



RISK ASSESSMENT FOR EVENTS SERVING ALCOHOL

This form is to be completed prior to any event taking place that involves the serving of alcohol. The purpose of this form is to determine the general risk factors for your event by selecting a low, medium, or high rating for each of the event criteria on page 2. The average of these risk factors gives one of three overall risk categories for the event: low, medium, or high. For an event that is calculated as an overall medium risk or above, strategies must be put in place to reduce the level of risk.

For further information see the [Guidelines on the Use and Management of Alcohol at University Functions](#)

Event Details

The overall risk level of the event as calculated on page 2 (tick one):

Low

Medium

High

Purpose of Event:

Organiser:

Event Date:

Start Time:

Finish Time:

Venue:

Risk Control Strategies

Please list the strategies you have put in place to minimise the risk level of the event:

-
-
-
-
-

Supervision

Supervisor of Event:

Dean/Director Approval

 (print name) (signature)

Date:

Please note

This form is to be filed by the Unit organising the event.



TABLE 1: RISK CRITERIA FOR EVENTS SERVING ALCOHOL

Determine the overall risk of your event by selecting either the low, medium or high rating for each of the criteria in the left hand column. One or more criteria which have a rating of High can raise the overall risk of the event to high. Please discuss with the Manager WHS should you have any queries.

Criteria	Low Risk Event	Medium Risk Event	High Risk Event
Venue	On campus licensed	Off campus licensed	Other
Advertising	Non-alcoholic and alcoholic beverages	'Happy Hour' drinks	All you can drink packages
Alcohol	Non-alcoholic beverages served, light beer only, no spirits	Non-alcoholic beverages served, full strength beer as well as light beer and wine	Full strength and light beer, wine, spirits and water
Food	Two/three course Meal served near start of event	Food (dips, cheese, crackers etc) available ½ hour before alcohol available	No food or only salty food (chips/nuts)
Supervision	Dedicated supervision	Part time supervision	No supervision
Length of event	<2 hours	2-4 hours	>4 hours
Bar Staff	Trained paid staff	Combination of paid staff and volunteers (trained and untrained)	Self serve or volunteers (untrained), BYO
Bar Service	Cash (licensed)	Combination	Open /BYO
Type of Activity	Low key	Special occasion	Party (end of year, Melbourne Cup)
Accessibility	Majority can walk, get taxis or use public transport	Majority must drive, taxis and public transport available	Everyone must drive, no public transport
Mobility of event	Event starts and finishes in one location	Events starts in one place then people are encouraged to move to another	Pub crawl type event, three or more locations
Crowd mix	>Number of females Broad age mix	Females equal to males People in 20's-30's	>Number of males People in 18 – 25's
Number of people	< 50	50-100	>100
Underage present	None	Limited number	20+% of attendees