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|  | | | | | | **Residual Risk Rating**  ***[Office Use Only]*** | |
| **Club – Event Name** | | | | | | **Office Use Only** | |
| **Approval**  ***[Office Use Only]*** | | | | | | | |
| **Name** | **Position** | | | | **Signature** | | **Date** |
|  |  | | | |  | |  |
| **Secondary Approver** | | | | | | | |
|  |  | | | |  | |  |
| ***[Office Use Only]*** | | YES | NO | N/A | Comments | | |
| **Blanket Approval** *[i.e. 6 Months]* | |  |  |  |  | | |
| **Emergency Management Kit Required** | |  |  |  |  | | |
| **Qualifications or Documents Required** | |  |  |  |  | | |
| **Pre-event Site Visit Required** | |  |  |  |  | | |
| **Pre-event Meeting Required** | |  |  |  |  | | |
| **Post-Event Debrief and Review Required** | |  |  |  |  | | |
| **Incident and Accidents** | |  |  |  | Please report all incidents, regardless of severity. Incident reports to: [clubs@tusa.utas.edu.au](mailto:clubs@tusa.utas.edu.au) | | |
| **TUSA Staff Attendance Required** | |  |  |  |  | | |
| **Other Attendance Required** *[i.e Security]* | |  |  |  |  | | |
| **Safe Work Plan to be Developed** | |  |  |  |  | | |
| **Approval Notes** | | | | | | | |
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| **Event Details** | | | | | | |
| **Event Name** |  | | | | | |
| **Club/Society Name**  *[or Org Unit for TUSA/UTAS Staff]* |  | | | | | |
| **Event Partners** *[i.e., TUSA, Clubs, UTAS]* |  | | | | | |
| **Location** |  | | | | UTAS Premises |  |
| **Dates** |  | | | | Blanket Dates |  |
| **Times** |  | | | | Blanket Times |  |
| **Event Staff/Committee Numbers Attending** |  | | | | | |
| **Participant Numbers**  *[Excluding Event Staff/Exec Committee]* |  | | | | | |
| **Event Organiser(s)**  **[and/or those Responsible for Ensuring Event Safety & Compliance]** | 1. [Include name, position, phone, email] | | | | | |
| **Consulted** *[i.e., Student Living, ISD]* | [Include name, position, phone, email] | | | | | |
|  | YES | NO | **Type, Purchasing Location, Transport/Storage, Sale Details etc.** | | | |
| **Food** |  |  |  | | | |
| **Alcohol** |  |  | [In accordance with our commitment to the safe consumption of alcohol, the University will not authorise any functions with a BYO (bring your own) policy] | | | |
| **Junior/Under 18s Attending** |  |  | [via Parental Permission. TUSA Insurance does not cover U16s] | | | |
| **Permits Required** |  |  | [Liquor Permit, Stall Application, WWVP, etc.] | | | |
| **Security Contractor** |  |  |  | | | |
| **Qualifications Submission** |  |  | [Name of Holder, Qualification Type – let us know if previously provided] | | | |
| **Upload Qualifications Here** [Note that Qualifications only need to be provided once, not for every event. UTAS Login Credentials Required] | | | | [**Qualification Submissions Upload Form**](https://forms.office.com/r/WGnVbyCcbB) | | |

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| **Declaration** | | |
| I declare to the best of my knowledge the information given in this form is correct and complete in every detail. I acknowledge that approval of this Risk Assessment binds the Event Risk Owner and Event Organisers to implementing the Risk Control Measures outlined. I acknowledge that the provision of incorrect or altered information or documentation relating to my application may result in withdrawal of approval, and that such withdrawal may take effect at any stage of event planning or execution, at the discretion of TUSA. I acknowledge that failure to adhere to agreed Risk Control Measures may impact compliance requirements for Insurance Cover and may result in disaffiliation. I commit to updating TUSA should any Risk/Activity/Hazard and or Risk Control Measure changes during event planning. I agree to abide by the [University By-Laws](https://www.utas.edu.au/policy/university-by-laws), [Ordinances](https://www.utas.edu.au/policy/ordinances), [Policies](https://www.utas.edu.au/policy/policies) and [Procedures](https://www.utas.edu.au/policy/procedures), including but not limited to, the [University Behaviour Policy](https://www.utas.edu.au/policy/policies/governance-and-accountability/6.4-Behaviour-Policy), and the [Safety & Wellbeing Policy](https://www.utas.edu.au/policy/policies/governance-and-accountability/6.1-Safety-and-Wellbeing-Policy) . | | |
| **Event Organiser / Event Safety Officer / President Full Name:** | | **Signature:** |
|  | | [use Draw function] |
| **Date** |  |

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| **Event Description**  ***[Summarise Event and Provide Supporting Information If Applicable]*** |
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| [**tusa.org.au/risk-matrix**](https://www.tusa.org.au/risk-matrix/) | | | | | | | | |
| **Risk / Activity / Hazard**  ***[Outline each component of the event, and identify potential hazards]*** | **Consequence**  ***[Explore the possible outcomes and worst thing that could occur if the activity is not well managed]*** | **Uncontrolled**  **Risk Rating**  ***[Office Use Only]*** | | | **Risk Control Measures**  ***[What are you doing to make this event or activity safe.***  ***Hierarchy of Control:***  ***Elimination, Substitution, Isolation, Engineering, Administration, Personal Protection]*** | **Controlled Risk Rating**  ***[Office Use Only]*** | | **Responsible**  ***[Name / Initial who is responsible for Implementing Risk Control Measures During Activity]*** |
| * Duty of Care – Health * Illness and Injury * In the event of COVID-19 | * Transmission of contagious conditions, cold, flu, infections * Risk of exposure and transmission of COVID with UTAS personnel, students and contractors. * Negative damage to TUSA and UTAS reputation and public standing * Financial costs associated with managing outbreak and possible negative impact on current and future student numbers. * Physical interaction may occur. | | High | * Follow current [UTAS COVID-19 Operational Requirements](https://online.flippingbook.com/view/434953/) while on-campus, or Venue COVID Plan while off-campus. * Follow current Public Health Advice for [Tasmania](https://www.business.tas.gov.au/coronavirus_information/event_framework) or [NSW](https://www.nsw.gov.au/covid-19/business/rules-guidance/large) as applicable * Attendees contact tracing via [QPay](https://portal.getqpay.com/)   + Contact information, Student ID number, if Student Living resident * The attendee who is positive:   + - Public Health: [Tasmania](https://www.coronavirus.tas.gov.au/keeping-yourself-safe/what-to-do-if-you-test-positive-to-covid-19-checklist) / [NSW](https://www.nsw.gov.au/covid-19/management/advice-for-confirmed)     - Report Case to UTAS: [Service Now Portal](https://utas1.service-now.com/selfservice?id=sc_cat_item_v2&sys_id=561567ce1bbc0118382d1f8c274bcbfe)   + Club/Society to report to TUSA:     - [Clubs@tusa.utas.edu.au](mailto:Clubs@tusa.utas.edu.au)   + If student is a resident, report to Student Living:     - [1300 138 497](tel:%201300138497) * Support facemask wearing * Encourage strict hygiene   + Hand sanitiser to be provided * Those who are feeling unwell will not be allowed to be at the event and will be asked to leave * Provision of sufficient space for people to keep a reasonable distance. | | | Low |  |
| * Emergency Management | * Inappropriate response to emergencies increasing consequence * Participants unsure what to do in an emergency | | High | * Event staff aware of [Emergency Management Procedures](https://www.utas.edu.au/infrastructure-services-development/emergency-management/emergency-procedures) * Emergency Contacts:   + Emergency Services [000](TEL:000)   + Police non-emergency [131 444](TEL:131444)   + Poison information [131 126](TEL:131126) * University Security - All campuses [(03) 6226 7600](tel:0362267600) * Event staff to be provided instructions in emergency situations * Club to report incidents or injuries: [Clubs@tusa.utas.edu.au](mailto:Clubs@tusa.utas.edu.au) | | | Low |  |
| * Unsafe or unwelcome behaviour: inc. bullying, harassment, assault, sexual assault, violence | * Injury * Negative impact upon staff, students, contractors, guests | | Moderate | * Staff to be aware of the [TUSA Code of Conduct](https://tusa.org.au/code-of-conduct/), [University Behaviour Policy](http://www.utas.edu.au/__data/assets/pdf_file/0008/657179/University-Behaviour-Policy.pdf) and that inappropriate behaviour will not be tolerated by the University * Staff to be aware of the processes for managing incidents and supporting people who have experienced sexual assault or harassment * Event Staff will notify TUSA of any incidents:   + [Clubs@tusa.utas.edu.au](mailto:Clubs@tusa.utas.edu.au) * Incidents reported to TUSA may be referred to the [Safe & Fair Community Unit (SaFCU)](https://www.utas.edu.au/about/safety-security-and-wellbeing/safe-and-fair-community-unit) | | | Low |  |
| * Manual Handling Incidents During Setup/Pack Down. * Setup and packdown/dismantling of expo sites, displays and signage. | * Incident involving TUSA/UTAS equipment or facilities causing personal injury or harm to staff, students, contractors or visitors. * Carrying, lifting or using unfamiliar tools may lead to injuries | | Moderate | * Event organisers will plan and organise the location of items to minimise certain hazard or potential injury. * Event organisers and staff to be aware of manual handling risks and techniques as outlined by Safe Work Australia (i.e., two person lift for items above 15kg). * All stalls / displays to be located away from stepped areas, and securely fastened or inherently stable to prevent falling. * All stalls / displays to be set up in appropriate locations allowing for clear and adequate access / egress. * Manual handling tasks assessed prior to activity, and separate risk assessment completed where necessary. * Mechanical aids provided where possible to reduce manual handling needs if or when required / applicable. * Plan access to event site to avoid any carrying up or down stairs. * Use of professional external hire contractors for setup of hired equipment if or when required / applicable. * Site visits with external hire contractors for venue familiarity, event briefing and planning if or when required / applicable. | | | Low |  |
| **Standard Minimum Requirements Above This Line – Do Not Remove Sections Above This Line** | | | | | | | | |
| * External Stall Vendors (i.e. food trucks, food stalls, information stalls, etc.) – on/off campus   **Qr code  Description automatically generatedGuidelines for Mobile Food Businesses** | * Inappropriate food handling causing food contamination that renders food unable to be used - possible financial loss, issue if having to dispose of food. * Contaminated food can cause illness in public which can lead to reputation issue. * Incident occurs leading to negative financial effect * Electric Shock * Fire | | Moderate | * All stalls on campus to be approved through Campus Services. * Be certified per Local Council. * External parties have appropriate food handling and indemnity requirements (Minimum $20m Public Liability Insurance Coverage – copy to be attached to Risk Assessment upon submission to TUSA). * All staff, students or visitors handling food must follow food hygiene practices and have food safety handling certificates. * Outside vendors meet firefighting requirements, university firefighting equipment on hand. * Refer to [Guidelines for Mobile Food Businesses DoH Tasmania](https://www.health.tas.gov.au/sites/default/files/2021-12/Guidelines_for_Mobile_Food_Businesses_DoHTasmania2021.pdf). | | | Low |  |
| * Weather Conditions | * Adverse weather conditions * May cause injury – i.e., strong winds blow over event infrastructure | | Low | * Event cancelled or moved indoors if UTAS Safety & Wellbeing Safe Zone weather warning (via App, Email, SMS) is issued to staff and students for the event location. | | | Low |  |
| * Bus Travel (i.e. Chartered Coach Hire) | * Missing bus * Unreliable transport/driver * Driver not appropriately qualified * Driving when fatigued increasing risk * Rural roads in poor condition * Driver inexperienced on unsealed roads * All leading to:   + Potential injury (physical or psychological) / death   + Litigation / adverse court ruling   + Inconvenience / lost time | | Moderate | * Adherence to road safety laws * Operator to have contact details of Trip Leaders/Guides and club/society emergency contact in case group does not arrive at agreed time/location * Bus charter to have reputable relevant qualifications/experience/indemnity to conduct activities safely. * Commercial operators are required to have relevant insurances – including appropriate workers’ compensation insurance and public liability insurance for personal injury and property damage as outlined in their contract for services – copy to be provided to be attached to Risk Assessment upon submission to TUSA * Operator to be responsible for safety briefings to staff and passengers prior to departure * Operator to follow standard operating procedures for the activity and evidence and training of staff. | | | Low |  |
