

National 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 ultraviolet (UV) radiation for long periods of time.

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

A combination of sun protection measures is required when UV levels reach 3 or higher. UV levels vary based on your location and the time of year. Please check the state-specific recommendations below to determine if sun protection is required at the time of your event.

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 if and when sun protection will be required at the event, based on the state-specific recommendations below.
- 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 policy implementation times (based on state-specific recommendations below), 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 (ASNZS 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 or a notice that sun protection is recommended at the entry to ensure everyone is aware of when sun protection is needed (based on the state-specific recommendations below).
- 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.

State-specific recommendations for policy implementation

The sun protection times are forecast by the Bureau of Meteorology for the time of day UV levels are predicted to reach 3 or higher, based on your location. At these levels, sun protection is recommended for all skin types. You can access the daily local sun protection times via the free SunSmart app, sunsmart.com.au or bom.gov.au.

UV levels vary depending on the time of year and location. See below for the state-specific recommendations for when sun protection is required.

It is always best to check the daily sun protection times for your location to be sure sun protection is being used when needed.

Latest update: August 2019

State or territory	General guidelines for implementation
ACT	In the Australian Capital Territory, sun protection is recommended from the start of August to the end of May when average UV levels reach 3 and above.
NSW	<p>In New South Wales, sun protection is recommended for different times of the year depending on your location.</p> <p>If you are in Sydney, or south of Sydney, sun protection is recommended from the start of August to the end of May.</p> <p>If you are north of Sydney, sun protection is recommended all year.</p>
NT	In the Northern Territory, sun protection is recommended all year.
QLD	In Queensland, sun protection is recommended all year.
SA	In South Australia, sun protection is recommended from 1 August to 30 April when average UV levels reach 3 and above.
TAS	In Tasmania sun protection is recommended from the start of September to the end of April when average UV levels reach 3 and above.
VIC	In Victoria, sun protection is recommended from mid-August to the end of April when average UV levels reach 3 and above.
WA	In Western Australia, sun protection is recommended all year.