



Latrobe Council

Event Management Plan

for

(name of event)

Received

Approved As is With additional requirements

Advised applicant

1. EVENT DETAILS

1.1. Event Place & Time

Name of Event:

Address of Event:

Details of Venue:

Details of how your event will run, including details of all activities:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Estimated Number of People expected to attend:

Date and Time Set Up Commences:

Date and Time Event starts or is open to the public:

Date and Time Event Finishes:

Date and Time dismantling commences and anticipation conclusion time:

MULTI-DAY EVENTS ONLY TO COMPLETE THIS SECTION

Day 1 Start: Finish:

Day 2 Start: Finish:

Day 3 Start:..... Finish:

Day 4 Start: Finish:

Day 5 Start: Finish:

Day 6 Start: Finish:

1.2. Event Manager Details:

Event Manager:

Address:

**Latrobe Council
Event Management Risk Plan**

Phone (Work): Phone (Home):

Fax:

Email:

Contact During Event:

Phone: Mobile:

2. INSURANCE

2.1. Insurance Details

A copy of your Certificate of Currency is required to be included with this form.

Name of Insurer:

Address:

Phone: Fax:

Email:

Policy Number and Expiry Date:

Public Liability Value and Asset Value:

3. THE VENUE

3.1. Potential Hazards

List the identified hazards at the selected site and the action taken to minimise the risk.

Hazards Identified For Each Activity	Action to Minimise Risk

**Latrobe Council
Event Management Risk Plan**

You may need to add another page

Latrobe Council
Event Management Risk Plan
3.2. Site Plan

Include meeting points for emergency services

3.3. Contingency Plan

Things that can go wrong:

Eg rain....

.....

Contingency details:

.....

4. TRAFFIC AND PEDESTRIAN MANAGEMENT

4.1. Traffic Management Plan

Has a Traffic Management Plan been developed for this event? YES / NO

Guidance can be provided by Council with the development of this plan.

Is there car parking for:

	YES	NO	N/A
Emergency Vehicles			
Key Stakeholders			
Disabled Patrons			
General Parking			
Overspill			
Buses			
Taxis			

4.2. Road Closures

Do you require any roads to be closed for the event: YES / NO

If yes, the following information is required to be completed.

Street in which function is to be held:

Section to be closed:

.....

Date of proposed closure:

Time: Commencement:

End:

The following documentation is also to be attached and submitted to Council with this form:

- ┆ A public liability policy of at least \$10m to cover the event noting Latrobe Council as an interested party for its respective rights and interests.
- ┆ Traffic Management Plan
- ┆ Evidence of notification of proposed road closure to emergency services

Permit received YES / NO

4.3. Adjoining Properties

Have adjoining property occupants been contacted regarding the proposal of this event. YES / NO

How and when

If the event is likely to impact in any way on these adjoining properties – e.g. noise, extra cars, road closures it is highly recommended that you contact the occupants well in advance of the event.

5. INCIDENT MANAGEMENT PLAN

5.1. Incident Control Centre

Ensure the Incident Control Centre is clearly marked on Site Plan and detail where First Aid will be supplied.

Ensure exit/evacuation points and fire extinguishers are clearly marked on the site plan.

How will communication be conducted on the day of the event with event officials?

.....
.....

How will communication be conducted with the public?

.....
.....

How will communication be conducted in the event of an incident eg portable handheld radios / mobile phones?

.....
.....

If required, who will request further police and other emergency services assistance.

.....

5.3 Incident Management Contact Details

First Aid Officer 1	Name
	Contact details
First Aid Officer 2	Name
	Contact details
Incident Officer	Name
	Contact details
Tasmania Police	Name
	Contact details
Tasmanian Ambulance Service	Name
	Contact Details
Tasmania Fire Service	Name
	Contact details
North West Regional Hospital - Mersey	Name
	Contact details

5.4 Fire Fighting Equipment

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers? YES NO

Mark their location on the site map.

5.5 Fire Danger Period

Has a day of total fire ban or fire danger period been considered? YES NO

Has a plan been submitted to the fire service? YES NO

5.6 Lost and Stolen Property / Lost Children

What arrangements have been made for lost or stolen property and lost children?

Show location on site map.

5.7 Incident Reports

All incidents are to be recorded in the following format:

Name of Event:

Event Manager:

**Latrobe Council
Event Management Guidelines**

Date and Time of Incident	Description of Incident	Persons involved Name, address, phone	Action taken

6. PUBLIC HEALTH

6.1. List of Vendors

Will you or other vendors at your event be selling any article of food? YES NO

List of the food businesses and type of food being provided at the event:

	Business/Vendor Name	Contact Phone during event	Type of Food	Council Reg. No & Event Permit No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

You will need to provide evidence of the vendor's Council permit for the operation of their stall.

6.2. Alcohol

Will there be alcohol at the event? YES NO

If yes, will alcohol will be sold and consumed or BYO

Local council permission has given received YES NO

Has a Liquor Licence been obtained from Liquor Licencing Tasmania? YES NO

If no, alcohol will be prohibited

6.3. Toilets

How many toilets will be provided at the event?

Male

Female

Disabled

Details of Bells Parade facilities are contained within the accompanying Checklist and Guide. Is this realistic for your event or will you need to hire in additional facilities?

Who will be responsible for the cleaning of toilets?

Contact details during the event:

Name:

Mobile:

6.4. Water

Is the location of water clearly signposted and marked on the site plan? YES NO

How will extra water be supplied to patrons on very hot days if needed? YES NO

What is the source of water?

6.5. Shelter

Describe where shelter will be provided at the event. Mark on site plan

Will sunscreen be available at the event? YES NO

6.6. Waste Management

What arrangements have you made arrangement to have extra bins provided for the day?

.....
.....

What arrangements have you made for the rubbish to be removed appropriately on the day?

.....

.....

6.7. Noise

Describe the activities/mechanisms likely to create higher noise levels at your event.

.....
.....
.....

Describe how you will monitor and minimise noise levels.

.....
.....
.....
.....

7. PUBLIC SAFETY

7.1. Security & Crowd Control

Please outline a plan and attach with this event plan.

What type of security has been selected for the event?

If a security firm has been contracted, provide details.

Name of Company:

Licence Details:

Contact Details:

Phone/Mobile:

Number of Security Personnel at Event:

Who is the police contact for Tasmania Police?

Name:

Station:

Phone:

Mobile:

Fax:

Email:

7.2. Public Assembly

Will you be fencing off the boundary of your event, restricting access and egress? YES NO

If yes, you will need to complete the attached Place of Public Assembly application form and lodge with Council with payment.

