Enclosed Public Places) Regulations 2003 were implemented to restrict smoking in enclosed public places. They have been introduced in response to growing community concern over the health effects of passive smoking and overwhelming community support for smoking restrictions in public places.

The regulations require all enclosed public places to be non-smoking. Some types of hospitality venues are permitted, through exemptions, to allow smoking in specified areas as long as certain conditions are met.

Quit WA has produced an information guide on the *Health (Smoking in Enclosed Public Places) Regulations 2003* for any person or body corporate that has the management, control or is in charge of an enclosed public place. Please contact Quit WA (9222 2015) for copies of this guide.

This section provides information on environmental considerations that organisers should consider when planning events

ENVIRONMENTAL CONSIDERATIONS

Environmental Hazards

For outdoor events, environmental hazards must be considered. A variety of people will be attracted to events and many will not be familiar with issues that locally are regarded as common knowledge. Each area has different hazards and the risk management process should identify these. Common hazards may be provided by mosquitoes, flies, snakes, plants/grasses etc.

Weather

Although the weather in Western Australia is reasonably predictable, there are periods of severe conditions. Electrical storms and hail are rare but they do occur and therefore they must be considered and appropriate action plans developed.

In hot weather, dehydration and sunburn are common, but for all standing viewing concerts, heat stress and dehydration usually occurs.

Electrical Storms

Electrical storms provide a considerable risk. In the event of an electrical storm, it must be monitored. Australian Standard AS 1768 recommends that exposed areas be evacuated when the time between lightning and associated thunder is less than 15 seconds. At 15 seconds the lightning strike is approximately 5 km from the observer.

A less likely scenario is a hailstorm, however they do occur throughout the state and disasters have occurred when people have sought protection. They are somewhat harder to detect than electrical storms but none the less, emergency plans must contain a contingency for hailstorms.

Shade

For exposed events shade must be provided to allow some relief from hot sun.

Dousing Station

A dousing station should be established. These are simply locations where patrons can be sprayed with potable water, usually simple reticulation fittings are arranged to produce a fine spray or mist through which patrons walk.

It is recommended that drinking stations be provided next to dousing areas to encourage patrons to drink so that they cool down rather than just cooling the body externally.

Hard standing areas are recommended to avoid slushy ground but in all cases care needs to be taken to dispose of the wastewater in an appropriate manner.

This section provides local government and event organisers with information on the *Environmental Protection (Noise) Regulations 1997* that regulate noise emissions from concerts

NOISE

Noise pollution has always been a major concern with previous large music events. It is difficult to stipulate a maximum allowable noise level as this will vary with the type of event, the time at which the event is held, venue conditions and the distance to neighbouring premises.

The local government of the district in which the event is to be held is responsible for ensuring that noise does not adversely affect areas outside the event. The promoter must therefore liaise with the local government when dealing with noise issues.

Generally, noise emitted from a premise must comply with the provisions of the *Environmental Protection (Noise) Regulations 1997*, however the CEO of the local government is able to approve non-complying events. Generally the Environmental Health Officers (EHOs) of the local government develop the conditions under which an event can operate and will make recommendations to their Council.

In making recommendations to Council as to whether or not to approve an event, local government officers will consider social factors including the need for entertainment in a style and setting which young people can enjoy on a one-off basis, balanced against the community's right to enjoy reasonable quiet.

The primary technical factor under consideration is the feasibility of achieving acceptable sound levels at both the residential area and also inside the event. Outdoor rock music or dance music events need to run at levels of at least 95 dB(A), at the sound mixing desk, to achieve an acceptable "atmosphere". The sound mixing operators for many of the artists may wish to operate at higher levels, typically up to 105 dB(A) at the mixing desk. In most cases, this is unnecessary and a limit of 100 dB(A) at the desk is acceptable, especially when expressed as an average level.

Noise from continuous neighbourhood sources should comply with the noise regulation levels of:

35 dB(A) at night
40 dB(A) on evenings to 10pm
40 dB(A) Sundays and public holidays
45 dB(A) during the day (depending also on the area)

This applies to residences, hospitals and camping areas (unless the camping area has been established for event patrons). Events that produce the above noise levels at nearby residences will generally not be perceived as a nuisance.

For one-off events that the community has been made aware of, the following reactions from residents are likely:

- below 55 dB(A) - generally no complaints
- 55 - 65 dB(A) - few complaints, increasing in sensitive areas and later hours
- 65 - 75 dB(A) - considerable level of complaints, less in tolerant areas

The style of music is a factor that will have an effect on the number of complaints and hence on the conditions under which the Council will allow an event to operate. Alternative/techno/dance/heavy metal styles with heavy bass are generally less acceptable than classical, acoustic, jazz, or middle-of-the-road styles, etc

Regulation 18 Approvals

The noise regulations specify generally allowable noise levels. In most events where music and voices are amplified, the allowable limits are likely to be exceeded. If the allowable levels are likely to be exceeded, an approval under regulation 18 of the *Environmental Protection (Noise) Regulations 1997* may be obtained from the local government of the district in which the event is to be held. An application for an approval under regulation 18 is to be made to the CEO of the local government and is to be accompanied by an application fee of $500. The application fee can be reduced or waived if the event is run by a recognised charity for charitable purposes.

The application is to be made not later than 60 days before the event. Under some circumstances the local government may issue an approval in a shorter time frame, however it should be noted that a late application is sufficient reason for refusal.

In the event that local government refuses to approve an event, an application may be made to the CEO of the Department of Environment (DoE). The Department is not likely to approve an event that local government has refused to approve unless the event or venue is of State significance.

The CEO of the local government can set such conditions as the CEO thinks fit and can amend the conditions after giving the promoter 14 days notice of the proposed amendments. This allows the promoter to make written representations on the proposal. All affected local governments must agree on the conditions for the event by the hosting local government. These conditions are usually negotiated beforehand. In the event that the Councils cannot agree, the Minister for the Environment decides on the conditions for the event after receiving advice from the CEO of the DoE.

Generally, the CEO is not to approve more than two events in any 12-month period at any venue. However, the CEO can approve more than two events if satisfied that the majority of the affected residents have no objection to the holding of the extra events. This may require a study into the noise emissions to identify the affected residents followed by a survey of those affected residents. This study may already have been performed for some major venues, and the number and type of allowable events, as well as a set of default conditions, may already be determined by an events policy put in place specifically for the venue.

If the noise from an approved event is likely to exceed 60dB(A) for a night time event (7 pm to 7 am); or 65dB(A) for a day time event (7 am to 7 pm) at any residence, the promoter must pay a fee for noise monitoring, as set by the CEO.

Management of Outdoor Concerts - Regulation 18 Conditions

In order to manage the impact of noise out side of the venue, the conditions to the approval may -

- limit the duration of the event and the rehearsals;
- set start and end times for the event and rehearsals;
- set times when the stage, seating, etc can be set up and pulled down; and,
- set any other requirements needed to contain the noise impact, including noise limits and monitoring of levels.

For outdoor concerts, the duration of an event should be limited to less than 12 hours. Indoor events (producing lower outdoor noise levels) may have a longer duration but should incorporate a reduction in level for early morning periods.

If end times are specified it is important to allow for times to be extended in the event that some exceptional circumstances occur during the event that will cause cancellation of a significant part of the event. There have been several documented circumstances where deaths and serious debilitating injuries have resulted from crowd disturbances due to significant parts of events being cancelled. The exceptional circumstances can generally be predetermined by referring to the risk management document.

Times for outdoor concerts should generally be limited to between: 10 am and 11 pm on Fridays and Saturdays and between 11am and 10pm for other days of the week. An exception would be a New Years Eve concert, at which the music should go no later than 1.30 am on New Years Day. Indoor events may run later, with the inclusion of a drop in noise level after midnight (2 am on New Years Day) and another level drop after 2 am (4 am on New Years Day). The levels permitted after 2 am (4 am on New Years Day) should be at or near the existing background levels.

For untried venues or unusual large or long events, an acoustic noise modelling report by a recognised acoustic consultant should be presented to the local government to enable the affected area and level of impact to be determined.

Sound system checks should not be performed earlier than 9 am on Fridays and Saturdays or 10 am for other days of the week, and should be limited in duration.

The sound emissions from the event itself can be reduced by such measures as -

- orientation of the stage away from the nearest residences and/or positioning it so as to make use of any natural barriers, such as grandstands;

- provision of a heavy drape behind and to the sides of the stage to minimise sound spill from “foldback” loudspeakers (located on the stage to assist the band), or another option is the use of large tents made of heavy material;

- provision of “delay” loudspeakers located throughout the audience area, to supplement the sound from the stage, allowing for lower levels from the main system located near the stage; and

- “flying” the upper level loudspeakers at the stage, so they are angled down towards the audience, to contain sound within the audience area.

Prediction of outside noise levels can be done using normal attenuation with distance calculations, allowing for the effects of the above control measures, distance, barriers and prevailing winds. The DoE is available to assist local government and promoters in this if needed.

An important tool in reducing the number of potential complaints is keeping the affected residences informed. This can take the form of flyers advertising the event date and time that provide complaint response phone numbers. For events which are likely to have a large impact on the residents, at least two noise complaint phone numbers should be established and publicised, and continuously manned during the event.

It is recommended that promoters, in conjunction with the local government, provide their own noise controls. The DoE is available to provide contact information for suitable acoustic consultants.

Management of noise emissions can often be integrated into the overall public health and safety management of the event. Many of the above measures can be introduced during the planning meetings and if appropriate could be made conditions in the approval.

