Application for the Use of University Venues and Facilities (Outdoor Areas) by Outside Organizations

<table>
<thead>
<tr>
<th>Section I</th>
<th>Particulars of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Applicant: ____________________________</td>
<td>Position held by Applicant: ____________________________</td>
</tr>
<tr>
<td>Name of Organization: ____________________________</td>
<td>(Applicant should submit a photocopy of valid Business Registration Certificate or other supporting document(s) to illustrate the nature of the organization)</td>
</tr>
<tr>
<td>Company address: ____________________________</td>
<td></td>
</tr>
<tr>
<td>Office Tel No.: ____________________________</td>
<td>Mobile Phone No.: ____________________________</td>
</tr>
<tr>
<td>Email address: ____________________________</td>
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<table>
<thead>
<tr>
<th>Section II</th>
<th>Particulars of Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name of Function: ____________________________</td>
<td></td>
</tr>
<tr>
<td>Purpose / Types of Function: ____________________________</td>
<td>(To facilitate the process of your request, you are encouraged to submit detailed information.)</td>
</tr>
<tr>
<td>Estimated no. of participants: ____________________________</td>
<td>Description of participants: ____________________________</td>
</tr>
<tr>
<td>Is fee being charged to participants?</td>
<td>Yes</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Section III</th>
<th>Particulars of Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) and Time required: ____________________________</td>
<td></td>
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<tr>
<td>Venue required: ____________________________</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Section IV</th>
<th>Declaration / Undertaking</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>I hereby confirm that I am duly authorized by the above named organization to apply for the use of The Hong Kong Polytechnic University’s venues and facilities.</td>
</tr>
<tr>
<td>2.</td>
<td>I confirm that the above information is true and correct and I agree to abide by the attached Conditions and Regulations of Application of University Venues and Facilities (Outdoor Areas) by Outside Organizations.</td>
</tr>
<tr>
<td>3.</td>
<td>I further understand that the acceptance of this booking application will be subject to the University’s final confirmation.</td>
</tr>
</tbody>
</table>

Signature of Applicant: ____________________________ Company Chop: ____________________________
Name of Applicant: ____________________________
Date: ____________________________ Company Name: ____________________________

**Note:**
1. Please complete this form in BLOCK LETTERS.
2. This completed form, together with all necessary supporting documents (details of functions, etc.), should be returned to the Facilities Management Office, The Hong Kong Polytechnic University, Hung Hom, Kowloon, or faxed to 2364 8514.
3. All relevant details of the function should be stated in this form. Use additional sheets if necessary.

For Office Use Only
Endorsed by: ____________________________ Name & Position: ____________________________
University Department: ____________________________ Date: ____________________________

Form FMO CS3
(Revised in May 2018)
A. CONDITIONS OF APPLICATION

1. Interpretations

"University" means The Hong Kong Polytechnic University.

"Facilities Management Office" means the Facilities Management Office of The Hong Kong Polytechnic University.

“Applicant” means any person acting on his own behalf or on behalf of an outside organization to use the University venues and facilities.

2. Preamble

2.1 Unless specially approved by the University, the University premises shall be used for learning, teaching and research purposes. Requests from outside organizations for the use of venues and facilities of The Hong Kong Polytechnic University for various functions such as seminars, conferences, exhibitions, etc., may be considered if the function satisfies ALL of the following conditions:

(a) It will not cause disruption to normal activities of the University
(b) It is beneficial to the University
(c) It is organized by academic / educational / professional bodies / charitable organizations / Government Departments or if the University considers appropriate.
(d) It is non-profit making
(e) The activity, event, function is, in the opinion of the University, not of political or other nature that is considered not appropriate

2.2 The Applicant must observe the laws of Hong Kong. No unlawful activity is allowed on the University premises under all circumstances. Event functions shall not cause disturbance and/or disruptions to the other University activities.

2.3 The University reserves the right, at her discretion, to accept or reject applications for, as well as withdraw its approval to, use of University premises. Application for use of premises to conduct activities that the University considers inappropriate will be rejected. The decision of the University is final.

2.4 In the light of the foregoing, the application should preferably be supported by a department of the University, which should have a good understanding of the Applicant's background and objective of the function.

2.5 The duration of booking will be in maximum of 14 calendar days.

2.6 Application form will be kept for 7 years for auditing purpose and will be destroyed thereafter.

2.7 Notwithstanding items 2.1 to 2.6 above, the University reserves the right, at her discretion, to accept or reject application, and the decision of the University will be final.
3. **Covenant by Applicant and Booking of Venues and Facilities**

3.1 The Applicant shall ensure observance of the Conditions and Regulations of Application stated herein by himself and/or his agents or licensees, including staff, contractors, etc., and shall ensure that the University is fully indemnified against any loss or damage arising from any breach of these conditions. The Applicant must also ensure compliance with all laws of Hong Kong.

3.2 In general, all bookings will be accepted not less than 1 month but not more than 3 months prior to the day of use and the application form for the use of the University venues and facilities (outdoor areas) and details of functions have to be completed and submitted by the Applicant.

3.3 The Applicant shall ensure that the function would not cause disruption to the normal activities and planning of the University.

3.4 The Applicant should complete and submit the “Campus Event Assessment Form” & “Layout Plan” to Facilities Management Office at least 21 calendar days before the event date, for our review and approval. Failing which, the Applicant *COULD NOT* use the venue on event day.

4. **Cancellation of Confirmed Booking**

4.1 A confirmed booking may be cancelled by the University without any refund of fees to the Applicant under any of the following circumstances:

   (a) If the Applicant changes the uses, contents and nature of the function to other than that originally stated in the approved application;

   (b) If the Applicant allows any persons, association or organization, other than those stated in the application form and accepted by the Facilities Management Office, to participate in the proposed function without its prior permission;

   (c) If the Conditions and Regulations of Application stated herein are deemed to be violated;

   (d) If the Applicant cannot produce a valid public liability insurance certificate, in joint names with the University and include the Cross Liability Clause and with all clauses being found acceptable by the University, within one week after the approval (please refer to item 7.1 below); and

   (e) If the Applicant fails to submit the “Campus Event Assessment Form” & “Layout Plan” to Facilities Management Office for review and approval at least 21 calendar days before the event date.

4.2 The Facilities Management Office may at his discretion cancel a confirmed booking should the applied venues and facilities be urgently required by the University for its activities or for other over-riding and compelling reasons.

4.3 When Tropical Cyclone Warning Signal No. 8

   (a) is in force before the commencement of a booking, the University will be closed and the booking will be correspondingly cancelled without any notice to the Applicant and the application fee paid will be refunded to the Applicant.

