Health and Safety Procedure - Events

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive – Policy	Chief Operating Officer
Responsible Manager – Policy	Senior Manager, Health and Safety
Review Date	30 August 2026

Section 2 - Purpose

(1) This Procedure documents how to comply with the Health and Safety Policy regarding the safe delivery of all events managed by La Trobe University.

Section 3 - Scope

(2) This Procedure applies to:

a. all staff and members of the University Community (including Council members, volunteers, students, contractors and associates);
b. all University campuses and research areas.

(3) This Procedure does not apply to:

a. student placements, field trips/field work;
b. meetings that form part of regular work for University staff.

Section 4 - Key Decisions

Key Decisions	Role
Appoint an Event Manager for minor events	School or Business Area
Appoint an Event Manager for major events	Deputy Vice-Chancellor or Dean or Divisional Director

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Key Decisions	Role
Approve major events	Event Sponsor Senior level representative: Senior Executive Group (SEG) member or Dean or Divisional Director

Section 5 - Policy Statement

(4) This Procedure forms part of the Health and Safety Policy suite which governs its application.

Section 6 - Procedures

Part A - Accountability and Responsibility

(5) Deputy Vice-Chancellors, Deans and Divisional Directors are accountable for:

a. The safe conduct of events within their School or Division or under their management and control;
b. Ensuring responsibility for events has been delegated to an appropriate level;
c. Ensuring an Event Manager is appointed for major events.

(6) The appointed Event Manager is responsible for the safety and health of staff and participants for University related events by:

a. ensuring events and associated activities are planned;
b. consulting with Health and Safety and the Risk Office during the planning and risk assessment stage;
c. consulting with Infrastructure and Operations (I&O) on key activities as directed via the ESRA (see below);
d. ensuring event staff, contractors and volunteers are trained, inducted, and supervised;
e. ensuring specific event related risks are controlled;
f. monitoring health and safety compliance during the event;
g. ensuring appropriate documentation is provided and records are retained.

Authority to Approve Events

All Events

(7) All events must have an Event Sponsor (either the relevent Deputy Vice-Chancellor, Dean, Divisional or Campus Director), or their nominee.

(8) The approval for minor routine events is the responsibility of the School or business unit level.

(9) Events held in lecture rooms and theatres must be approved by Scheduling Services.

(10) Events held in University facilities (other than lecture rooms or facilities booked via Room Bookings) or grounds must be booked through the Director, Facilities Assets and Services, or their nominee.

(11) Please refer to the Functions and Venues team for further information regarding the booking of facilities and operation of events by external hirers.

Major Events

(12) In addition to the approvals required for all events, major events must be approved by the Event Sponsor who is the senior level representative (SEG member, Deans of School, Divisional Director) and who is ultimately responsible for the purpose and objectives of the event.

(13) Major events organised by external organisations and hosted on University premises must also be approved by the Event Sponsor and the Campus Director (for events at regional campuses).

Part B - Event Types and ESRA (Event Safety Risk Assessment)

Minor Events

(14) A minor event is smaller scale activity with typically lower risk to staff and participants or to the University and its property.

(15) Minor events are mostly School or divisional based and are related to the day-to-day functions of the business unit. Examples include:

a. seminars or workshops with external speakers
b. student facing events
c. student club or student led events

(16) Normally for minor events, a detailed Event Safety Management Plan will not be required, however, an Event Safety Risk Assessment (ESRA) should be completed to identify and assess any potential risks and implement the necessary controls.

Major Events

(17) Defining an event as a Major event will be based on the level of risk to health and safety to persons, the potential to breach legislative requirements, the associated contractual and legal obligations, the level of involvement of external organisations, contractors or volunteers, the nature and seniority of visitors, the level of security risk to staff, students or visitors, and the exposure of the University to financial or reputational risk.

(18) For this reason, major events require a higher level of planning, analysis and approval by senior staff (Deans, Divisional Directors and/or Campus Directors as required).

(19) If any of the following attributes are present, the event will be categorised as a major event:

a. The event is open to members of the public or by purchase of tickets. (e.g. a public concert in which entertainers will be performing, or a public speaking engagement open to the public);
b. More than 300 participants are invited or expected to attend, or if there are potential behavioural or security related risks (e.g. a concert or entertainment event);
c. An external organisation is hosting a large-scale event on University premises;
d. The event involves the use of hazardous equipment, materials or processes (e.g. plant, machinery or equipment, amusement structures, entertainment equipment, dangerous goods and hazardous materials, stage rigging, or working or performing at heights);
e. The event and its related activities have the potential to exposure the University to significant financial or reputational risks.

(20) Examples of major events may include:

a. Open day activities
b. Orientation week activities
c. Graduation ceremonies
d. Future Student sales activities involving visitors under the age of 18
e. New buildings or facilities opening ceremonies
f. Markets and retail events on campus
g. Conferences
h. Major sporting functions open to the public

(21) For major events, the Events Safety Risk Assessment (ESRA) will need to be completed by the nominated Event Manager.

(22) For each major event, an Event Safety Management Plan must also be prepared which contains the following:

a. a summary of the event, including date, time and location
b. the key personnel involved, such as staff, volunteers, contractors and suppliers
c. information, training and induction to be provided to key personnel
d. a register that details the hazards, risk and controls
e. communications and emergency arrangements
f. safe operating procedures

(23) The ESRA and/or the Event Management Plan will identify any planning or event management issues (including any required licenses, permits or internal approvals), and risks that will need further advice from relevant business areas to be eliminated or satisfactorily controlled.

(24) The Event Manager must ensure that compliance records and documents are retained for a minimum period of 7 years by the University in accordance with the Retention Records.

Section 7 - Definitions

(25) For the purpose of this Procedure:

a. Event: A gathering or activity taking place at a specific time and location. In this context, an event refers to any planned gathering or activity, including the setup and removal of event materials.
b. Event Manager: The Event Manager (or Event Coordinator) is the person designated with the responsibility for the safe planning and execution of the event.
c. Event Safety Management Plan: An event safety management plan is a documented plan that describes the arrangements by which a major or complex event will be planned and executed safely.
d. Event Safety Risk Assessment (ESRA): Internal University took used to identify potential event hazards, assessing the associated risks, and documenting control measures to reduce the risks.
e. Event Sponsor: Individual or group that provide support in exchange for opportunities or other organisational benefits.
f. Hazard and risk: A hazard is anything that could cause harm to people or damage to plant, property, or equipment. Risk is the likelihood of an adverse event occurring, combined with the potential consequences of that event.
g. Minor event: A small scale activity that typically has limited impact, requiring less resourcing and lower risk.
h. Major event: A large-scale or complex event with the potential to cause injury to persons, breach legislative requirements, or to expose the University to financial or reputation risks.

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Section 8 - Authority and Associated Information

(26) This Policy is made under the La Trobe University Act 2009.

Status and Details

Status	Current
Effective Date	29th August 2024
Review Date	30th August 2026
Approval Authority	Vice-Chancellor
Approval Date	30th August 2024
Expiry Date	Not Applicable
Responsible Manager - Policy	Spomenka Krizmanic Senior Manager, Health and Safety 61 3 9479 2186
Enquiries Contact	Health and Safety

Glossary Terms and Definitions

"student" - Student is defined in the La Trobe University Act 2009 as: (a) a person enrolled at the University in a course leading to a degree or other award; or (b) a person who is designated as a student or is of a class of persons designated as students by the Council.

"staff" - Staff means any person employed by the University as per the definition in the La Trobe University Act 2009 (Vic).

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