

Appendix 6: Operational guidelines for rave parties, concerts and large public events

Rave parties, concerts and large public events operational guidelines

Background

The Government of Western Australia is concerned about the use of illicit drugs and disturbances to neighbouring residents caused by rave parties and other after hours noisy, unregulated events. In 1993 a Ministerial Working Party was formed as a result of an initiative by the Australian Institute of Environmental Health Officers. It was formed to develop protocols to allow early warning of events and a cooperative response from Police and Local Government. The report prepared by this Working Party was presented to the relevant Ministers in June 1994. Arising from the report was a proposal from the Attorney General and the Minister for Police that a committee be formed to coordinate large functions in public buildings to:

- 1) facilitate organisers to stage legitimate events that meet all legislative requirements; and
- 2) establish protocols to ensure applications are appropriately vetted and approved.

The proposal was subsequently approved by Cabinet on 11 October 1994.

The committee developed these guidelines to provide promoters and local authorities with an indication of the controls that need to be considered to conduct legitimate events and to ensure they cause minimal disruption and are acceptable to the community.

Not all rave parties attract adverse publicity. Many are held without knowledge or risk to the general public and with adequate cooperation between rave party organisers and the authorities. There is no reason why this should not always be the case. Once proper procedures are adopted and there is a general acceptance of these events, approval processes will be easier.

Promoters and operators must liaise with the appropriate local authority to ensure that community requirements are met. Some authorities will have unique requirements which may vary from these guidelines.

The Health Act (Western Australia) defines anywhere where people assemble for a common purpose as a public building and public buildings require council approval; it does not matter whether or not it is on privately owned land or if an admission charge is applied (refer Part VI of the Health Act).

The Committee noted in particular that the City of Fremantle publishes guidelines each year to define conditions with which promoters of outdoor concerts must comply. Some of these are referred to as practical examples of what local authorities may require. Full copies of the Fremantle guidelines are available on application to the Principal Environmental Health Officer at the City of Fremantle.

At the time of publication three major rave/dance party events had been held in accordance with these guidelines and all were successful. The experience gained from these events showed that they can be successfully held in safe venues without undue disruption to neighbouring communities.

- The largest attendance was approximately 2,200 patrons.
- The patrons were easily controlled.
- Security/crowd control was strict.
- There was no evidence of violence or brawls often associated with other large events.

The success of these guidelines will depend upon how and if they are used as they are not law. Laws are expensive to administer and inflexible and the nature of the entertainment industry is so

varied that controls are best kept flexible. However, if future events are uncontrolled, legislation with fixed parameters will probably be introduced which may affect the viability of many events.

It is expected that these guidelines will be reviewed periodically with the first review being planned for June 1996. If you can see any areas that need to be improved, do not wait for the review date. Send your comments straight away to the Manager, Applied Environmental Health, Environmental Health Service, PO Box 8172 Stirling Street, Perth 6849.

Scope

The guidelines are intended to prescribe requirements for rave parties and large concerts to ensure that venues are safe for patrons and do not disturb neighbouring properties.

A rave party is a pre-arranged event at which:

- amplified music is played for the enjoyment of the patrons;
- the music may be live; and
- commencement is often late in the evening extending until early and mid morning eg 10 am.

The actual name of the event is not important; it is the activity that determines the controls that are required.

Attendance numbers are not relevant because the main causes of concern apply equally to a group of 50 people as to 5,000, although the degree of control will vary.

The guidelines have been developed to give both the industry and statutory authorities an idea of what the general community considers to be appropriate controls for these types of events. They will operate in conjunction with the proposed voluntary Entertainment Industry Code of Fair Practice. If, however, these events continue to be held in inappropriate venues, stricter regulatory controls may need to be introduced.

Applications

Event applications must be lodged with local authorities at least two months prior to the event. Some will require more notice. This period is required because the applications may need Council approval. Most councils only meet monthly. If the application is rejected, then there is still time to arrange for an alternative venue.

An application should have as much information as possible about the type of event and the way that it will be run. It is the promoter's responsibility to organise the event and it will enhance the success of the application if the initial application shows that the event is being well planned. As much of the information on the check list at Appendix 1 as possible should accompany the application. Promoters should also submit details of previous events with which they have been associated. Those without experience should not be deterred from applying.

Dance party activities are unique and therefore a venue must be specifically approved as a public building for rave/dance party use.

Fees

Because of the cost to set and monitor conditions, most local authorities will charge a fee. The fee will vary according to the type of event (eg. concert, dance party, etc) and should reflect the costs incurred. It is not a revenue-raising exercise by the local authority.

Zoning

Rave party venues must be located in areas that are suitably zoned in accordance with any town planning schemes.

Deed of agreement

It is recommended that when specific arrangements are made outside normal legislative requirements that a deed of agreement between the promoter and local authority and/or building owner be entered into, so that both parties are bound by a legal document.

Deeds of agreement may not always be required and will tend to be limited to buildings owned by local authorities.

Bonds

In addition to the set fee, local authorities and/or building owners may elect to hold a bond to ensure that any conditional requirements are complied with. The extent of the bond will relate to the type of conditions. Bonds are often used to ensure that:

- noise limits are not exceeded;
- clean ups are completed on time;
- venue floors are protected;
- damage is made good.

Most local authorities will accept bank guarantees as an alternative to cash. Bonds are quite often part of a deed of agreement.

