Operational Compliance Checklist - for event organisers

**Event Form**

Before your event opens to the public you may require a pre-event safety inspection to be done by the City’s Environmental Health (EH) officers. 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 opening of your event.

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 the event organiser should consider modifying the 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 EH officer that assessed your initial application (Form 1).

Please refer to the City of Perth Event Planning Guide for further information and resources. It can be found at the [City of Perth website](http://www.perth.wa.gov.au/forms-and-payments/Hire-and-Bookings/event-forms-and-templates.).

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**Event name:**

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**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, seating

Seating layout has been submitted and approved by EH

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 EH

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 City

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](https://ww2.health.wa.gov.au/-/media/Files/Corporate/general-documents/water/PDF/CoP-for-design-construction-operation-management-maintenance-aquatic-facilities.pdf)

Food:

Pre-event

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

All food vendors approved by the City have notified the event organiser and any without approval have been advised not to attend

On event day before opening

A visual check of all food stalls against the [City of Perth Food Stall Guidelines](https://rgcopcorpweb920-cdn-endpoint.azureedge.net/-/media/Project/COP/COP/COP/Documents-and-Forms/Live-and-Work/Documents/Businesses/GUIDELINE---Environmental-Health-Guideline-Temporary-Food-Business.pdf?la=en&rev=a98b898876244679a5c2325ce3c8fa4a&modified=20200228032052)has been completed

All food vendors onsite have shown their temporary food vendor permits from the City

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 EH

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, working order

Toilet cleaning schedule in place

Adequate number of male, female and accessible toilets (as consulted with EH)

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 EH

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 EH) 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 EH 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 City’s Environmental Health Officers, but fall within the jurisdiction of State Government departments. Please be aware that the City 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 City along with a copy of their last annual inspection report

Public liability insurance current and forwarded to the City

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Name of person completing checklist:

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Job title:

Date: Click or tap to enter a date.

Helpful links:

[Health (Public Buildings) Regulations 1992](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1569_homepage.html)

[Department of Health - Concerts and Mass Gathering Guidelines](https://ww2.health.wa.gov.au/~/media/Files/Corporate/general%20documents/Environmental%20health/Concerts%20and%20Mass%20Gathering%20Guidelines.pdf)

[Event forms and templates](https://www.perth.wa.gov.au/forms-and-payments/Hire-and-Bookings/event-forms-and-templates)

**Need more help?**

If you have further questions, please contact the Environmental Health Team on

(08) 9461 3333 or [environmental.health@cityofperth.wa.gov.au](file:///\\cop.org\UserData$\Data\sduffy\TRIM\Offline%20Records%20(DO)\External%20-%20Event%20Planning%20Guide%20-%20INFORMATION%20MANAGEMENT%20-%20PUBLICATIONS\environmental.health@cityofperth.wa.gov.au)