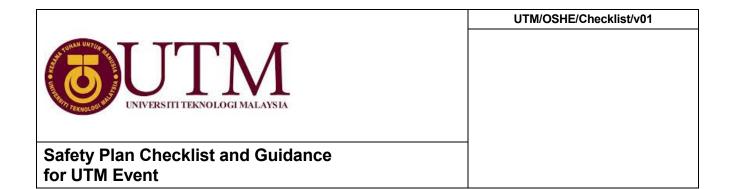


This Safety Plan Checklist and Guidance is part of Occupational Safety, Health & Environment (OSHE) initiatives to be implemented in Universiti Teknologi Malaysia (UTM). This safety plan checklist and guidance is not a comprehensive checklist but will help organisations in UTM to reduce the likelihood of incident/accident for high risk event or activities that need mitigation support from OSHE Unit. Depending on the nature and scale of the event, the checklist is likely to include but may not be limited to the listed items as the following:

1. Event Information	
Name of event	
Event Description	
Event organiser(s)/Event Management Company	
Contact Person	Name: Mobile No: Email:
Venue	Indoor Event Outdoor Event
Location	UTM UTMKL Local Overseas  Full Address:
Proposed Event Date/s:	From: To:



Estimated attendance:						
Total Attendance (multiday events):						
	Does this ev	ent require	a risk ass	sessment?		
	Yes		No		]	
	Has one bee	en carried c	1	1	1	
Risk Assessment	Yes		No			
	proceeding	to the nex	t section	. Please atta	e must be carried out before ched HIRARC document in to RC form published by OSHE re	he
	Does this ev	ent require	an Event	Safety Plan?		
	Yes		No			
	Has an Ever	nt Safety Pl	an been ι	ındertaken foı	this event?	
Safety Plan	Yes		No			
	If the event requires an Event Safety Plan one must be carried out before proceeding to the next section. Please attached Event Safety Plan in the program approval application.					
Special Permit or Licences Needed (if any)						

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# 2. Planning and Document Management

2. Flamming and Document Management		
Does the Event Safety Plan include the following:-		
Item	Tick	
<b>Organisational Chart-</b> Detailing allocation of responsibilities; Event organiser, head marshal / chief steward, health officer, fire safety officer etc.		
<b>Details of event -</b> Including schedule of activities, details of acts/entertainers, time(s), location(s) etc		
First Aid Plan- Including location of first aid base, details of staff, liaison with local Dr's/ health centre/hospital.		
Site Map - A map or site plan of the event showing the location of the event and key facilities and arrangements for the event and described in the details of the event.		
Communications Plan - Showing allocation of Radio's, mobile phone details of key personnel.		
Stewards List- Showing adequate numbers of staff		
Duties list- Showing details of tasks, locations, times.		
Crowd Control/Traffic Issues- Including crush barriers -numbers and locations		
Emergency Plan- evacuation procedures, crowd control arrangements, assembly points.		
<b>Document Management -</b> event files, Permit or Licences by professional bodies, Insurance, HIRARC document, Event Management Structure		

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# 3. Venues and Site design Has due consideration been given to:-Yes No NA Item The suitability of location or venue design Selection of competent workers, contractors Construction of stages, tents etc, Safe delivery and installation of equipment and services Shows - crowd management, transport strategies Arrangements for fire, first aid contingencies and major incidents. Removal of equipment and services upon completion of the event Rubbish collection and waste disposal Space for audience Temporary structures Backstage facilities Parking Meeting / Aassembly points Ground conditions Traffic and pedestrian routes, emergency access and exits. Are they suitable to handle proposed capacity? Geographical location, proximity to services, facilities etc Dangerous features (e.g. natural hazards, rivers etc.) General venue access and egress Sight lines for audience ( to reduce density in front of stage) Production infrastructure of backstage requirements Fire and ambulance requirements Police and stewarding positions Perimeter fencing /Stage barriers Welfare facilities Excess (uninvited) visitors - contingency plan in place? Signage Permission / approval to use site