Insurance

The patrons must be covered by a comprehensive public liability insurance policy and the building should be adequately insured. Policy holders should be sure that their policy conditions cover this type of event.

Proof of public liability insurance and details of who holds the building's insurances should be included with the initial application.

The Municipal Insurance Broking Service recommends \$5 million as the minimum acceptable public liability cover.

Communication with promoter

The promoter or his agent must be contactable at all times by the local authority or Police prior to and during the event. This person must be responsible for the event and have the authority to order the venue to be evacuated in an emergency.

A complaints 'hot line' numbers must be established and attended throughout the event. Ideally only one should be a mobile phone.

Building requirements

Any venue, even an outdoor venue, must be approved as a public building for entertainment purposes and be able to accommodate the number of people that will attend.

An approved public building can be identified as one that has been issued with a Certificate of Approval by the local authority; the certificate will detail how the venue can be used and how many patrons it can hold.

The number of people that the venue can hold is determined by:

Floor area - ratio of one person per square metre of available area. This may be varied by the Executive Director, Public Health, on application via the local authority, to as low as 0.5 square metre per person.

Toilet facilities - sanitary requirements vary according to the length of the event and the availability of alcohol. Suggested facilities are contained at Appendix 2, but where events are less than four hours the numbers may be able to be reduced to 80% of the values shown in the tables.

Toilets must be serviced throughout the event. When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be pumped out during the event.

Number of exits and distance of travel to a road or open space - refer to Building Code of Australia Section D.

Aggregate exit width - refer to Appendix 3 and Building Code of Australia.

Ventilation requirements - refer to Building Code of Australia (BCA) Section F.

For example, sports centres with large floor areas are approved public buildings, but they are restricted because of the toilet facilities and exit requirements. The numbers can usually be increased with minor alterations and by providing additional temporary toilet facilities.

Forms for Application for a Certificate of Approval and Application for Variation of Certificate of Approval are at Appendices 7 and 8.

Other public building criteria are:

Electrical installations

All electrical installations must comply with the supply authority or Office of Energy requirements plus any special requirements of the Health (Public Buildings) Regulations 1992.

An electrical contractor must certify that permanent and temporary electrical installations comply with the Health (Public Buildings) Regulations 1992 by submitting a Form 5 to the local authority. A sample Form 5 is at Appendix 6.

Lighting

All venues and egress paths must be able to be illuminated to 40 lux by lighting that is:

- independent of the event production lights;
- controlled from a central position;
- able to reach the required illumination within three seconds of being energised;
- supplied from the supply authority mains or a generator approved by the local authority.

Emergency lighting

Enclosed venues must have emergency lighting that will operate if the main electrical source fails. For buildings, it must comply with Australian Standard AS 2293 or for outdoor venues there must be at least two alternative power supplies. Two generators or a supply authority supply plus another generator are acceptable alternatives provided that the venue lighting supplies are distributed between both.

Exit signs

These must be installed in compliance with AS 2293 and be illuminated and clearly visible whenever the venue is occupied by the public.

Electrical leads and portable outlet devices

All of these items should be protected by a residual current device (safety switch).

The Health (Public Buildings) Regulations 1992 require that these items are tested every six months by a licensed electrical worker and that a tag to identify the item, test date and the electrical worker is fixed to the tested equipment. Details of the specific tests are at Appendix 9.

Double adaptors are not permitted and piggy-back plugs can only be used on stage lighting effects.

Exitways

Paths of travel to exit doors must be kept clear of obstructions and electrical apparatus.

Fire fighting appliances

Fire fighting equipment must be supplied:

- for buildings - in accordance with the Building Code of Australia;
- for other venues - as determined by the WA Fire Brigades Board.

Spectator stands, stages and lighting rigs

There are no specific regulatory requirements for these structures but specific guidelines are included as Appendix 10.

All stages and lighting rigs must be structurally sound. Local authorities usually require certification from a practising structural engineer. The structural certification should indicate if a roof and side drapes are included and the maximum wind speed. If a roof is included, then it must be designed and installed to shed rainwater. Suspended lighting rigs must have a secondary safety support system and any lighting effect suspended above the audience must have safety chains. Any drapes or effects etc. must be of smoke and flame-retardant material.

Noise

Noise pollution has been a major problem with previous rave parties. It is difficult to stipulate a maximum allowable noise output as this will vary with the venue conditions and the distance to neighbouring developments. The speaker placements have a critical effect on the noise output. Speakers should be positioned to ensure minimum disruption to residential areas.

Generally noise levels of 35 dB(A) at any neighbouring residential development including camping areas (unless the camping area has been established for event patrons) are not a nuisance. Noise levels on the dance floor need to be restricted to about 95 dB(A). To achieve this, each venue will have unique requirements.

Higher levels may be tolerated for short durations between 9am and midnight.

Promoters must liaise with the local authority to ascertain what restrictions will apply to particular events. The Department of Environmental Protection, Pollution Prevention Section is available to assist local authorities and promoters to ascertain what levels may be acceptable. It can also advise where noise level meters can be hired.

It is recommended that promoters, in conjunction with the local authority, provide their own noise controls. Part of this would be to establish and publicise at least two noise complaints numbers. Ideally only one should be a mobile phone.

Lasers

The use of lasers must be in accordance with the Radiation Safety Act.

Operators must be licensed. Lasers must not be aimed at people.

