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| EVENT RISK ASSESSMENT AND AUTHORISATION FORM | UOM-Rev3D_H_Sm.jpg |
| **SECTION A – TO BE COMPLETED BY EVENT MANAGER** |
| **Name of Event:** |  |
| **Date of Event:** |  | **Event Times (From – To):** |  |
| **Name of Event Manager:** |  | **Event Manager Mobile Contact No.:** |  |
| **Venue:** |  | **Number of Event Staff:** |  |
| **Purpose of Event:** |  |
| **Expected Number of Attendees:** | Staff: | Students: | Guests/Visitors: |
| **Facilities Provided:**(Double-click and select ‘Checked’) | [ ]  Food [ ]  Drinks (non-alcoholic) [ ]  Drinks (alcoholic) [ ]  Music [ ]  Audio/Visual Entertainment[ ]  Other – please specify:  |
| **Additional Comments:** |  |
| **Declaration:** | I have read and understood the Responsible Management and Use of Alcohol Policy and the Management of Alcohol at Events Procedure. |
| **Signature of Event Manager:** |  | Date:  |
| **SECTION B – TO BE COMPLETED BY HEAD OF BUDGET DIVISION OR DIVISIONAL DELEGATE** |
| **Level of Risk:**(Double-click and select ‘Checked’) | [ ]  Low [ ]  Medium\* [ ]  High\*\* Note: Medium and high risk events involving alcohol must be managed in accordance with the Management of Alcohol at Events Procedure. |
| **Declaration** | I have assessed the level of risk associated with this event and authorise the event to proceed. |
| **Name of Head of Budget Divisionor Divisional Delegate:** |  |
| **Signature:** |  | Date:  |

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| **GUIDELINES FOR DETERMINING THE LEVEL OF RISK ASSOCIATED WITH A UNIVERSITY EVENT INVOLVING ALCOHOL** |
| Heads of budget divisions or divisional delegates should consider the following when determining the level of risk associated with a University event involving alcohol:* the Alcohol Management and Safety Checklist – any item that has been marked as ‘False’ may be a risk indicator
* event participants – any event at which undergraduate students or underage persons may be present should not be considered low risk
* event duration – the longer the event, the higher the risk due to the potential for overconsumption
* ratio of event staff to event participants – an inadequate ratio may mean that event staff will not be able to effectively monitor alcohol consumption and manage difficult situations
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