



## Appendix B

### Risk Register for Events Involving 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.

#### EVENT DETAILS

Risk Level (risk level calculation found on pg 2):

Low

Medium

High

Purpose of Event:

Event Organizer:

Event Date:

Start Time:

Finish Time:

Location:

#### RISK CONTROL STRATEGIES

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

#### CONSIDER THE FOLLOWING FOR RISK CONTROL STRATEGIES

*please note this is not an exhaustive list*

- **Event monitoring** - entrance and exit
- **Security** - work with facilities to determine appropriate needs
- **Set up of location** - barriers at entrance and exit, maximum capacity
- **Signage** - ie: private event, no alcohol beyond this point, etc
- **Serving considerations** - check ID, alcohol service ending prior to event end time, servers must not consume alcohol
- **Attendees** - alternative transportation available, responsible consumption

## 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 your Responsible Officer, the Vice President Academic & Applied Research, Director Facilities and/ or Occupational Health and Safety Committee should you have any questions.

Criteria	Low Risk Event	Medium Risk Event	High Risk Event
<b>Location</b>	On campus licensed	Off campus licensed	Other
<b>Alcohol</b>	Non-alcoholic beverages served, beer only, no spirits	Non-alcoholic beverages served, beer and wine, no spirits	Beer, wine and spirits
<b>Food</b>	Two/three course Meal served near start of event	Food (dips, cheese, crackers etc) available	No food or only salty food (chips/nuts)
<b>Supervision</b>	Dedicated supervision	Part time supervision	No supervision* <i>NOTE: an unsupervised event is not permitted under the Alcohol Serving Policy</i>
<b>Length of event</b>	<2 hours	2-4 hours	>4 hours
<b>Bar Service</b>	Cash (licensed)	Combination	Open /BYO* <i>NOTE: an OPEN/BYO event is not permitted under the Alcohol Serving Policy</i>
<b>Type of Activity</b>	Low key	Special occasion	Party
<b>Accessibility</b>	Majority can walk, get taxis or use public transportation	Majority must drive, taxis and public transportation available	Everyone must drive, no public transportation
<b>Mobility of event</b>	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
<b>Number of people</b>	< 50	50-100	>100
<b>Underage present (18 or younger)</b>	None	Limited number	20+% of attendees