   (b) is issued during function in progress in the University, the Facilities Management Office shall inform the Applicant of such announcement and request the function to be suspended.
(c) is expected to be issued within the next two hours before the commencement of a booking, as announced by the Hong Kong Observatory, the booking will be correspondingly cancelled without any notice to the Applicant and the application fee paid will be refunded to the Applicant.

4.4 When Black Rainstorm Warning Signal

(a) is in force within 2 hours before the commencement of a booking, the booking will be correspondingly canceled and the application fee paid will be refunded to the Applicant.

(b) is issued during function in progress, the function could still be continued, but the Applicant and the audience / participants are advised to stay inside the University for their own safety while the warning is still in force, even when the function is over. In this circumstances, no additional charge will be made.

5. Charges

5.1 The Applicant shall pay charges for application of University venues and facilities in accordance with the prevailing rate of charges. Such charges may be revised by the University from time to time without prior notice.

5.2 All charges for use of University venues and facilities shall be paid in full within 14 days of accepting our offer or 14 days before the function is held, whichever earlier.

5.3 Failure to pay the charges as specified in item 5.2 above may result in cancellation of the booking without any prior notice.

5.4 Apart from application charges mentioned at item 5.1, the Applicant shall also be responsible for all other associated charges, such as overtime for ancillary staff, electricity consumption, etc. to be determined by the Facilities Management Office.

6. Refund of Charges

6.1 Where the application charges have been paid in full by the Applicant and the confirmed booking is cancelled by the Applicant: -

(a) Half of the charges paid will be refunded if the cancellation is made more than 14 days of written notice before the function; and

(b) 14 days or less before the function, no refund will be made;

6.2 If the booking is cancelled for reasons stated in items 4.2, 4.3 (a) & (c) and 4.4 (a) above, any charges paid by the Applicant will be refunded.

6.3 All refund of charges, if any, will be made without any interest or compensation to the Applicant.
7. Responsibility for Injury and Damage during the Application Period

7.1 The Applicant shall be responsible for all damage to the buildings and properties of the University and is obliged to take out public liability insurance with a minimum limit of indemnity of HK$10 million and in joint names with the University and include a Cross Liability Clause. The certificate of insurance concerned shall be produced to the Facilities Management Office within one week after approval of application.

7.2 The Applicant shall pay to the University on demand the cost of reinstating, cleaning, or replacing any part of any property or facility of the University, which has been damaged, destroyed, stolen, removed or made dirty during the period of application.

7.3 The University shall not be liable for any fatality, injury, loss or damage, which may result from the use of the University's premises or facilities by the Applicant.

7.4 The University shall not be responsible for any loss or damage arising from the interruption or cancellation of the Applicant's function caused by whatsoever reasons, including failure of supply of electricity, and typhoon, etc.

7.5 The Applicant shall indemnify the University against all claims, actions, proceedings, demands, costs and expenses arising therefrom or in connection with the Applicant's function.

8. Subletting

The Applicant shall not sublet any part of the University venues and facilities applied to him.

9. Display

The Applicant shall first seek and obtain approval from the Facilities Management Office for the display of any notices and posters in public areas at the University premises; and advertisement shall not be allowed. The guidelines for display of notices in public areas at the University campus are listed as follow:

9.1 In displaying any notices, posters and / or directional signs publicizing the function, the Applicant is required to have the approval stamp and date chopped on every display material at the Campus Control Centre at Room P111, Block P.

9.2 All notices, posters and / or directional signs publicizing the functions should be affixed only at designated areas on the date of the function and should be removed immediately after the event. The number of the notices, posters and / or directional signs should not be more than 20 and the size should not be larger than A3 size.

9.3 All notices, posters and / or directional signs should be affixed at designated area and should not be posted on painted walls, floors, ceilings, doors, or glass surface, to avoid damage to it. Do not use strong double-coated adhesive tape to affix notices, posters and / or directional signs.

9.4 No commercial message involving sale of commodities and / or making profit, marketing or promotional of commodities should be delivered therein.

9.5 The Applicant is requested to observe the above guidelines. The University reserves the right to removal all unauthorized, misplaced, oversized or outdated display materials without prior notice to the Applicant and may need to charge the concerned Applicant for any cost for any damage to the property of the University and removal cost, if deemed necessary.
9.6 If the Applicant requires any information or assistance, please contact the Campus Control Center at 2766 7666.

10. Permits & Licenses

The Applicant shall obtain all appropriate permits and licenses from the Government of the Hong Kong Special Administrative Region in compliance with all statutory requirements as well as provisions in connection with any function including the period for preparation, such as Places of Public Entertainment License for Places other than Cinemas and Theatres, etc..


No goods or articles shall be sold by the Applicant and no commercial transactions shall be allowed to take place unless prior approval has been obtained from the Facilities Management Office.

No activity involving sale of commodities and/or making profit, marketing or promotion of commodities is allowed on University premises.

12. Vacating Venues and Removal of Property after Period of Application

12.1 Upon vacation of the University venues, the Applicant shall remove all properties brought by him at the end of the booking. Any property found thereafter will be removed or disposed of in such manner, as the Facilities Management Office considers appropriate.

12.2 With reference to item 12.1 above, the University reserves the right to claim from the Applicant for any expenses incurred in the removal, storage and disposal.

13. Disputes and Controversies

The University shall not be involved with nor be responsible for any disputes and public controversies arising from the Applicant's function. The use of the University venues shall in no way constitute any agreement or support of the content and nature of the function and the Applicant shall not imply any University’s support / endorsement in any literature or publicity for the function. Conversely, the University shall have the right to cancel any function without prior notice, which may give rise to such public disputes and controversies.
B. REGULATIONS OF APPLICATION

1. The Applicant is responsible for their staff, participants or licensees to maintain good conduct and to dress in reasonable attire in the function.

2. The content, nature and hours of the function must be consistent with those approved in the Application Form.

3. The stated capacity of the venues should not be exceeded.

4. No food, drinks and smoking are allowed in-door. The consumption of alcoholic drinks is not permitted anywhere on Campus except with prior permission from the University.

5. Reinstatement of the venues and facilities to their original conditions immediately after use is required.

6. The Applicant is requested to present the payment receipt and relevant correspondences for verification on the date of the function.

7. The Applicant has to produce the public liability certificate with a minimum limit of indemnity of $10 million and in the joint names with the University and include a Cross Liability Clause, to the FMO within one week after approval of application.