Noise Control

Typical local government noise control requirements may include the following:

- The stage location/s and speaker layout may be defined as a condition to the approval.
- Unless specifically authorised by local government, there should be no amplified music or voices generated other than at/or immediately adjoining the main or secondary stages as specified in the approval. This is to include both live and pre-recorded noise sources.
- Noise level limits may be expressed as one-minute L_{Aeq} (energy-averaged levels) values, with a limited number of allowable exceedances by not more than 5 dB above the set level.
- If low frequency sound (bass) is considered to be of concern, in addition to limits placed on the dB(A) levels, limits may also be placed in the form of dB(C) levels.
- Noise levels emitted by the event as specified in the conditions to the approval may be specified as levels at the mixing desk location/s, at one or more locations in the surrounding residential areas, or both. The monitoring may be required at either or both of these locations. The choice of monitoring location will depend on the venue, the sensitivity of the nearby residential areas, the availability of noise predictions and likely weather conditions.
- Noise monitoring may be performed by local government officers and/or an acoustic consultant employed by the promoter and approved by the local government.
- A liaison person/s responsible for noise control should be nominated. This person may be contacted at any time during the concert and set up period, and should have authority to direct the mixing desk operator or other persons to reduce the noise levels to comply with the terms of the conditions to the approval.
- As local government authorised noise officers may be present at noise sensitive area/s outside the periphery of the venue to determine sound levels, a system of communication must be provided by the promoter for use by local government authorised noise officers to communicate with the mixing desk operator through the nominated liaison person/s.
- Flyers advising residents in close proximity to the venue should be distributed by the event organiser within the period up to 7 days prior to the event. The flyer must offer clear information concerning the duration of the event and complaint procedure. In some cases, an advertisement in the local newspaper may be used instead of, or in addition to, the use of flyers.
- Complaints should be logged to provide continuous and timely data for local government authorised noise officers and/or acoustic consultant during the event.
- A report on the measured noise levels including all exceedances should be submitted to the local government within 14 days after the event. The report should include details of logged complaints and subsequent actions.

- The event organiser may be asked to provide to the local government a list of bands, acts and attractions appearing at the event, and details of the sound system, sound checks, staging, etc.

- Sound recordings which may be taken by local government officers or the approved acoustic consultant may be used for the purpose of sound analysis or for reports to local government or the DoE.

Community activities and "exempt noise"

Noise regulation 16 classifies noise emissions from "agricultural shows, fairs, fetes, exhibitions and like events" as "exempt noise" that is not required to meet the allowable noise limits. A noise regulation 18 approval is therefore not required.

If a community activity of the above type is likely to include a concert or the like, then many of the principles outlined above for noise regulation 18 approvals can be used to manage the noise emissions informally. However, if the CEO of the local government considers that the impact of the exempt noise may outweigh its community benefit, he or she may issue a noise control notice to manage the exempt noise emissions formally.

This section outlines requirement for the safe use of lasers and pyrotechnics at events

LASERS AND PYROTECHNICS

Lasers

The use of lasers must be in accordance with the Radiation Safety Act.

Any laser, regardless of the application, is subject to the requirements of the Radiation Safety Regulations under the *Radiation Safety Act*. By regulation, all lasers must comply with the provisions of Australian Standard AS 2211, 'Laser safety'.

Any laser with an output power greater than five milli-watts must be registered for its place of use. The user must obtain a licence to operate it or must operate the laser under the supervision of an appropriate licensee. Licence applicants must provide proof of their competence and experience in using lasers before the granting of a licence can be considered. The Radiation Health Branch can provide a list of recognised laser safety courses and examination details for these purposes.

Lasers for entertainment purposes must also be used in compliance with the 'Code of practice for the safe use of lasers in the entertainment industry'.

Further information can be obtained from the Radiation Health Branch, 18 Verdun Street, Nedlands WA 6009, or by telephoning (08) 9346 2260 or emailing radiation.health@health.wa.gov.au. Local government should be provided with details of:

1. the laser operator
2. the details of the laser (e.g. class, power in watts or milli-watts)

Pyrotechnics

These require specific approval of the Department of Industry and Resources, the Police and Local Government. The use of pyrotechnics and associated hazards must be considered in the risk assessment. Many recent pyrotechnic displays have caused fires and personal injuries to members of the public.

The limiting parameters, wind strength, wind direction, local fire weather warnings and exclusion zones must be clearly defined well in advance of the event. All applications require local government Ranger and Environmental Health Services approval.

This section provides organisers with information on some of the transport requirements that may need to be addressed

VEHICLES AND TRANSPORT

Parking

There should be adequate parking so that neighbouring properties are not disturbed by vehicles visiting the venue. It is the event manager's responsibility to liaise with local government to ensure that adequate parking and traffic control measures are in place for all phases of the event - load in; event; and load out. Access to venues should not be via roads through normally quiet suburban streets.

How Much Space is Required

For temporary parking if cars are parked in an orderly manner it is possible to park 350 cars per hectare, 10000 square metres. As a guide to how much room may be required Claremont Oval, a typical Australian Rules ground, has a capacity for 1000 cars.

Transport

If public transport is available for patrons, the event should coincide with transport times.

The promoter should ensure that transport is available to transport patrons both to and from the venue. Transperth and private bus companies can provide quotes to deliver this service.

The cost to provide a charter service should be included in the ticket price so that cash fare transactions are eliminated and the cost is disbursed amongst all of the patrons.

Metropolitan inquiries should be directed to:

Public Transport Authority
P.O Box 8125
PERTH BUSINESS CENTRE
PHONE: (08) 9326 2000

For rural locations it may be preferable to have patrons camp overnight. If this option is taken, the local government may set additional conditions.

This section outlines basic rubbish removal issues that event organisers may need to consider

CLEAN-UP AND RUBBISH REMOVAL

Rubbish collection and removal is an important issue. Issues that require consideration include:

- Recycling options. Recycling should always be considered.
- The types of receptacles to be used. Care needs to be taken to ensure that they do not represent a hazard by becoming viewing platforms or dance podiums.
- Requirements for emptying and servicing bins throughout the event.
- Collection of food waste and packaging is a considerable issue for prolonged events.
- The general cleanup both within and external to the venue must be completed as quickly as possible after the event by the promoter. Areas outside the venue should be cleaned prior to the usual start of business the following day.

Syringe Disposal

Syringe disposal is becoming a problem at entertainment venues. The DOH recommends that cleaning staff be briefed on the dangers associated with used syringes and that sharps containers be used for collecting used syringes. Refer to the section "Needles & Syringes" for additional information including disposal options.

24. CAMPING

This section provides information for local government and event organisers to consider when approving or erecting temporary structures including marquees and stages

CAMPING

Although not common in Western Australia, some events include short term camping. The Local Government Caravan and Camping Regulations require local government to approve the regulation requirements for designated camping areas. However for short term use, local government may approve alternative arrangements. Basic parameters for camping areas follow.

- The area must be planned so that camping sites are orderly and there is easy access to patrons, service vehicles and emergency vehicles.
- Caravan or vehicle camping must be in a separate area to tents.
- Only light weight camping equipment should be permitted, after all this style of camping is for a very limited period.
- Camping areas should be restricted to areas of no more than 10,000 square metres.
- First aid must be available whilst the camp site is available to patrons.
- Access paths throughout the site must be adequately illuminated.
- Food should also be available whilst the camp site is available to patrons.
- Patrons must be advised of relevant camping restrictions or rules.

Facilities

Facilities must be provided to allow the basic necessities such as sanitation, cooking, first aid and security.

Sex	WC	Urinal	Basins	Showers
Male	1 per 50	1 per 100	1 per 75	1 per 100
Female	1 per 50	N/A	1 per 75	1 per 100

Where on site cooking is permitted, communal cooking areas should be provided so that the hazards are contained within designated areas. It strongly recommended that barbecues or other suitable cooking appliances be provided. Areas must be provided with a fire blanket, fire extinguisher and be under surveillance at all times.

Fires

In situations where fires are not banned under the Bushfires Regulations they should only be permitted in designated controlled areas that have fire extinguishers and fire fighting equipment readily available.

TEMPORARY STRUCTURES

Tents and Marquees

In Western Australia, every time a tent or marquee facility is erected it requires local government approval either as a public building under the Health Act or as a temporary building under the Building Regulations. Local government often has limited expertise to assess and approve these types of structures and many are not approved at all or else inappropriate conditions are set.

The following guidelines have been prepared to assist the approval process and to establish uniform State-wide conditions for tents and marquees used as public buildings.

Where practical the Environmental Health Service is prepared to assess typical facilities and issue a letter of compliance to suppliers and local government but this does not diminish local government's responsibility to approve erected facilities.

The approval process has three distinct parts but in most instances where operators erect identical facilities within the same local government boundaries approval procedures are simplified.

Application

The person erecting the facility must make application to local government by submitting a Health (Public Buildings) Regulations 1992, Form 1, Application to Construct, Alter or Extend a Public Building, well in advance of the proposed date - **at least four weeks**, more for large structures. The application must be accompanied by sufficient information. These guidelines are intended to indicate to local government and the erectors the critical criteria that need to be assessed.

Approval to Construct or Erect

Local government assess and either reject or approve the application. Conditional approvals are often granted.

Final Approval

When the structure is completed, local government need to be advised so that they can inspect and issue an approval to allow the facility to be used. A Health (Public Buildings) Regulations 1992, Form 2, Application for a Certificate of Approval is used for this purpose. Often tents or marquees are a small component of a major event; the same approval principles still apply.

Applications

Applications must provide enough information to allow local government to understand:-

- the purpose for which the facility is to be used
- the number of people expected to use the facility
- The integrity of the design and manufacture of the component parts Environmental factors – weather and ground conditions
- Erector's competence to erect the facility correctly.

Manufacturers Information

Facility design and construction details are required to address the following.

- Manufacturer details
  - Name
  - Contact details, address, phone number, fax etc.
- Description of the structure
  - Dimensions
  - Type of material
  - Intended uses
- Codes to which it complies
- Structural adequacy
- Fabric fire indices – Test certificates for fabrics used in the construction
- Design parameters
  - wind limitations
  - ground density
  - footing loads
- Instruction booklet complete with drawings and bracing diagrams and a checklist
- Correct erection methods
- Training necessary to correctly erect the structure.

Structural Adequacy

A practicing structural engineer should certify the designs. Structural design calculations should be available within the Perth Metropolitan area if required by the approving authority to validate the engineer's certification.

For older structures where manufacturer information is not available then certification from a practicing structural engineer and a documented service history may suffice.

Manufacturer's data may not be required for structures less than 55 m^2 if there is a substantial service record.