| * BBQ Operation   Qr code  Description automatically generated **Guideline for BBQ Setup** | * Injury * Fire * Contaminated BBQ plate, Gas BBQ: damaged cylinder, out of date, faulty gas connection, faulty pipes, faulty taps, wind (weather), maintenance, and control of equipment | | Moderate | * Safety BBQ and Gas Bottle Audit to be completed at the beginning of every social event. * Gas leak testing to be tested before every event. * Fire Extinguisher and Fire blanket to be obtained before the commencement of every event. * Staff to be briefed on the risk management and protocols around the gas bottle and BBQ before every event. * Items in the BBQ Food Service Box to be replenished by TUSA at no charge. A replacement fee will be charged if fire extinguisher or fire blanket is damaged or lost. * Refer to [TUSA Guide for BBQ Setup](https://www.tusa.org.au/wp-content/uploads/2022/10/TUSA-BBQ-Stall-Set-Up.pdf) * Refer to [Guidelines for Mobile Food Businesses DoH Tasmania](https://www.health.tas.gov.au/sites/default/files/2021-12/Guidelines_for_Mobile_Food_Businesses_DoHTasmania2021.pdf).   **(See Emergency Management)** | | | Low |  |
| * Gas Heater Operation | * Injury * Fire * Damaged gas cylinder, out of date, faulty gas connection, faulty pipes, faulty taps, wind, maintenance, and control of equipment | | Moderate | * Safety Gas Bottle Audit to be completed at the beginning of every social event. * Gas leak testing to be tested before every event. * Fire Extinguisher and Fire blanket to be obtained before the commencement of every event. * Staff to be briefed on the risk management and protocols around the gas bottle usage. * Gas heaters to be positioned to prevent participants from trips/falls onto heater elements.   **(See Emergency Management)** | | | Low |  |
| * Cooking Food | * Hot surfaces, excess grease on the BBQ, BBQ sited in traffic routes, undercooking/ cross contamination. * Burns, fire – physical injury, damage to surfaces under the BBQ * Food poisoning; cross contamination * Undercooked food * Negative impact upon staff, students, contractors, guests | | Moderate | * Ensure cooking surface is not overloaded. * Use clean, suitable utensils to handle food. * The cooking surface is always to be attended. * Use separate tongs/plate for raw and cooked meats. * Wash hands regularly. * All staff, students or visitors cooking food must follow food hygiene practices and obtain their [DoFoodSafely Certificate](https://dofoodsafely.health.vic.gov.au/index.php/en/). * Follow the [2-hour/4-hour rule](https://www.foodstandards.gov.au/foodsafety/standards/Documents/2hour4hour_Final.pdf) (Food Standards ANZ)   + Food held between 5oC and 60oC for less than 2 hours can be used, sold, or put back in the refrigerator to use later   + Food held between 5oC and 60oC for 2-4 hours can still be used or sold, but can’t be put back in the fridge   + Food held between 5oC and 60oC for 4 hours or more must be thrown away * Ensure internal food temperature at least 680C. * Ensure all meat cooked thoroughly and served appropriately * Serve food immediately after cooking or place in a bain marie * Dispose of all left-over food unless refrigeration equipment is available using the [2-hour/4-hour rule](https://www.foodstandards.gov.au/foodsafety/standards/Documents/2hour4hour_Final.pdf) guidelines. * Defrost food via the refrigerator method - ensure that the temperature is below 5°C and that the items being defrosted are placed on the lowest shelves to prevent any drips or splashes from contaminating other foods. * Refer to [Guidelines for Mobile Food Businesses DoH Tasmania](https://www.health.tas.gov.au/sites/default/files/2021-12/Guidelines_for_Mobile_Food_Businesses_DoHTasmania2021.pdf). | | | Low |  |