Please note the requirements in the attached Guide.

7.3. Lighting and Power

Do you have emergency power & lighting? YES NO

Describe emergency power and lighting systems.

.....
.....

It is recommended that an electrician be available for the event.

Name of Certified Electrician:

Contact Details during the event:

Location of Lighting Control – Mark on site plan

Location of Mains Power Control – Mark on site plan

7.4. Temporary Structures

Will there be temporary structures at the event? YES NO

Details

Stages & Platforms YES / NO

Break-away Stage Skirts YES / NO

Seating YES / NO

Marquees/Tents YES / NO

Has a permit or permits been sought or sighted for temporary structures? YES NO

Permit Name:

Permit Number:

Permit Date:

Description of Structure:

Building Surveyor:

Contact details:

7.5. Gas Cylinders

List all vendors who will be using portable gas cylinders.

Name of Vendor	No. of Cylinders

7.6. Fireworks and Pyrotechnics

Will there be fireworks and pyrotechnics at the event? YES NO

Has a permit been obtained? YES NO

Permit Number:

Person Responsible for Fireworks:

Contact Details During Event:

Phone:

Mobile:

Ensure restricted zones are marked on site plan

8. EVENT PROMOTION

8.1. Ticketing

Are there tickets for the event? YES NO

Pre-sold

At the Gate

Both

Will the tickets provide information about the event? YES NO

8.2. Signage

Promotional street signage pre-event is sought at the following locations on Council land:

.....

.....

.....

.....

**Latrobe Council
Event Management Guidelines**

└ Attach a copy of proposed sign

Signage will be comprised of -

- Coreflute or aluminium
- Laminated

└ Provide details of proposed installation

The following signage will be installed, as per the site plan, at the venue -

- Phones
- Entrances
- Exits
- Toilets
- Water
- First aid posts
- Camping Areas and Facilities
- Parking
- Information/Communication/Incident Control Centre
- Rules relating to alcohol consumption
- Lost and Found
- Public Transport pick up/set down
- Security
- No Smoking

8.3. Health Promotion

List any messages that will be promoted on the day

.....

.....

.....

.....

8.4. Promotion

What, when and where will advertising be conducted?
This should not commence until approval of your application is received by the event coordinator.

.....

.....

.....

9. USEFUL CONTACT NUMBERS

.....

.....

.....

.....

APPLICATION FOR TEMPORARY STREET CLOSURE

This form is to accompany your completed Event Management Plan and must be lodged no later than six (6) weeks prior to the planned event.

Street in which function is to be held:

Section to be closed:

.....

Date of proposed closure:

Time: Commencement:

End:

The following documentation is attached:

- ┌ Traffic Management Plan
- ┌ Event Management form
- ┌ A public liability policy of at least \$10m to cover the event
- ┌ Approval from emergency services i.e Tasmania Police, Tasmanian Ambulance Service, Tasmania Fire Service

TEMPORARY STREET CLOSURE PROVISIONS

Council will consider the temporary closure of a street for street parades, festivals and sporting activities.

CONDITIONS

1. Completed application form together with completed Event Management Plan, Certificate of Currency for Public Liability Insurance, Traffic management plan and emergency services approvals are to be submitted to the General Manager at least six (6) weeks prior to the proposed closure.
2. A Public Liability Insurance Policy with a cover of a least \$10m must be obtained and the Latrobe Council must be noted as an interested party for its respective rights and interests.
3. Council officers will inspect the area for the proposed temporary street closure and advise the applicant if it is practical and safe to do so for the purpose of conducting the event.
4. No closure may extend beyond 12 midnight on any day unless permission in writing is obtained from Council prior to the event.
5. Compliance with all Council local laws is mandatory.
6. The closure will apply only to that section of street nominated as approved by Council.
7. If approved, Council will advertise the proposed closure at the expense of the Event Managers.
8. The street closure will be effected using appropriate barricades, warning signs and warning lights as detailed in the Traffic Management Plan submitted.
9. The Event Manager will be responsible for the clearing of rubbish from the area following the event. Non-compliance will result in Council invoicing the applicant for undertaking this work.

**APPLICATION FOR REGISTRATION/
RENEWAL OF A FOOD BUSINESS
(INCLUDING MOBILE FOOD BUSINESS)**

*Food Act 2003
Sections 87 & 89*

FOOD BUSINESS PROPRIETOR'S DETAILS

Name of applicant

ACN (if a Company)

Address

..... Postcode

Telephone Mobile Phone

Facsimile Email

Details of skills and knowledge (food safety qualifications, training or experience) of the proprietor and food handlers (please attach details if insufficient space).

.....

.....

BUSINESS DETAILS

Location of business

Name of business

Contact person

Telephone Mobile Phone

Facsimile Email

Emergency contact Telephone

Type of business (eg. Cafe, Bakehouse, Restaurant etc)

Types of food

.....

For Mobile Food Business- vehicle registration number and address where garaged

Proposed hours of operation (or attendance on site):

Mon Tue Wed Thu

Fri Sat Sun

**Latrobe Council
Event Management Guidelines**

Details of any proposed or operational quality assurance program, food safety plan or other approved food safety management system (*Please attach details if insufficient space*).

.....
.....

PLANS AND SPECIFICATIONS - NEW OR ALTERED FOOD BUSINESSES ONLY

For new or altered premises (including mobile food businesses), please attach plans and specifications or other information clearly showing the design, fitting out and arrangement of plant equipment for the proposed use.

FEE AND SIGNATURE

Application fee: \$

Signature of applicant for registration/renewal Date / /

Please lodge your completed form and application fee with the General Manager of the Council

Office Use Only

Receipt No.:

Date://

TO BE PROVIDED TO THE FOOD VENDOR

REQUIREMENTS FOR TEMPORARY FOOD STALLS

A one day food stall is defined as a food stall used for selling any article of food of which the roof and three sides are covered with plastic sheeting, vinyl or other approved material (or a food stall within an existing building).

The stallholder **MUST** hold a current permit to operate a food vending activity.

