

Operational Compliance Checklist

For event organisers

A pre-event inspection by the Shire's Environmental Health Officers (EHO) may be required before your event opens to the public. The assessment will check for compliance with relevant legislation. If successful, you will be issued with a Certificate of Approval (if applicable) prior to the event's opening.

This checklist has been designed to assist you in getting your event site ready in the lead up to your inspection and to prevent any final approval delays.

As every event is different, you can modify this checklist to suit the specific needs of the event. If you are unsure whether something in the checklist applies to your event, please consult with the EHO that assessed your initial application.

Event name:

Event location:

Please place an X in the below boxes for Yes or indicate if N/A

Site layout

Site layout reflects the submitted site plan

Emergency exit numbers, location and widths are consistent with the site plan submitted

Site plan identifies all areas including VIP, container bars, ramps, elevated platforms and seating

Seating layout has been submitted and approved by EHO

Egress

Exit pathways clear of obstructions and trip hazards

Fenced or enclosed events

Exit signs illuminated and visible

Exit doors unlocked, manned by security and swing outwards

Form 2 - Application for Certificate of Approval submitted to EHO

Capacity is monitored with set tickets being sold and/or counters at the entry and exit points

Staff are familiar with the maximum capacity of the venue

Structures

All structures onsite have been certified by a structural engineer

If no to the previous question, the following will apply:

Marquees are weighted down

Large structures (grand stands, lighting towers, stages etc.) have been certified and documentation provided to the EHO

Handrails, balustrades, ramps and barriers comply with the BCA

Uncertified structures constructed to prevent falls, entrapment or climbing

Railing securely fixed i.e. not loose and wobbly

I have completed a visual inspection of all structures and confirm they are free from potential hazards such as trip, sharp edges and gaps

Steps and landings

Risers less than 180mm (vertical dimension of stair)

Goiings greater than 280mm (horizontal dimension of stair)

Handrails in place

Ends of railings capped

Balustrading height 865mm above stair treads (and 1m above landings)

No gaps between the stairs or openings in the balustrades to prevent risk of a fall or entrapment

Reflective strips on stair/landing nosing

Seating

No more than 42 seats in rows between aisles

Rows of more than 10 seats have an aisle on both sides

Aisles are minimum 1 m wide

Bench seating – 450mm been allowed for each person

Distance between rows of seats 300mm (if distance to an aisle is <3.5m) or 500mm (if the distance to an aisle is > 3.5m)

Sides and rear of raised seating bounded by guard rails

Chairs are bound together in groups of four or more (unless otherwise approved)

Accessible areas provided for wheelchair access

Fire safety equipment

Fire extinguishers accessible and unobstructed

Fire safety equipment tagged and tested in the last 6 months

Fire equipment is located in all areas required (i.e. entry/exit, back of house, mixing desk, cooking areas, stage)

Electrical

Electrical equipment tagged and tested by an electrician

Generators fenced and protected from public access

Cords secured to prevent tripping hazards

Cords in good condition with no fraying or damage

Cords protected from the weather

Form 5 (Certificate of Electrical Compliance) signed off by an electrician (if multiple connections are required - not just plug and use)

Aquatic facilities (water slides/wading pools etc.)

The Department of Health have been contacted to identify if facility constitutes an “aquatic facility” (for pools, slides, water playgrounds etc.)

Preparations have been made for chemical and microbiological samples to be taken as per the [Code of Practice for Aquatic Facilities](#)

Food

Pre-event

A full list of all Food Vendors has been provided to the EHO

All food vendors not approved by the EHO have been advised not to attend by the organiser

On event day before opening

A visual check of all food stalls against the [Temporary food premises](#) has been completed

All food vendors onsite have displayed their food certification or permits.

Shade and cover

Sufficient shaded areas for wet or warm weather

Other hazards

Curtains/ hanging fabric labelled as flame retardant and/or a certificate for material submitted for review by EHO

Permit or approval for use been issued for open flames, pyrotechnics and/or smoke machines

Dangerous goods stored and signed adequately

First aid

First aid in attendance

First aid station clearly signed

First aid station stocked with adequate equipment and trained personnel

Patients can be treated in private

Staff

Staff members have been briefed are familiar with all emergency egress routes and muster points

Staff members have been briefed are familiar with their roles and responsibilities as identified in the risk management plan

Staff members, including security/crowd controllers, are clearly identifiable by patrons

Toilets

- Toilets in clean and in working order
- Toilet cleaning schedule is in place
- Adequate number of male, female and accessible toilets (as consulted with EHO)
- Toilet locations are clearly signed
- Illumination of the general area is adequate and the area is patrolled by security (if required)
- Adequate illumination provided within stalls
- Accessible toilets are placed in an appropriate area

Noise

- Speakers face away from residential properties/ angled to the ground OR a location agreed upon with EHO
- Relevant approvals and/or exemptions have been obtained (i.e. Noise Regulations Reg 13, 16-exemption, or Reg 18 approval)
- Nearest noise sensitive premises (as determined by EHO) notified of your event
- Audio/sound engineer familiar with the approved/exempt sound levels
- Dedicated noise complaint phone line is provided and has been checked for responsiveness must be answered at all times that the event is operational
- Sound level monitoring equipment set up at all mixing desks (if required)
- Acoustic consultant onsite (if applicable)

Lighting

- Sufficient lighting on site
- Test run performed at night to identify any dark areas which require additional illumination (if applicable)
- Temporary lighting structures placed as per the site plan submitted to EHO and faced away from any residents
- Adequate lighting on emergency exit pathways, aisles and stairs
- Back up lighting provided in the event of a power failure

State Government compliance

The following requirements are reviewed by the Shire's Environmental Health Officers, but fall within the jurisdiction of State Government departments. Please be aware that the Shire reserves the right to withhold a Certificate of Approval or Permits issued under its local laws with respect to these requirements:

Gas

- Gas cylinders stored in an upright and acceptable manner

Alcohol

- Liquor licence obtained to sell/supply alcohol
- Licensed areas are clearly delineated
- Staff members are familiar with all the conditions on the liquor licence
- Water readily available for patrons

Amusement rides/equipment

Amusement rides operated and manned to ensure safety at all times

Work Safe certification received from all operators and forwarded to the EHO along with a copy of their last annual inspection report

Public liability insurance current and forwarded to the EHO

Name of person completing checklist:

Job title:

Date:

Helpful links

- [Health \(Public Buildings\) Regulations 1992](#)
- [Department of Health - Concerts and Mass Gathering Guidelines](#)

Need help?

If you have further questions, please contact the Environmental Health Team on 9729 0328 or health@harvey.wa.gov.au