Any laser with an output power greater than five milliwatts, regardless of the application, is subject to the requirements of Radiation Safety Regulations under the WA Radiation Safety Act. The laser and its place of use must be registered and the user must obtain a licence to operate it. The licensed applicant must provide proof of his/her competence and experience in using lasers before the granting of a licence can be considered. Radiation Health Section provides laser safety courses and examinations for these purposes.

By regulation, all lasers must comply with the provisions of the Australian 'Laser Safety' Standard AS2211-91.

Inquiries can be made at the Radiation Health Section, 18 Verdun Street, Nedlands, WA 6009 or by telephoning (09) 346 2267. Local authorities should be provided with details of:

- the laser operator
- the size of the laser (eg. watts, milliwatts)

Special effects - fireworks - pyrotechnics

These require specific approval of the Department of Minerals and Energy, the Police and Local Government.

Police

The Police Regional Officer must be notified at least seven days before each event. They require:

- details of the promoters 'hot line' for complaints;
- name of the crowd control company;
- contact number for the crowd controller officer responsible for staff;
- number of crowd controllers;
- names of all crowd controllers;
- operational procedures;
- emergency procedures - evacuation plan.

The Police Regional Officer can be contacted via the officer in charge of the venue's nearest police station.

The Police Communications should also be notified as noise complaints may be received by them.

Notification of emergency services

Emergency services, Police, Fire Brigade and St Johns Ambulance should all have at least 14 days prior notice of any event.

Emergency procedures

There must be an evacuation plan in place which is known to all security personnel. All security personnel should be briefed immediately before each event. Copies should be presented to the Police and local authority seven days prior to the event.

Fire brigade

The Superintendent, Fire Safety Branch should be notified by phone (09) 323 9300 or fax (09) 323 9495.

Security - crowd control

Security is a term that can mean two entirely different things; it can refer to the building or venue security or crowd control. Sometimes they become an integral part of ensuring public safety; which is the prime function of the Health (Public Buildings) Regulations.

Crowd control is emerging as a major issue at large public building events and there is a recognised need for some directions to be given to prevent an unfortunate incident occurring.

The ultimate responsibility to ensure patron safety rests with the venue manager, and most large venue managers in Western Australia have adopted sound practices. However, there is a trend for large outdoor concerts to be held at alternative venues which have not been designed for concert use. These venues are not managed by people experienced in crowd control and this responsibility is left to promoters to arrange. Promoters are motivated by profit and may not be experienced with crowd control and as a consequence crowd control is sometimes inadequate.

The local authority has a part to play in that it may require proof that adequate precautions have been taken, however, in a lot of cases it will also be the venue manager.

There are no formal techniques or requirements for crowd control but some of the aspects that need to be addressed are:

- When is crowd control required?
- What is crowd control?
- What areas of a venue require crowd control?
- What ratio of crowd controllers per patrons is required?
- What are crowd controllers?
- How should they operate?
- What training should they have?
- Male and female controllers must always be available.

When is crowd control required?

Crowd control is required whenever there are large public gatherings, and greater controls are required for some events. History, to a large extent will show the degree of crowd control required eg. rock concerts, where the audience is unseated and has a large proportion of teenagers, require the most control. Symphony concerts with a seated audience are at the other end of the scale.

What is crowd control?

Crowd control is the control of crowds to:

- avoid personal injury due to crushing, overcrowding and unruly behaviour;
- enable injured or distressed patrons to be identified and moved to safety;
- prevent overloading of structures whether or not for spectator use. They include seating stands, advertising hoardings, stages, lighting and sound mixing towers;
- prevent overcrowding.

What areas of a venue require crowd control?

All areas available to the public require control.

- Venue entrances

- Stages
- Exits
- Aisles

What is a crowd controller?

A crowd controller is a person who is responsible for directing and or controlling people. There may be different categories of controller, eg. parking attendants, ushers, security guards, door attendants.

How should they operate?

They should operate to a set pre-arranged plan which is known to all controllers.

Standing orders and procedures should be developed for each venue.

What training should they have?

There are two basic groups of crowd controllers- passive and non passive:

- Passive - those that do not normally come in direct contact with patrons, such as ticket collectors, ushers, parking attendants.
- Non-passive - those that are in direct physical contact to control crowds and unruly behaviour, such as bouncers, security guards, etc.

There are no specific legislative requirements but the Police Crowd Controller legislation is expected to be passed in Parliament in the 1995 Spring Session. This will make it mandatory for non-passive controllers to be registered and not have a criminal record. In the future they may also require formal training.

All controllers must have good communication skills as this is the cornerstone of good crowd management.

Non-passive controllers must:

- be fit and physically active;
- be aged between 18 and 55 years of age;
- have good communication skills;
- have basic training in fire fighting;
- have basic training in evacuation procedures;
- have a basic knowledge in first aid and have the ability to recognise stress;
- have some knowledge of self-defence and how to control unruly behaviour;
- know their limitations on removing patrons.

Equipment required

Every controller must:

- 1) Have a distinctive uniform. Passive and non-passive uniforms should be different.
- 2) Be able to be easily identified. Unique identification must be formally issued at each event so that controllers can be easily identified.
- 3) Have a torch if the event is held at night and the controller is required to direct patrons to or from seats.
- 4) Have communication equipment that is effective under noisy concert conditions;
- 5) Have noise protection.
- 6) Have any equipment required by Worksafe WA.

Typical crowd controller requirements.

