

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	UTM/OSHE/Checklist/v01
Safety Plan Checklist and Guidance for UTM Event	

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	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Indoor Event</td> <td></td> </tr> <tr> <td>Outdoor Event</td> <td></td> </tr> </table>	Indoor Event		Outdoor Event					
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Outdoor Event									
Location	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">UTM</td> <td></td> </tr> <tr> <td>UTMKL</td> <td></td> </tr> <tr> <td>Local</td> <td></td> </tr> <tr> <td>Overseas</td> <td></td> </tr> </table> Full Address:	UTM		UTMKL		Local		Overseas	
UTM									
UTMKL									
Local									
Overseas									
Proposed Event Date/s:	From: To:								

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Estimated attendance:	
Total Attendance (multi-day events):	
Risk Assessment	Does this event require a risk assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Has one been carried out? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p><i>If the event requires a Risk Assessment one must be carried out before proceeding to the next section. Please attached HIRARC document in the program approval application. (Refer HIRARC form published by OSHE ref: utm/oshe/hirarc/v01)</i></p>
Safety Plan	Does this event require an Event Safety Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Has an Event Safety Plan been undertaken for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p><i>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.</i></p>
Special Permit or Licences Needed (if any)	

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2. Planning and Document Management

Does the Event Safety Plan include the following:-	
Item	Tick
Organisational Chart - Detailing allocation of responsibilities; Event organiser, head marshal / chief steward, health officer, fire safety officer etc.	
Details of event - 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.	
Document Management - 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:-			
Item	Yes	No	NA
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

 <h1 style="margin: 0;">UTM</h1> <p style="margin: 0;">UNIVERSITI TEKNOLOGI MALAYSIA</p>	<p>UTM/OSHE/Checklist/v01</p>
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Has due consideration been given to:-			
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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5. Crowd Management

Has due consideration been given to:-			
Item	Yes	No	NA
Entry & exit of audience			
Signage			
Front of stage area			
Crowd pressure-need for mo-jo barrier or crush barriers			
Police involvement - Traffic control or crowd control? Both?			
People with a disability-access issues / seating			
Children-crushing, lost children?			
Marshalling / Stewarding-organisation, competency, training, conduct			

6. Transport Management

Has due consideration been given to:-			
Item	Yes	No	NA
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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7. Emergency Planning			
Has 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			
• Suitable location for signage to be displayed			
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:-

Item	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:-			
Item	Yes	No	NA
Sanitary:			
Numbers attending / numbers of units required			
Maintenance			
Location			
Type			
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			

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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. 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.		

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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		
Item	Applies/ Checked	Additional Actions required
1. Permission is obtained from Facilities Management (PHB) for erection of banners or other large display items. <i>(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)</i>		
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>(i.e. ladder, etc)</i>		
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)		

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16. Personal Protective Equipment (PPE)		
Item	Applies/Checked	Additional Actions required
1. 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.		
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
1. Ramps are in place to provide access into buildings		
2. Disabled Access Parking is available close to the event		
3. The event itself is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc)		

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18. Amusement Equipments or Structures (eg. Pesta Konvo)		
Item	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?		
For 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?		
For 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, Tentative 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: