

# ALCOHOL MANAGEMENT AND SAFETY CHECKLIST



## SECTION A – TO BE COMPLETED BY EVENT MANAGER

|                               |  |  |  |
|-------------------------------|--|--|--|
| <b>Name of Event:</b>         |  |  |  |
| <b>Date of Event:</b>         |  | <b>Event Times (From – To):</b>          |  |
| <b>Name of Event Manager:</b> |  | <b>Event Manager Mobile Contact No.:</b> |  |

| No. | Checklist Item   | True | False | N/A |
|-----|--|------|-------|-----|
| 1   | The event manager will be present for the duration of the event and will remain on site until all participants have departed and the venue is secure.  |      |       |     |
| 2   | The event manager will have a hard copy of the following documents in their possession for the duration of the event and present these documents on request to University or security staff: <ul style="list-style-type: none"> <li>the Event Risk Assessment and Authorisation Form (or a locally adapted version of this form)</li> <li>this checklist</li> <li>the venue booking confirmation</li> <li>the Grounds Booking form (if the event is outside on University grounds at Parkville)</li> </ul> |      |       |     |
| 3   | The consumption of alcohol is an adjunct to, and not the focus of the event.   |      |       |     |
| 4   | The event will be fully inclusive and welcoming of all participants including those who are not of legal drinking age and those who choose not to consume alcohol.   |      |       |     |
| 5   | The event will not include any activity that encourages the excessive or inappropriate consumption of alcohol (e.g. pub crawls, drinking competitions, etc.).  |      |       |     |
| 6   | Advertising material for the event will not emphasise the availability of alcohol or encourage the excessive consumption of alcohol in any way. The advertising material will include equal reference to availability of non-alcoholic drinks. ( <b>Note:</b> Where available, a copy of the event advertising material must be attached to this checklist.)   |      |       |     |
| 7   | Alcohol will not be served prior to the advertised event start time and service of alcohol will finish at least 15 minutes prior to the advertised event end time.   |      |       |     |
| 8   | Alcohol will not be served to a person under the age of eighteen.  |      |       |     |
| 9   | Alcohol will not be served to an intoxicated person.   |      |       |     |
| 10  | Non-alcoholic drinks will be available and displayed as prominently as alcoholic drinks.   |      |       |     |

| No.                         | Checklist Item   | True  | False | N/A |
|-----------------------------|--|-------|-------|-----|
| 11                          | Alcohol will only be consumed in the designated area for the event.  |       |       |     |
| 12                          | Appropriate food which does not encourage further consumption of alcohol (i.e. food other than salty snacks) will be provided.   |       |       |     |
| 13                          | The event manager and persons serving alcohol or monitoring alcohol consumption at the event will not themselves consume alcohol immediately prior to or during the event.   |       |       |     |
| 14                          | Only people who have not consumed alcohol will handle the pack up and transport of equipment.  |       |       |     |
| 15                          | A Temporary Limited Liquor Licence has/will be obtained for this event. (Only applicable if alcohol will be sold at the event, either directly or indirectly via a cover/admission charge for the event.) Refer to the <a href="#">Management of Alcohol at Events Procedure</a> for further information.  |       |       |     |
| 16                          | An appropriate number of individuals serving alcohol at the event have completed training in responsible service of alcohol prior to the event, in accordance with section 6.3 of the Management of Alcohol at Events Procedure.<br>Name of individuals who have completed training:<br>Certificates or other evidence of training sighted: <input type="checkbox"/>     |       |       |     |
| 17                          | At least one of the event staff has completed first aid (level 2) training and will be present for the duration of the event.<br>Name of individual who has completed training:<br>Certificate or other evidence of training sighted: <input type="checkbox"/><br>If no event staff have completed first aid training, specify the nearest first aid resource available: |       |       |     |
| 18                          | An appropriate standard of behaviour will be encouraged for the safety and enjoyment of the event participants and other members of the University.  |       |       |     |
| 19                          | Safe and appropriate means of managing difficult situations and inappropriate or unsafe behaviour resulting from consumption of alcohol have been identified and discussed with event staff.   |       |       |     |
| 20                          | The Security section within Property and Campus Services for events at Parkville (or a relevant local security service) has been notified of this event and the level of risk associated with alcohol consumption at the event.  |       |       |     |
| 21                          | A charged mobile phone and relevant security, first aid and emergency contact numbers will be available to event staff.  |       |       |     |
| 22                          | Any incidents involving personal injury or damage to property will be reported in accordance with the <a href="#">OHS Incident, Injury, Hazard Reporting and Investigation Procedure</a> .   |       |       |     |
| 23                          | In the event that kegs are used the people serving the drinks have undertaken training in safe handling of the kegging equipment and the gas canisters.  |       |       |     |
| Signature of Event Manager: |  | Date: |       |     |

# EVENT RISK ASSESSMENT AND AUTHORISATION FORM



THE UNIVERSITY OF  
MELBOURNE

## SECTION A – TO BE COMPLETED BY EVENT MANAGER

|  |  |  |                  |
|--|--|--|------------------|
| <b>Name of Event:</b>  |  |  |                  |
| <b>Date of Event:</b>  |  | <b>Event Times (From – To):</b>          |                  |
| <b>Name of Event Manager:</b>                                      |  | <b>Event Manager Mobile Contact No.:</b> |                  |
| <b>Venue:</b>  |  | <b>Number of Event Staff:</b>            |                  |
| <b>Purpose of Event:</b>   |  |  |                  |
| <b>Expected Number of Attendees:</b>                               | Staff:   | Students:                                | Guests/Visitors: |
| <b>Facilities Provided:</b><br>(Double-click and select 'Checked') | <input type="checkbox"/> Food <input type="checkbox"/> Drinks (non-alcoholic) <input type="checkbox"/> Drinks (alcoholic) <input type="checkbox"/> Music <input type="checkbox"/> Audio/Visual Entertainment<br><input type="checkbox"/> Other – please specify: |  |                  |
| <b>Additional Comments:</b>  |  |  |                  |
| <b>Declaration:</b>  | I have read and understood the Responsible Management and Use of Alcohol Policy and the Management of Alcohol at Events Procedure.   |  |                  |
| <b>Signature of Event Manager:</b>                                 |  |  | Date:            |

## SECTION B – TO BE COMPLETED BY CLUBS & SOCIETIES OR FACULTY STAFF

|  |   |
|--|---|
| <b>Level of Risk:</b><br>(Double-click and select 'Checked')   | <input type="checkbox"/> Low <input type="checkbox"/> Medium* <input type="checkbox"/> High*<br>* Note: Medium and high risk events involving alcohol must be managed in accordance with the Management of Alcohol at Events Procedure. |
| <b>Declaration</b>   | I have assessed the level of risk associated with this event and authorise the event to proceed.  |
| <b>Name of Head of Budget Division or Divisional Delegate:</b> |   |
| <b>Signature:</b>  | Date:   |