

## University Events involving Alcohol: Management and Safety Checklist

The University of Melbourne is committed to protecting the safety of its staff, students and members of the public participating in University Events involving Alcohol. The Event Manager must complete and submit this checklist at least TWO WEEKS prior to the event date when required by a Divisional Delegate. This checklist must be completed to the satisfaction of the relevant Budget Division Divisional Delegate. If not submitted or completed to their satisfaction, the event cannot take place.

### YOU MUST ANSWER ALL ITEMS IN THE CHECKLIST

#		YES	NO
1	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 drink		
2	The event will not include any activity that encourages the excessive or inappropriate consumption of alcohol such as pub crawls and drinking competitions		
3	Advertisements for the event will not emphasise the availability of alcohol or encourage in any way the excessive consumption of alcohol. Reference will be made to the availability of non-alcoholic drinks. Copies of Advertising materials to be attached to this checklist		
4	The event has an advertised start and finish time. No alcohol will be served prior to the start time or after the finish time		
5	Alcohol will not be served to a person under the age of eighteen		
6	Alcohol will not be served to an intoxicated person		
7	If alcohol is being sold directly or indirectly (including via an event cover charge) a liquor licence will be/has been obtained from Department of Justice Victoria [Note this process can take up to 8 weeks.] Proof of the licence to be attached to this checklist or provided to the Event Manager TWO WEEKS prior to the event.		
8	All persons managing the event, serving alcohol or monitoring alcohol consumption will not themselves consume alcohol immediately prior to or during the event and will not be adversely affected by alcohol.		
9	At least two people serving at the event have undertaken training in Responsible Serving of Alcohol prior to the event, or alternatively professional servers with this training have been hired for the event.		
	Name 1: _____ Certificate Sighted: <input type="checkbox"/>		
	Name 2: _____ Certificate Sighted: <input type="checkbox"/>		
	Name of company providing professional servers. [Proof required, to be attached]		
10	A system has been implemented to monitor and limit the number of alcoholic drinks served or consumed by individuals. Please provide a brief description below or on an attached sheet of paper. Stamp individuals upon supply of a drink. Also limited supply of alcohol. .....		
11	The consumption of alcohol is a social adjunct to, and not the focus of the event		
12	Attractive, high quality non-alcoholic drinks will be available and displayed as prominently as alcoholic drinks. Non-alcoholic and low-alcohol drinks will be served in		

APPENDIX 2

#		YES	NO
	preference to full strength alcoholic drinks and plain water will be freely available		
13	Substantial snacks (not only salty snack food which encourages drinking) will be provided. Please provide a brief description of any food, to be provided. BBQ, sausages, bread, vegie burgers.		
14	Alcohol will only be consumed in the area designated for the event		
15	An appropriate standard of conduct will be encouraged to ensure the safety and enjoyment of those attending the event, and of anyone who may be affected in consequence of the event		
16	Safe means of managing difficult situations resulting from excess consumption of alcohol have been discussed with appropriate staff before the event takes place		
17	If possible, a person with at level 1 competency in First Aid (Emergency First Aid) will be on hand at the event (or details of nearest First Aid resource will be maintained by the Event Manager)  Name of First Aid Person: _____ Certificate Sighted: <input type="checkbox"/> If no, First Aid on hand what is the nearest First Aid resource available?		
18	Security issues will be discussed with appropriate staff prior to the event taking place.		
19	At Parkville the event has been discussed with the Security section of Property and Campus Services? If Yes, what is their advice if any? .....		
20	A mobile phone and emergency, first aid and security contact numbers will be available at the event Number of Mobile Phone: .....		
21	All incidents involving personal injury or damage to property will be reported immediately to security. Incidents will also be reported to the University as soon as possible via completion of an Incident Report Form available at <a href="http://safety.unimelb.edu.au/docs/Incident%20Report%20New%20S3%20Form.pdf">http://safety.unimelb.edu.au/docs/Incident%20Report%20New%20S3%20Form.pdf</a> (only to be used if you don't have access to the University database and system called THEMIS)		



THE UNIVERSITY OF  
MELBOURNE

## AUTHORISATION FORM FOR FORMAL EVENTS INVOLVING ALCOHOL EHS Manual

*This authorisation is to be used in conjunction with the Environment Health and Safety Manual Section 8.2.5 Alcohol and Drugs in the Workplace.*

*This authorisation must be completed by the person nominated as the Event Manager two weeks prior to the date of the event. For events held outside on University grounds the form must be signed by Property & Buildings Asset Management (Parkville Campus) or the local Campus Manager (all other University Campuses). For all events involving the serving or selling of alcohol, a copy of the authorisation must be retained on file.*

Name of Event: \_\_\_\_\_ Location: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

1. The Event Manager has read Section 8.2.5 of the Environment Health and Safety Manual, 'Alcohol and Drugs in the Workplace'.
2. If alcohol is being sold directly or indirectly (including via an event cover charge) a liquor licence has been obtained through the Office of the Vice-Principal (Property & Buildings)
3. Requirements of the Liquor Licence will be strictly adhered to:
  - The Licence will be prominently displayed at the venue
  - Required signage will be prominently displayed at the venue:
    - No serving of alcohol to under 18s
    - No serving of alcohol to intoxicated persons
  - Participants will be required to provide proof of age to be served alcohol for all student run events
  - No person under the age of 18 will be served or sold alcohol
4. If the event is to be held outside on University grounds, request approval for use of University grounds (Parkville) through Property & Buildings Asset Management, or the local Campus Manager at all other University Campuses.
5. Alcohol servers have been trained in Responsible Serving of Alcohol
6. Emergency Management issues have been addressed:
  - Fire and evacuation procedures
  - First Aid provisions
  - Emergency contact numbers & phone on hand
7. The Event Manager must be in attendance for the duration of the event and will not consume or be affected by alcohol during the event.
8. The Event Manager must hold a copy of the Authorisation Form for the duration of the event.

To be signed by the Event Manager:

I \_\_\_\_\_ representing \_\_\_\_\_

agree to these requirements in relation to serving and selling of alcohol at the designated event.

Contact Number at the Event: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

To be authorised by the Head of Department or Manager or appropriate authorised officer for Student Union or Melbourne University Sports

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

To be authorised by Property & Buildings Asset Management, Front Desk or Campus Manager  
(ONLY FOR EVENTS HELD OUTSIDE ON UNIVERSITY GROUNDS)

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_