Wind limitations must specify a speed and clearly indicate the suitability for varying configurations and include where applicable:

- Structure fully enclosed.
- Structure with 3 walls enclosed.
- Structure with 2 sides closed and front and back open.
- Open gable fronts, closed rear and sides.
- Open gable front and back with closed sides.
- Details of any other variations that will lower any of the above safe operating parameters.

Referring the structural adequacy to AS 1170 terrain categories is not appropriate as these structures are erected for short duration and can be dismantled if excessive conditions are forecast.

The certification must clearly detail what holding down capacity has been used to determine the limits.

Where holding capacity will rely on ballast then wind loads and ballast weights must be specified.

Refer to Appendix 3 for a typical structural engineer certificate.

Fire Indices

Details of the flammability of materials used to construct and decorate the facility must be provided. Whenever possible, test results from a NATA approved laboratory should be provided. The test certificates must have sufficient information to enable them to be identified with the particular material being assessed.

In the case of decorative lining materials, they should be inherently fire retardant and have an identifying label. In the absence of such identification, local government may require a demonstration to show that the material will not support a flame.

Except for circus big tops or similar facilities, walls, roofs, drapes or decorative treatments must have a flammability index no more than 6.

Big top walls and roofs more than four metres from the ground may have a flammability index up to 25.

Design Parameters

Wind limitations

The applicant must clearly identify the maximum safe wind speed that the structure can withstand in the proposed operational mode or modes of the structure. They must also identify what measures will be put in place to ensure that the safe wind speed is not exceeded and what actions will be undertaken if excessive winds are predicted.

Ground Density

The ground density is perhaps the most important criteria as it is the area most likely to cause structures to fail. It is very unusual for modern fabrics to fail even when they are subjected to high winds.

The ground holding requirements must be ascertained. For high risk facilities or for those that will be used for more than a day, actual "holding down" tests should be performed using a tension gauge or other approved method to ascertain the actual ground holding capacity. Bare in mind that this may alter subject to environmental conditions.

As a guide to the holding requirements of various soil types the following figures are appropriate.
Loose sand – 35 kpa
Stiff/very stiff clay – 80 kpa
Moderately compacted sand and gravel – 180 kpa

The soil type, anticipated holding capacity and any criteria that may affect that capacity should be noted on the check list and erection certification.

Ballast

Where structures rely on ballast for stability the required weights and footing details must be clearly identified.

Erection Manual

Manufacturers should provide documented information on erection procedures, bracing diagrams and a check list to ensure that all the critical criteria have been complied with. This documentation should also outline competencies required to enable the facility to be erected safely and undertake to train new operators.

Typical Check List

The following check list identifies the elements requiring checking prior to the facility being used.

1. Anchorages are adequate and holding fast
2. Describe the soil type and identify ground-holding parameters.
3. Wall and roof bracing is installed and adequately tensioned.
4. All ropes or tensioned straps are in good order and correctly fastened.
5. Fabric is tensioned and not prone to ponding.
6. Exits are correctly identified and not obstructed.
7. Exposed ropes and stakes are identified and will not be a hazard to the public.
8. All locking pins and bolts are in place and correctly tensioned.
9. All structural supports are sound.

- Fabric has no un-repaired tears.
- Flooring is even and there are no tripping hazards.
- Walls are adequately secured.
- Rope and Pole tent has its full compliment of side uprights, anchor stakes, pulley blocks and guy ropes.

10. Rope and Pole tent hoists are secure and can only be released by an authorised person.

Final Approval

When the facility is complete, local government should be advised and a Health (Public Buildings) Regulations 1992, Form 2, Application for a Certificate of Approval lodged. This signifies that the facility is complete and any conditions set at the approval stage have been addressed.

Information required at this stage will include certification from the erector that the facility has been erected in accordance with the manufacturer's or structural engineer's recommendations.

A copy of a completed checklist signed by a competent person.

If an engineer has inspected the facility then copies of reports must be provided at this stage.

If an electrical contractor is responsible for any electrical installations associated with the facility, then a Health (Public Buildings) Regulation 1992, Form 5, Certificate of Electrical Compliance is required. If a system of leads and portable outlet devices has been used, then certification is not required if the leads and equipment have been tested and tagged within six months by an electrical contractor. Additional information on electrical requirements is addressed separately.

Ancillary Equipment

The following additional information is provided to address options that are not applicable to every tent or marquee.

Seating Specifications

- The minimum distance between rows of seats is 300mm.
- There shall be no more than 10 seats in a dead end row and no more than 17 seats in rows between aisles.
- If the distance between rows is increased to more than 500 mm then the length of rows between aisles can be increased.
- Aisles must be no less than 1 metre wide.
- The sides and rear of raised seating areas must be bounded by guard rails.

Guardrails must extend 1000 mm above any surface where a person can stand and not allow a 150 mm diameter sphere to pass through any section. If there is more than a 4 metre drop then there must be no hand holds. Rails and balustrades that comply with BCA comply with this requirement.

- Guardrails must be securely fixed. Guardrails that are loose and wobble are not acceptable.
- Loose seats on flat ground must be secured in groups of no less than four. Seats forming rows on tiered stands must be secured to the floor.
- For bench seating 450 mm must be allowed for each person. And each space shall be clearly identified.

Steps and Risers

The risers of aisle steps shall be no less than 120 mm and no more than 200 mm and the going shall be no less than 280 mm.

Other stairways etc risers shall not exceed 170 mm and the going shall be no less than 280 mm. They shall be uniform.

Risers shall be constructed so that there are no gaps between seating levels.

Exits

There must be more than 1 exit if more than 50 people are to be accommodated.

There must be no more than 20 metres of travel to any exit or to a point where there is access to two exits, the furthest shall be no more than 40 metres from the starting point.

Exits shall open in the direction of egress and be able to be operated with a single hand action.

Side walls through tents are suitable if they utilised “Velcro” type fastenings.

Traditional ties can be used for security purposes whilst the public is not in attendance.

Sliding doors can not be used as exits for places with more than 50 people.

Exit Signs

Each exit shall be identified by an electrically operated sign that complies with AS 2293.

Whenever possible these signs should be connected to a “Town” supply and not a generator. It is strongly recommended that signs be supplied from a central battery supply.

Exit Width

The aggregate width of exits should comply with the BCA Section D1.6. (Refer to Appendix 2).

Fire Extinguishers

Subject to additional requirements from the WA Fire and Emergency Service:

One 4.5 kg B (E) dry chemical powder extinguisher must be located adjacent to:

- Any electrical generator or switchboard.
- Any flammable liquid or gas containers.
- Any food preparation / cooking area.

Pressured water type extinguishers or 4.5 kg AB (E) dry chemical extinguishers must be provided -

- Within 10 metres of each exit (one).
- Backstage – (Two).

All extinguishers must be kept fully charged and maintained in accordance with AS 1851.1. This requires extinguishers to be tested regularly and the test details clearly identified on each extinguisher.

Each extinguisher should be positioned on a hook or bracket located no more than 1200mm above the adjacent floor and the extinguisher base should be more than 100 mm above the floor.

Prior to a final approval being granted, the operator or person responsible for erecting the structure may be required to submit a statement to the effect that the following items have been complied with.

- Manufacturers requirements
- Structural requirements
- Exit signs
- Fire extinguishers

Separation Distances

For fire separation purposes, there should be no less than 6 metres separation between facilities. Access for fire fighting vehicles and appliances must be maintained to all erected structures.

Evacuation Plan

An evacuation plan needs to be in place. A minimum requirement is that the staff have set responsibilities to assist in the evacuation of the public.

Details of the evacuation plan should accompany the initial application.

Lighting Requirements

Lighting should be connected to two separate sources so that in the event of one supply failing, there will be sufficient light to allow an orderly evacuation of the tent. The sources may be two generators or a generator and supply authorities' mains.

If only one source is used, then emergency lighting equivalent to AS 2293 must be provided.

The installations supplied from each source must be completely segregated so that a fault on one source will not affect the other. It is also an electrical safety requirement.

Exit Signs

Each exit must be provided with an exit sign. Signs should be connected to town supplies whenever possible.

Conversion Tables

Speed Conversions - metres/second; kilometres/hour; miles/hour; knots								
M/sec	**Kms /hr**	**Miles/Hr**	**Knots**		**m/sec**	**kms /hr**	**Miles/Hr**	**knots**
2	7.2	4.5	3.8		22	79.2	49	42.7
4	14.4	9	7.8		24	86.4	53.5	46.6
6	21.6	13.5	11.5		26	93.6	58	50.5
8	28.8	18	15.5		28	100.8	62.5	54.4
10	36	22	19.5		30	108	67	58.2
12	43.2	27	23.5		32	115.2	71.5	62.1
14	50.4	31	27		34	122.4	76	66
16	57.6	35.5	31		36	129.6	80.5	69.9
18	64.8	40	35		38	136.8	85	73.8
20	72	44.5	38.8		40	144	89	77.7

Force Conversions						
Kilograms	**Newtons**	**Pounds**		**Kilograms**	**Newtons**	**Pounds**
10	98	22		100	980	220
12	117.6	26.4		200	1960	440
14	137.2	30.8		300	2940	660
16	156.8	35.2		400	3920	880
18	176.4	39.6		500	4900	1100
20	196	44		600	5880	1320
22	215.6	48.4		700	6860	1540
24	235.2	52.8		800	7840	1760
26	254.8	57.2		900	8820	1980
28	274.4	61.6		1000	9800	2200
30	294	66		1100	10780	2420
32	313.6	70.4		1200	11760	2640
34	333.2	74.8		1300	12740	2860
36	352.8	79.2		1400	13720	3080
30	294	66		1500	14700	3300
32	313.6	70.4		1600	15680	3520
34	333.2	74.8		1700	16660	3740
36	352.8	79.2		1800	17640	3960
38	372.4	83.6		1900	18620	4180
40	392	88		2000	19600	4400

Conversion Factors
Metres/second to Km/hour multiply by 3.6
Km/hr to miles/hour multiply by 0.62
Km/hr to knots multiply by 0.5396
Kilograms to newtons multiply by 9.8
Kilograms to pounds multiply by 2.2
I kilo-newton KN = 1000 newtons

This section provides local government, organisers and carnival and fair operators with basic requirements for shows, carnivals and fairs

SHOWS, CARNIVALS AND FAIRS

The following guidelines have been based upon existing Royal Agricultural Society RAS "Guidelines for Commercial Exhibitors". They have been prepared to simplify the approval process and to provide operators with minimum standards to which they must conform.