1. PROTECTION OF FOOD

- 1.1. Disposable eating and drinking utensils only shall be used.
- 1.2. All food stored inside the stall must be stored above the ground and be covered or in closed containers.
- 1.3. All food stored shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by means of a sandwich display type counter, perspex glass sneeze guards or clear plastic siding to the stall.
- 1.4. All condiments such as sauce, mustard etc. shall be contained in squeeze type dispensers or in individual sealed packs.
- 1.5. All disposable eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- 1.6. Drinking straws, paper cups, spoons etc. shall be enclosed in suitable dispensers or otherwise protected from contamination.
- 1.7. Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

2. WASHING FACILITIES

- 2.1. Food stalls proposing to operate for a period of time exceeding four (4) hours are to have provided within the stall, separate hand washing and utensil washing facilities.
- 2.2. Disposable towels and liquid soap are required in all instances.

3. FOOD TEMPERATURE CONTROL

- 3.1. All takeaway food prepared on the stall shall be for immediate sale and consumption, unless a suitable food warmer or food display maintaining the food at a temperature of at least 60⁰ C (hot foods), or below 5⁰ C (cold foods), is provided.
- 3.2. Pre-prepared food products or pre-cooked food consisting wholly or in part of fresh cream, custard, trifle or any similar food which promoted bacterial growth shall not be sold from a one day stall unless stored or displayed under refrigerated conditions as prescribed in 4.4.1.
- 3.3. All raw food and perishable foods such as steaks, hamburger patties, frankfurts etc. shall be stored in a portable cooler, together with an adequate supply of ice or a cooling medium.

4. COOKING

- 4.1. All heating and cooking equipment, including open flame barbecues and cooking plates, shall be located within the stall or otherwise suitably protected from contamination.
- 4.2. Raw foods awaiting cooking and foods which have been cooked shall not be displayed outside the stall. Raw food awaiting cooking shall not be stored or held outside the stall except in enclosed containers containing ice or other cooling mediums.
- 4.3. The cooking area shall be kept free of dust borne contamination and droplet infection (coughing, sneezing by the public).
- 4.4. Cooking and heating equipment shall not be within reach of the public.
- 4.5. A fire extinguisher of adequate size shall be provided convenient to every stall where open flame cooking is carried out.

5. RUBBISH DISPOSAL

- 5.1. Suitable garbage receptacles shall be provided near the stall for the public to dispose of used takeaway food containers and the like.
- 5.2. Adequate arrangements shall be made for the storage and frequent removal of garbage generated inside and outside the food stall.

Fee to be remitted with the completed application is \$50 unless the stallholder is a charitable organisation in which case there is no cost.

For clarification on your eligibility as a charitable organisation or any other enquiries in relation to this application, please contact Latrobe Council's Environmental Health Officer on (03) 6421 4650.

ELECTRICAL INSTALLATION GUIDELINES

Examples of **what is** and **what is not** acceptable regarding the . electrical installation at a show, carnival or public event.

AN INSTALLATION FOUND NOT TO COMPLY WITH THE REQUIREMENTS OF AS/NZS 3002, WILL BE DISCONNECTED FROM THE SUPPLY.**Site permanent electrical switchboards**

- Outgoing cables shall be installed so that switchboard doors will not cause damage to cables and that the doors are kept closed at all times.
- Cables leaving switchboards shall be secured to a tie rail at the switchboard end.
- All socket outlets (power points) mounted on permanent site switchboards shall meet the following minimum requirements:

If flat pin plugs, minimum - 15 amp rating

If round pin plugs and single-phase - minimum 20 amp rating

If round pin plugs and two or three-phase - minimum 32 amp rating

Installation of temporary cables

- PVC cables designed for fixed wiring such as TPS (white sheathed and orange circular cables) will not be permitted as flexible cables.
- Cables shall not create a trip hazard.
- Cables run overhead shall be supported so that the cable does support it's own weight.
- Plugs, cord extension sockets and extension leads that are damaged or unsafe will be cut off and/or removed from site.

Mechanical protection of temporary cables

- Cables are not permitted to be shallow buried.
- Cables are not permitted to be run in drainage gutters.
- If cables are buried then they shall be in accordance with AS/NZS 3002.
- Cables run on top of the ground in areas where they are subject to mechanical damage shall be suitably protected by rubber matting, rigid planking or purpose made ducts.

Outlet boxes

- Temporary switchboards shall be installed by a licensed electrical contractor.
- Outlet boxes, defined in AS/NZS 3002 shall be installed in areas not generally accessible to the public.
- "Home made" or sub-standard electrical distribution boxes that do not comply with the requirements for outlet boxes stated in AS/NZS 3002 are not permitted.

Residual Current Devices (RCD's) or Safety Switches - 30 milliamp rating

- It is strongly recommended that these be installed in the site permanent switchboards.
- All concessions must be protected by a residual current device.
- Residual current device protection for outlet boxes shall be mounted either on the outlet box or in the electrical circuit prior to the outlet box.
- Devices that consume electricity shall not be connected to an electricity supply that does not incorporate a residual current device.

NOTE: THE WORKPLACE HEALTH AND SAFETY ACT 1995 HAS PARTICULAR REQUIREMENTS RELATING TO THE INSPECTION OF AMUSEMENT RIDES INCLUDING FULLY MAINTAINED LOG BOOKS. OPERATORS MAY ALSO BE ASKED TO SHOW EVIDENCE THAT ELECTRICAL LEADS AND EQUIPMENT HAVE BEEN TESTED AND INSPECTED.

PLACE OF ASSEMBLY

Public Health Act 1997
Section 76 & 81

- Application for a Place of Assembly Licence
- Application for Renewal of a Place of Assembly Licence

Applicant Details

Name of applicant

Postal address

..... Postcode

Telephone Mobile Phone

Facsimile Email

Premises Details

Trade name of premises

Address of premises

..... Postcode

Postal address for correspondence

..... Postcode

Emergency contact Telephone

Description of intended use of premises

Number of persons to be accommodated

Other licences issued to the premises

Do you intend to rely on an Alternative Solution to comply with Part F of the Guidelines Yes/No

Fee and Signature

Application fee: \$500

Signature of applicant..... Date

NOTE: The application fee includes an amount to cover a basic inspection of the premises.
Any further inspections required for the purposes of assessing the application may require an additional fee.

Documentation that must accompany application

- Site plan and/or floor plan
- Any information required by the council for assessment purposes.

Please lodge your completed application form, attachments and fee with the General Manager of the Council

Office Use Only

Receipt No.:

Date:

Capacity of premises:

Council checklist

- | | |
|---|---|
| <input type="checkbox"/> Form fully completed | <input type="checkbox"/> Fee paid |
| <input type="checkbox"/> Form signed | <input type="checkbox"/> Site/floor plan attached |
| <input type="checkbox"/> Form dated | <input type="checkbox"/> Further information required Y/N |
| | <input type="checkbox"/> Date requested / / |

Details

.....