| * Food Service & Handling | * Raw meat, contaminated surfaces, raw and ready to eat food coming into contact during food preparation, contaminated food. * Inappropriate food service and handling, causing food contamination that renders food unable to be used - possible financial loss, issue if having to disposed of food. * Contaminated food can cause illness causing negative impact upon staff, students, contractors, guests. | | Moderate | * Event Staff aware of [Major Food Allergies](https://www.foodstandards.gov.au/consumer/foodallergies/allergies/Pages/default.aspx) and provide suitable alternatives to ensure food is available that does not contain/caters for:   + Celiac / Gluten Free, Nuts, Dairy Free, Soybeans, Crustacean Shellfish * Consider capturing dietary requirements / food allergies in event ticketing / registrations * Event Staff to ensure food identified to be allergen free is appropriately managed to prevent cross contamination:   + Dedicated preparation area and utensils   + Dedicated serving utensils and food service area, located separate from food containing allergens   + Items that contain allergens should be stored away from other food items; If food items containing allergens cannot be separated from other food items, it is advised to store them below other food items to reduce the risk of them spilling onto other items and causing cross-contamination.   + Allergen free food to be clearly labelled * All staff, students or visitors handling food must follow food hygiene practices and obtain their [DoFoodSafely Certificate](https://dofoodsafely.health.vic.gov.au/index.php/en/). * Food to be handled safely per training (i.e., kept at appropriate temperature; wearing gloves and hair nets) * All persons handling food to read appropriate food handling information (pamphlet/online) available from local councils etc. * All food preparation must be conducted in an undercover area i.e., room, tent/marquee etc. * Purchased food to be within use-by dates. * Separate chopping boards and utensils to be used when preparing meats and salads/ready to eat food. * Separate utensils for cooked and raw meats. * Observe good hygiene standards, hands must be washed between handling uncooked meats and ready to eat foods. * Keep salads separate from raw meats to prevent contamination. * Food handlers to keep cuts covered & wear gloves. * Food handlers must not participate if they have had a food related illness in the last 48 hours. * Protect food from likely contamination by customers, dust, fumes, and insects using appropriate covers. * [Food Safety Standards](https://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx) for Australia/New Zealand to be complied with. | | | Low |  |
| * Stall Holders – On Campus & Off Campus (Internal & External)   + External refers to organisations not affiliated with TUSA   + Internal refers to clubs/societies, or organisations covered by UTAS indemnity | * Injury * Negative impact upon staff, students, contractors, guests | | Moderate | * All stalls to be approved through Campus Services.   + External stalls to submit [individual stall application](https://www.utas.edu.au/__data/assets/pdf_file/0005/1661270/Contract-for-hire-of-University-venues-and-events-090823.pdf) with appropriate indemnity (General Public Liability insurance) requirements to TUSA upon submission of the Risk Assessment.   + Internal stalls (where covered by UTAS indemnity) fall under overarching [stall application](https://portal.getqpay.com/form?fid=155). List of internal and/or external stalls to be provided to Campus Services.   **(See Behaviour)**  **(See Manual Handling)**  **(See Static Displays)** | | | Low |  |
| * Static Displays / Marquees / Stalls | * Inappropriately placed or secured displays impeding egress and/or causing injury * Risk of serious injury/death due to wind rating >100km/h | | Moderate | * All displays / marquees / stalls must be securely fastened or inherently stable to avoid injury or egress issues. * Ensure marquee weights installed on each marquee leg accordingly. * Ensure stable enough to resist 100km wind ratings   **(See Weather Conditions)** | | | Low |  |
| * Live Music | * Excessive Noise levels * Trip Hazards * Negative impact upon staff, students, contractors, guests | | Moderate | * Volume controlled. * Ensure trip hazards controlled, and use cable covers accordingly. * For venues near residential areas, conduct a letter drop to notify residents of noise.   **(See Electrical Power)** | | | Low |  |