8. The function shall normally be held between 9:00 am to 6:00 pm on the dates of application unless extension of time has been agreed with the Facilities Management Office in advance and overnight occupation will be subject to the decision of FMO.

9. The venues applied for the function must be properly fenced off during setting-up.

10. No seditious publicity, display or parade is allowed on site or anywhere on Campus and the condition on display of advertisements as stated in section A item 9 must be complied with. Those, who wish to broadcast music at the campus shall apply for permission from the Composers and Authors Society of Hong Kong Ltd.

11. Song dedication, stage performance or musical performance are only allowed between 12:30 p.m. to 2:00 p.m. (Mondays to Saturdays). In all circumstances, there shall not be excessive noise at any time and any place where such noise could cause disturbance to others and noise level generated from the activity shall comply with the relevant noise control guidelines issued by the Environmental Protection Department.

12. The entrance and exit of the venues for the function must be designated and clearly publicized to facilitate crowd movement and the venues shall not be overcrowded at any time. The Applicant is required to indicate the estimated number of spectators and attendants in the application.

13. The University reserves the right to demand the Applicant to discontinue the function any time during the period of application if these Conditions and Regulations of Application are deemed to be violated, or if the function disturbs the normal operation of the University or the works of its students and staff.

14. The Applicant is requested to comply with current statutory requirements including employing registered electrical workers to carry out any fixed electrical wiring installation and using only those electrical appliances including the power plugs that are in full compliance with the latest relevant regulations.
15. Notwithstanding the above Conditions and Regulations, the Applicant shall comply with all other regulations of the University such as the Campus Traffic and Parking Regulations (a copy of these Regulations can be obtained from the Facilities Management Office), etc. as may be valid and applicable during the entire period of application and shall follow the attached Health and Safety Guidelines for Campus Event under all circumstances.

16. The Applicant should avoid the use of single-use and disposable items in the events, including but not limited to single-use food and beverage containers, cutleries, straws, plastic bags, wrapping or packaging, and venue decoration materials. Alternatives to disposables and materials, which can be re-used and/or recycled, are more preferred.
## Rate of Application Charges of Podium of The University

<table>
<thead>
<tr>
<th>Venues / Facilities</th>
<th>Basic Venue Application Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Podium Wing</td>
<td>$9,250 per day</td>
</tr>
<tr>
<td></td>
<td>(Block A, CD, CF, DE, FG, FJ,</td>
</tr>
<tr>
<td></td>
<td>PQ, QT &amp; QR wing podiums)</td>
</tr>
<tr>
<td></td>
<td>(approx. floor area of 432m²)</td>
</tr>
</tbody>
</table>
|                     | (Normal hours: 9:00a.m. to 6:00p.m.)
|                     | *overnight occupation will be subject to the decision of Facilities Management Office |

Revised in MAY 2018
Health & Safety Guideline for Campus Events
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Health & Safety Guideline for Campus Events

Introduction

The guideline gives information to help the event organizer and their contractor(s), if any, to understand and fulfill their duties on health and safety. The event organizer must take note that they have the duty to plan, manage and monitor the event to make sure that staff members and students of PolyU, event contractor workers and the visiting public are not exposed to health and safety risks as far as reasonably practicable.

In particular, the event organizer shall ensure themselves and their contractors that:

- applicable legal requirements on health and safety are always complied with;

- the health and safety policies of the university, relevant in-house health and safety guidelines and procedures of the Health, Safety & Environment Office (HSEO) and the concerned Faculty/Department are followed;

- proper risk assessments are done, and proper control measures would be implemented to mitigate risks identified during the risk assessment process to tolerable levels; and

- a safety plan is established if the scale of the event and the degree of risk requires one, and it is properly implemented.

Since the scale of the events and the concerned health and safety risks vary greatly, the event organizer is suggested to contact HSEO directly if they have any query or problem with this guideline.
Duties of Event Organizer and Event Contractor

1.1. Event Organizer and Event Contractor

The event organizer is normally a faculty/department of PolyU. The head (or a person delegated by the head) of the concerned faculty/department shall be responsible to ensure the requirements and/or best practices, where appropriate, given in the guideline would be properly executed.

If the faculty/department employs a contractor for planning and organizing an event, the responsible event contractor may assume the duties of the event organizer as stipulated in this guideline. Nevertheless, the respective faculty/department still has the duty to ensure their event contractor would properly exercise health and safety responsibilities given in this guideline.

An event may also be co-organized by a faculty/department with other organization(s) or event contractor(s). In this case, the faculty/department who takes the leading role in organizing the event is supposed to assume the duties of the event organizer as stipulated in this guideline. They have the duty to ensure suitable co-organizer(s), where appropriate, to share their health and safety duties.

1.1.1. Planning & Organizing an Event

In general, the level of detail in your planning should be proportionate to the scale of the event and the degree of risks. Nevertheless, whatever the scale of the event, the event organizer shall make sure there is a clear understanding within the organizing team of who will be responsible for health and safety matters.

Safety Plan and Risk Assessment

As an event organizer, you have to identify the:

- scale, type and scope of the event
- type and size of audience
- location
- date, time and duration of the event
These factors together with the findings of the risk assessment will help you to determine what resources and facilities will be required. This information has to be translated into an appropriate safety plan. The safety plan and risk assessment should be properly documented and kept.

Risk assessment has to be conducted by the event organizer and the event/venue contractor, if applicable, to help formulate an overall safety plan. Basically, each stakeholder shall perform risk assessment on activities which they are responsible for.

In other words, the event organizer shall perform overall risk assessment for the event as a whole while individual exhibitor (or booth owner) shall perform assessment on risks from their exhibition activities as well as equipment and facilities which they bring along to the event venue. If there is an event contractor responsible for the venue setup and subsequent dismounting, they have to perform assessment on risks from their activities to workers employed by them, and any passers-by in the course of their works, and risks to the event participants from their venue setup and facilities.

**Selecting event/venue contractors**

When you select and appoint event/venue contractors, evaluate their suitability and competence for providing a safe and reliable service. In general, evaluation of a contractor is through a review of their past working experience and their submissions during the tendering stage or their project proposal.

In view of the risks from the activities of the contractor, the event organizer may require the potential event/venue contractor to submit a safety plan and/or a risk assessment report on their activities for evaluation. In general, the contractor(s) should:

- demonstrate knowledge and understanding of their work and the health and safety hazards involved;
- provide evidence of a trained workforce and the competence of key staff for the project;
- confirm that they have sufficient resource levels to do the work;
- provide evidence of previous successful work that shows they can adopt and develop safe systems of working; and
• show that they would provide adequate and proper Contractors’ All Risks (CAR) insurance to cover their liabilities under the Employees’ Compensation Ordinance, Cap. 282 and the spirit of the Common Law to their employees, other concerned parties and the public.

(It must be noted that insurance policy of individual insurance companies may exclude certain high risk activities, say working at height. Hence, the contractor shall carefully check their insurance policy to see if the liabilities from their activities are properly covered.)

Collaboration with Site/Venue Owner

The site/venue owner has a duty to make sure it is safe for those working there. This includes safe access and any equipment or substances provided must be safe to use.

For events held within the campus, FMO is supposed to assume the duties of the site/venue owner. The event organizer shall notify and discuss with FMO for proper arrangements. If the site/venue is off campus and not under the control of FMO, the event organizer shall discuss with the concerned site/venue owner to clearly define and assign the responsibilities. Consider to put in place effective liaison arrangements on health and safety matters and share safety-related information.

Insurance Cover

The university has purchased various insurance plans to cover the potential losses/damages and liabilities from events held in the campus. However, it is still the responsibility of the event organizer to check and verify if risks from their event have already been properly covered by existing insurance policies.

Top-up plan or additional insurance plan may be required in certain situations. If in doubt, they should contact FO for information.

Collaboration with HSEO

The event organizer is welcomed to contact HSEO for advice, if required. In order to allow HSEO to provide a timely service, the event organizer should give HSEO sufficient advance notice. HSEO would appreciate if the event organizer can contact them in the planning stage.
For major events (e.g. with sizeable audience) or events which may involve high-risk activities during the venue setup and/or during the progress of the event, HSEO may need to discuss with the event organizer, the event contractor(s) and the exhibitor(s), where appropriate to work out proper safety control measures and requirements, and to deliver safety briefing to the event contractors or the exhibitors.

HSEO may conduct inspections during various stages of an event, say when the venue is being set up, the event is being held and the venue setup is being dismounted. The event organizer should make proper arrangements with the exhibitor(s) and the event contractor(s) such as nominating key personnel of each party as the contact person regarding health and safety matters. It would facilitate HSEO to conduct inspections and to ensure they would follow the control measures suggested by HSEO.

The event organizer must take note and inform the exhibitor(s) and the event contractor(s) that HSEO is empowered to stop/suspend any works held within the campus if HSEO considers the concerned activity may pose imminent danger to the participants and/or other personnel, or the properties of PolyU. HSEO is NOT liable for any loss or damages both directly or indirectly as a result of the suspension of the concerned activity.

1.1.2. Monitoring an Event

When the event organizer takes over the venue, the event organizer shall provide proper supervision to ensure their workers, workers of the event contractor and the exhibitors would properly follow health and safety control measures as suggested in the safety plan or the risk assessment report as well as those suggested by HSEO.

1.1.3. No-smoking within the campus

It is the duty of the event organizer to notify their workers and their contractor workers that smoking within the campus is strictly prohibited and may be a violation to the law as the campus is one of the designated no-smoking areas under the Smoking (Public Health) Ordinance, Cap. 371.

The event organizer may seek help from Security if they find someone smoking within the campus and he/she refuses to comply with the no-smoking policy.
1.1.4. **Planning for Emergencies**

The event organizer must have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at an event. This emergency plan needs to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

If the event is held outdoor, the event organizer may need to devise an emergency plan for bad weathers (e.g. heavy rainfall, typhoon attack, etc.).

For event held within the campus, if the event organizer considers key risks of the event necessitates further emergency arrangements in addition to the current campus emergency plans, they should initiate discussions with FMO and HSEO.

For event held off campus, the event organizer should discuss with the site/venue owner to learn their emergency plan, and formulating one if required.

Furthermore, it is the responsibility of the event organizer to ensure their contractors and the event participants are aware of the emergency plans and know what to do in the event of emergencies.

If an accident happened during an event held in the campus, the event organizer shall investigate and report the accident with HRO Form 67 or HSE Form 2, where appropriate.

1.2. **Venue Contractor**

The venue contractor is the one who is responsible for setting up the venue, providing necessary facilities and equipment and dismounting temporary structures of the venue afterwards.

In certain cases, the venue contractor may also be the event contractor.
**Safety Plan and Risk Assessment**

In view of the scale of the event and the concerned risks of the event, the event/venue contractor may be required by the event organizer to submit a safety plan and/or risk assessment report for their activities during the tendering stage or 3 working days before their work commencement (or as required by the event organizer).

The requirements for submission of a safety plan and risk assessment reports are at the discretion of the event organizer. The event organizer may seek advice from HSEO, if required.

**Discussions with Site/Venue Owner**

For events held within the campus, FMO of PolyU is assumed to be the site/venue owner. The event/venue contractor shall notify and discuss with FMO for proper arrangements regarding access to the site/venue, arrangements for the delivery and the subsequent removal of their equipment, materials and wastes.

The event/venue contractor may be required to assume the access control to the venue and to ensure the security of their belongings.

If the site/venue is off campus and not under the control of FMO, the event organizer shall discuss with the concerned site/venue owner for necessary arrangements.

**Implementation of Safety Control Measures**

The event/venue contractor shall provide proper instruction, supervision, training and information to ensure health and safety risks to their workers and other concerned parties from their activities are properly controlled or mitigated to tolerable levels.

In particular, the event/venue contractor has to:

- implement the safety control measures suggested in the safety plan or the risk assessment report as well as those suggested by HSEO;
• provide proper supervision to their workers and regular inspections on the venue and their facilities to ensure applicable legal requirements on health and safety are always complied with and the safety control measures are in operation; and

• report any unsafe behavior and unsafe conditions promptly to the event organizer and take proper remedial action.

Emergency Response

The event/venue contractor should be familiar with the emergency plan established by the event organizer and/or the site/venue owner.

For event held in the campus, the event/venue contractor has the responsibility to ensure their workers are aware of the campus emergency procedures.
**Event Health and Safety Topics**

This section gives basic information about event health and safety. Common non-conformities and safety issues are incorporated into appropriate sub-sections.

The event organizer, the event/venue contractor and the exhibitor shall take note to these requirements and also be aware that the topics below are not exhaustive.

1.3. **Venue and Site Design**

The event organizer should ensure the event venue/site is designed so that it is safe for people working there and so that the audience can enjoy the entertainment safely.

