

Tips for organising a SunSmart outdoor event.

Outdoor events are fun. They create a place to gather, share a laugh, some music and good food, and they bring people together in our wonderful Australian climate. However, Australia has the highest rate of skin cancer in the world, with nearly all skin cancers caused by ultraviolet (UV) radiation from the sun. As an event organiser, there is a duty of care to protect patrons, staff and volunteers from causes of harm, and as attendees of outdoor events can be at risk of skin damage while enjoying the festivities, it's important to consider the provision of sun protection when planning an outdoor event. These tips and checklist will help to ensure your event is as SunSmart and enjoyable as possible.

Sun protection is recommended when the UV Index is 3 and above – which is most of the year in Western Australia.

Consider UV levels when scheduling events

When the UV Index is 3 and above it can cause skin damage and therefore sun protection should be used. UV levels peak in the middle of the day so scheduling events and activities that will be in full sun outside of this time is encouraged. If events cannot be rescheduled, maximise the use of shaded or indoor spaces in the middle of the day.

You can check the average UV levels for the time of year you plan to hold your event. See the [Bureau of Meteorology's website](#). The daily UV forecast for your location is also available at myuv.com.au.

Provide shade

When selecting your outdoor venue, assess the site in advance at the same time of the day when your event is planned to ensure shade is adequate.

Consider providing temporary shade such as marquees, portable gazebos, and/or shade sails if the existing shade is inadequate. When selecting shade, ensure shade fabrics have a UVE (Ultraviolet Effectiveness) of at least 80% and try to position shade away from reflective surfaces. Prioritise shade for where people congregate the most, for example eating areas or activities where people will be spending the most time.



Ensure staff and volunteers are protected

As well as role modelling positive behaviour, ensuring your event officials and marshals are protected from the sun meets duty of care requirements. Consider:

- Using shaded areas as much as practical. Where possible, have rotating rosters to minimise each person's time spent in direct sun.
- Provide or require wide-brimmed hats, sun protective clothing, sunglasses and sunscreen. Caps and visors are not suitable as they don't provide protection for the face, ears and neck.

Remind patrons to use sun protection

Promote the importance of sun protection in pre-event communications including flyers, tickets, social media and programs. Examples of messages you may like to use include:

"Come prepared – slip, slop, slap and don't forget the sunglasses!"

"You can get burnt in as little as ten minutes in summer – so remember to wear a wide-brimmed hat, long-sleeved shirt, sunglasses and sunscreen to this event."

On the day, announce sun protection tips over the public address system. You may like to use Cancer Council WA's audio files of pre-recorded announcements available here cancerwa.asn.au/cancer-prevention/sunsmart/hosting-a-sunsmart-outdoor-event/.

In addition

Security staff should be instructed NOT to confiscate sunscreen during bag checks at entrance gates. If there is any doubt regarding the contents of the container, simply request that a small amount be made available for inspection.

If merchandise is offered for sale or as prizes, consider including wide-brimmed hats, long-sleeved shirts and/or SPF 50+ broad-spectrum, water-resistant sunscreen.

If possible, make sunscreen freely available at convenient locations around the event.

For more information contact SunSmart at
Cancer Council WA at sunsmart@cancerwa.asn.au.
www.myuv.com.au



Checklist for organising a SunSmart outdoor event.

This checklist will assist in ensuring that your outdoor event reflects best-practice sun protection for staff, volunteers, participants and visitors. Review each recommended sun protection practice carefully. The more measures in place, the better!

Pre-event planning

- Where possible, the event timetable has outdoor activities scheduled for earlier in the morning or later in the afternoon to avoid peak UV times.
- The site is assessed to ensure there is enough shade available and locations for additional shade are identified.
- Additional temporary shade (marquees, umbrellas etc) have been sourced.
- The layout of the event optimises the use of existing natural and built shade, with stages, stalls, activity zones and eating areas situated in locations where people are likely to gather.
- Event editorial and promotional images show sun protection messages and behaviours, such as people wearing hats, sunglasses, long-sleeve shirts etc.
- Sun protection reminders are included in promotional materials and on the event website.
- The SunSmart [widget](#) has been added to the event or organisation's website.

On the day

- Daily sun protection times are displayed on signage or the event website.
- PA announcements during the event remind eventgoers to use and reapply sunscreen.
- Sun protection reminders are displayed on digital screens or signs.
- Sunscreen is freely available at convenient locations around the event.

For staff and volunteers

- Sun protection information is included in training and/or inductions.
- Uniform or dress code includes sun protective clothing that covers as much skin as possible, such as long sleeved shirts with collars and brimmed hats.
- SPF50 or SPF50+ broad-spectrum, water-resistant sunscreen is freely available for use. Staff and volunteers are encouraged to reapply every two hours.
- Close-fitting wraparound sunglasses are worn (where practical).
- Staff and volunteers have access to adequate shade available around the venue.
- Rotating rosters are in place to minimise each person's time spent in the direct sun.
- Security staff are instructed not to confiscate sunscreen during bag checks at entrance gates.

For patrons, visitors, and participants

- Eventgoers are reminded to bring sun protection through pre-event communications such as flyers, emails, event website, social media and banners.
- Eventgoers are encouraged to download the free [SunSmart Global UV app](#).
- Where possible, eventgoers are encouraged to bring their own temporary shade (e.g. umbrellas).
- SPF50 or SPF50+ broad-spectrum, water-resistant sunscreen is available in multiple easy to access locations, or to purchase.



For assistance in improving sun protection at your event, visit cancerwa.asn.au/cancer-prevention/sunsmart/hosting-a-sunsmart-outdoor-event/

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