Facilities should be completed by mid-day the day prior to the show commencing.

Facilities must be constructed with fire resistant materials approved by the local government. Ensure that all works and finishes are completed in a proper, safe and tradesman like manner.

Prior to commencing construction of any seating stand or building Health (Public Buildings) Regulations, Form 1 application should be submitted to the local government. A Form 1 application is not required for small tents, small marquees, rides, or small show bag concessions and the like.

Local government is responsible for approving all buildings, however to facilitate a practical solution, local government may allow event organisers such as the Royal Agricultural Society to assume responsibility for building standards for all temporary buildings not captured by the building licence or Form 1 applications.

If this system is implemented, the event organiser must maintain a register to record all facility locations; a description of the type and use of the facility; and erectors certificates of compliance. The register must be available for local government on request. Local government must formally approve all permanent structures, seating stands and buildings open to members of the public.

Tents and marquees must comply with the requirements for marquees and components must be bolted or locked in place. Slip joints are not accepted.

Amusement Structures

Show amusement rides must comply with the Occupational Safety and Health Regulations 1996, regulation 4.52 amusement structures. These regulations are administered by WorkSafe Western Australia. They should be contacted if additional information is required.

The basic requirement for amusement structures is that they comply with AS3533 – to be regularly maintained and inspected by a competent person and for repairs and inspections to be recorded in a log book.

The regulation requires employers, persons in control of workplaces or persons controlling access to areas to ensure that the rides are correctly operated and monitored. This has the effect of providing the venue owner, lessee and operator with this responsibility. It is generally recognised that the initial responsibility should be to ensure that all log books are correctly monitored and up to date. If log books are incorrect, then the rides should not be permitted to operator.

Concession Booths

A concession is any booth, display, riding device or any other single entertainment unit.

Concessions must comply with the following

- Components must be bolted or locked in place, slip joints are not accepted.
- Must be able to be fully enclosed and waterproof.
- Operators must supply a certificate to verify that the structure has been installed in accordance with the manufacturer recommendations and instructions.
- This certificate must include:
  - a flammability test must be undertaken. Where new concessions are purchased or manufactured certified flammability tests from a NATA laboratory should be obtained to verify the fabric flammability.

Local government may require additional information or order structures that are considered unsafe or unsuitable to be demolished.

Where footings are used, they must be solid hardwood or solid masonry blocks. Small softwood scantling must not be used. Concessions must be secured to the ground and not rely upon their loaded weight for stability unless otherwise approved.

Stairs and steps should have treads no less than 280 mm wide and the riser height should be no more than 270 mm. Handrails must be provided on both sides of stepped areas.

Except for the limited use of polystyrene in small signs, facilities must not be constructed from plywood, masonite, polystyrene or other similar materials.

Stands must not obstruct access to any fire hose, fire hydrant or fixed fire extinguisher on or near their sites. Facilities must be set out so those fire hose reels may be fully extended.

Any part of any tent, including guy ropes and supports, or awning erected on their site must not protrude over the boundaries of their site or beyond a kerb line or demarcated road edge where no kerbing exists.

Electrical installations

The following requirements apply to shows and carnivals

1. The use of double adaptors is not permitted. Only multiway outlet, portable outlet devices (power boards) with overload protectors may be used.

2. Joints wrapped in insulation tape are not acceptable.

3. Extension cables must have catenary supports for spans greater than 8 metres.

4. The use of radiators or heaters is prohibited.

5. One power source per site.

6. Exhibitors must only install power points and switches of double pole type.

7. Exhibitors must ensure that a licensed electrical contractor in compliance with Australian Standards AS3000 and AS3001 carries out all electrical work on their sites.

8. Where facilities are constructed in front of switchboards, they must be accessible at all times.

9. Exhibitors must only use extension cords, which carry a valid test tag.

10. A validated tag must: -
    a. Have been tested by a licensed electrical worker within the last six months.
    b. Be fitted with a tag near the plug top.
    c. The tag must show the date that it was tested, the name of the person who tested it, that person's electrical workers licence number.

11. All outlets must be fitted with Residual Current Devices (RCDs) as required.

12. Caravans and other mobile equipment must display, in a visible place on the caravan or mobile equipment, a current Western Power compliance certificate for that caravan or mobile equipment.

13. Temporary buildings must be provided with a caravan inlet socket with a weatherproof flap located near the top of the rear wall or top rear corner of either side wall of the building so that a supply cable may be connected and removed from the outside of that building.

14. Temporary buildings must have a suitable attachment point so that a flexible supply cable can be secured immediately above the inlet socket above the roof line.

15. There must be no bare lamps within 2.4 metes of the ground or within reach of a member of the public.

16. There shall be no lamps or heat sources within 150 mm of a flammable surface or structure.

17. Exhibitors who require gas to be fitted must ensure that all gas fitting works are carried out by an authorised gas fitter in compliance with the Gas Standards Regulations 1983.

Fire extinguishers

All extinguishers must be kept fully charged and maintained in accordance with AS 1851.1. This Standard requires extinguishers to be tested regularly and the test details clearly identified on each extinguisher.

Each extinguisher should be positioned on a hook or bracket located no more than 1200 mm above the adjacent floor and the extinguisher base should be more than 100 mm above the floor.

This section provides local government and industry with information to ensure that temporary seating stands are safe and suitable for public use

SPECTATOR STANDS

Requirements for Spectator Stands

There are no specific regulatory requirements for spectator stands. Standards Australia now have established a working group to develop an Australian Standard. It is most likely that the proposed Australian Standard will be adopted once it is published.

When they are erected at entertainment and sporting venues they require approval as part of a public building.

Set out below are guidelines for seating and stages that may be erected at public building venues.

When they are not subject to a building licence, they must be approved in accordance with Section 176 of the Health Act which authorises local government to request anything that it may require to ensure that facilities will be safe.

Application

An application to erect a spectator stand must be made to the local government. The application must be accompanied by:

- full structural details, including size and spacing of all materials, method of jointing, sole plate dimensions etc;
- a block plan showing the position of the stand in relation to surrounding structures, toilets etc;
- seating layout showing the relationship between seats and aisles and the total number of seats.

Structural

Certification from a practising structural engineer should be provided to certify that the structure is suitable for the proposed use. It should be constructed in accordance with industry standards and methods.

Footings

Most temporary structures do not have deep footings and merely sit on the ground. Unless otherwise authorised by a practising structural engineer, they should bear on a substantial hardwood base - recommended size 300mm x 200mm by 40mm thick. Smaller and/or soft wood types or bricks are not acceptable.

Stairs / Steps

- Tread should be between 280mm and 355mm.
- Risers should be between 115mm and 190mm.
- Steps within aisles must be the full width of the aisle and uniform in size (both the riser and going).
- There shall be no more than 18 risers in a flight and no more than two flights without a change in direction of at least 30 degrees.

In viewing areas where sight lines are critical, it is acceptable to increase risers in aisles to 200mm. If this occurs additional guardrails will be required. Risers in stairways must never exceed 190mm.

Treads must be of solid construction (not mesh or perforated) and have a non-skid finish.

Guard Rails and Balustrades

Every raised area of seating and any change in level which may present a hazard (e.g. drops of one metre of more) shall be provided with a balustrade. Where aisle risers are more than 190mm high, hand rails are required at each row of seats.

Balustrades and /or hand rails must be:

- 950mm above floor level;
- installed on both sides of stairways;
- installed on raised areas and landings which are 1000mm above the surrounding floor or ground.

Balustrades must not present hand or toe holds between 150mm and 760mm above floor level or permit a 125mm diameter sphere to pass through.

Aisles

- Minimum width of an aisle shall be 1000mm.
- Aisles are required on both sides of every row of seats that is more than nine seats long.
- No seat shall be more than six metres from an aisle.

Seating

The clearance between rows of seats shall be:

- 300mm if the distance to an aisle is less than nine seats.
- 500mm if the distance to an aisle is more than nine seats.

All seats shall be securely fixed to the floor unless fastened together in lengths of no less than six seats.

Lighting

Aisles and the tread of each step shall be illuminated whenever the venue is open to the public after sunset. Generally this will only apply to indoor stands used for theatrical applications.

Width of plats

The minimum width of a plat for seated patrons is 950mm.
The minimum width of a plat for standing patrons is 600mm.

Kick boards

Kick boards and infills are required for stair risers and between levels of plats.

Fire hazards

Flammable material must not be installed or stored on or under any stand.
Stage curtains or fabric screens must be non-flammable. Materials that have a spread of flame index of no more than six and a smoke developed index of no more than five are regarded as being suitable.

Exit widths

Exits shall be designed to allow the stand to be evacuated within 2.5 minutes in an emergency.

There must be alternate means of egress from each stand e.g. in large stands at least two exits from the front and two towards to rear. The rear exit must be at least mid-way from the front of the stand and the stairs should discharge toward the rear.

Exit Requirements For Stands

Subject to satisfactory performance calculations exits should be no less than indicated on the following table.

NO. OF PEOPLE	NO OF EXITS	AGGREGATE WIDTH
0 – 1000	2	2000 mm
1001 – 1500	3	3000 mm
1501 – 2000	3	4000 mm
2001 – 2500	4	5000 mm
2501 – 3000	4	6000 mm
3001 – 3500	5	7000 mm
3501 – 4000	5	8000 mm

Number of exits increase at the rate of 1/1000 or part thereof.
Aggregate width of exits increases at the rate of 1000mm/500 people.