In particular, the event organizer and the event/venue contractor shall:

- take note to the emergency exits and audience circulation capacity in assessing the suitability of the venue;

- check if existing structures and features pose a hazard or limitation to the operation (e.g. restricted height access for vehicles, lifting equipment/operation, emergency vehicular access (EVA));

- check the ground conditions and topography before deciding where to position temporary dismountable structures and signage;

- check the access for vehicles and pedestrians to the venue; and

- ensure the emergency vehicular access (EVA) is kept free from blockage at all times.  
  (Take special note that parts of the podium level of the campus are demarcated as EVA. Consult FMO if in doubt.)
1.4. **Temporary Demountable Structures (e.g. stages, seats, marquees)**

The event organizer and the event contractor are responsible for ensuring that as far as reasonably practicable, employees and others at a venue who could be affected by the construction and use of a TDS (such as scaffolders, riggers and members of the public) are not exposed to risks to their health and are kept safe from harm as well as all applicable legal requirements are always complied with.

In fact, most fatal and serious injuries arise when workers fall during construction work or as a result of the collapse of a structure, lifting operations or mobile plant.

In particular, the event/venue contractor shall:

- employ competent persons to design and construct TDS, and submit the drawings of the TDS, if applicable, to the event organizer at least 3 working days before the commencement of the construction works;

- have the TDS examined by a professional engineer, if required by the law, and submit copies of the examination certificates to the event organizer for reference;

- perform risk assessment on the construction works of TDS, and implement proper control measures;

- fence off or cordon off their working areas with safety barricades, fencings or warning tapes in view of the risk levels of the concerned works, and display proper warning signs or notices in accordance with the work nature to prevent other people from entering their work areas; and

- consider risks of collapse of the TDS from the influence of inclement weathers, and implement proper safety measures.

1.5. **Crowd Management**

The event organizer must as far as reasonably practicable ensure the safety of the visiting crowds.
Hazards presented by a crowd may include:

- Crushing between people
- Crushing against fixed structures, such as barriers
- Trampling underfoot
- Surging, swaying or rushing
- Aggressive behaviour
- Dangerous behaviour, such as climbing on equipment or throwing objects

Hazards presented by a venue may include:

- Slipping or tripping due to inadequately lit areas or poorly maintained floors and the build-up of rubbish
- Moving vehicles sharing the same route as pedestrians
- Collapse of a structure, such as a fence or barrier, which falls onto the crowd
- People being pushed against objects, such as unguarded, hot cooking equipment on a food stall
- Objects, such as stalls, that obstruct movement and cause congestion during busy periods
- Crowd movements obstructed by people queuing at bars etc.
- Cross flows as people cut through the crowd to get to other areas, such as toilets
- Failure of equipment, such as turnstiles
- Sources of fire, such as cooking equipment
The event organizer may take note the above typical hazards and assess the risks from crowd movement and behavior as they arrive, leave and move around the venue. Then, propose and implement proper crowd control measures.

If the event participants may include wheelchair users, elderlies, or any other people with special needs, the event organizer shall take proper arrangements to cater for their needs. For example, the event organizer may reserve a special access route and/or assign a team of workers to facilitate their access and moving around the venue.

1.6. **Fall from Height**

The event organizer and event/venue contractor shall make sure that:

- no work is done at height if it is safe and reasonably practicable to do it on the ground;
- work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- work at height takes account of weather conditions that could endanger health and safety;
- those working at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- equipment for work at height is properly inspected and maintained; and
- the risks from fragile surfaces are properly controlled.
1.6.1. **Use of Working Platform**

If working at a height with a risk of fall for more than 2 meters is unavoidable, the event/venue contractor should erect a working platform or use an elevating working platform which complies with applicable requirements from the law, code of practices and standards.

Typical safety requirements are given in App. 1.

In particular, if a working platform is to be used, it must be designed, constructed and inspected by competent persons, and a valid statutory Form 5 must be issued and displayed prominently in the vicinity before anyone is allowed to work on it.

1.6.2. **Use of Light-duty Working Platform & Mobile Working Platform**

A ladder is in principle used for access and egress. Working on a ladder is not recommended from the safety point of view. Workers should always consider using a safe working platform.

For working at a height with a risk of fall for less than 2 meters, use of light-duty working platform or mobile working platform are suggested. These kinds of working platforms are readily available from the market now. A safety guide on the use of these platforms was prepared by the Occupational Safety & Health Council (OSHC) in Feb 2016.

Parts of the guide by OSHC are extracted as App. 2 for quick reference.

1.6.3. **Use of Safety Harness**

If working at a height with a risk of falling for more than 2 meters is required and the use of proper working platform is not reasonably practicable, the worker must wear proper safety harness and secured the lanyard to an anchor point.
Typical requirements are given in App. 3.

In particular, the contractor shall ensure:

- proper safety training on the use of safety harness is provided to their workers;
- the safety harness is properly checked before use;
- the safety harness is attached to an independent safety line, a fall arrestor and/or a suitable anchor point, where appropriate, and whichever the case, the anchor point must have been examined and certified safe to use by a professional engineer; and
- the anchor point, if applicable, should be at a point higher than the head of the user.

Besides, the use of a shock absorber is suggested. And if a shock absorber is used, the absorber should be attached to the end of the lanyard close to the user.

1.7. **Manual Handling Operation**

Manual handling operation (MHO) is one of the most common causes for work-related injuries.

According to Occupational Safety & Health Regulation, Cap. 509A Part VII, before MHOs are first undertaken at a workplace, the person responsible for the workplace must ensure that a preliminary assessment is made of the risks to the safety and health of employees employed at the workplace who undertake those MHOs.

If findings of the preliminary risk assessment show that the MHO may create health and safety risk, further risk assessment is necessary. And if there are more than 10 employees normally employed at the workplace for the concerned MHO, the risk assessment must be properly documented and kept.

With the help of the risk assessment, the contractor should identify and implement proper control measures to control and mitigate risks to their workers from the MHO.
1.8. **Electrical Safety**

Event organizers, contractors and others using electrical equipment must do all that is reasonably practicable to ensure that electrical installations and equipment at an event are properly selected, installed and maintained so as not to cause death or injury.

The contractor has to ensure that requirements from the law (e.g. Electricity Ordinance, Cap. 406), and applicable code of practices, standards and recommendations by EMSD are followed. If work on fixed electrical installations is required, the event/venue contractor must employ qualified registered electrical contractor and/or registered electrical worker for the work.

On the other hand, the event/venue contractor should consider venue layout, power requirements, details of and access to the power mains, environmental conditions, electrical environments and emergency power requirements in designing, making connections and running the power cables.

Typical requirements are given in App. 4.