Safety Checklist for Temporary Booths, Tents, Marquees or Gazebos

Version 2 - 4 July 2011

Faculty/School/Workplace:

Inspector's Name:

Signature:

Inspector's Name:

Signature:.....

Dates of Inspection: Commencement Date:/...../20...

Completion Date:/...../20...

**SAFETY CHECKLIST FOR TEMPORARY BOOTHS, TENTS,
MARQUEES OR GAZEBOS**

DETAILS OF BOOTH, TENT OR GAZEBO

	DISPLAY NAME	DISPLAY HOLDER	LOCATION	TENT INSTALLATION COMPANY	PERSON RESPONSIBLE FOR INSTALLATION	DATE OF INSTALLATION
2						
3						
4						
5						

No.	QUESTIONS	DISPLAY NAME				
		1	2	3	4	5
	Tent structural considerations					
1	A Are regular and appropriate weather forecasts available?					
2	A Are communication procedures in place and available?					
3	Is Is ground stable and suitable for the structure? .					
4	C Checked for underground hazards, utility supplies?					
5	C Checked for overhead hazards?					
6	A Are anchorages suitable for the purpose and holding fast? (length of stakes suitable for soil type/ weight of ballast as determined by manufacturer/supplier)					
7	A Are bracing wires on roof and walls in place and adequately tensioned?					
8	A Are all ropes including wire ropes sound?					
9	Is Is fabric tensioned and not prone to ponding?					
10	A Are emergency exits in place, operating correctly and without obstruction? (I (Minimum of two for tents holding 50 or more people)					
11	A Are escape routes clear?					
12	A Are exposed ropes and stakes adjacent to exits and entrances marked, and will not cause tripping?					
13	A Are all locking pins and bolts in place?					
14	A Are all structural supports sound and without cracks or significant dents and not overstressed?					
15	A Are eave connection joints securely locked home?					
16	Is No un-repaired tears in fabric present?--					
17	Is Is flooring evenly laid with no tripping points?					
18	Is Is carpet and other floor covering securely fixed?					
19	F Roof lining does not drop significantly below eaves?					
20	A Any pole tent has its full complement of side uprights, anchor pins, pulley blocks and guy ropes?					
21	T The main uprights are independently guyed where appropriate?					
22	Is No excessive weights suspended from roof beams, ridges, etc?					
23	A Are rope and pole tent hoists secure and can only be released by an authorised person?					
24	LP Gas					
25	Is Maximum cylinder size 15kg (standard BBQ cylinder is 9kg)					
26	(Cylinder in appropriate location					
	(Grouping of tents using LP Gas (max 10)					
27	Electrical Safety					
28	(Suitable undamaged flexible cords and powerpoints					
29	(Are cords and powerpoints suitably protected from weather or impact?					
30	(Are RCDs being used?					
	Other					
31	(Fire extinguisher and blanket (where cooking facilities exist) (4.5kg B(E))					
32	(Have emergency procedures been implemented and discussed with staff					
	Temporary Occupancy Permit (TOP)					
33	(Is a TOP displayed?					
34	(Is the structure exempted from a TOP and fulfils the provisions for an exemption? (Please refer over page for the provisions for exemptions from TOP.					

Appendix 1 - EXEMPTION FROM TEMPORARY OCCUPANCY PERMIT (TOP) • . . .!)

For a TOP exemption to apply, the booth, tent or gazebo must not be erected for more than 10 days. The following provisions also apply -

	QUESTIONS	YES	NO
1	<p>Does the booth, tent or gazebo:...</p> <ul style="list-style-type: none"> (a) take up no more than the maximum area of 20m² .. (b) open on at least one side when occupied? (c) not contain an ignitable fuel source? (d) have a distance of at least 1.8m from a mobile food premises? 		
2	<p>If the booth, tent or gazebo, aJ described above, is part of a group of temporary structures, does the area of the group take up no more than the maximum area of 80m² ? and</p> <ul style="list-style-type: none"> i is the group located at least 1.8m from any other booth, tent, building, structure or mobile food premises? ii Ignitable fuel. 		
3	<p>Does the booth, tent or gazebo which contains an ignitable fuel source -</p> <ul style="list-style-type: none"> (a) take up no more than the maximum area of 10m² (b) open on at least one side when occupied? (c) have a distance of at least 1.8m from any other booth, tent, building, structure or mobile food premises? <p>If the answer to any of the above questions is <u>no</u>, then an exemption from a TOP <u>cannot be issued.</u></p>		

QUESTIONS FOR THE EVENT CO-ORDINATOR		YES	NO	COMMENTS
1	Is there a documented Event Management Plan?			
2	Have the following been considered?			
	Venue hazards			
3	Traffic management			
4	Is incident management considered?			
	Emergencies/ evacuation procedures			
5	First aid			
6	Other general considerations?			
	Health and amenity (facilities, water, shelter)			
7	Crowd control (security)			
8	Fire management (inc consideration of number and location of LP Gas cylinders and similar flammables)			
9	Is there a register of sites (displays)			
10	Have appropriate authorities been contacted (Tas Fire, Police, Council, Health Department)			
11	Does the register contain the following information?			
	Display name			
12	Display holder			
13	Location			
14	Tent installer			
15	Signed statement that tent has been erected according to manufacturers instructions.			
16	For tents requiring Temporary Occupancy Permits (TOP)			
	Copy of TOPs received			
17	Name of building surveyor and date of inspection			

Storing and using LP Gas at public events

Consumer, Building and Occupational Services

Department of Justice



This Guide is a resource and reference document and is for general information only.

Contact details

Website: www.cbos.tas.gov.au

Email: cbos.info@justice.tas.gov.au

Phone: 1300 654 499

Post: PO B ox 56, Rosny TAS 7018

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Published February 2021

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1. Introduction

This is a Guide for minor storage and use of liquefied petroleum gas (LP Gas) at public events such as:

- festivals
- sporting events
- church and school fetes
- local markets
- other non-profit groups

The aim of the Guide is to:

- make sure there is an acceptable level of gas safety; and
- reduce the possibility of gas-related incidents.

LP Gas should be stored and used in accordance with section 2 of AS/NZS1596 *The storage and handling of LP Gas – Minor storage and usage*. This makes sure that LP Gas quantities are below levels that increase risk including the spread of fire. . This also helps fire services if there is an incident. Where it is not possible to store LP Gas within minor storage limits, other sections of AS/NZS1596 apply.