This section outlines issues that local government should consider when approving temporary food stalls; and provides food vendors with basic requirements that they must comply with to ensure that food is handled safely

GUIDELINES FOR TEMPORARY FOOD STALLS AT EVENTS

Food and Drink

For events longer than four hours, food and drinks must be available to the patrons. If alcohol is served, then low and non-alcoholic drinks must also be available. Their cost should reflect the alcoholic content.

If alcohol is to be available, a liquor licence must be obtained from the Department of Liquor Licensing (phone 9223 3123).

Food and drinks should only be available in unbreakable containers (no glass or crockery).

Food and drink providers must comply with the Health (Food Hygiene) Regulations 1993.

Operation of Temporary Food Stalls

Temporary food stalls; food marquees and other special events where food is to be sold, traded or given away must be approved and classified by local government in accordance with the Health (Food Hygiene) Regulations 1993.

The objective of food legislation is to:

- Ensure that food is handled in a hygienic & safe manner.
- Inform promoters, proprietors & stall holders of food hygiene issues and requirements pertaining to the products they intend to sell.
- Ensure that food stalls and temporary premises have appropriate hygiene facilities for food handlers.
- Prevent occurrences of food borne diseases such as campylobacter, salmonella etc.
- Ensure safe food is produced for all event patrons to enjoy.
- Ensure that food labels & composition comply with the Food Standards Code.

Definitions

Temporary food premises - any food vending vehicle, demountable stall, stand and the like that is used for the purpose of selling any food. Premises may be in the open or within in another structure and include adjacent areas.

Open stall - A temporary food stall where food is uncovered.

Closed stall – A temporary food stall where food is covered.

Application Process

Applications for approval must be received by local government at least 4 weeks prior to the event.

Applications should detail:

- The type of foods being sold
- A description of the intended food stall
- The location of hand washing facilities (if preparing food)
- The existence of any cold storage / hot storage displays
- Stall Holder's/Business Owner's name, address and phone number

Food Vehicles

Vehicles used for transporting food must be constructed and fitted out with the requirements of the Health (Food Hygiene) Regulations 1993.

Temporary Food Stalls – General Requirements

Stalls and internal partitions must to be in a clean and sound condition and constructed of readily cleanable materials. Stalls must consist of a roof and three sides, unless all food is otherwise protected. They must be located on a readily cleanable surface eg. concrete, brick paving, duckboards, tarpaulins, vinyl or heavy duty plastic and the floor covering must extend beneath all servery tables.

Food Hygiene - Safe Food Handling Practices

The following issues must be complied with.

- The public must not be permitted to serve themselves with unwrapped ready to eat foods.
- All foods must be adequately and suitably protected from contamination by persons, dust, pests and vermin, animals, offensive fumes, odours or other things.
- Only disposable paper napkins, eating and drinking utensils should be used.
- All food stored inside the stall must be stored 150mm above the ground and covered or stored in closed containers.
- All condiments such as sauce, mustard etc., must be contained in squeeze type dispensers or in individual sealed packs, and located in close proximity to the food preparation area to enable adequate supervision.
- All disposable eating utensils must be pre-wrapped in paper napkins, cellophane bags or similar materials prior to distribution to the public and stored so as to prevent any contamination form dust, flies etc.
- Drinking straws, paper cups, spoons etc., must be enclosed in suitable dispensers or otherwise protected from contamination and located in close proximity to the food preparation area to enable adequate supervision.

- Tea, coffee, cordial and other beverages must be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.
- Raw and cooked food must be stored and handled separately to prevent cross contamination. In addition, separate utensils must be used to prevent cross contamination.
- Chicken, sausages and hamburgers must be cooked until the juices run clear. The use of marinades to base meat while cooking is prohibited.
- Only vehicles or sealed containers complying with the Health (Food Hygiene) Regulations 1993 can be used to transport food. The delivery of unprotected food in private vehicles, which do not comply is not permitted.
- Food stalls must be maintained in a clean and sanitary condition at all times.
- Animals and pets are not permitted in any cooking or serving area.
- Food preparation and storage areas must be restricted to food preparation staff.
- Open food stalls must be provided with tables and shall be used only for the sale of factory pre-packages food in hermetically sealed containers (e.g. canned or bottled soft drinks, canned foodstuffs).
- Food in open stalls must be screened or shielded to protect any perishable food from direct sunlight.
- All pre-packaged food must be labelled in accordance with the provisions of the Food Standards Code.
- Only cook amounts that can be sold within half an hour.
- Limit amounts of defrosted food in preparation areas to that which will be required in the short term.
- When defrosting frozen foods, store the food in an appropriate container to avoid dripping.
- Foods, which are defrosted by a microwave, should be cooked immediately and must not be put back into a refrigerator.
- All vegetables/fruits must be washed in potable water to remove chemical residue, bacteria or dirt.
- All pre cooked transported foods, which are to be eaten hot, must be re-cooked immediately after transportation because they may have entered danger temperature zones between 5°C and 60°C.
- All cooked foods must be cooled before being placed into a refrigerator.
- Separate area must be provided for washing and rinsing cooking equipment.
- At the end of the event all uneaten food must be disposed and all equipment must be cleaned before storage.

Facilities and Equipment

- Power cables must be raised off the ground or otherwise protected against traffic damage.
- Lighting must be adequate to ascertain the correct food colours and cleanliness of facilities and equipment.
- Each stall must be provided with separate hand washing and utensil washing facilities complete with running water, disposable hand towels, liquid soap, detergent and a nailbrush. Waste disposal must be to the satisfaction of local government.
- Preparation benches must have smooth and impervious surfaces.
- A separate serving utensil (e.g. tongs, spoons etc.) must be provided for each dish.
- Separate utensils must be used for raw and cooked meats. Hands should only be used when it is absolutely necessary and in these circumstances they mat be washed immediately prior to preparing the food.
- Food must only be served on clean plates. Plates used to store raw foods must not be used.
- Refrigerators, freezers, cookers, bain-maries, work benches, storage benches rubbish receptacles and the like must be adequate to ensure that food can be stored and handled appropriately. Appliances required to maintain temperature

must be suitably designed and sized to ensure that food is maintained at the correct temperature

Food Temperature Control

- Foods prepared in stalls must be for immediate sale unless a suitable food warmer or food display, maintaining the food at a temperature of at least 60°C (for hot foods) and below 5°C (for cold foods), is provided. Cold food that is to be eaten "hot" must be reheated prior to placement in a bain-marie.
- Prepared food products or pre-cooked foods consisting wholly or in part of fresh cream, custard, trifle or the like, which promote bacterial growth shall not be sold unless stored or displayed under refrigerated conditions.
- All raw and perishable foods such as steaks, hamburger patties, frankfurts, etc., must be stored in an approved refrigeration unit or portable cooler together with an adequate supply of ice or cooling medium that maintains the food below 5°C.
- Only pre packaged perishable food, packaged milk, packaged milk products and pre-wrapped ice cream, stored in a temperature controlled facility, may be sold at an open stall.
- Pre-cooked chicken, pre-cooked chicken pieces or pre-cooked rice may not be sold.
- Any stalls selling high-risk foods (i.e. foods subject to the above temperature controls) are required to have a temperature measuring device, accurate to + / – 1°C.

Cooking

- Physical barriers must separate the public from all heating and cooking equipment.
- A fire blanket and fire extinguisher of adequate size shall be provided conveniently to every cooking area.
- Provision must be made to protect stall walls from heat, flame and splashing (if applicable).

Staff Personal Hygiene

All persons engaged within the food stall must be free from food borne infectious disease and notify their manager if they are suffering from an enteric illness. They must not take part in food handling and preparation activities. They must not contaminate any food preparation surfaces and ensure that cuts are covered with a coloured wound strip.

They must wear clean, washable protective clothing, i.e. uniform, aprons and have their hair adequately covered, i.e., hat, net cap, scarf. Disposable gloves or utensils must be used for food handling. Staff must also have access to a wash hand basin, soap, nailbrush and disposable hand towels within the stall and have access to an approved sanitary facility for use by food staff only.

Money should only be handled by a person who is not involved with food preparation.

All employees should be trained to understand and be aware of food safety and food safety practices. As a minimum, the stall supervisor must be fully conversant with safe food handling requirements.

Rubbish Disposal

Suitable refuse receptacles complete with lids to prevent the entry of flies and pests must be provided in and adjacent to each stall.

Food and Drinks

All food and drink outlets must be approved in writing by local government prior to the event. Approvals will only be granted when they comply with the *Health (Food Hygiene) Regulations 1993*; and the *"National Code for Food Vending Vehicles and Temporary Food Premises"* published by the Australian Institute of Environmental Health in 1991.

The guidelines set out above apply to all temporary food stalls including those at Charitable and Community Events there are no exceptions.

Legislation

The following legislation is applicable to all food premises, proprietors and events

- Health Act 1911 – Part VIII Food & Related matters
- Health *(Food Hygiene)* Regulations 1993
- Health (ANZ Food Standards Code Adoption) Regulations 2001

This section provides local government and organisers with a variety of forms that may assist the application and approval process

Typical Application To Sell Food From A Temporary Food Premises

EVENT TO BE HELD ....

DATE/S: ....

RESERVE CONCERNED: ....

APPLICANT'S NAME: ....

ADDRESS: ....

TEL NO.: (W) .... (H) ....

DETAILS OF PROPOSED STALL/VAN (INC. SIZE): ....

....

PROPOSED FOODS TO BE SOLD: ....

PROVISIONS FOR STORAGE AND / OR REGULATION OF TEMPERATURE: ....

NUMBER OF ASSISTANTS/PERSONS OTHER THAN APPLICANT, EXPECTED TO BE TRADING: ....

POWER SUPPLY - self contained or external source (if external, please specify where from): ....

PLEASE INDICATE ON AN ATTACHED PLAN THE APPROXIMATE LOCATION OF YOUR VAN / STALL.

SIGNATURE OF APPLICANT: .... Date: ....

Environmental Health Department Use: Approved/Not Approved:

Environmental Health Officer Signature: ....