1.9. **Fire Safety**

It is everyone responsibility to prevent and mitigate the risk of fire at an event.

The event organizer, the exhibitors and the event/venue contractor have the responsibility to conduct fire safety risk assessment from their activities, materials and equipment. Then, implement adequate and appropriate fire safety measures to minimize fire risks.

In general, the contractor should refrain from the use and storage of flammable substances (e.g. organic solvents or LPG) in the event venue, or keep them to a minimum if there is a genuine need.

For event held within the campus, if storage or use of flammable substances or use of naked fire is required, the event organizer shall notify HSEO to help formulate proper fire safety measures. FMO must also be informed so that they can prepare and provide proper assistance in the event of emergencies.
For example, if open cooking will be performed in the venue, storage of combustible materials next to the cooking range must not be allowed. Appropriate and sufficient number of portable fire extinguishers and fire blankets must be available. It is also a must to provide suitable portable fire extinguisher if welding work is involved.

For events held inside the Jockey Club Innovation Tower (JCIT), the event organizer shall not allow any combustible materials (i.e. other than tested to conform to BS476 part 4) to be hanged or extended above 2 meter height at the atria. No exhibition item is allowed in the circulation areas and the passageways. If wheelchair user is expected, the event organizer shall appoint someone to help the wheelchair user to the refuge point at each floor in the event of emergencies. And it is imperative that the event organizer must be familiar with refuge point at each floor of the JCIT. It is also a requirement to notify FMO if a wheelchair user enters JCIT. (Consult FMO or HSEO, if in doubt.)

1.10. Noise

Exposure to loud noise may result in permanent damage to hearing. Hence, the event/venue contractor should implement proper noise control measures as far as reasonably practicable in order to protect their workers and other people in the vicinity. If the noise level from the contractor’s activities is likely to exceed 85 dB(A), the contractor shall take noise mitigation actions as stipulated in the Factories & Industrial Undertakings (Noise at Work) Regulation, Cap. 59T and associated guidance notes.

Besides, some events may involve the use of loud music for entertainment, and a large number of audience itself may also create loud noise level. The loud noise may cause disturbance to other people of the university. As such, the event organizer should take into account impacts of noise from their activities to other members of the university when they pick the date and time, and the venue for their event.

It must be noted that noisy activities is not permitted during the examination period.
1.11. **Employee Welfare**

**Hygiene at workplaces**

According to the Occupational Safety & Health Regulation, Cap. 509A, Part V, an employer must provide adequate supply of drinking water and sanitary conveniences to their workers.

The above requirements should be able to be met without a problem if the event is held within the campus. However, if the event is held off-campus, the event organizer should take proper arrangements to ensure drinking water and sanitary conveniences are provided to their workers.

**First aid provisions**

The Occupational Safety & Health Regulation, Cap. 509A, Part VI states that an employer must provide and maintain separate first aid facility for each 100 employees, or part of that number. Mandatory items inside the first aid facility are given in Schedule 2 of the regulation.

The above regulation also requires a qualified first aider to be available for every 150 employees.

On the other hand, if the event to be held may involve demanding physical activities by the participants or a large number of audience is expected, the event organizer should consult HSEO to formulate proper health and safety measures. For instance, use of pre-exercise screening questionnaire and/or provision of qualified first aid team are suggested.

**Provision of Shelters**

If the event is held outdoors, the event organizer has to evaluate and consider if it is required to provide shelters for their workers and audiences, where appropriate, against the weathers, e.g. strong sunlight, heavy rainfall, etc.

The event organizer must note that sudden bad weather may create problems to crowd management.
1.12. **Handling Wastes**

Accumulations of waste can block EVA or escape routes, hamper movement around the site, and present tripping hazards to workers and the audience. Waste can also cause fire hazards if it is ignited accidentally or purposely.

Hence, event organizers and/or contractors are responsible for assessing the risks associated with storage, handling or use of waste and implementing effective control measures to avoid or control these risks.

In particular, the event/venue contractor is required to clear their wastes at the end of each day. They should discuss with FMO for proper arrangement. If temporary storage on site is necessary, the wastes must be properly covered or contained in designated areas.

1.13. **Banners and Exhibition Items**

Event organizers, event contractors and exhibitors must ensure their setup and exhibition items (e.g. banners, backdrops, posters, loose items) are secured against weathers (e.g. strong wind, rainstorm, typhoon). Use of wire slings are preferred to strings or nylon cable ties. If wire slings are used, the termination points must be properly secured with 3 clips.

If any item has to be hanged in circulation areas or passageways, it must be hanged above 2 meter height or head level.

If the exhibition item has sharp points, corners or edges which may pose cutting hazard to workers or audiences, it must be properly protected to ensure safety.
Appendix 1

Typical Safety Requirements of Working Platforms

* The above information is extracted from “建造業高空工作安全須知 (2003)” by Occupational Safety & Health Council.
Appendix 2-1
Safety Requirements for Light-duty Platform & Mobile Working Platform

Appendix 2-2
Safety Requirements for Light-duty Platform & Mobile Working Platform (cont’d)

使用「輕便工作台」須注意以下事項：

1. 必須參考相關國家/國家安全標準進行安全測試及通過測試的要求，並符合香港安全法例的要求。

2. 每個工作台只可供1人使用。

3. 使用者必須先接受由供應商所提供的安全使用訓練或同等訓練，包括相關工作台的搭建及拆卸，以確保他們清楚明白生產商所提供的有關安全使用的指示或守則。

使用者須先接受由供應商所提供的安全使用訓練
Appendix 2-3
Safety Requirements for Light-duty Platform & Mobile Working Platform (cont’d)
Appendix 2-4
Safety Requirements for Light-duty Platform & Mobile Working Platform (cont’d)
Appendix 2-5
Safety Requirements for Light-duty Platform & Mobile Working Platform (cont’d)
Appendix 2-6
Safety Requirements for Light-duty Platform & Mobile Working Platform (cont’d)
Appendix 2-7
Safety Requirements for Light-duty Platform & Mobile Working Platform (cont’d)
Appendix 2-8
Safety Requirements for Light-duty Platform & Mobile Working Platform (cont’d)

[Diagram showing safety guidelines for using light-duty and mobile working platforms, with images of correct and incorrect usage.]
Appendix 2-9
Safety Requirements for Light-duty Platform & Mobile Working Platform (cont’d)
Appendix 2-10
Safety Requirements for Light-duty Platform & Mobile Working Platform (cont’d)
除了要遵守上述指引外，每當使用「流動工作台」亦須特別注意以下事項：