| * Vehicle traffic management on campus:   + Appropriate access to event site for bump-in / bump-out of event stalls, and TUSA/UTAS movement of goods. | * Injury / Death * Negative impact upon staff, students, contractors, guests * Property damage | | High | * Staff liaise with Security on vehicle traffic management, as necessary. * All TUSA/UTAS personnel driving for university purposes are licensed and authorised as required. * Vehicles will access event space safely through designated access points before and after main event hours when limited pedestrians are likely to be present. * Staff to direct traffic and pedestrians as needed. * Where possible, amber safety lights and/or hazard lights to be in operation on vehicles moving during an event or within pedestrian areas. * Ensure appropriate demarcation of area used for loading/unloading. | | | Low |  |
| * Personal / Vehicle Use   + If meeting point is not on the event site | * If unmanaged, following risk factors could lead to potential injury / death:   + Driving when fatigued increasing risk;   + Rural roads in poor condition;   + Drivers inexperienced on unsealed roads | | High | * Participants to be made aware that personal vehicle usage is not covered by University Insurance. * Use of personal vehicles, including being a passenger, are at the participants own risk. * Vehicle operators have required licenses and comply with requirements. * Drivers are to have frequent rest breaks if driving for over an hour. * Drivers are encouraged drive slowly and with caution early in the morning and late at night to prevent over/under steering on wet/icy roads. * Drivers who drive at night are encouraged to drive slowly to reduce the likelihood of collision with wildlife. | | | Low |  |
| * Electrical Power | * Electrocution of TUSA/UTAS staff or student, or member of Public, and trip injuries to staff or public.   + Injury / Death | | High | * Ensure appropriate protection has been provided to avoid damage to any leads and cables. * Ensure there is no risk of people becoming entangled or tripping over leads or cables e.g., taped down, use of power cable covers/traps used wherever practicable * Use cordless battery powered devices or generator where possible. * Power is 10v / 15v and amendments to existing infrastructure will only be performed by contracted third party companies experienced in using power/equipment. * When 3-phase power distribution board is in use, RCD testing to be complete prior to operation. If RCD test fails, distribution board must not be used without consulting an electrician. | | | Low |  |
| * Amenities / Facilities | * Inadequate access to toilets, handwashing, drinking water, shelter. | | Low | * Sufficient amenities to be provided in the building. | | | Low |  |
| * Excess Waste * Waste Management | * Inadequate waste facilities   + Bin’s overflow, cause negative environmental impact. * Rubbish left by participants in the environment or venue | | Mod | * Sufficient waste receptacles to be provided, where possible including:   + General Waste   + Comingle Recycling   + Compostable Green Waste * While on campus, additional waste facilities to be ordered from Facilities Management *(TUSA can arrange)*, or Veolia while off campus, as required. * Waste to be collected and disposed of at appropriate disposal site | | | Low |  |
| * Stampede | * Emergency scenario results in high volume of participants rushing toward exit, pushing, and shoving other participants.   + Participant trips, crushed by those following.   + Death or serious injury | | High | * Adequate exit points from event site allow for mass exoduses. * Current entry and exit point does not prevent disabled access * Separate/additional entry/exit point * Entry will be monitored by event organisers/staff ensuring participants check-in. To ensure event stays within capacity. | | | Low |  |
| * Alcohol   **(Licenced Venue – e.g.,**  **off-campus bar or pub)** | * Excess alcohol & drug consumption increasing risk of:   + Poor behaviour   + Drink driving   + Sexual assault   + Alcohol poisoning   + Injury   + Overdose   + Injury   + Death * Underage drinking * All leading to negative impact to TUSA and UTAS reputation and public standing | | High | * Venue to undertake [RSA practices](https://www.treasury.tas.gov.au/Documents/RSA%20Workbook.PDF) as required as a licensed venue (including but not limited to):   + ID verification   + Patron Safety   + Encourage responsible drinking and minimise harm   + Exercise Duty of Care (does not end once participates leave the event)   + [Required