Crowd controllers should be:

- fit, active, no less than 18 and ideally no more than 55 years of age;
- properly trained and capable of carrying out their duties;
- informed in writing of all that they are expected to know and do. It should be made clear to them that they are deployed to assist in the safe operation of the ground, not to view the event.

The following list gives examples of typical tasks and duties that crowd controllers should be expected to carry out and for which they should be prepared. Each crowd controller should be given a written summary of the tasks, duties and responsibilities of the particular post to which he or she is allocated.

Crowd controllers should:

- 1) Monitor the crowd throughout the ground for signs of distress or overcrowding and take action in accordance with standing instructions.
- 2) Prevent overcrowding by ensuring compliance with the crowd limits in various parts of the ground.
- 3) Prevent spectators, as far as possible, from climbing fences and other structures eg light towers, advertising hoardings, speaker columns, mixing towers etc., and from standing on seats. Where by virtue of the scale of the incident, stewards are unable to prevent this, they should immediately report the matter to the Security Controller.
- 4) Ensure all parking area approaches and emergency exits are kept clear and that vehicles are correctly parked.
- 5) Ensure that gangways and exits are kept clear.
- 6) Control all exits including openings in perimeter fence.
- 7) Assist in the diversion of patrons to other parts of the venue, including the closing of turnstiles, when the capacity for any area is about to be reached.
- 8) Identify and investigate any incident or occurrence among spectators, and report their findings to the Security Controller.
- 9) Know the location of, and be able to operate effectively, the fire-fighting equipment at the venue.
- 10) Know the location of first aid posts.
- 11) Direct distressed or unwell patrons to first aid posts.
- 12) Be fully conversant with any methods or signals used to alert staff that an emergency has arisen.
- 13) Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the security controller.
- 14) Comply promptly with any instruction given in an emergency by a police officer or the security controller.
- 15) Remain at their allocated posts as instructed unless authorised or ordered to do otherwise by the security controller.
- 16) Report to the security controller any damage or defect which is likely to pose a threat to patron safety, eg. a damaged crush barrier.
- 17) Assist as required in the evacuation of the venue.
- 18) Assist in the identification of spectators who are banned from the venue, who do not possess tickets, or who are in possession of forged tickets.
- 19) Assist in the prevention of breaches of venue regulations.

Rave party crowd control

Experience indicates that rave party crowds are not aggressive; hysteria and crushing does not occur. The most common problem is dehydration. Distressed patrons must be escorted to the first aid station for medical attention. Toilet areas should be patrolled every thirty minutes. Crowd controllers at the ratio of one per 200 patrons is considered adequate for these events.

Concert crowd control

Each event will have unique requirements. For large events when popular performers attract young audiences, the following may be required:

Front of stage

- At least one controller per metre of stage, including length of screamers (side extensions of the main stage) must be provided. Their principal duties are to prevent patrons climbing onto the stage and to remove injured or distressed patrons from the crowd.
- Stage barriers of suitable design must be provided (refer to section on stage barriers).
- Egress from the audience area must be provided at either end of the stage barrier.
- Patrons must be prohibited from the stage unless arrangements are made with the authority prior to the event.
- Patrons must be prohibited from climbing on any structures within the venue. ie. stage, mixing and lighting towers, hoardings and spectator stands.

General

- In addition to the front of stage security there must be a minimum of one crowd controller per 150 patrons within the venue. Additional security agents may also be required for backstage, perimeter and performer security.
- There should be at least one crowd controller at each egress point from the venue. The controller's principal duty is to ensure that the gates are open when required and that both sides are free from obstructions.
- All crowd controllers must be briefed before each event.
- General procedures, routine orders, evacuation procedures, the names of crowd controllers and the crowd control roster must be submitted to the local authority prior to the event and no later than the pre-event briefing.
- There must be sufficient controllers to allow relief for meal breaks and sickness etc.
- Controllers must be on site at least one hour before the venue is opened.
- Where an egress point also serves as an entry there must be at least two controllers.
- Crowd control companies must be registered.

Stage barriers

Stage barriers must:

- be purpose built to withstand the forces that can be exerted by a large audience;
- be designed so that there are no exposed bolts, finger entrapments or sharp extrusions;
- have a convex or substantially padded top;
- have a non-skid floor. They should be convex and never concave so that patrons tend to be forced to the outside and not the centre;
- have an elevated platform so that crowd controllers are higher than the audience to allow them to identify distressed patrons and pull them over the barrier;
- have at least 1.5 metres clear space between the front of the stage structure and stage barrier to allow injured patrons to be carried to safety behind the security staff.

The promoter must restrict the number of patrons to the number nominated on the Certificate of Approval. Provision must be made for patrons to queue once the venue is filled to capacity. The promoter must know the number of patrons in the venue at any time.

Doors and exit ways must remain clear of obstruction and never be locked.

First aid

Whenever large numbers of people congregate, qualified first aid personnel should be in attendance. Traditionally, this has been done by the St John Ambulance Australia (WA Operations), but other agencies such as Red Cross are also available. St John Ambulance officers are volunteers but they rely on donations to enable training equipment and medical supplies to be purchased. The number of first aiders and first aid posts will vary with the type of event but as a guide the figures below have been suggested by St John Ambulance Australia.

Patrons	First aiders	First aid posts*
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22+	4

* The number of first aid posts required would depend on what first aid room facilities are available. Every venue should have at least one room where there is power and running water.

