



## Health and Safety event management checklist

It is a condition of use that the event organiser conducts the “Compulsory Health and Safety Briefing” (attached) at the beginning of each event held. The briefing must cover:

- Emergency and evacuation procedures including the location of assembly areas
- Location of the first aid facilities in the building
- Location of the toilets

The event organiser must, at all times:

- Have attended a H&S induction with EPIC Westport prior to their first event
- Have completed the Event Management Planning Checklist (below) prior to commencing the event
- Take reasonable care for the health and safety of those attending the event;
- Take reasonable care to ensure that their acts/omissions or the acts/omissions of those attending the event do not adversely impact on the health and safety of others;
- Comply with any instruction that is given by EPIC in respect of health and safety matters.

The event organiser must also ensure that it has a health and safety plan in place, which complies with legislative requirements.

### 1. Hazards

- Identify all hazards that could affect participants, spectators or other persons during the event
- Tripping hazards – e.g. cable covers over power cords in pedestrian usage areas
- Put in place controls to eliminate, isolate or minimise the hazards

### 2. Accident and Health Emergencies

The event organiser confirms that prior to the event they have been made aware of the location of:

- First aid details including location of fire extinguisher, first aid kit, first aid contacts and services
- The Register/form for reporting and recording accidents

### 3. Control of people

The event organiser confirms that prior to the event they have made appropriate arrangements for:

- Security responsibilities during the event
- Managing and dealing with alcohol (*for example; responsible management of alcohol distribution, ensuring non alcoholic drinks are also available and if alcohol is available that there is appropriate food at the event*)

### 4. Emergency procedures

The event organiser confirms the following:

- The event organiser has been made aware of the Emergency procedures Emergencies (fire, earthquake)

- The Event organiser has a copy of and will read out the Compulsory Health and Safety Briefing at the start of the event
- The event organiser agrees that in the event of an emergency they will ensure the building has been evacuated (checking toilets etc.)

**5. Staff/contractors/volunteers**

The event organiser confirms that prior to the event they will:

- Provide health and safety briefings/training to all staff/contractors/volunteers
- If hosting an AFTER HOURS event the organiser will attend a briefing with Epic staff to understand host responsibilities. This will include contacting 111 if required AND the requirement to have delegated Fire Wardens to ensure that the toilet areas have been cleared.

**6. Temporary staging and structures – if used**

If the event organiser is providing Temporary staging and structures for use at EPIC, they confirm they have checked the suitability of:

- Dimensions of structures and stages of the structure for use within EPIC
- Appropriate Stability and weight for use within EPIC

**7. Waste management**

The event organiser confirms that prior to the event they have been made aware of the location of:

- Toilet facilities
- Rubbish collection/removal



## Compulsory Health and Safety Briefing

This briefing must be delivered at the start of every event.

### Introduction

Welcome to this event at EPIC Westport.

Have you all signed in using the Covid app and also the Epic H&S sign in App? If not please do so. Codes are on the wall or on the table talkers.

To ensure everyone is safe and comfortable, I will outline the evacuation procedures in the event of an emergency. This is important information for everyone using this building to be aware of.

### Fire

If you discover smoke or fire, activate the nearest fire alarm and phone the Fire Service on 111. If the fire alarm sounds, evacuate the building through the nearest fire exit. Exits are located through the front of the building as documented. Do not run. Do not carry food and drink. The emergency assembly area is located on the Lyndhurst Street footpath as shown on the Emergency Procedure notice.

### Earthquake

In the event of an earthquake, it is safer to remain inside the building and take cover under desks and tables.

### First Aid

There is a first aid kit located in the downstairs kitchen underneath the sink.

### Toilets

There are two toilets within EPIC Westport. They are both located at the back of the building. The first toilet is located to the left of the kitchen. The second toilet is located behind the lounge area, through the hallway at the rear of the building.

THE OPPOSITE SIDE OF THIS PAPER INCLUDES A LAYOUT OF THE BUILDING SHOWING EXIT POINTS AND GATHERING POINTS IN THE EVENT OF AN EMERGENCY

# EMERGENCY PROCEDURES

## FIRE

IF YOU DISCOVER A FIRE

EPIC Westport  
10A Lyndhurst Street  
& 52 Russell Street

### DO

- Activate nearest fire alarm
- Phone fire service (dial 111) from a safe area
- Evacuate the building

### IF THE FIRE ALARM SOUNDS

- Evacuate using the nearest fire exit
- Follow all instructions given by Wardens
- Help disabled people to a safe area
- Go to assembly area

### DO NOT

- Run, carry drinks or belongings

### ASSEMBLY AREA