HEALTH ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992 FORM 1

APPLICATION TO CONSTRUCT, EXTEND OR ALTER A PUBLIC BUILDING FORM 1

I being the owner/agent hereby apply under Section 176 of the *Health Act* to construct, alter or extend a public building

PREMISES DETAILS

NAME OF PREMISE: ……………………………………………………………………………………

STREET ADDRESS: ……………………………:…………………………………………………

TOWN/SUBURB:………………………..……………………………………………………………

INTENTIONS FOR USE:…………………………………………………………………………………

In support of this application I hereby submit plans and details as required together with the prescribed fee.

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:
The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built, created or converted thereto.

SIGNED: ………………………………………………

OWNER/AGENT…………………………………….

ADDRESS:…………………………… ………………

TELEPHONE:…………………………………. …….

FAX:……………………………………………………….

DATE:…………………………………………………….

HEALTH ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992 FORM 2

APPLICATION FOR CERTIFICATE OF APPROVAL FORM 2

I being the owner/agent hereby apply for a Certificate of Approval in respect of:

PREMISES DETAILS

NAME OF PREMISE: ……………………………………………………………………………………

LOCATION NO:………STREET…………………………………………..…………………………

TOWN/SUBURB:…………………………..……………………………………………………..

Construction/extension/alteration of which was completed on:…………………

in accordance with your approval given on……………………………………….

SIGNED:……………………………….….

OWNER/AGENT………………………..

ADDRESS:………………………………..

TELEPHONE:…………………………….

FAX:………………………………………….

DATE:……………………..…….….

Health Act 1911
Health (Public Buildings) Regulations 1992

Certificate of Electrical Compliance (Form 5 - Regulation 10)

To the City / Town / Shire of: .... Date: ....

I hereby certify that the electric light and / or power installation, alteration, addition at the undermentioned premises has been carried out in accordance with the Health (Public Buildings) Regulations 1992.

Name & Initial of Occupier: ....

Details of Public Building

Name: ....

No. .... **Street** ....

Suburb / Town .... **Post Code** ....

Particulars of Installation

....

....

....

....

Describe any work for which you are not responsible in these premises

....

....

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor / in-house installer.

Signature______________________________

Contractors / In-house Electrical Installers Details

Phone No. .... Business Name ....

Registration No. .... Address ....

Forward this form to the local authority when the work is completed.

The City of Swan have consented to publication of this form

Certificate of Structural Integrity
for a Temporary Structure/Marquee

Function/event: ....

Function/event date: ....

Exact location (include site map) : ....

Structures being certified:

....

Description of structure and dimensions - (include details of whether there will be sides to a marquee etc.)

....

Manufacturer of structure:

....

Maximum safe wind speed that structure can withstand in the proposed operational mode-

....

Details of flammability of structure and all decorations to be used:

....

Details of soil type at location of marquee/structure and holding down requirements:

....

This is to certify that the above information is correct and that this structure will be/has been erected in strict accordance to the manufacturers specifications, with due consideration to the soil type and holding down requirements and is/will be suitable for its intended use:

Signed ....

Name and position of authorised person: ....

Date: ....

This section provides check lists for local government and organisers to assist in ensuring that all issues have been addressed

EVENT CHECKLIST

The following checklists are based on those proposed by Emergency Management Australia

EVENT DETAILS

Name of event: ____

Day(s) of event - From: ______/______/______ to: _____/_____/_____

Event time: Start: _______________ Finish: ______________

Site: ____

Site address: ____

Promoter: ____

Event Manager: ____

Address: ____

Contact: Phone: __________________ Fax: _______________

A/Hours: ____________________

Site preparation start date: ____/___/____ Site vacated date: ___/___/___

Brief details of function (including entertainment and main attractions):
____

Sponsorship details (including any restrictions)

____

____

____

____

____

Permits required: (for example, liquor, pyrotechnics, fire, laser, food, etc)

____

____

Engineering approvals:

____

____

____

Insurance required:

____

(NOTE: It is recommended that $10 million is the minimum acceptable public liability cover).

SITE DETAILS

Note: Include detail such as - indoor/outdoor, normal use, permanent structure, temporary site, multiple sites, site boundaries, temporary structures, natural features, likely hazards [including weather], historic sites, environmental issues, parking arrangements, access and egress, and facilities, for example, water, toilets, food preparation, waste removal

Estimated total attendance: ______________________________

Estimated age composition of audience:

0 - 12 years: ________ % of total audience

12 - 18 years: ________ % of total audience

18 - 25 years: ________ % of total audience

25 - 40 years: ________ % of total audience

40 - 55 years: ________ % of total audience

55 years and above % of total audience

Admission will be by: pre-sold ticket / free / other: (Please Specify)

____

Has this event been conducted previously? YES / NO

If yes, when? ______________________________

Where? ______________________________

Event Manager: ______________________________

Contact phone: Fax:

Is the proposed event to be the same? YES / NO

If no, please detail the changes:

What effects will the changes have?

Will alcohol be served/consumed? YES / NO

KEY STAKEHOLDERS

NAME: **PHONE**

State Government Dept(s): ______________________________

Local Council(s): ______________________________

Neighbouring Councils: ______________________________

Police : ______________ ______________

Ambulance Service: ______________ ______________

First Aid Service: ______________ ______________

Fire Service: ______________ ______________

Hospital/Medical Services: ______________________________

State Emergency Service: ______________ ______________

Security Personnel: ______________ ________________

Liquor Licensing: ______________ ________________

Local Hotel and Businesses: __________________________

______________ ________________

Transport Authority: ________________________________

Neighbours: ________________________________

Other: ________________________________

Other: ________________________________

Time frame necessary for contact with stakeholders

____

____

A full briefing of all the above stakeholders is planned for (date)____________________

at

(venue) ____

EVENT COMMUNICATIONS

During the event what form of communication systems will be available/provided/required for:

Event management: ____

Public address (internal): ______________________________________

Public address (external): ______________________________________

Emergency services: ______________________________________

Coordination requirements: ______________________________________

EVENT PROMOTION AND MEDIA MANAGEMENT

Can the promotion ticketing and publicity for the event include messages that clarify the focus of the event (for example, family fun, sporting contest, musical entertainment)?

The focus of the event is
____

____

The event promotion and publicity will promote:

Safe drinking practices	YES / NO
Don’t drink and drive	YES / NO
Intoxicated and underage persons will not be served alcohol	YES / NO
Bags and eskies may be searched or restricted	YES / NO
Glass containers are not permitted	YES / NO
Water will be freely available	YES / NO
Availability of 'wet' and 'dry' areas	YES / NO
Location of facilities included on ticketing	YES / NO
Health care advice included on ticketing	YES / NO
Smoke free environment	YES / NO

SECURITY

Which type of security will be appropriate for the event?

____

____

Who will be the appropriate security firm to be contracted?

____

Event security would commence on _____ /_____ /_____ and conclude on _____/_____ /______

What will be the role of security?

____

Have Police been contacted in relation to security? YES / NO

If yes, what will be required of the Police?

____

____

When would a briefing/debriefing be held involving Local Government, Police, Security, Bar Staff and Licensing personnel?

________________(Date before Event) ____________(Date after Event)

Will a briefing of all staff and officials be provided regarding helping patrons with amenities and services?

YES / NO

SIGNAGE

What signage including those required under the provisions of the Liquor Act, will need to be developed and obtained?

Will there be signage in languages other than English? YES / NO

TRANSPORT

Does a transport strategy need to be developed? YES / NO

List the departments, councils and/or agencies that are likely to be involved in developing this strategy.

Name: _____________________Organisation: ____________________

Name: _____________________Organisation: ____________________

Name: _____________________Organisation: ____________________

Name: _____________________Organisation: ____________________

ACCESS AND EGRESS FOR PATRONS

What provisions can be made for patrons to access, move around and leave the event venue without excessive queuing, or crushes (for example, gate control, pathways, free space)

____

Will patrons be able to access toilets, food and bar areas, and entertainment sites without difficulty?

YES / NO

In an emergency, will patrons be able to leave the venue or move to other areas within the venue in reasonable safety?

YES / NO

Comment:

ACCESS FOR PERSONS WITH DISABILITY

What provisions need to be made for persons with a disability to access and move around the event venue?

____

____

Will persons with a disability be able to access toilets, food and bar areas, and entertainment sites without difficulty?

YES / NO

In an emergency, will persons with a disability be able to leave the venue without significantly impeding the movement of other patrons?

YES / NO

Comment: ____

NOISE

What provisions can be made to minimise the level of noise at and around the event?

a)____

b)____

c)____

d)____

e)____

MANAGEMENT OF ALCOHOL

RESPONSIBLE CONSUMPTION INITIATIVES

How will event personnel, specifically bar and security staff, be trained and informed of the Responsible Service of Alcohol legislation and made aware of the responsibilities and penalties?

What types of alcohol (ie. light/mid/heavy beer, wine and spirits) and other drinks will be available at the event?

In what type of containers will alcohol and other drinks be available? For example, glass, can or plastic containers?

What provisions will be made for the collection of drink containers during and after the event?

What will be the pricing structure for heavy alcohol, low alcohol and non-alcoholic drinks?

Is it anticipated that the pricing structure will discourage patrons from becoming unduly intoxicated?

YES / NO

Can the event publicity, ticketing and signage for the event inform patrons of the restrictions on alcohol including that alcohol will not be served to minors and intoxicated people?

YES / NO

Can some, if not all, bars be shut prior to the end of the entertainment?

YES / NO

If the event **is BYO**, what provisions can be made to prevent glass related injuries, underage drinking and excessive intoxication?

If the event **is not BYO**, what provisions can be made to prevent alcohol from being brought into the venue?

If there are to be designated drinking areas will they be adequate in size and number and supported by toilet facilities to cope with the expected size of the crowd?
YES / NO

Will there be dry areas for families, entertainment and food? YES / NO

Will the event provide the following facilities to encourage responsible drinking by patrons?

Free drinking water	YES / NO
Cheap non-alcoholic drinks	YES / NO
Range of quality food	YES / NO
Shade or cover	YES / NO
Safe drinking information	YES / NO
Quality entertainment	YES / NO
'Wet' and 'Dry' areas	YES / NO

OTHER DRUG USE

Is it possible that drugs including marijuana and amphetamines may be available and used at this event?
YES / NO

List any drugs and related information known from previous experience:

____

What provisions can be made to address this drug use?

