

UTS EVENT APPROVAL REQUEST

Who should use this form?

This form must be completed by the Event Coordinator and signed off by the Dean, Director or member of the Senior Executive sponsoring the event. Senior Executives can approve their own form.

When must this form be completed?

This form must be completed during the planning for the event — prior to the commencement of both event set-up activities (if applicable) and the event itself.

What is an event?

For the purpose of this form, an event is defined as an activity that invites internal and/or external visitors onsite or offsite to showcase UTS scholarship and/or research, contributes to staff and/or student engagement, and/or encourages the wider public engagement with UTS.

Why complete this form?

UTS has a maximum risk tolerance of 'medium'. When planning your event, complete the form and (if required) modify your plans to ensure your event has an overall risk rating of 'low' or 'medium'. This also ensures Security Services are provided critical intelligence on events held on campus.

Please read the Public Spaces and Facilities Management Vice-Chancellor's Directive and adhere to the guidelines outlined in the Directive:

www.gsu.uts.edu.au/policies/public-spaces-facilities-mgmt.html

1. EVENT DETAILS

Event title	
Purpose	
Date(s) of event	
• Date(s) of event bump-in (setting up)	<input type="checkbox"/> Tick if same as date of event
• Date(s) of event bump-out (break-down)	<input type="checkbox"/> Tick if same as date of event
Location / room number(s)	
No. of people attending (staff/students/external)	
No. of minors attending (if any)	

2. HAZARD IDENTIFICATION

Work through these questions. If the answer is 'no', then no further action is required. If the answer is 'yes', you are required to take the action noted and to list all measures to be taken at the Control Measures section on page 2 of this checklist.

Will the event involve ...	Yes	No	If the answer is yes, then ...
Alcohol being supplied or consumed NOTE: No alcohol is to be sold at a UTS event	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Refer to the <i>Guidance for the Service of Alcohol at UTS</i> document (see Forms & documents at www.safetyandwellbeing.uts.edu.au/activities/events/). ▪ If yes, the event must be held on licensed premises or a licensed caterer must be used.
High risk activities, eg pyrotechnics, lasers Staff, students or contractors performing tasks such as manual handling, cash handling, working at a height, use of electrical equipment, or being exposed to noise, dust, etc, during set-up, break-down or the actual performance or execution of the event	<input type="checkbox"/>	<input type="checkbox"/>	<p>Regarding staff and students</p> <ul style="list-style-type: none"> ▪ For each activity requiring assessment, ensure that risk assessments are completed in consultation with the staff or students who will be supervising or performing these activities. Use <i>General Risk Assessment</i> form (see www.safetyandwellbeing.uts.edu.au/forms/) for this purpose. ▪ Contact Safety & Wellbeing branch on (02) 9514 1342. <p>Regarding contractors</p> <ul style="list-style-type: none"> ▪ Contractors who are to supervise or perform these activities review/complete risk assessments as required. Contact the Safety & Wellbeing branch on (02) 9514 1342 for further assistance. ▪ Contractors sign in with Security to obtain a Permit-to-Work Pass. ▪ Obtain public liability and workers' compensation insurance certificates of currency from contractors, and keep records.
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Check with Room Bookings via room.bookings@uts.edu.au or (02) 9514 8660. ▪ Consult with faculties/units in the vicinity. ▪ Discuss with appropriate Security Services site manager (see Contacts at www.fmu.uts.edu.au/security/).
Access/egress restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Ensure that access/egress paths and exits are kept clear: eg do not block exits or exit routes; do not lock gates that lead to emergency assembly areas. ▪ Contact Essential Services Compliance Officer: Gary.Potter@uts.edu.au.

3. DECLARATIONS

Declaration of Event Coordinator

I declare that I have considered the health and safety risks arising from the set-up, execution and break-down of this event, and have consulted the relevant stakeholders. My overall risk rating for this event is:

Low

Medium

I undertake to inform the Dean, Director or member of the Senior Executive sponsoring the event:

- should there be any substantial changes in the planning for this event which may affect the level of risk it presents, and
- should any incident causing loss, damage or complaint occur during the event.

Name

Signature

Date

Declaration of Dean, Director or member of the Senior Executive sponsoring the event

I have considered the risk minimisation strategies for this event as listed above and approve this event to proceed.

Name

Signature

Date

NEXT STEPS

- The Dean, Director or member of the Senior Executive sponsoring the event retains the signed original of this form.
- A copy of this completed form is to be sent to the Manager, Security Services at security.general@uts.edu.au for events where alcohol is to be supplied or consumed at least one week prior to the event.
- The Event Coordinator is to retain a copy of this form for their records. Please note that the Room Bookings department does **not** require a copy of this form.

RESOURCES AND CONTACTS

- The Events, Exhibitions and Projects department (in Marketing and Communication Unit) can provide advice about the event management process for events held on the UTS campus or on behalf of UTS. Contact them by email at events@uts.edu.au.
- The Safety & Wellbeing branch can assist with health and safety risk assessments that your event may require. Contact them via email at safetyandwellbeing@uts.edu.au or visit www.safetyandwellbeing.uts.edu.au.