### 4. Fire Safety

for UTM Event

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Item	Yes	No	NA
1. Outdoor Venues;-			
The number of trained fire marshals attending (if any)			
Exits and gateways locked/unlocked, stewarded			
All exits and gateways clearly marked by signs			
Stewards throughout event			
Provision of fire extinguishers (if necessary) of the correct type			
Where appropriate, has local fire-station been notified of the event			
Has a clear entry been left for fire emergency services			
Number and size of exits in fences etc			
Are pyrotechnics or fireworks to be used?			
2. Indoor venues:-			
Does the venue have adequate and working fire exit signage?			
Are the venue's have fire safety arrangements?			
Are Fire extinguishers provided in all areas to be used of the correct type?			
Have fire-extinguishers been checked in the last 12 months?			
Have any electrical hazards been identified and made safe?			
Are all emergency exits clear?			
Are portable generators to be used? Area made safe? Area demarcated (set the boundary)?			
Are flammable liquids or materials to be used? Storage arrangements?			
Is the fire alarm in working order and recently checked?			

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# 6. Transport Management Has due consideration been given to:-Yes No NA Item Traffic signs and highway road closures Traffic marshalling: · who does it how many training PPE Vehicle parking: cars • buses lorries **Emergency access** Pedestrians On-site vehicle management Temporary roadways: · contingency due to weather · lift trucks and other vehicles · authorised drivers

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las due consideration been given to:-			
Item	Yes	No	NA
Key decision makers – Who?			
Stopping the event in the case of an emergency – Who? and How?			
Emergency routes and access for emergency services:			
Communication plan			<u> </u>
<ul> <li>Suitable location for signage to be displayed</li> </ul>			
People with additional or special needs			
Holding areas for performers, contractors and audience			
Safety briefing for performers, contractors and audience			
Alerting / warning procedures			
Public warning mechanism			
Evacuation and containment measures			
Details of script of PA announcement to audience			
Meeting point for emergency services			
Ambulance loading points and triage area			
Locations of hospitals prepared for major incident and secured traffic routes			
Nearest Masjid and Imam's or Ustaz to be contacted			
Outline of the role of those involved			
Details of emergency equipment location and availability			
Communication			
Bomb threats / suspicious packages			
Cancellation of event(s)			
Media management			
Public Relation – (to attach document stated Who? Level of authority?)			

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# 8. Civil & Structure / Mechanical & Electrical Has due consideration been given to:-Item Yes No NA Civil & Structures Location considerations Supplier Design Erection – general H&S construction principles (CDM) Lifting and rigging equipment Dismantling Documentation: • design drawings/calculations risk assessments · safety method statement completion certificate Monitoring of structure Work at height / Protection against falls Mechanical & Electrical Competent Chargeman Adequate lighting Electrical Installation and Lighting Planning e.g. total power, use of generators Installation Access to electrical equipment Generators Types of lighting emergency security • general Portable Appliance Testing (PAT testing)

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# 9. Communication Has due consideration been given to:-Yes No NA Communication within the organisation Communication Between the agencies Public information and communication How is it carried out? CCTV Radios Alarms PA Systems Alerting procedures Regular updating Emergency public announcements

# 10. Food & Beverages (F&B) Has due consideration been given to: Item Yes No NA External food catering operations – Food Standards Agency / Local Authority food rating checked Positioning of catering operators Electrical installations –power supplies Drinking water Monitoring of arrangements on site Alcohol are not allowed Only Halal food provided

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## 11. Sanitary Facilities / Waste Management Has due consideration been given to:-Yes Item No NA Sanitary: Numbers attending / numbers of units required Maintenance Location Туре Washing facilities Containers for and disposal of sanitary towels / nappies Additional / special needs provision Sewage disposal Waste Management: Type of waste Method of collection Type of Containers Methods of removal H&S of employees e.g. exposure to pathogens, sharps etc Disposal of waste - duty of care



12	12. Permits, Licensing and Registrations			
Item		Applies/ Checked	Additional Actions required	
1.	No fireworks or pyrotechnic display will be permitted on UTM premises			
2.	No performances, displays or interactive activities involving fire will be permitted on UTM premises e.g. fire eating, fire breathing, fire dancing, walking on coals			
3.	Mobile plant (forklifts, cranes, etc) are only operated by licensed or certified operators			
4.	Event LPG/dangerous goods storage meets legal requirements			

13	13. Staging & Platforms, Marquees, Stalls, Vans or Other Temporary Structures		
Item		Applies/ Checked	Additional Actions required
1.	All stages are signed off by a certified rigger/scaffolder and are erected by personnel with appropriate training and certifications (as required)		
2.	Platforms are continuously monitored, particularly in extreme weather conditions		
3.	Adequate access and egress around all staging and platforms for event patrons and emergency services		
4.	Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/ clear paths.		