____

MEDICAL

What level of medical service is considered necessary and for what duration?

____

____

Who can provide this service?

What will be the cost of the service?

If it is not a local provider, what arrangements have been made to liaise with the local Ambulance Service?

What facilities will the medical service require (including helipad)?

How can these be provided?

ANIMALS

If the event involves animals, what arrangements will be necessary for their management, care and well being?

If the event may affect animals, what arrangements will be necessary for their management, care and well being?

BRIEFING/DEBRIEFING

A final briefing of stakeholders is planned for________________weeks prior to the event.

A debriefing will be conducted with all stakeholders within _________days of the event.

SITE

Is it appropriate for the type of event? YES / NO

Are there multiple sites involved in the event? YES / NO

Comment ____

Indoor/outdoor ____

Permanent structure or temporary site

____

Normally used for this type of event? YES / NO

Normally used for large crowds? YES / NO

Topography____

Any affect on neighbouring councils? YES / NO

Suitability for camping facilities? YES / NO

List any environmental issues (green, flora, fauna, historic site)

List any natural features likely to be hazardous (river, dam, long grass, forest)

Anticipated crowd number ___________

Is site large enough for expected crowd? YES / NO

Tickets being pre-sold? YES / NO _____________ % OF ATTENDANCE

Tickets sold at the gate? YES / NO _____________ % OF ATTENDANCE

Other means of limiting crowd

Type of crowd expected (Young, Old, Family, Unruly, etc)

Is water available at site? YES / NO

Quality of water ____

Quantity of water ____

Probability of sabotage of water YES / NO

Comment: ____

Fixed sewerage? YES / NO

Adequate sewerage capacity? YES / NO

Comment ____

Other utility supplies (power, gas)

____

Will they be adequate?

____

Will emergency water supplies be required? YES / NO

Will emergency water supplies be supplied? YES / NO

Will emergency water supplies be available? YES / NO

Comment ____

Will emergency electricity supplies be required?	YES / NO
Will emergency electricity supplies be supplied?	YES / NO
Will emergency electricity supplies be available?	YES / NO

Comment ____

Will emergency gas supplies be required?	YES / NO
Will emergency gas supplies be supplied?	YES / NO
Will emergency gas supplies be available?	YES / NO

Comment ____

EMERGENCY SERVICES/KEY STAKEHOLDERS

Has applicant consulted and gained support/approval from:

State/Local Government Departments	YES / NO
If yes, list by abbreviation	
Police	YES / NO
Ambulance	YES / NO
First Aid Service	YES / NO
Fire	YES / NO
Medical/Hospital	YES / NO
State Emergency Service	YES / NO
Transport Authorities	YES / NO
Liquor Licensing Court	YES / NO
Neighbouring Councils	YES / NO
Neighbours/Community Association	YES / NO

Other ____

Have emergency management plans been prepared? YES / NO

Have contingency plans been prepared? YES / NO
If no, are they necessary? YES / NO

If they are necessary, who will co-ordinate the preparation?

____

SECURITY

Is special security being provided? YES / NO

If YES who is providing it?

____

If NO is it considered necessary? YES / NO

Is the provider licensed to provide the service? YES / NO

EVENT SAFETY ISSUES

Natural

Weather (rain, wind, heat, cold)

Terrain (cliffs, creeks, reclaimed land)

Environmental

Animals, forests, pollens, pests, flora, fauna, historical

Technological

Power lines, noise, lighting, access and egress

Human

Alcohol, hysteria, nuisance, neighbours, fire

Event
Pyrotechnics, lasers

ACCESS - EGRESS - PARKING

Is road access and egress suitable? YES / NO

Is road access and egress suitable in all weather? YES / NO

Is road access and egress adequate? YES / NO

Will special traffic control be required? YES / NO

Is sufficient suitable off road parking available? YES / NO

Will emergency services have continual access and egress? YES / NO

In the event of a major emergency, does access and egress allow for emergency services? YES / NO

FOOD

Refer to Annexes N and O.

TOILETS

What is the anticipated crowd mix of male and female attendees?

________ MALE ________ FEMALE

What is the fixed toilet facility numbers?

________________ MALE WCs

________________ URINALS

________________ MALE WHB

________________ MALE SHOWERS

________________ FEMALE WCs

________________ FEMALE WHB

________________ FEMALE SHOWERS

________________ DISABLED

Will separate toilet facilities be available for food vendors? YES / NO

Will separate toilet facilities be available for medical attendants? YES / NO

Are there sufficient toilet facilities? YES / NO

If no, what additional requirements?

________________ MALE WCs

________________ URINALS

_________________ MALE WHB

_________________ MALE SHOWERS

_________________ FEMALE WCs

_________________ FEMALE WHB

_________________ FEMALE SHOWERS

_________________ DISABLED

Will current sewerage system cope with the extra demand? YES / NO

If no, what additional requirements will there be? _____________________

Where additional requirements are unsewered, can service trucks gain easy access? YES / NO

What servicing of toilets will be provided during the event? _____________

What, if any, plumbing maintenance will be available on-site?

GARBAGE WASTE REMOVAL

Number of rubbish bins available __________ PUBLIC USE

__________ FOOD OUTLET USE

__________ MEDICAL FACILITY USE

Type of rubbish bins (including for sharps, wet, dry, hazardous)

Program for emptying rubbish bins

Program for removal of site rubbish

RESTORATION AFTER EVENT

Arrangements for site clean up

___

___

___

Arrangements for clean up of surrounds (including access and egress roads)

___

___

___

Arrangements for refund of bond money if applicable

___

___

___

CAMPING AREAS (where applicable)

What is the proximity to property boundaries?

NORTH ___________ METRES SOUTH ___________ METRES

EAST _____________METRES WEST ____________ METRES

What is the requested population density of the camp?

________________ PERSONS PER HECTARE

What is the requested maximum site population for each site?

MAXIMUM _______________ PERSONS PER SITE

What separation is planned between sites?

MINIMUM ________________ METRES BETWEEN ROWS

What emergency access and egress will be available?

___

___

What toilet and ablution facilities will be available within camp site?

________________ MALE WCs ______________ FEMALE WCs

________________ URINALS

________________ MALE WHB ______________ FEMALE WHB

________________ MALE SHOWERS ______________ FEMALE SHOWERS

________________ DISABLED TOILETS ______________ DISABLED SHOWERS

What water supply is available?____

Can you estimate whether this is sufficient? YES / NO

Comments

____

____

____

What rubbish bins are available?

____

____

Can you estimate whether this is sufficient? YES / NO

What waste disposal arrangements are being made? (including wet, dry, sharps, sewage)

____

____

____

____

____

____

SITE PLAN

Camp site plan available (Including access and egress for emergency vehicles, access and egress for service vehicles, parking areas camping areas, numbered camp sites, toilet and ablution facilities, water points, rubbish bins, food venues, First Aid/Medical facilities, any other related facilities)

YES / NO

SUPPORTING DOCUMENTATION

30. EVENT CHECKLIST

See attached

Please forward a copy to the local emergency services

GASTROINTESTINAL ILLNESS QUESTIONNAIRE
(For use at first aid post during mass gatherings)

Date ___/___/___ Interviewed by ________________________________

Name____

Address____

Phone Number ___________________________

Symptoms: What symptoms have you had?

Diarrhoea YES / NO

Nausea YES / NO

Vomiting YES / NO

Abdominal cramps YES / NO

Headache YES / NO

Fever YES / NO

Blood in faeces YES / NO

Joint or muscle aches YES / NO

Other____

When did the symptoms first start?

Date ___/___/___

Time ____ am/pm

Do you know of others who have been ill with similar symptoms?
YES / NO

(Include names and contact details for others for further follow-up on reverse side of form)

What have you eaten since being at this event and where was it purchased or obtained from?

____

____

____

(List the food history reverse side of the form, include all food, drinks, confectionery and any other snacks. It is important to list where the food was obtained from).

Have you been swimming since being at this event?

Pool YES / NO

Spa YES / NO

River YES / NO

Lake YES / NO

Other ____

Do you suspect anything which may have caused your illness? YES / NO

(explain)

____

____

____

____

____

____

NOTE: Keep this form for review or collection by the supervisor or public health official. Report anything suspicious or, if several cases, similar illness within a short period of time.

FOOD VENDOR INFORMATION SHEET
(To be provided to the local health authority)

Name of Operator:

____

Address:____

Phone: ____________ Fax: _______________

Mobile:______________

Trading as: ____

Business address: ____

Main purpose of business:

____

____

____

Is a menu attached, indicating the full range of food to be provided?
YES / NO

Indicate which of the following foods you sell directly or will be using as ingredients:

Milk/milk products YES / NO

Poultry YES / NO

Salads/rice dishes YES / NO

Egg products YES / NO

Fish/fish products YES / NO

Raw meat YES / NO

Ice cream YES / NO

Shellfish YES / NO

Cooked meat YES / NO

Type of operation:

____

Stall YES / NO

Mobile unit YES / NO

Stand YES / NO

Tent/marquee YES / NO

Other (specify) ____

Indicate the type of facilities to be provided on site:

Refrigeration YES / NO

Freezer YES / NO

Oven YES / NO

Deep fryer YES / NO

Microwave oven YES / NO

Sink YES / NO

Wash hand basin YES / NO

Other (specify)______________________________

Indicate power sources:

LPG YES / NO

Electrical generator YES / NO

Other (specify) ______________________________

Is the food to be prepared or stored in premises, other than the temporary food premises or vehicle? YES / NO

If yes, please state the address

____

Will food be delivered to the site by a separate supplier YES / NO

If yes, what arrangements will be made for receipt of those goods?

Have you or any staff completed a food handler hygiene course? YES / NO

If yes, when and where ______________________________

Vendor's Name:

____

Date: ____

Venue: ____

CATERING - A CHECKLIST FOR FOOD VENDORS

The establishment of a temporary catering facility can mean working in less than ideal conditions. The following checklist will provide guidance on minimum requirements for this type of event catering.