First aiders are generally not required for events smaller than 500 patrons and which are held in close proximity to central ambulance/hospital services, eg. Northbridge and central metropolitan areas.

First aid posts

These should be conspicuous and identified by an illuminated sign at night. Ideal locations are near the main entry, and for large concerts one should be behind the stage barrier.

Casualties

Experience from previous events has shown that most casualties are from:

- heatstroke, dehydration, respiratory distress;
- cuts from broken glass and drink can ring pulls;
- fainting and exhaustion from a combination of hysteria, heat, and alcohol, and this often occurs at or near the stage barrier;
- trampling or crushing from crowd pressure at the stage barrier;
- illicit drug and alcohol abuse;
- epilepsy attacks brought about from strobe lighting.

Parking

There should be adequate parking so that neighbouring properties are not disturbed by vehicles visiting the venue. Local authorities are responsible for parking and with prior notice additional facilities may be able to be arranged, eg. car parking stations remaining open for extended periods. Access to venues should not be via roads through normally quiet suburban streets.

Transport

If public transport is available for patrons, the event should coincide with transport times.

The promoter should ensure that transport is available to transport patrons both to and from the venue. Metrobus and private bus companies can provide quotes to deliver this service.

The cost to provide a charter service should be included in the ticket price so that cash fare transactions are eliminated and the cost is disbursed amongst all of the patrons.

Metro bus charter inquiries should be directed to: The Secretary, Special Events Committee, Department of Transport, 5/19 Pier Street, Perth WA 6000

For rural locations it may be preferable to have patrons camp overnight. If this option is taken, additional conditions may be set by the local authority.

Water

An adequate supply of water must always be available for fire fighting, hygiene purposes and for dousing heated patrons during summer events. Dousing should be in a specific area and only on request.

Potable drinking water must always be available free of charge or at a nominal cost.

Food and drink

For events longer than four hours, food and drinks must be available to the patrons. If alcohol is served, then low and non-alcoholic drinks must also be available. Their cost should reflect the alcoholic content.

If alcohol is to be available, a liquor licence must be obtained from the Department of Liquor Licensing (phone 9223 3123).

Food and drinks should only be available in unbreakable containers (no glass or crockery).

Food and drink providers must comply with the Health (Food Hygiene) Regulations 1994.

Telephones

Patrons should have access to public phones. Where permanent facilities are not available, Telecom Australia can arrange for temporary pay phones. Contact (09) 377 8444 for information about this service.

Ticketing arrangements

Money for advance ticket sales received by venue operators or independent booking outlets shall be held by them in trust to cover refunds should the performance be cancelled.

Promoters who supply satisfactory guarantees may be exempt from this requirement.

Patrons shall be entitled to a full refund or ticket exchange option in situations such as:

- Main attraction/event cancelled or re-scheduled;
- Main attraction/star performer(s) is cancelled and substitute arranged.

Clean up

It is the promoter's responsibility to liaise with the local authority and building owner to ensure that the venue and surrounding areas are left clean and tidy. Generally clean-ups should be completed within 24 hours of the event's conclusion.

Toilet cleaning

Toilets must be kept clean and serviceable throughout the event.

Rubbish removal

For events longer than four hours, arrangements need to be made to ensure that toilets are kept clean and resupplied with toilet paper. Rubbish bins may need to be emptied during the event.

Syringe disposal

Syringe disposal is becoming a problem at entertainment venues. The Health Department of WA recommends that cleaning staff be briefed on the dangers associated with used syringes and that sharps containers be used for collecting used syringes.

Sharps containers come in different sizes and are available in the metropolitan area from most medical supply wholesalers. The costs range from \$3 for a half litre container. Some companies offer a disposal service, for example Medi Collect charge \$15 to supply and dispose of a one litre container. In country areas, containers may be available from hospitals.

The Communicable Disease Control Unit policies on 'Safe Collection and Disposal of Discarded Needles and Syringes' and 'Needlestick Injuries - The Risks' are at Appendices 7 and 8.

Summary

It is the promoter's responsibility to:

- lodge an application and advise the local authority of an event. These applications must be lodged with the local authority at least two months prior to the event unless advised otherwise;
- advise the Emergency Services, Police, Fire Brigade and St John Ambulance of the event;
- comply with any conditions set by the local authority;
- arrange patrons transport requirements if regular public transport is not available;
- ensure that adequate security staff attend;
- ensure that adequate first aid personnel attend;
- ensure that exits are always unobstructed and unlocked;
- arrange adequate insurance cover;
- arrange for suitable refreshments to be available at the venue;
- prove to the local authority that they are capable of organising the proposed event;
- arrange briefing and debriefing meetings as required;
- advise police of security and crowd control arrangements.

It is the local authority's responsibility to:

- judge each application on its merits;
- liaise with other statutory organisations to confirm that the promoter has considered their specific concerns - Police, Fire Brigade, Ambulance etc;
- ensure that the event is monitored for compliance with its conditions;
- ensure that neighbouring developments are not unduly disturbed;
- monitor the event and to attend to any complaints promptly.

Contacts for additional information ⁴

- 1) General information - local authority principal environmental health officer.
- 2) Police - Police Department - Contact relevant regional officer via the officer in charge of the nearest police station to the venue - 131444.
- 3) Noise - Department of Environmental Protection, telephone 9222 7000.