Event organisers and LP Gas users have a legal duty of care to provide a safe operational environment. Both organisers and users should be identifying, assessing and managing potential risks.

All gas installations and therefore gas storage must comply with Gas Safety Regulations and relevant Standards.

2. Documentation and notification

Event organisers should make sure documented work safety procedures are in place for using LP Gas at public events. These procedures should include:

- storing and handling cylinders when not in use
- cylinder connection and changeover
- leak testing
- lighting appliances
- turning off appliances

- emergency equipment procedure
- emergency management plan

2.1 Training records

Event organisers must:

- make sure everyone has appropriate training
- keep training records

2.2 Risk assessment documentation

Risks involved with the LP gas storage and use should be assessed and the risk assessment results kept on site.

3. Responsibilities

3.1 Event organisers

The event organiser is responsible for:

- the safety management system for using LP Gas at an event
- carrying out regular inspections of the operation and facilities before and during the event
- making sure a suitable competent and experienced person is overseeing all LP Gas activities. This includes lighting and extinguishing appliances.
- training personnel to safely use appliances. This includes how to put out fires.
- completing and keeping the risk assessment documentation
- making sure operators prepare and keep gas installation records and safety arrangements. This includes the site gas safety checklist.
- making sure catering vendors use LP Gas safely
- making sure LP Gas is stored and handled correctly. This includes safety standards, as well as safety and emergency procedures.
- communicating with:
 - fire services

- regulatory authorities
- gas companies
- catering vendors and
- appliance equipment hirers

Be aware it can take time to get advice from these groups.

- making sure all mobile catering vehicles and relocatable kitchens are fitted with compliance plates.

3.2 Appliance hire

A person who owns and hires out appliances, equipment and LP Gas cylinders must make sure:

- only certified appliances are available for hire
- appliances are suitable for use in commercial environments
- appliances are in good working order and condition when supplied
- appliance maintenance and inspection details are available if requested
- help catering vendors develop safe procedures for all equipment and LP Gas cylinders.

3.3 Stall holders/catering vendors

Stall holders and catering vendors should nominate competent people to be responsible for the safe use of LP Gas for the duration of the event. This includes developing the gas safety plan for their stall/facility and meeting all the requirements. The gas safety plan should include:

- type and position of gas appliances:
 - allow only certified appliances
 - maintained appliances are in good working order and fit for purpose
- arrangement of gas supply
 - cylinder size, numbers, location and any associated pipe work
- location of fire-fighting equipment
 - working extinguishers and fire blankets

- clearances and separations
 - clearances from flammable materials and ignition sources
- confirmation all site personnel are instructed in:
 - operating appliances correctly
 - facility emergency procedures
 - emergency gas supply isolation
 - emergency evacuation
- site emergency procedures
 - emergency evacuation
 - emergency contact details
 - emergency assembly points
- confirmation the event organiser has received the facility gas safety plan before the event.

4. Emergency planning

Developing an emergency plan

In taking all steps to avoid the risk of an incident, occurring it is important to plan for an emergency situation. When write an emergency plan it should include how a site or facility, and its occupants will manage an emergency.

An effective emergency plan includes:

- agreed emergency management roles and responsibilities including initial response and recovery after the initial incident
- strategies and systems arrangement of the site.

The level of detail in the emergency plan depends on how complex the risk is on site.

5. Fire protection

First response in any emergency - minimise the threat to life and property.

Adequate and appropriate fire protection should be available in any catering operation.

It is **important** to have fire protection equipment available when using LP Gas around other flammable materials. Position fire extinguishers and fire blankets to allow access to the site in the event of a fire.

Train staff to safely use fire protection equipment.

If there is fire and/or smoke, activate the emergency plan immediately. If the fire cannot be extinguished safely and quickly, evacuate everyone from the area and contact emergency services on **000**.

5.1 Fire extinguisher

Have dry chemical fire extinguisher, type 2A60B(E), available to use on a LP Gas fire

5.2 Cylinder and components

5.2.1 Gas supplier/owner

The LP Gas supplier should make sure:

- Safe delivery of cylinders to a safe and complying location. Refer to AS/NZS1596 *The storage and handling of LP Gas – Minor Storage*
- Cylinder valve connections are fit for purpose and in good working order.

5.2.2 Minimisation of change over

Plan for replacing gas cylinders. Develop a schedule for replacing cylinders at the end of each day when there are less people on site. Talk with appliance hirers and work out how long an appliance can operate on a cylinder.

5.2.3 Connecting and change over

Connecting the hose and regulator to a cylinder is a common risk. Pay special attention and make sure:

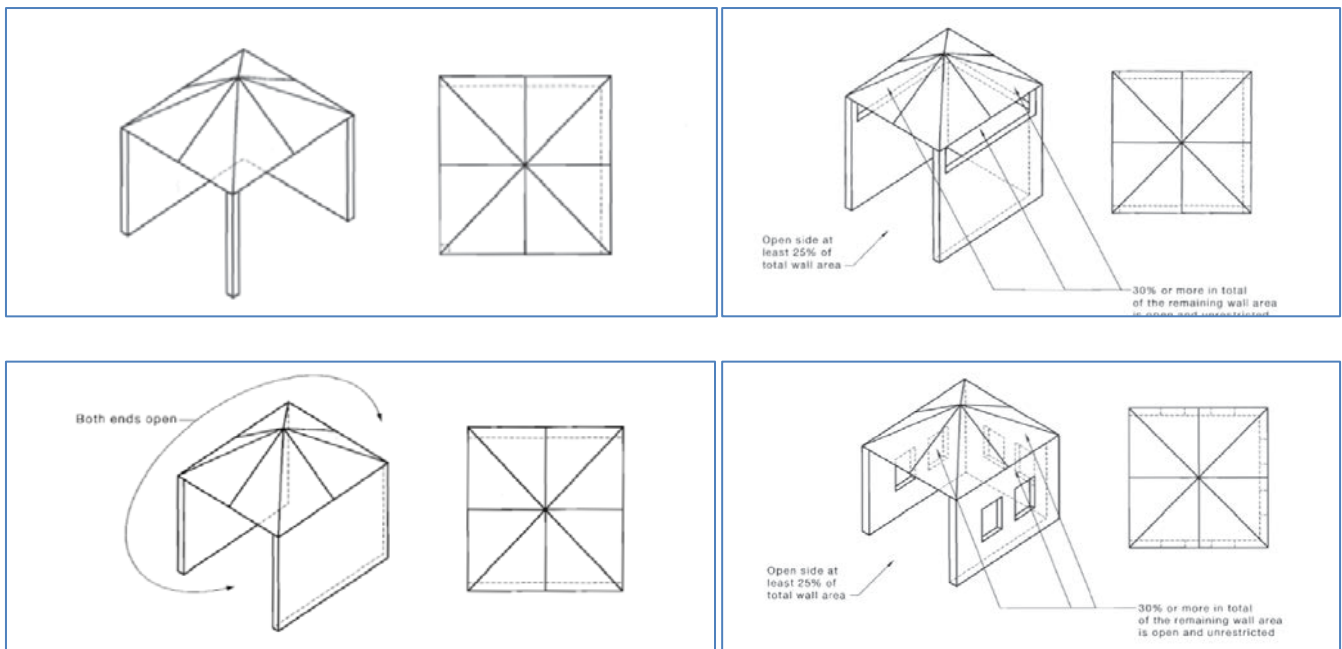
- an appropriate connection/change over procedure is developed
- the procedure includes leak testing with soapy water solution
- personnel are adequately instructed in the procedure
- only competent and trained people do the work.

