**St Andrew’s College**

# Event Management Plan

# COVID-Safe Version

Version: 2 July 2020

**A close up of a logo

Description automatically generated**

**Event:** [Event Title]

**Event Date:** [DD/MM/YY]

**IMPORTANT**

1. If an event will be occurring at multiple locations simultaneously (such as in the Highlander Bar and on the Oval), multiple Event Plans must be filled out (ie, a unique Event Management Plan will be required for each “event site” in operation).
2. The event may not proceed until it has been approved by the Senior Student, Director of Education & Student Life, Director of Operations and Principal. The Organising Committee must provide a completed version of this document to the Director of Education & Student Life two (2) weeks before the event date.

# Part 1: Background Details

## Date of Submission

|  |
| --- |
| [Response] |

## Name of Event

|  |
| --- |
| [Response] |

## Organising Committee

|  |  |
| --- | --- |
| **Name** | **Contact Details** |
| [Response] | [Response] |

## Date & Time of Event

|  |
| --- |
| [Response] |

## Location of Event

|  |
| --- |
| [Response] |

## Number of St Andrew’s College Students Participating

|  |
| --- |
| [Response] |

## Number of External Guests

|  |
| --- |
| [Response] |

## Description of Event (including its purpose)

|  |
| --- |
| [Response] |

## Noise Complaints

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| --- |
| Who will take responsibility for notifying the Royal Prince Alfred Hospital (RPAH) that the event is taking place?  * [Response]  Who (from RPAH) will be contacted?  * [Response]  When will they be contacted?  * [Response]  What is their contact number?  * [Response] |

## Nighthawk Briefing

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| Who is responsible for briefing the Nighthawk?  * [Response]  When will the Nighthawk Briefing take place?  * [Response] |

# Part 2: Event Plan

## Venue Capacity

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| --- |
| What is the capacity of the proposed venue?  * [Response]  Does the number of students participating in the event (as stated in Part I) comply with COVID regulations? (Note: Venue capacity is limited to 1 person for every four square metres of venue space)  * [Response]  How will venue capacity be monitored throughout the event?  * [Response] |

## COVID-19 Checklist

Checklist:

* Those responsible for running the event have been provided with information and training on COVID-19, including when to get tested, physical distancing and cleaning
* Conditions of venue entry (including physical distancing and consequences for not observing physical distancing) have been made available to students on Facebook and at the venue
* The names and conduct numbers of all students attending the event have been collected at the point of entry
* An event list has been prepared, and only students on that list may enter the venue and participate in the event
* Table and chair placement permits a distance of at least 1.5m between students to be maintained
* Students are aware that alcohol may only be consumed while they are seated
* Bathrooms are well stocked with soap and paper towels
* Hand sanitizer is available at the entry
* Venue surfaces (such as tabletops) have been disinfected prior to the event
* Contactless payment options are encouraged
* Records of students in attendance will securely kept by the Organising Committee

See also: COVID-19 Risks (below).

## Event Run Sheet

|  |  |  |
| --- | --- | --- |
| **Time** | **Description** | **Responsibility** |
| [Response] | [Response] | [Response] |
| [Response] | [Response] | [Response] |
| [Response] | [Response] | [Response] |

## Post Event

|  |
| --- |
| Who will be responsible for clean-up?  * [Response]  Who will make them aware that they are responsible?  * [Response]  Which COVID-19 clean-up precautions will be taken?  * [Response] |

## Afters

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| --- |
| Will ‘afters’ be held at the Alfred Hotel (The Grose)?  * [Response] |

If Yes:

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| Who is responsible for making contact with the venue?  * [Response]  Which member of the venue will be contacted?  * [Response] |

## Post Event Reporting

Incidents will be reported to the House Committee Executive by Organising Committee (or Mentors / Pastoral Leaders) by 9:00 am the next day. The House Committee will then proceed in accordance with the terms of the Response Matrix.

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| Has the post-event reporting procedure been understood by the Organising Committee?  * [Response] |

# Part 3: Risk Management

## Security

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| --- |
| Is security required for this event?  * [Response]  If ‘no’, why not?  * [Response] |

If so:

|  |
| --- |
| Has Nova Security Group been contacted to arrange security?  * [Response]  How many security guards will be on duty and what times to ensure sufficient coverage?  * [Response] |

Please note that the Organising Committee is responsible for briefing Security on the following:

-      Identification of Nighthawk, event organizers, Student Executive

-      Site walk through (including re-entry points to be monitored)

-      Behavioural Management plan as set out below

-      Protocols on identification of patrons who cause harm or damage to people/property

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| Has the above security briefing process been understood by the Organising Committee?  * [Response] |

## Alcohol Management

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| --- |
| All-of-College Events involving alcohol will need to run under the St Andrew’s College On premises Liquor License. Does the Liquor Licence need to be used?  * [Response]   If ‘NO’, skip to [Drinks](#_Drinks). |

See Appendix 1 for Licensee Details and Licence Conditions.

|  |
| --- |
| Have the Licensee Details and Licence Conditions been read and understood?  * [Response] |

The Organising Committee is responsible in briefing the external Bar Team. This entails introducing them to the security team, identifying potential concerns, and reminding the team that RSA laws must be followed diligently.

