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)
- [ ] Goings 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