6. Temporary outdoor ventilation

A marquee, tent, booth, awning or structure not located within a building may be classified as a semi-outdoor area if it meets the following criteria:

- two sides open; or
- one side open equal to 25% of the total wall area and 30% the remaining total wall area open and unrestricted.

Examples of outdoor areas



7. Temporary outdoor adequately ventilated areas – minor storage

You can store gas within adequately ventilated areas (see Part 6) as long as:

- the total quantity is not larger than 60kg and
- the maximum cylinder size is not larger than 15kg with one cylinder per appliance

7.1 Temporary outdoor areas – poorly ventilated area or exceeding minor storage

If the area does not meet the ventilation requirements and/or storage quantities exceed minor storage limits:

- you must locate cylinders outside of the enclosure

- the maximum total quantity is 180kg
- the maximum cylinder size is 45kg
- connect all appliances
- to one gas supply point (one appliance to one cylinder); or
- to a manifold and supply provided by multiple cylinders through one regulator

Note: a licensed gas-fitter must install manifolded cylinders. The gas-fitter must fit a compliance tag and submit a Gas Fitting Notice.

7.2 Temporary indoor structures – minor storage limits

You can store gas within enclosures or buildings not classified as semi outdoor areas as long as:

- the quantity of gas is not larger than 1kg per 1m² of floor area with a total maximum quantity of 30kg and
- the maximum cylinder is not larger than 15kg with one cylinder per appliance.

7.3 Temporary indoor structures – exceeding minor storage limits

Store cylinders outside buildings or temporary structures if the storage quantity or cylinder size is larger than the minor storage limits. Refer to 7.1 and 7.2 of this Guide.

8. Appliance ventilation

Gas appliances installed in temporary structures need to be ventilated. This is to ensure correct and safe operation of the gas appliances.. This is also to maintain safe ambient conditions and allows venting for any potential gas escapes. Adequate ventilation can be achieved by natural means using high and low level ventilation openings.

The size of ventilation openings (without any restrictions) for both high and low level (in square centimetres) is calculated using AS/NZS 5601.1.2013 *Gas installations General installations*.

- Refer to Gas Standards and Safety fact sheet A Guide for Gas Appliances Air Requirements (FS137). Visit www.cbos.tas.gov.au

If the total appliance gas consumption exceeds the allowable gas consumption, you will need extra ventilation. Contact a licensed gas-fitter for advice on sizing and installing any necessary ventilation.

9. Gas appliances

Use certified gas appliances at an event. Display a certification badge or compliance/data plate certification number on appliances.

Examples of approved appliance certification plates



Appliances used at a public event must display a certification badge. Appliances certified **for outdoor use only** must not be installed or used indoors. Solid top barbeques in well-ventilated areas are exempt.

Not acceptable



Homemade appliance not - certified

Acceptable



Certified solid top barbeque

9.1 Appliance stability

Stand appliances on a flat stable surface. Benches (or similar) should be on a flat stable surface and be non-combustible, unless certified by the appliance manufacturer. Secure appliances on benches to prevent movement.

9.2 Cartridge fuelled appliances

Do not use appliances fuelled by disposable butane cartridges at a public event.

Not acceptable



Acceptable



9.3 Portable ring and wok burners

Install portable ring and wok burners into a stable sturdy stand.