SETTING UP

Food service operation is licensed or registered in accordance with State requirements YES / NO

The appropriate permit has been obtained from the local authority where the event is to be held YES / NO

The area for which the permit is valid is clear, ie where can I set up? YES / NO

STAFF TRAINING

Staff are trained in food handling and food safety YES / NO

Staff have been instructed on machinery operation, food Preparation routines and occupational health and safety matters YES / NO

There are clear Guidelines for staff about what to do if problems occur, ie who to contact and appropriate contact numbers YES / NO

FOOD HANDLING

Hand washing is carried out thoroughly and regularly by all food handlers, particularly:

Before commencing work and after every break YES / NO

After visiting the toilet YES / NO

After handling raw food YES / NO

After using a handkerchief or tissue or touching nose, hair or mouth YES / NO

After handling rubbish YES / NO

After smoking YES / NO

Correct food temperatures can be, and are, maintained YES / NO

Food is cooled rapidly under refrigeration in trays not more than 100 mm deep YES / NO

Tongs are provided and used where possible for food handling YES / NO

Gloves, if used, are changed regularly YES / NO

Food is thoroughly cooked YES / NO

Food is protected from dust, insect pests and other contaminating matter YES / NO

Staff wear suitable clean clothing and have long hair tied back YES / NO

Food on display on counters is protected from contamination From the public by use of covers or guards YES / NO

Condiment area is checked and cleaned regularly YES / NO

FOOD STORAGE

Sufficient refrigeration space is provided to cope with peak demand YES / NO

Refrigerated storage temperatures are able to be maintained during peak loads YES / NO

Raw foods are stored below cooked or ready to eat foods YES / NO

Food containers are covered YES / NO

Frozen food is thawed on the bottom shelf in the refrigerator or under cold running water YES / NO

Dry food storage space is adequate for peak loads YES / NO

Dry foods are protected from dust and insect pests and rodents at all times YES / NO

Hot food storage is above 60°C YES / NO

Cold food storage is below 5°C YES / NO

FOOD TRANSPORT

Transport times are kept to a minimum YES / NO

Food temperatures are met at all times during transport YES / NO

All foods are protected from dust, pests, chemicals and Other contaminating matter YES / NO

Delivery arrangements so that food is not left out at room Room/ambient temperature YES/NO

CLEANING AND SANITISING

Cleaning cloths are replaced frequently YES / NO

Equipment and surfaces used for the preparation of raw foods are cleaned and sanitised before further use YES / NO

Sanitisers are appropriate for use in the food industry and are used in accordance with the manufacturers directions YES / NO

PACKAGING AND LABELING

All prepacked foods are labeled in accordance with Australian And New Zealand Food Standards Code YES / NO

WASTE MANAGEMENT

Waste is removed regularly from food preparation areas YES / NO

Putrescible waste removed from food preparation areas is placed in bins with tight fitting lids YES / NO

Capacity to store sullage waste is adequate or connection to the sewer is maintained without leakage YES / NO

INFECTIOUS DISEASES

All staff are required to report any gastrointestinal type illness to the supervisor YES / NO

A register of staff illness is kept by the supervisor YES / NO

Staff are not permitted to work whilst they have symptoms of gastrointestinal illness or in the acute stage of a cold or flu-like illness YES / NO

SAFETY

The workplace is safe, i.e. no trip hazards, no unprotected hot zones or unguarded equipment YES / NO

Fire precautions are followed and fire safety devices are to the satisfaction of the fire authority YES / NO

EMERGENCY MANAGEMENT

Food handlers have contact details for all necessary personnel in case of problems occurring YES / NO

A list of appropriate contact details is maintained and accessible YES / NO

For example:

Event organiser YES / NO

Environmental health officer YES / NO

Plumber YES / NO

Electrician YES / NO

Refrigeration mechanic YES / NO
Alternative refrigeration suppliers YES / NO

MANUAL TO THE PROVISION OF FIRST AID

The number of First Aid personnel and posts will vary with the type of event. St John Ambulance Australia have suggested the following formulation.

Patrons	Personnel	Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22+	4

The number of first aid posts required would depend on what first aid room facilities are available. Every venue should have at least one room where there is power and running water.

First aiders are generally not required for events smaller than 500 patrons and which are held in close proximity to central ambulance/hospital services.

First Aid Posts

These should be conspicuous and identified by an illuminated sign at night. Ideal locations are near the main entrance, and for large concerts, provision should be made behind the stage barrier.

Casualties

Experience from other events has shown that most casualties are from:

- heatstroke, dehydration, respiratory distress;
- cuts from broken glass and drink can ring pulls;
- injuries from missiles, usually bottles and cans;
- fainting and exhaustion from a combination of hysteria, heat and alcohol, and at concerts, this often occurs at or near the stage barrier;
- trampling or crushing from crowd pressure;
- crowd 'surfing' and stage diving;
- illicit drug and alcohol abuse;
- epilepsy attacks brought about from strobe lighting; and
- age-related illness

EVENT BRIEFING AND DEBRIEFING

A briefing meeting with all key stakeholders, particularly Police, well in advance to the event is a critical part of the event planning process. The purpose of the briefing meeting is to inform stakeholders of the event details and emergency management plans. Concerns and issues relating to the event can be raised, discussed, and where necessary, changes made to the event plan.

A briefing agenda will ensure that everyone is aware of what issues will be discussed and who is participating in the briefing. The meeting agenda should allow time for discussion and, if necessary, be reconvened prior to the event if major changes to the event are required. The meeting is an opportune time for the distribution of relevant documentation including operational orders, emergency evacuation procedures, insurance details, electrical and structural certification, event personnel list and contact numbers.

KEY STAKEHOLDERS

The following people may be considered as key stakeholders who should attend briefing and debriefing meetings:

- Event manager and assistants including bar manager.
- District police officer and/or police contact.
- Liquor licensing officer.
- Local council environmental health officer and/or safety officer.
- Ambulance service personnel.
- Fire brigade.
- Other emergency services.
- Principal of security firm.
- Local hoteliers and business representatives.
- Transport operators.
- Parking supervisor.

KEY ISSUES

The briefing meeting should address the following key issues:

- Overall event details and logistics.
- Event venue plan.
- Communication equipment and process including contact numbers and radio frequencies/channels to be used during the event.
- Staffing arrangements.
- Security plan including procedures for patron eviction.
- Conditions which will cause the event to be cancelled or postponed including excessive wind, rain or lightning, insufficient ticket sales, and performer cancellations.
- The authority and process for cancelling or postponing the event must be agreed to and documented.
- Emergency management plans for larger than expected crowds, adverse weather and emergencies.
- Access route and venue facilities for emergency service personnel, vehicles and equipment.
- Command and First Aid post details including time, location, and

personnel.

- Safety audit of the venue and entertainment.
- Time, date and location of the post-event debriefing meeting. A written record of the meeting, noting decisions, discussions and detail changes should be circulated to attendees and then should be kept for review at the debriefing meeting or to resolve points of contention.

DEBRIEFING

A comprehensive debriefing of the event with key stakeholders should be held within 2-4 weeks after the event to review and record the key issues that impacted on the success of the event. A list of recommendations should be developed for future planning of the event and can serve as a reference for future event briefings.

This section outlines issues and people that should attend briefings and debriefings

BRIEFINGS AND DEBRIEFINGS

Briefings

A briefing meeting should be held for all large or unusual events. It needs to be held when all of the final arrangements are known but it should be **between** seven and fourteen days prior to the event.

The purpose of the meeting is to get all major parties together so they all know each other and that any concerns can be addressed.

It is important that there is an agenda so that everyone knows in advance what will be discussed. If they have any special concerns, time should be allocated to allow these concerns to be discussed. It is also an ideal time to distribute required documentation i.e. standing orders and procedures, emergency evacuation procedures, insurance cover notes etc, electrical and structural certification, event and control personnel contact numbers for the event.

Who should attend?

The list below is provided to give an idea of some of the people who may be required to attend a briefing meeting.

- Anyone who has a critical role in the operation of the event or venue approval.
- Promoter and his deputies.
- Chief security officer.
- Police - general duties and liquor and gaming representatives if liquor is to be consumed at the event.
- Local government representatives.
- Transport operator.
- Noise pollution officers.
- Parking controller.
- Fire Brigade representative.
- First aid representative.
- Ground controller.
- Representatives from major neighbouring developments that may be adversely affected by the event.
- Department of Health Senior Technical Officer.

Things that need to be discussed:

- What conditions will cause the event to be cancelled or postponed - excessive rain or wind, insufficient ticket sales, main performers unavailable etc. These things need to be set prior to the event and no later than the final briefing meeting.
- Contingency plan if more than the anticipated number of patrons arrive.
- What noise limitations have been set and by whom. How and where will these be monitored.
- Access route for emergency vehicles, Ambulance, Fire and Police.
- Time, date and location of debriefing meeting.
  It is important that this is organised at the briefing meeting so that it is known that problems experienced can be discussed and resolved for future events.
- Contact numbers and radio frequencies and channels to be used during the event.
- Location of crowd control command post and first aid posts.

Debriefing

A debriefing should be held for each event because it provides a forum where the experience gained from the event can be recorded and input on how improvements can be made for future events. Any problems or difficulties can also be discussed.

It should be **held within 14 days** of the conclusion of the event.

Who should attend

- Anyone who had a critical role in the operation of the event or venue approval.
- Anyone who experienced any operational deficiencies or can offer suggestions to improve future events.
- Promoter and his deputies.
- Chief security officer.
- Police - general duties and liquor and gaming representatives if liquor is to be consumed at the event.
- Local government representatives.
- Transport operator.
- Noise pollution officers.
- Parking controller.
- Fire Brigade representative.
- First aid representative.
- Ground controller.
- Representatives from major neighbouring developments that may be adversely affected by the event.
- Department of Health Senior Electrical Officer.

32. INDEX

32. INDEX

To: Sid Brodie Environmental Health PO Box 8172 Perth Business Centre Perth WA 6849 Or Email: sid.brodie@health.wa.gov.au	From: (name & Address)

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