|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 Division or Divisional Delegate:** |  | | | | | | |
| **Signature:** |  | | | | | | Date: |

|  |
| --- |
| **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 |