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| Has the Organising Committee’s responsibilities in relation to the external Bar Team been understood?  * [Response] |

|  |
| --- |
| Please list the name and contact number of your nominated RSA Marshall:  * [Response] |

## Drinks

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| --- |
| Please provide a comprehensive break down the drinks available at the event, both alcoholic and non-alcoholic:  * [Response] |

## General Behavioural Management

Please list what strategies will be implemented to address the circumstances below (150 words maximum)

1. If a patron at your event was acting out-of-line, or disorderly

|  |
| --- |
| [Response] |

1. Excessive levels of intoxication

|  |
| --- |
| [Response] |

1. Slippery floors and surfaces such as the Highlander dance floor

|  |
| --- |
| [Response] |

1. Patrons bringing alcoholic beverages into the event from their “pre drinks” venue

|  |
| --- |
| [Response] |

1. Misconduct and inappropriate behaviour both during and post event.

|  |
| --- |
| [Response] |

1. Behaviour deemed to encourage the excessive consumption of alcohol during the event

|  |
| --- |
| [Response] |

1. Guests/College Members being received by the Principal or senior members of staff in the SCR following an event becoming unduly intoxicated

|  |
| --- |
| [Response] |

## COVID-19 Risks

|  |  |  |
| --- | --- | --- |
| **Risk** | **Risk-Mitigation Strategy** | **Response (if risk materialises)** |
| Unwell students seek to participate in St Andrew’s College events | [Response] | [Response] |
| Students fail to observe social distancing measures when gathering around a bar | [Response] | [Response] |
| Students begin to dance in close proximity | [Response] | [Response] |
| Students who are not on the event list seek to enter the venue | [Response] | [Response] |

## Other Risks

|  |  |
| --- | --- |
| **Risk** | **Risk-Mitigation Strategy** |
| [Response] | [Response] |
| [Response] | [Response] |

# Responsibility statement

The Organising Committee and Senior Student accept responsibility for the management of this event, including any risks that arise due to a failure to enforce compliance with the terms of this Event Management Plan.

|  |  |  |
| --- | --- | --- |
| **Party** | **Signature(s)** | **Date** |
| Senior Student |  |  |
| Organising Committee Members |  |  |

# Approval

This Event Plan and Risk Management Form has been approved by:

|  |  |  |
| --- | --- | --- |
| **Party** | **Signature** | **Date** |
| Senior Student |  |  |
| Director of Education & Student Life |  |  |
| Director of Operations |  |  |
| Principal |  |  |

# Appendix 1. Licencing Details

## Licensee details

Licensee: Ian Smith

Number: 0431 659 790

Email: bursar@standrewscollege.edu.au

## Conditions of the licence

1. Cash bar will be implemented for the duration of the event
2. RSA conditions will be followed stringently by security and bar staff - the major addition in this area will be the denial of entry to the ceremony dinner if levels of intoxication are inappropriate due to ‘pre-loading’
3. Underage patrons will be identified and given a wristband; they are **NOT**to be served alcoholic beverages
4. Re-entry will not be possible once asked to leave - student will be asked to leave the venue and will be expected to occupy their room
5. In the specific case of ‘pre-drinks’ before a Feast (including Victory Dinner, University & Schools, Valedictory)
   1. Bar team will serve one drink per person per transaction under cash bar conditions (a reduction from two drinks per transaction from previous victory dinners) - service will abide strictly to RSA laws
   2. **Two drinks per person** will be allocated for the duration of ‘pre-drinks’
   3. No drinks will be taken from the “pre-drinks” to the ceremony dinner - security staff will be monitoring this at the door and denying entry as seen fit
   4. ‘Pre drinks’ will include **ALL MEMBERS OF COLLEGE** who are invited to attend the dinner
6. In the specific case of a Celebratory Dinner (including Victory Dinner, University & Schools and Valedictory)
   1. Alcohol will not be the focus of the event
   2. Water and non-alcoholic beverages will be provided in equal or greater content to the amount of alcohol
   3. External bar team will serve all drinks from a cash bar in strict adherence with RSA laws
   4. Alcohol management strategies as outlined in the management plan will be implemented (these are expected conditions and not included within this document, such as alcohol content of drinks)
   5. Pass outs will not be allowed, once out of the venue for any reason the patron will not be permitted to re-enter
7. Leaving to smoke in the back corner of the car park will NOT be permitted. Security will monitor the area and anyone leaving the designated area will not be permitted to re-enter the venue.

# Appendix 2. Venue Capacity

[To be supplied by Ops]