⁴ As at 1 August 1995

- 4) Laser requirements - Health Department of WA - Radiation Health Section, 18 Verdun St, Nedlands, telephone 9346 2260.
- 5) Buildings/Structures - Local Authority or - Health Department of WA, Mr Sid Brodie, telephone 9388 4962.
- 6) Electrical and Lighting - Health Department of WA, Mr Sid Brodie, telephone 9388 4962.
- 7) Structural - Local Authority or Health Department of WA, Mr Sid Brodie, telephone 9388 4962.
- 8) Emergency procedures - WA Fire Brigades Board, Fire Safety Branch, telephone 9323 9300 or Health Department of WA.
- 9) First Aid - St John Ambulance First Aid, 9325 4088 or Red Cross, telephone 9325 5111.
- 10) Stages and lighting rigs - Health Department of WA, telephone 9388 4962.
- 11) Fire Brigade - Event notification - Supervisor Operations Officer, telephone 9323 9368 or fax 9323 9319 - General Information - Fire Safety Officer, telephone 9323 9300

Appendix 1: Suggested check list for local authority applications

As much of the following information as possible should accompany an application to hold an event. The information will enable council to process your application quickly. Any application should be accompanied with a drawing to show how the venue will be set up. It should show the stage, exit/entry points, concessions, toilets etc.

Name and address of applicant

Contact numbers for applicant - Phone Fax Pager

Name and address of proposed venue

Type of event - dance party - concert - other

Name of main attraction

Name previous events that you have held

Name and principal of security firm

Who is the Regional Police Officer

Expected number of patrons

Insurance cover proposed

Name of electrical contractor

Parking arrangements

What transport arrangements have been made

Who will be supplying first aid service

Number and types of toilets proposed

What arrangements have been made for the disabled

What refreshments will be available

Details of rubbish removal and site cleaning

Tickets - how and who will sell them

What size lasers will be used

Who is the laser safety officer and licence no issued by Radiation Health

Appendix 2: Toilet facilities

Table: Toilet facilities for events where alcohol is not available

Patrons	Males			Females	
500	1 WC	2 urinals	2 hand basins	6 WC	2 hand basins
1000	2 WC	4 urinals	4 hand basins	9 WC	4 hand basins
2000	3 WC	8 urinals	6 hand basins	12 WC	6 hand basins
3000	4 WC	15 urinals	10 hand basins	18 WC	9 hand basins
5000	5 WC	25 urinals	17 hand basins	30 WC	15 hand basins

This table is based on Health Department Guidelines for Sporting Venues.

At least one unisex toilet for the disabled is required at each venue.

For events less than four hours - these may be reduced by 80%

Table: Toilet facilities for concerts licensed to sell alcohol

Patrons	Males			Females	
500	3 WC	8 urinals	2 hand basins	13 WC	2 hand basins
1000	5 WC	10 urinals	4 hand basins	16 WC	4 hand basins
2000	9 WC	15 urinals	6 hand basins	18 WC	6 hand basins
3000	10 WC	18 urinals	10 hand basins	20 WC	10 hand basins
5000	12 WC	25 urinals	17 hand basins	33 WC	17 hand basins

This table has been extracted from the City of Fremantle Concert Guidelines

At least one unisex toilet for the disabled is required at each venue.

Note: Toilets must be serviced throughout the event. When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be pumped out during the event.

Appendix 3

Table: Exit widths extracted from Building Code of Australia D 1.6

Aggregate exit width in metres	No. of people - gradient less than 1:12	No. of people - gradient more than 1:12
1X 1000	0 - 50	0 - 50
2X 1000	50 - 200	50 - 200
2.5	200 - 275	200 - 260
3	275 - 350	260 - 320
3.5	350 - 425	320 - 380
4	425 - 500	380 - 440
4.5	500 - 575	440 - 500
5	575 - 650	500 - 560
5.5	650 - 725	560 - 620
6	725 - 800	620 - 680
6.5	800 - 875	680 - 740
7	875 - 950	740 - 800
7.5	950 - 1025	800 - 860
8	1025 - 1100	860 - 920
8.5	1100 - 1175	920 - 980
9	1175 - 1250	980 - 1040
9.5	1250 - 1325	1040 - 1100
10	1325 - 1400	1100 - 1160
10.5	1400 - 1475	1160 - 1220
11	1475 - 1550	1220 - 1280
11.5	1550 - 1625	1280 - 1340
12	1625 - 1700	1340 - 1400
12.5	1700 - 1775	1400 - 1460
13	1775 - 1850	1460 - 1520
13.5	1850 - 1925	1520 - 1580
14	1925 - 2000	1580 - 1640
14.5	2000 - 2075	1640 - 1700
15	2075 - 2150	1700 - 1760
15.5	2150 - 2225	1760 - 1820
16	2225 - 2300	1820 - 1880
16.5	2300 - 2375	1880 - 1940

Appendix 4: Briefing meeting

A briefing meeting should be held for all large or unusual events. It needs to be held when all of the final arrangements are known but it should be between seven and fourteen days prior to the event.

The purpose of the meeting is to get all major parties together so they all know each other and that any concerns can be addressed.

It is important that there is an agenda so that everyone knows in advance what will be discussed. If they have any special concerns, time should be allocated to allow these concerns to be discussed. It is also an ideal time to distribute required documentation ie. standing orders and procedures, emergency evacuation procedures, insurance cover notes etc, electrical and structural certification, event and control personnel contact numbers for the event.

