



Risk Assessment for Events serving Alcohol

This form is to be completed prior to any event organised by UOW Faculty of Engineering students that involves the serving of alcohol.

Complete the *Risk Criteria for Events Serving Alcohol* (see over page). The purpose of completing this form is to determine the general risk factor of your event by determining a low, medium, or high rating to each of the criteria in the left hand column. The average of these risk factors gives one of five overall risk categories of the event: low, low-medium, medium, medium-high 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. An overview of these strategies is given in *Guidelines for a Trouble-free Event*.

Section 1: Event Details

What is the overall risk level of the event as calculated by the completion of the risk criteria form (tick one):

Low Medium High

Purpose of Event: _____

Organising body: _____

Date: _____ Start time: _____ Finish time: _____

Venue: _____

Section 2: Strategies to Minimise Risk

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

- _____
- _____
- _____
- _____
- _____

Section 3: Supervision

Who is the supervisor of the event? _____

Student / Staff ID Number: _____

Approval by Dean or Sub Dean: _____ (print name)

Signature: _____ Date: _____

Please note: On completion, this form is to be filed in the Engineering Enquiries Office.



Faculty of Engineering

Risk Criteria for Events Serving Alcohol

Use this Risk Criteria Matrix to help you to determine whether your event is low, medium or high risk.

- Allocate a low, medium or high rating to each of the criteria in the left hand column.
- Circle (or highlight) the most appropriate descriptor for each criteria.
- Determine the pattern (or average) of the individual risks to determine the overall risk for your event.

Criteria	Low Risk Event	Medium Risk Event	High Risk Event
Venue	On campus licensed	Off campus licensed	Other
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 – 25s
Number of people	< 50	50 -100	> 100
Underage present	None	Limited number	20+% of attendees

Note: If alcohol is provided, the organiser MUST have approval from the Dean or Sub-Dean prior to the event.