

# SunSmart festivals and outdoor events checklist



**Sunburn and other UV damage is common at outdoor events and festivals, when people are exposed to the sun's UV for long periods of time.**

**Festival and event organisers have a responsibility under Victorian health and safety legislation to provide and maintain a safe environment for all staff, including volunteers. By minimising UV harms, you will help to fulfil this obligation, as well as your duty of care towards patrons.**

***Use this checklist to ensure your event is SunSmart and sun safe!***

## Pre-event planning

- Check that your UV or sun protection policy is current and in-line with duty of care, OHS and risk reduction guidelines.
- Do a shade check to determine what shade is already available and where additional shade may be required.
- When designing the layout of the site, utilise any shade that is currently available.
- When setting-up and positioning stages, presentation areas and merchandise tents, consider the path of the sun to take advantage of any shade that could be created.
- Ask vendors to supply shade for their customers. Consider charging a lower fee for stallholders who provide shade for the general public.
- Add the SunSmart widget to the event/organisation's website and encourage patrons to download the free SunSmart app.
- Ensure all staff and volunteers are aware of the daily sun protection times.
- Ensure sun protection guidelines and requirements are included during staff and volunteer training.

## During the sun protection times ensure all staff and volunteers:

- Wear a sun-protective hat that shades the face, neck and ears e.g. wide brimmed (at least 7.5cm brim), legionnaire or bucket style (deep crown and 6cm brim).
- Have a required uniform / dress-code which includes sun protective clothing that is cool and covers as much skin as possible such as tops with elbow – ¾ length sleeves and a higher neckline or collar and longer style shorts or skirt. The fabric should be densely woven, preferably with a UPF50 rating.

- Have SPF30 or higher broad-spectrum, water-resistant sunscreen available. Sunscreen needs to be stored in a location below 30°C and within its use-by date.
- Know where to access the sunscreen and are encouraged to apply a generous amount at least 20 minutes before going outdoors and reapply it every two hours.
- Where practical and appropriate, are allowed to wear wrap-around sunglasses that meet the Australian Standard (AS/NZS 1067:2003).
- Have access to shade from buildings, trees and other structures, where possible.
- Have rotating rosters, where possible, to minimise any time spent in direct sun.

## For patrons, visitors and participants:

- Include sun protection reminders in promotional materials and on the event website e.g. BYO sunscreen, hat and shade, download the SunSmart app to make sure you're covered when you need to be, include images depicting sun protective clothing styles.
- Ensure there are plenty of shaded areas to access.
- Where there is insufficient natural or built shade, allow participants to bring their own temporary shade (e.g. tents or umbrellas).
- Display the sun protection times at the entry to ensure everyone is aware of when sun protection is needed.
- Make sun protection reminder announcements throughout the event.
- Have SPF 30 or higher broad-spectrum, water-resistant sunscreen available to apply for free or to purchase.

## Further information and resources

Visit [sunsmart.com.au](http://sunsmart.com.au) or contact the Cancer Council on 13 11 20.

SunSmart events and festivals (includes sample announcements and policy)

<http://www.sunsmart.com.au/about/event-support>

SunSmart Workplace Education Program

<http://www.sunsmart.com.au/communities/workplaces>

UV-protective clothing and accessories can be purchased at Cancer Council Victoria's shop or online at [cancervic.org.au/store](http://cancervic.org.au/store).

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