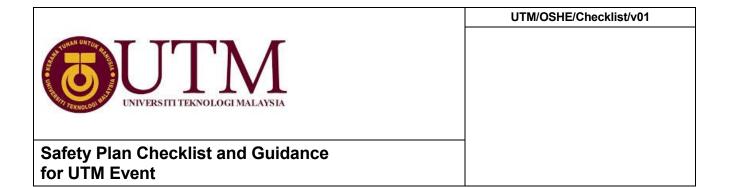
14	. Noise		
Item		Applies/ Checked	Additional Actions required
1.	The event will include amplified music, speeches etc.		
2.	Details of expected event Noise:		
3.	Noise control measures to be used to minimise disruption to UTM business activity:		

15	Lifting and Work at Heights			
Ite	m	Applies/ Checked	Additional Actions required	
1.	Permission is obtained from Facilities Management (PHB) for erection of banners or other large display items. (Note: where erection relies on attachment or connection to University buildings or structures, specific consultation with FM Maintenance Mgr is required – Contact Help Desk of UTM PHB)			
2.	Ladders are well maintained and suitable for work undertaken & weight – (industrial rated)			
3.	Assistance of a second person is provided where required e.g.: holding ladder for stability, carrying and erecting.			
4.	Right type of equipment is used for the height access job (i.e. ladder, etc)			
5.	All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying			
6.	Loads are able to be delivered as close as possible to area using vehicle or mechanical aids (e.g. trolley)			



16. Personal Protective Equipment (PPE)			
Item	Applies/ Checked	Additional Actions required	
<ol> <li>All tasks to be undertaken by staff and volunteers are checked for the right PPE required and PPE is provided if needed (e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jacket, etc) – Separate risk assessments may be required for high risk tasks.</li> </ol>			
2. Personnel are trained in using, maintaining and storing the PPE.			
3. High visibility safety clothing conforming to OSHE standard must be worn by event staff at all times when it is important for a person in a situation to be easily seen.			

17. Accessibility		
Item	Applies/ Checked	Additional Actions required
Ramps are in place to provide access into buildings		
Disabled Access Parking is available close to the event		
The event itself is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc)		



18. Amusement Equipments or Structures (eg. Pesta Konvo)				
lte	m	Applies/ Checked	Additional Actions required	
1.	Are all amusement rides operating in UTM/Event Venue inspected?			
2.	Who does these inspections?			
3.	How does the public know a ride is approved by L&I?			
4.	Do inspections guarantee amusement rides will be accident free?			
5.	How can you know that a ride is safe?			
6.	What happens when an accident does occur?			
7.	Are ride operators required to report all accidents?			
Fo	r all rides:			
1.	Check for a current state decal on the ride, meaning it's been inspected and approved.			
2.	Observe how the ride is operated:			
	2.1. Is the operator taking care to ensure that passengers are appropriately protected?			
	2.2. Is the operator paying close attention when the ride is in motion?			
	2.3. Is the operator observing restrictions about rider size?			
Fo	r inflatable rides:			
1.	Is the operator strictly limiting the number of people on the ride at one time?			
2.	Does the inflatable ride appear to be overloaded or unstable?			
3.	Does the ride appear to be securely anchored?			
4.	Could the blower inflating the ride accidentally be unplugged, collapsing and possibly injuring the riders?			

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19. List of Appendices - (example. HIRARC, JHA, SOP, Ten	tative Program).
Document Name	Appendix
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

20. Safety Committee		
Committee Name	Designation	Signature
1.		
2.		
3.		
4.		
5.		
6.		

This checklist has been appropriately checked, however the event organiser is responsible for responsible for the health, safety and welfare of people attending your event, as well as that of employees, contractors and subcontractors working at the event. This document is intended to disseminate guidance and good practice. No responsibility can be accepted by the author or its contributors for any inaccuracies or omissions. OSHE Unit is not liable for any unplanned accident or damages caused by the event organisation.

Chairman of Safety Committee (name & signature):
Name of Faculty/Centre/Unit/Kolej/Ptj:

Date: Stamp: