

**WHEN UV  
IS 3 OR ABOVE  
BE SUNSMART**



Download the  
SunSmart app now  
at [myUV.com.au](http://myUV.com.au)



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

Festivals and event organisers have a responsibility to provide and maintain a safe environment for all staff, volunteers, participants and spectators.

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

### Pre-event planning

Ensure you have a current sun protection policy
Do shade checks 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
Consider the path of the sun and shade advantages when setting up stages, tents and marquees
Ask vendors to supply shade and consider charging a lower fee for stallholders who provide shade
Add the SunSmart widget to your website and encourage patrons to download the free SunSmart app
Ensure 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 eg; wide brimmed, legionnaire or bucket style
Include sun protective clothing in your uniform such as ¾ length tops, higher neckline or collar and longer style shorts or skirt. The fabric should be cool to wear, 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
Ensure staff, volunteers and patrons know where to access the sunscreen and are encouraged to apply generously at least 20 minutes before going outdoors and reapply every 2 hours
Have access to shade from buildings, trees and other structures, where possible
Have rotating rosters, where possible, to minimise any time spent in direct sunlight

### For participants and spectators:

Include sun protection reminders in pre-event promotion and during the event eg; BYO sunscreen, hat and shade and download the free SunSmart app to make sure you are covered when UV is 3 and above
Ensure there are plenty of shaded areas with directional signage and easy access
Where there is insufficient natural or built shade, allow participants to bring their own (tents/umbrellas)
Display sun protection times to ensure everyone is aware of when sun protection is required
Have SPF 30 or higher broad spectrum, water resistant sunscreen available to apply for free or to purchase
Consider holding your event earlier or later in the day when the UV is lower

