**Events Policy**

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| **Document Number** | ACC15 |
| **Version** | 0.2 Draft |
| **Scope/applies to:** | e.g. Staff and Volunteers |
| **Date Approved** |  |
| **Approved by** |  |

**Purpose**

The purpose of this policy is to ensure events run smoothly and safely for all involved.

**Policy**

Safety and wellbeing for all involved in events is a priority. Events run by ACC are supervised by paid staff, with informal volunteers providing support.

Paid staff:

* Confirm the event is covered by insurance
* Ensure that large equipment (pergolas, umbrellas, signage etc.) is in good condition and set up safely on the day of the event.
* Are aware of their responsibility for looking out for and immediately address hazards and potential safety issues throughout the event
* Double check that the BBQ if is correctly connected to the gas bottle before it is turned on
* Put in place the appropriate processes to ensure food served complies with the **Food Safety Policy**
* Ensure that a **Liquor License** is sought if needed
* Oversee cash floats and provide a clear price list for volunteers, provide training on EFTPOS sales for volunteers, regularly collect cash throughout the event and are available throughout the event to support volunteers.

Volunteers:

* Are briefed on their role and responsibilities during the event
* Are provided with clear instructions for making sales during the event and managing cash
* Understand which staff are present and who they can ask for help /advice.

**Related documents**

* Food Safety Policy
* Liquor Licensing Act