Not acceptable



Acceptable



Not acceptable



Acceptable

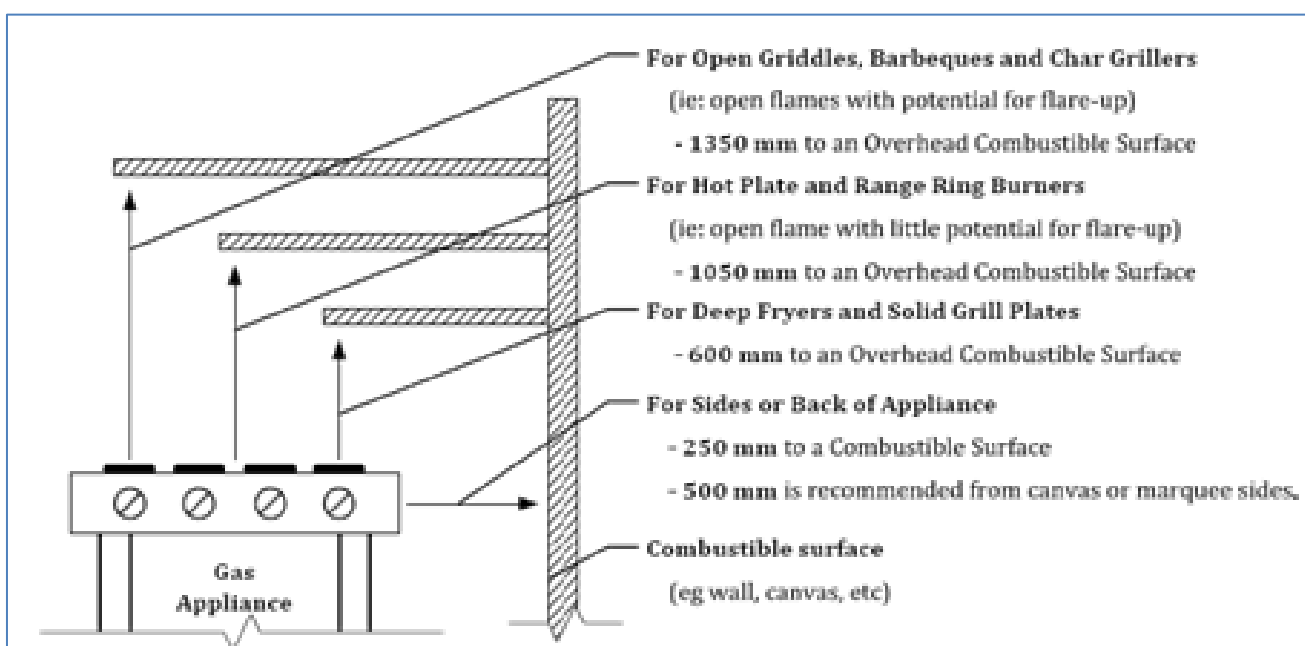


9.4 Multiple appliances supplied from a single source

Multiple appliances supplied from a single gas source must be rigidly manifolded by a licensed gas-fitter. The gas-fitter must fit a compliance tag and submit a Gas Fitting Notice.



9.5 Clearance from combustible material and surfaces



9.6 Hot water units

A licensed gas-fitter should install all hot water units. The gas-fitter must tag and complete a Gas Fitting Notice.

Protect gas pipe work or hoses to prevent a tripping hazard. Gas hoses should not restrict any access or exit ways.

9.7 Heaters

Portable heaters certified for outdoor use should not be installed or used indoors. This includes quasi-outdoor areas. Such areas are designed to be sufficiently waterproofed to allow the installation of an appliance certified for indoors only.

Not acceptable appliance indoors



10. Components

10.1 LP gas hoses

Hoses should:

- be in good condition
- be connected to prevent entanglement and tripping
- be suitable and certified
- be short as possible – not exceeding 3 metres in length
- be of continuous length
- only supply one appliance each
- not be kinked or strained

A hose assembly must not pass through the appliance panel or casing unless specifically manufactured.

Not acceptable



Hose kinked and under strain

Acceptable



No hose strain

10.2 Regulators

For non-portable appliances, two stage regulators with over pressure protection are acceptable. Appliances certified as portable and connected directly to a cylinder not larger than 15kg, can have a single stage regulator.

11. Cylinders

11.1 Access and exists

It is recommended to have a clear walkway around cylinders of 1.2 metres

Not recommended



Recommended



11.2 Stabilising cylinders

All cylinders must be stable and secure to prevent them from being knocked over. Direct the cylinder relief valve away from the appliance, combustible materials or any potential ignition source.

You can stabilise the cylinder by:

- securing the cylinder to a permanent structure
- placing smaller cylinders in a secure/stable container
- securing larger cylinders with chains to stakes or star pickets
- fixing it in a metal trolley secured to prevent tilting
- any other appropriate methods

Not acceptable



Not clear from combustibles or secure

Acceptable



Secured and clear of combustibles

Not acceptable



Secured to other cylinders

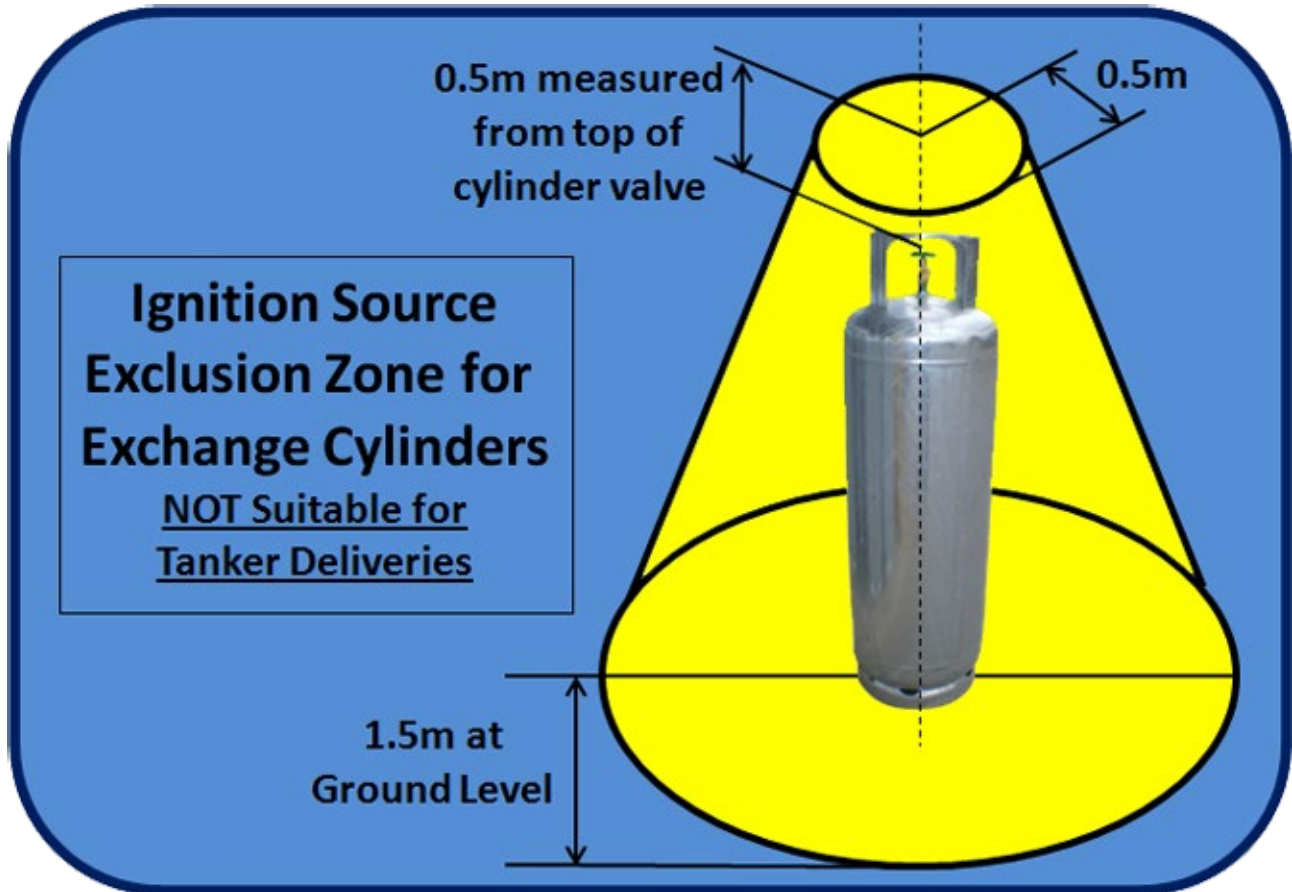
Acceptable



Secured and on a stable base

11.3 Distance from ignition source

Locate cylinders in use 1.5 metres from ignition sources such as electrical equipment or objects that may produce excessive heat. This may include gas appliances. Portable appliances certified with provision for cylinders are acceptable.