1. 上落及使用流動工作台前先確保四邊的腳部滑輪已繫鎖。
   必須確保四邊的腳部滑輪已繫鎖才可上落及使用。

2. 只可從流動工作台架內的上落通道進出並保持三點接觸（即雙手抓著及單足踏於或雙足踏上及單手抓著流動工作台）。
   不可當地上落流動工作台。只可從流動工作台架內的上落通道進出。
Appendix 2-12
Safety Requirements for Light-duty Platform & Mobile Working Platform (cont’d)
Appendix 3

Typical Requirements for Safety Harness

* The above information is extracted from “建造業高空工作安全須知 (2003)” by Occupational Safety & Health Council.
Appendix 4-1

Typical Requirements for Electrical Safety

1. Refrain from running power cables on the floor to avoid tripping hazard. If it is inevitable, they must be properly covered and protected by cable protectors.
Appendix 4-2

Typical Requirements for Electrical Safety

萬能蘇及拖板

- 必須選購及使用符合安全規格的萬能蘇和
- 插孔內必須裝有安全活門。

*The above information is extracted from “Household Electrical Safety Handbook” by Electrical & Mechanical Services Department.*
# 校園活動風險評估表
（第1b版）

## 第一部分：基本資料（由活動主辦單位填寫）

<table>
<thead>
<tr>
<th>活動預訂編號</th>
<th>活動名稱：</th>
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<tbody>
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<td>活動日期：</td>
<td>活動地點：</td>
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## 第二部分：風險評估（*由活動主辦單位及搭建承辦商填寫）

<table>
<thead>
<tr>
<th>編號</th>
<th>事項</th>
<th>需要* (是 Y/否 N)</th>
<th>活動主辦單位及搭建承辦商需要執行的安全措施（但不只限於以下所列之安全措施）</th>
</tr>
</thead>
</table>

### A. 場地搭建及清拆

- A1 搭建及清拆
  - 使用圍欄或警告膠帶圍封工作範圍。
  - 擺放物料於已圍封之工作範圍內。
  - 其他*（如有，請列明）：

- A2 運輸及存放物料
  - 遵照車輛駛入校園平台之要求，如：最高車速限制、閃燈、持旗手引路等。
  - 存放物料之位置不得阻塞主要通道、行人路及緊急車輛通道。
  - 使用正確方法堆疊及存放物料，防止物件墮下。
  - 其他*（如有，請列明）：

### B. 大型或高掛物件

- B1 背幕（佈景板）
  - 使用足夠沙包、側向支撐和/或鋼索拉穩佈景板於稳固點。
  - 使用前檢查其穩定性。
  - 其他*（如有，請列明）：

- B2 水平
  - 懸掛水平於任何通道時，須保留不少於 2 米之淨空高度。
  - 使用鋼索（首選）或繩索拉穩水平於稳固點。
  - 使用鋼索（首選）或繩索於大型水平斜角位置拉於稳固點，以確保水平不被強風吹掉（例子：圖書館外牆的大型水平，但只准許理工內部活動主辦單位懸掛此大型水平）。
  - 其他*（如有，請列明）：

- B3 展覽攤位及帳幕
  - 使用足夠沙包、繩索及/或鋼索纏緊高身的展覽攤位和帳幕於稳固點。
  - 使用前檢查其穩定性。
  - 其他*（如有，請列明）：

- B4 高身物件（不包括展
  - 使用沙包、繩索及/或鋼索拉穩物件於稳固點。
  - 使用有足夠面積及/或重量的底座稳固高身物件。
第二部分：風險評估  （*由活動主辦單位及搭建承辦商填寫）

| 編號 | 事項 | 需要* | 活動主辦單位及搭建承辦商需要執行的安全措施
|------|------|-------|--------------------------------------------------
|      |      | (是 Y/否 N) | （但不只限於以下所列之安全措施）
|      |      | | - 聘請結構工程師確認超過 3 米高的大型展品是結構安全及穩定。並向 FMO 及 HSEO 提供有關報告。（如活動主辦單位未能提供上述報告，FMO 及 HSEO 有權拒絕擺放該展品。）
|      |      | | - 其他* （如有，請列明）：

B5 展板及展示牌
|      |      | | - 使用穩固的底座/支腳支撐展板/展示牌。
|      |      | | - 使用沒有尖角或銳利邊緣的展板/展示牌。
|      |      | | - 使用沙包穩固展板/展示牌（如有需要）。  
|      |      | | - 其他* （如有，請列明）：

C. 電力

C1 使用電力
|      |      | | - 不得使用配有不規則插孔或沒有安全活門的萬能蘇或拖板。
|      |      | | - 不應在拖板上插上任何萬能蘇，亦不應在萬能蘇上插上任何拖板。
|      |      | | - 不得串連拖板。
|      |      | | - 不得利用拖板的軟電線將拖板懸掛起。
|      |      | | - 所有電力裝置必須符合機電工程署發出之《電力安全規例》。
|      |      | | - 若需使用 63 安培三相電源，事先必須通知 FMO 作出安排，及把法定《表格 WR1》副本遞交 FMO 存檔。
|      |      | | - 其他* （如有，請列明）：

C2 地上之電線及電器
|      |      | | - 使用就近之電源插座，避免電線橫過行人通道。
|      |      | | - 使用膠紙、電線保護路拱或電線保護地墊牢固及覆蓋電線。
|      |      | | - 在大雨或地面積水時，將電器離地擺放或提供防水保護。
|      |      | | - 其他* （如有，請列明）：

C3 使用手提電動工具
|      |      | | - 使用前檢查安全狀況。
|      |      | | - 穿著合適的個人防護裝備（如有需要）。
|      |      | | - 其他* （如有，請列明）：

D. 舞台、工作平台、梯具及傢俱

D1 舞台
|      |      | | - 使用 FMO 提供的表演舞台（建議使用，但只供理工內部活動主辦單位借用）。
|      |      | | - 限制舞台高度不逾 1 米。
|      |      | | - 安裝不少于 900 毫米高之護欄於舞台邊緣（只適用高度於 600 毫米或以上之舞台）。
|      |      | | - 聘請結構工程師證明由承辦商搭建之舞台可供已安排的表演安全使用及將有關證明文件副本遞交 FMO 及 HSEO 存檔。嚴禁使用未能提供安全證明文件之舞台。
|      |      | | - 使用前檢查其稳定性。
|      |      | | - 執行安全措施，防止人員從舞台邊緣墮下。
|      |      | | - 確保舞台各位置沒有突出或鬆散物品，以免造成絆倒。
### 第二部分：風險評估  (*由活動主辦單位及搭建承辦商填寫*)