Who should attend?

The list below is provided to give an idea of some of the people who may be required to attend a briefing meeting.

- 1) Anyone who has a critical role in the operation of the event or venue approval.
- 2) Promoter and his deputies.
- 3) Chief security officer.
- 4) Police - general duties and liquor and gaming representatives if liquor is to be consumed at the event.
- 5) Local authority representatives.
- 6) Transport operator.
- 7) Noise pollution officers.
- 8) Parking controller.
- 9) Fire Brigade representative.
- 10) First aid representative.
- 11) Ground controller.
- 12) Representatives from major neighbouring developments that may be adversely affected by the event.
- 13) Health Department electrical supervisor.

Some of the things that need to be discussed are:

- What conditions will cause the event to be cancelled or postponed - excessive rain or wind, insufficient ticket sales, main performers unavailable etc. These things need to be set prior to the event and no later than the final briefing meeting.
- Contingency plan if more than the anticipated number of patrons arrive.
- What noise limitations have been set and by whom. How and where will these be monitored.
- Access route for emergency vehicles, Ambulance, Fire and Police.
- Time, date and location of debriefing meeting. It is important that this is organised at the briefing meeting so that it is known that problems experienced can be discussed and resolved for future events.
- Contact numbers and radio frequencies and channels to be used during the event.
- Location of crowd control command post and first aid posts.

Appendix 5: Debriefing meeting

A debriefing should be held for each event because it provides a forum where the experience gained from the event can be recorded and input on how improvements can be made for future events. Any problems or difficulties can also be discussed.

It should be held within 14 days of the conclusion of the event.

Who should attend

- 1) Anyone who had a critical role in the operation of the event or venue approval.
- 2) Anyone who experienced any operational deficiencies or can offer suggestions to improve future events.
- 3) Promoter and his deputies.
- 4) Chief security officer.
- 5) Police - general duties and liquor and gaming representatives if liquor is to be consumed at the event.
- 6) Local authority representatives.
- 7) Transport operator.
- 8) Noise pollution officers.
- 9) Parking controller.
- 10) Fire Brigade representative.
- 11) First aid representative.
- 12) Ground controller.
- 13) Representatives from major neighbouring developments that may be adversely affected by the event.
- 14) Health Department electrical supervisor.

Appendix 6: Health Act 1911, Health (Public Buildings) Regulations 1992 Certificate of Electrical Compliance

(Form 5 - Regulation 10)

To the City / Town / shire of: Date:.....

I hereby certify that the electric light and / or power installation, alteration, addition at the undermentioned premises has been carried out in accordance with the Health (Public Buildings) regulations 1992.

Name & Initial of Occupier:

Details of public building

Name:

No. Street

Suburb / Town Post Code

Particulars of installation

~~Describe any work for which you are not responsible in these premises~~

.....
.....

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor / in-house installer.

Signature

Contractors / In-house Electrical Installers Details

Phone No. Business Name

Registration No. Address

Forward this form to the local authority when the work is completed.

Appendix 7: Safe collection and disposal of discarded needles and syringes

1. There is no need to be alarmed.
2. Avoid touching the needle with your fingers or hands.
3. Pick up the used needle or syringe by the blunt end, away from the point. When doing this it is preferable to wear gardening gloves or to use a brush and pan or tongs.
4. Never attempt to replace the protective cover of the needle if the needle is exposed.
5. Put the needle and syringe in a container with a well-secured lid.

Rigid plastic containers with lids are best (eg. plastic bottle with a screw top lid). Do not use glass which may shatter or aluminium cans which may be squashed.
6. Make sure the container is tightly sealed.
7. Put the sealed container in a rubbish bin.

For further information contact:

Communicable Disease Control Unit on 9388 4999, an environmental health officer at your local council, the ADIS Information Line on 9421 1900 or 008 198 024, or the WA AIDS Council 9429 9900

Appendix 8: Needlestick injuries - the risks

A person who is pricked or scratched with a discarded needle has only a very remote risk of being infected with Human Immunodeficiency Virus (HIV) from blood in the needle. There is, however, a possibility of Hepatitis B or Hepatitis C infection. Like HIV/AIDS, Hepatitis B and Hepatitis C can both be caused by blood-borne viruses.

Tetanus spores which live in the soil may also cause infections if they are transported into the body through broken skin caused by a discarded needle.

What do you do if you have a needlestick injury?

1. Wash the area gently with soap and running tap water as soon as possible.
2. Apply an antiseptic and sterile dressing.
3. Contact your local doctor or hospital emergency department as soon as possible.
 - Tests may be done to see if you are already protected from Hepatitis B. If not a course of vaccinations may be given. This will be most effective if begun within 24 hours following the injury.
 - If you are not vaccinated against tetanus this should be done immediately.
 - Antibiotics may be given as a protection against other infections.
4. The needle and syringe should be disposed of safely (see 'Safe Collection of Discarded Needle and Syringes').

For further information contact the Communicable Disease Control Unit on 9388 4999 or your local doctor.

Communicable Disease Control Unit
Health Department of WA
March 1995

Appendix 9: Testing of extension cords and RCDs (safety switches)

The testing of electrical extension cords and RCDs used in circuses' travelling shows and other temporary installations is a requirement of the Health Act (Public Buildings) Regulations 1992. It is also a requirement for building and construction sites.

Note: RCDs are also known as safety switches or ELCBs.