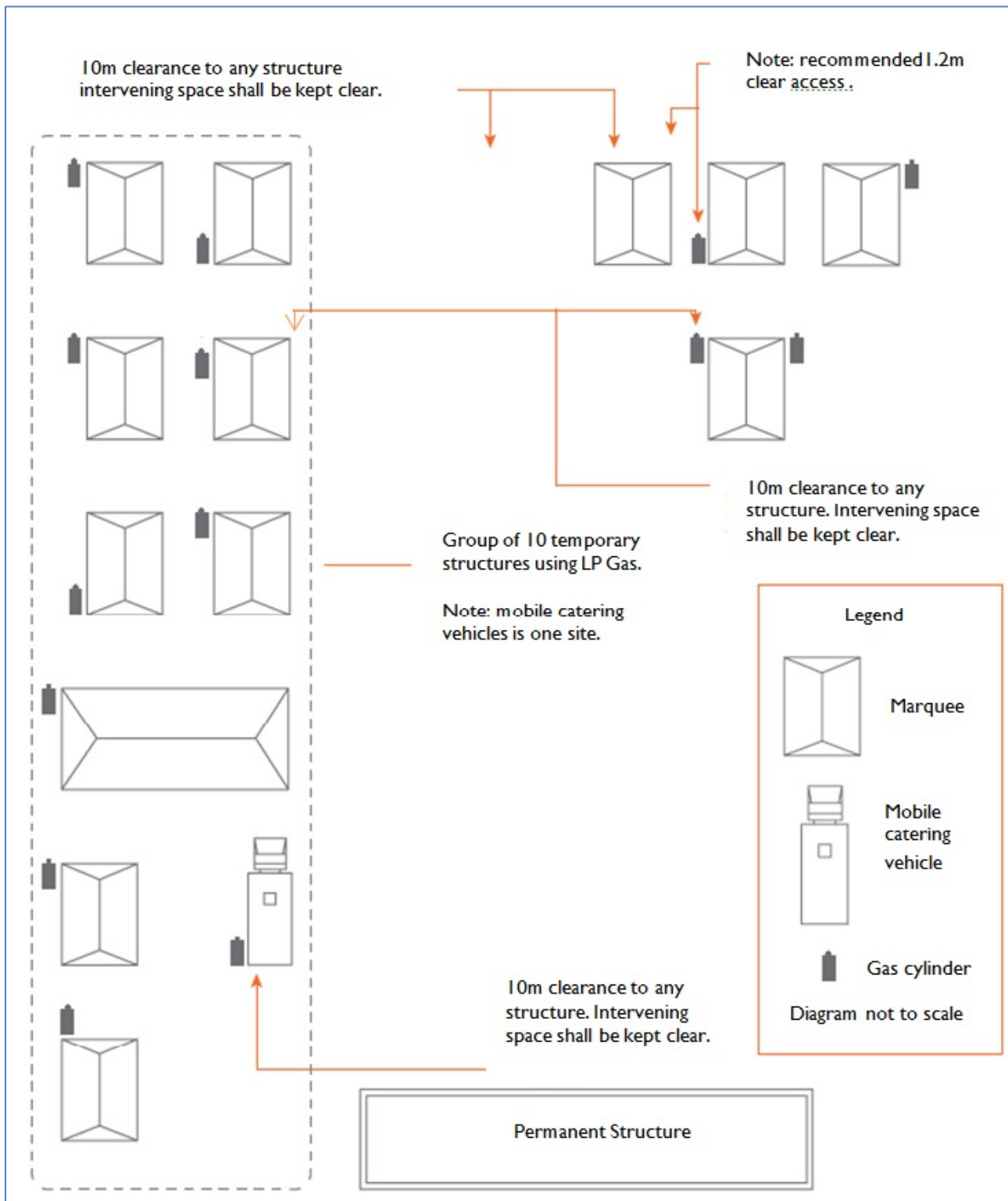


12. Groups of temporary structures

A maximum of 10 temporary structures (such as marquees, stalls or tents) can be grouped together if any structure is using LP Gas.

Separate groups by at least 10 metres. Keep the space between these groups clear.

Include mobile catering vehicles and trailers in the total for any groups of mobile structures.



14. Gas Safety Checklist

This checklist can be used by anyone using gas at a public event. This includes suitably qualified personnel. The checklist should form part of any safety plan.

Event:

Name:

Stall number / registration number:

Signature: Date:

Gas Safety Checks

Check details	Yes	No	Action if No
Appliances Certified			
Appliances in good working condition			
Safety devices working			
Controls working and marked			
Appliances hoses acceptable			
Area appropriately ventilated area			
Clearance from combustible surfaces			
Suitable clearance from appliance to cylinders			
Consumer pipework compliant and compliance plate fitted and current.			
Regulator in good condition			
Regulator hose in good condition			
Single/Individual hose per appliance			
Hoses protected from damage			
Hoses not a tripping hazard			
Hoses not more than 3 m in length			
Cylinder connections checked for leaks			
Cylinders secured			
Cylinders located away from flammable materials			
Cylinders located away from ignition sources			
Cylinders not in exit or path of travel			
Cylinder quantity and size not exceeded			

Keep the checklist at the stall for viewing by authorised personnel or the event organiser if requested.

Other considerations – permits for temporary occupancy

A temporary occupancy permit is issued under the *Building Act 2016*. The permit allows the use of an existing building or a temporary structure for a short term activity such as a public or a private event. You need a permit if you intend to:

- temporarily use an existing building which is not the normal permitted use. An example is holding a market in a warehouse.
- operate an event, function or market using temporary structures such as booths, tents, marquees, seating stands or stages.
- The owner or event organiser must apply to the council for a temporary occupancy permit.

For more information

For more information you can contact the Consumer, Building and Occupational Services, Gas Standards and Safety Unit on 1300 654 499

Acknowledgment

Gas Standards and Safety acknowledges the use of information from the Energy Safe Victoria publication *Public Events, Catering Vendors Information Pack and code of practice for the safe use of LP Gas* in the production of this Guidance Note.