Signage](https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/resources-for-licence-holders/liquor-signs) * Contracted security on site as applicable   + (Responsibility of licensed venue) * Liquor Licensing requirements are the responsibility of the licensed venue. TUSA will not assume any liability or duty of care for liquor licensing requirements. * Event organisers to provide appropriate support to attendees, ensuring a safe departure from the venue (e.g., if participant becomes adversely intoxicated, aid in securing appropriate transport to their home or medical assistance if necessary). * Report all incidents / venue negligence to TUSA via [Clubs@tusa.utas.edu.au](mailto:Clubs@tusa.utas.edu.au) * Club/Society to complete an [Event Agreement Form](https://www.tusa.org.au/wp-content/uploads/2023/06/Event-Agreement-between-TUSA-CS-Licensed-Venue.docx) or alternative signed Terms and Conditions document with the Licensed Venue. Send completed form to TUSA via email. * Event needs to have 2 sober reps./event committee for the first 20 people, 1 additional sober rep/event committee for every other 20 persons after. * If using TUSA branding or equipment for events with alcohol, please contact the C&S Team to discuss important information around the promotion of your event. * Drinking games, shots, punches or activities that encourage the rapid consumption of alcohol are strictly prohibited. * Immediately notify organisers and/or security of potential drug use; ask for assistance.   **(See unsafe or unwelcome behaviour)** | | | Moderate | Licenced Venue |
| * Alcohol & Drug Use   **(non-licensed venue event – i.e., on-campus event)** | * Excess alcohol & drug consumption increasing risk of:   + Poor behaviour   + Drink driving   + Sexual assault   + Alcohol poisoning   + Injury   + Overdose   + Death * Underage drinking * Poor crowd behaviour at end of event   + Property damage off site   + Crowd control   + Dispersing the crowd / removing loiterers * All leading to negative damage to TUSA and UTAS reputation and public standing * Hosting an event without a permit or license from authority (i.e. drinking at parks) | | High | * Approved Liquor Permits:   + If on Campus, hold approved [University Liquor Permit via QPay](https://portal.getqpay.com/form?fid=160)   + If Selling Liquor, hold approved [State Government Special Permit](https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/applying-to-sell-liquor/permits) for less than 4 days   + For large events or multi-day events on Campus, please complete a [UTAS University Liquor Permit](https://www.utas.edu.au/__data/assets/pdf_file/0012/160221/Application-for-a-University-Liquor-Permit-Version-4.pdf).   + *(Note that an application for these permits requires an approved copy of this document to be attached).* * Event staff to undertake [RSA practices](https://www.treasury.tas.gov.au/Documents/RSA%20Workbook.PDF) as required per temporary liquor license (including but not limited to):   + ID verification   + Patron safety   + Encourage responsible drinking and minimise harm   + Exercise Duty of Care   + [Required Signage](https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/resources-for-licence-holders/liquor-signs) must be displayed   + RSA Register   + Tas Liquor License if selling alcohol * RSA qualifications to be provided to TUSA for verification and storage. * Alcohol is to only be served by people with a valid RSA qualification, a copy of which must be submitted to the TUSA with your Risk Assessment and a copy on site at your event to be made available to Tas Liquor and Gaming Police should they inspect your event. * RSA holders selling or serving the alcohol must not consume alcohol. * Contracted security on site required for events with over 50 participants (including event staff/committee), or as applicable:   + Ensure to include the below details on this form:     - Company     - Contact information     - Number of guards on site   + TUSA preferred security: [Hunt Security Services](mailto:admin@huntsecuritytas.com) for Hobart; and [Essential Security Tas](mailto:essentialsecurity.net.au) for Launceston * Event staff and security to ensure participants vacate venue, provide move along orders if loitering outside venue. * Non-alcoholic beverages and free water must be readily available to