The specific tests required are set out in clause 13 of AS 3012 - Electrical Installations - Construction and Demolition Sites.

Extension cords etc. should be tested every six months and RCDs every three months.

Once a test has been carried out a tag should be fixed to the device. The tag should identify who carried out the tests and when they were done.

Details of the required tests are:

Extension Cords (single and three phase)

- Check that the insulation is in good order.
- Check that the plug sockets and plug tops attached to the cord are the correct rating.
- Check the continuity of each conductor.
- Check that the conductors are correctly connected (correct polarity).

Residual Current Devices

*test 1: Residual non-operating current

A current between 40% to 50% of the rated tripping current should be passed between active and earth for five seconds. The RCD should not trip.

*test 2: Tripping current and time test

A current equal to the rated tripping current of the RCD should be passed between active and earth. The RCD should trip within its specified time - usually 30 milliseconds.

Note:

The recommended tripping current is 30 milliamps.

Instruments are readily available from electrical wholesalers. Clipsal and HPM are two companies that manufacture suitable test instruments.

In addition to the above RCD tests, the inbuilt test facility should be operated each day that the unit used.

Portable outlet devices (such as Kambrook multiple outlets) require a combination of all of these tests.

More information can be obtained from Sid Brodie on 9388 4962 or fax 9388 4955.

Appendix 10: Temporary structures at public events, safety guidelines

There are no specific regulatory requirements for these stands. When they are erected at entertainment and sporting venues they require approval as part of a public building.

Set out below are guidelines for seating and other temporary structures that may be erected at public building venues.

When they are not subject to a building licence, they must be approved in accordance with the Health Act.

Section 176(2)(b) authorises the local authority to request anything that it may require to ensure that the venue, in this case the stand, is 'safe'.

Application

An application to erect a stand must be made to the local authority. The application must be accompanied by:

- full structural details, including size and spacing of all materials, method of jointing, sole plate dimensions etc;
- a block plan showing the position of the stand in relation to surrounding structures, toilets etc;
- seating layout showing the relationship between seats and aisles and the total number of seats.

Structural

Certification from a practising structural engineer should be provided to certify that the structure is suitable for the proposed use. It should be constructed in accordance with industry standards and methods.

Footings

Most temporary structures do not have deep footings and merely sit on the ground. In these cases they should bear on a substantial hardwood base, recommended size 300mm x 200mm by 40mm thick. Smaller and/or soft wood types or bricks are not acceptable.

Stairs

Steps

- Going should be between 280mm and 355mm
- Risers should be between 115mm and 190mm.

Steps within aisles must

- be the full width of the aisle;
- be uniform in size (both the riser and going).

There shall be no more than 18 risers in a flight and no more than two flights without a change in direction of at least 30 degrees.

In some instances, because of sight lines it may be necessary to increase aisle risers to 200mm. If this occurs additional guard rails will be required. Risers in stairways or transverse aisles must never exceed 190mm.

Treads must be of solid construction (not mesh or perforated) and have a non-skid finish.

Guard rails and balusters

Every raised area of seating and any change in level which may present a hazard (eg. drops of one metre or more) shall be provided with a balustrade. Where aisle risers are more than 190mm high, hand rails are required at each row of seats.

Balustrades and /or hand rails must be:

- 950mm above flood level (FFL);
- installed on both sides of stairways;
- installed on raised areas and landings which are 1000mm above the surrounding floor or ground

Balusters must not present hand or toe holds between 150mm and 760mm above FFL or permit a 125mm diameter sphere to pass through.

Aisles

- Minimum width of an aisle shall be 1000mm.
- Aisles are required on both sides of every row of seats that is more than nine seats long.
- No seat shall be more than six metres from an aisle.

Seating

The clearance between rows of seats shall be:

- 300mm if the distance to an aisle is less than nine seats.
- 500mm if the distance to an aisle is more than nine seats.

All seats shall be securely fixed to the floor unless fastened together in lengths of no less than six seats.

Lighting

Aisles and the tread of each step shall be illuminated whenever the venue is open to the public after sunset. Generally this will only apply to indoor stands used for theatrical applications.

Width of platts

The minimum width of a platt for seated patrons is 950mm.

The minimum width of a platt for standing patrons is 600mm.

Kick boards

Kick boards and infills are required for stair risers and between levels of platts.

Fire hazards

- Flammable material should not be installed on any stand.
- Flammable materials must not be stored under any stand.
- Stage curtains or fabric screens must be non-flammable. Materials that have a spread of flame index of no more than six and a smoke developed index of no more than five are regarded as being suitable.

Exit widths

Exits shall be designed to allow the stand to be evacuated within 2.5 minutes in an emergency.

There must be alternate means of egress from each stand eg. in large stands at least two exits from the front and two towards to rear. The rear exit must be at least mid-way from the front of the stand and the stairs should discharge toward the rear.

Table: Exit requirements for stands

NO. OF PEOPLE	NO OF EXITS	AGGREGATE WIDTH
0 - 1000	2	2000 mm
1001 - 1500	3	3000 mm
1501 - 2000	3	4000 mm
2001 - 2500	4	5000 mm
2501 - 3000	4	6000 mm
3001 - 3500	5	7000 mm
3501 - 4000	5	8000 mm

Number of exits increase at the rate of 1/1000 or part thereof.
Aggregate width of exits increases at the rate of 1000mm/500 people.