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</table>
| D2  | 使用工作平台  (適用於 2 米或以上的工 作) |        | - 架設、更改和拆卸工作平台的工作，必須由曾受訓練的工人在「合資格人士」監督下進行。  
- 提供安全上落通道，於工作平台上設置 900 毫米至 1150 毫米  
高的頂部護欄、450 毫米至 600 毫米的中間護欄、200 毫米  
高的踢腳板，及使用外伸支架（如有需要）。  
- 佩戴設有 Y 型下頷帶之安全帽，方可於工作台上工作。  
- 由「合資格人士」在初次使用前及其後每十四天內徹底檢查平  
台。  
- 張貼由「合資格人士」簽發的《建築地盤（安全）規例》《表  
格五》，證明工作平台安全。  
- 遵守勞工處發出之《金屬棚架工作安全守則》內的安全要求。  
- 其他* (如有，請列明)： |
| D3  | 梯具  (只適用於 2 米以下之臨時或簡單工作) |        | - 不得使用木製梯具。  
- 不得站於梯具頂部首兩級梯工作。  
- 使用裝有最少一對梯級之強化纖維/金屬 A 字型梯具。  
- 為增加工作安全，應考慮及使用梯台或設有護欄的功夫模，避  
免在梯具上工作。  
- 遵守勞工處和職業安全與健康局出版的安全使用梯具之安全指  
引。  
- 其他* (如有，請列明)： |
| D4  | 桌椅 |        | - 使用穩固的桌椅。  
- 不得站立於桌椅上工作。  
- 其他* (如有，請列明)： |
| E1  | 使用有害或易燃化學品 |        | - 使用貼有正確化學標籤之合適容器儲存化學品。  
- 減少化學品的存量及不得儲存多於《危險物品 (一般) 規例》內  
豁免的容量或數量。  
- 穿著合適的個人防護裝備。  
- 移走周邊可易燃之物料。  
- 為明火表演或活動提供足夠滅火筒、滅火毯及防火看守員。  
- 如 FMO 及 HSEO 要求，使用前必須提供物料安全資料表作評估  
用途。  
- 其他* (如有，請列明)： |
| E2  | 氫氣(輕氣球 用) |        | - 使用經由消防處批核之氣樽。  
- 只可存放一支氣樽。  
- 其他* (如有，請列明)： |
| E3  | 明火烹飪 |        | - 使用前檢查烹飪設施和氣樽之安全狀況。 |
第二部分：風險評估  (*由活動主辦單位及搭建承辦商填寫*)

<table>
<thead>
<tr>
<th>編號</th>
<th>事項</th>
<th>需要* (是 Y/否 N)</th>
<th>活動主辦單位及搭建承辦商需要執行的安全措施 （但不只限於以下所列之安全措施）</th>
</tr>
</thead>
</table>
|      |      |                  | - 提供足夠滅火筒、滅火毯及防火看守員。  
|      |      |                  | - 移走周邊可易燃之物料。  
|      |      |                  | - 其他* （如有，請列明）： |

F. 膳食供應

| F1  | 膳食供應 |                  | - 選擇信譽良好的持牌餐飲供應商，並考慮該供應商能否應付所需要的供應數量。  
|     |          |                  | - 應訂購經徹底煮熟的食品，盡量避免供應壽司、刺身或生蠅等食品。  
|     |          |                  | - 提供足夠的設施及設備控制及監控食品溫度（冷凍食品需保存於 4°C 或以下，熟葷食品需保存於 60°C 或以上）。  
|     |          |                  | - 其他* （如有，請列明）： |

G. 緊急事故、人群控制及噪音控制

| G1  | 緊急事故安排及處理 |                  | - 在場地搭建、活動進行期間及場地清拆時，保持緊急車輛通道 (EVA)有不少於 6 米之行車闊度及不少於 4.5 米的淨空高度。  
|     |          |                  | - 通知搭建工友及工作人員有關本校之緊急熱線：2766 7999。  
|     |          |                  | - 在生命受到威脅之緊急情況下，致電 999 及通知本校。  
|     |          |                  | - 制定緊急應變計劃，備有急救員及提供急救設備（只適用於大型活動）。  
|     |          |                  | - 其他* （如有，請列明）： |

| G2  | 人群控制 |                  | - 在平台有蓋範圍，必須確保不少於 2 米闊的通道。  
|     |          |                  | - 提供足夠及曾受訓練的工作人員協助大型活動的人群控制。  
|     |          |                  | - 提供排隊柱控制人流（如有需要）。  
|     |          |                  | - 提供足夠通道及出入口指示牌於受圍封的活動範圍（如有需要）。  
|     |          |                  | - 其他* （如有，請列明）： |

| G3  | 發出高聲量之表演活動 |                  | - 如進行發出高聲量之表演（如：播放歌曲、舞台表演或音樂表演等），只可在 12：30 至 14：00 時段內進行，及在環保署允許之時段內進行。  
|     |          |                  | - 若高聲量之表演活動遭受投訴，須立即停止演出。  
|     |          |                  | - 其他* （如有，請列明）： |

H. 其他*（請列出其他涉及需要執行安全措施的活動）

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<tbody>
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<td>H1</td>
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<tr>
<td>H2</td>
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</tr>
</tbody>
</table>
第三部分：活動主辦單位及搭建承辦商聲明

本人們作出聲明，同意以下要求：

1. 我們會確保場地搭建、活動進行期間及場地清拆時之健康及安全。

2. 我們會執行本評估表內第二部分所有適用之安全措施。

3. 我們會嚴格遵守理工大學健康安全及環境事務處發出之《校園活動健康及安全指引》（只有英文本）。有關指引已上載於 FMO 之場地預訂系統中。

4. 在 8 號強風或烈風訊號懸掛前，或因天氣不佳及 FMO/HSEO 之要求下，我們會加固或移走擺放在戶外之物件。

5. 我們會確保工人穿著合適的工作服及不會容許工人在校園範圍內赤身露體。

6. 我們會確保工人不會在校園範圍內吸煙，包括育才道。

7. 如被 FMO 或 HSEO 發現任何不合符安全的行為，我們會即時停止該活動或工作。

<table>
<thead>
<tr>
<th>活動主辦單位</th>
<th>搭建承辦商</th>
</tr>
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<tbody>
<tr>
<td>聲明者姓名(全名):</td>
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<td>簽署:</td>
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<td>日期:</td>
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<tr>
<td>聯絡電話:</td>
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</table>