

# SunSmart festivals and outdoor events checklist



UV damage – especially sunburn – is common at outdoor events and festivals, when people are exposed to the sun's UV radiation for long periods of time.

For best protection during the daily sun protection times (when the UV level is 3 or higher) use all five SunSmart steps:

1. Slip on clothing
2. Slap on SPF30 (or higher) broad-spectrum, water-resistant sunscreen
3. Slap on a hat
4. Seek shade
5. Slide on sunglasses

The free SunSmart app tells you the sun protection times for your location and current UV levels. Sun protection times can also be found at the Bureau of Meteorology website and live UV levels are available from ARPANSA.

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!**

## Pre-event planning

- Check that you have a UV or sun protection policy and that it is current and in-line with duty of care, OHS and risk reduction guidelines.
- Do a [shade comparison check](#) to determine what shade is already available and where additional shade may be required.
- When designing the layout of the site, use 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 induction and training.
- Ensure patrons are permitted to bring sunscreen into your event and communicate this to all security staff conducting bag searches.

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

- Wear a sun-protective hat that shades the face, neck and ears e.g. broad-brimmed (at least 7.5cm brim), legionnaire or bucket (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 to full-length sleeves and a higher neckline or collar and long pants 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.
- Are allowed and encouraged to wear wrap-around sunglasses that meet the Australian Standard (AS/NZS 1067).
- Have access to shade from buildings, trees and other structures, where possible.
- Have rotating rosters, where possible, to minimise each person's 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 patrons 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 SPF30 (or higher) broad-spectrum, water-resistant sunscreen available to apply for free or to purchase.

### More information and resources

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

SunSmart also offers training on the hazards of UV exposure and using sun protection in the workplace for workers and/or OHS representatives. For more information visit [sunsmart.com.au/work](http://sunsmart.com.au/work)

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