participants. * Food must be available for participants. * Clubs and Societies are limited to 3.5 hours of alcohol service; last drinks to be called 30 minutes prior to end of service * Alcohol to be strictly served in cans or paper/plastic cups, no glass permitted on campus * Observe and enforce a ‘2-hands-2-cans’ policy – no more than 2 drinks to be served to a patron at any given time * Cans must be cracked open upon serving to patrons * Drinking games, shots, punches or activities that encourage the rapid consumption of alcohol are strictly prohibited. * Event needs to have 2 sober reps./event committee for the first 20 people, 1 additional sober rep/event committee for every other 20 persons after. * Immediately notify organisers and/or security of potential drug use; ask for assistance. * BYO consumption of alcohol on Campus is strictly prohibited. * If using TUSA branding or equipment for events with alcohol, please contact the C&S Team to discuss important information around the promotion of your event. * If the Club is issued at fine by Tas Liquor and Gaming for non-compliance with the Liquor Licencing Laws, it is the Club’s responsibility to pay this fine. * To drink or possess an open container of alcohol in a public street is illegal. This does not stop you enjoying a picnic in a park or on a beach where council by-laws permit. * For restrictions on alcohol consumption at parks in and around Hobart, please see [Consumption of Alcohol at City of Hobart](https://www.hobartcity.com.au/Community/Parks-sportsgrounds-and-reserves) website. For Launceston, check [section 24 of the City of Launceston](C://Users/clv1/Downloads/Reserves-parks-and-gardens-by-law-no.4-of-2009.pdf) website. For Burnie, check [section 32 at Burnie City Council](C://Users/clv1/Downloads/Public-Reserves-and-Public-Buildings-By-Law-No-1-of-2011-BL-CBS-SG-004%20(2).pdf). For Sydney, check the [City of Sydney website](https://www.cityofsydney.nsw.gov.au/public-health-safety-programs/outdoor-alcohol-restrictions).   **(See unsafe or unwelcome behaviour)** | | | Moderate |  |
| * Activity with Children (Under 18s, vulnerable persons). | * Inappropriate persons or conduct when engaging with vulnerable people result in physical or emotional harm to vulnerable persons, including:   + Accidental Harm   + Physical Abuse   + Psychological / Emotional Abuse   + Neglect   + Sexual Abuse * Lack of or minimal awareness and commitment for a Child Safe organisation * Negative damage to TUSA and UTAS reputation and public standing * Selection of inappropriate personnel by C&S * Use of images or video of children and young people without parental consent | | Extreme | * All event staff directly engaging with vulnerable persons are to hold a current [Working with Vulnerable People Registration](https://www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people) – copies of registration and/or registration numbers to be provided to TUSA for storage, and retained on final page of this document. * All Committee / Activity Leaders / Event Staff to review and acknowledge [UTAS Child Safety Code of Conduct](https://www.utas.edu.au/__data/assets/pdf_file/0007/1372336/Child-Safety-Code-of-Conduct.pdf) *and* [UTAS Child Safety Policy](https://www.utas.edu.au/__data/assets/pdf_file/0009/1466667/6.5-Child-Safety-Policy.pdf) * **Minimum two** persons with current Working with Vulnerable People Registration required to be on site. Vulnerable people not to be left unattended or alone with single activity leader or person. * Consent / Permission forms to be completed by parent/guardian & emailed to TUSA via: [Clubs@tusa.utas.edu.au](mailto:Clubs@tusa.utas.edu.au) * Photography / Video consent form to be completed by parent/guardian if photos are to be taken & emailed to TUSA via: [Clubs@tusa.utas.edu.au](mailto:Clubs@tusa.utas.edu.au) * First Aid officer to be on site (UTAS Security) for on-campus events * Activity leaders to be briefed that no form of physical contact with a vulnerable person is permitted. * Activity Leaders / Committee / Event Staff to be briefed to look for inappropriate behaviour. * All incidents to be immediately reported to TUSA via [Clubs@tusa.utas.edu.au](mailto:Clubs@tusa.utas.edu.au), and appropriate emergency contacts at the time of incident.   **(See Emergency Management)** | | | Moderate |  |