



Application and Risk Assessment Form for Student Accommodation-Related Events Involving Alcohol or 5 or more people



This form applies to Halls of Residence and affiliated residential colleges on CSU campuses. The purpose of the form is to assess the general risk factors for your event and then develop strategies to minimise the level of risk.

This form does not need to be completed for a cottage dinner unless you are serving alcohol as part of the dinner.

This form does need to be completed for any organised activity involving 5 or more people if some of those attending are not St Martin's College Residents.

Prior to holding any student accommodation-related event that will involve the consumption of alcohol within CSU residential precincts for 5 or more attendees (this includes yourself and other cottage mates), the Event Organiser must carry out the following steps.

1. Read and act in accordance with the [Halls of Residence Code of Conduct](#) and the [Alcohol and Other Drugs Policy](#).
2. Read the St Martin's College Rules and Regulations as outlined in the St Martin's College Handbook.
3. Complete the online Application and Risk Assessment Form.
4. Bring your form, in person, to the Head of College.

Name of event:		
Description of event including how the event will be advertised:		
Name of the event organiser – this person will be responsible for the event, any incidents that occur and for payment of any damages or fines incurred		
Venue:		
Date of event:		
Time of the Event		
Who will be attending? (other St Martin's students, other on campus students? Off campus students?)		
Expected number of attendees:		
Responsible Service of Alcohol (RSA) certified persons:	Names:	Positions:

RISK ASSESSMENT

RISK FACTOR	LOW RISK		MEDIUM RISK		HIGH RISK	
Advertising	Non-alcoholic event or mix of non-alcoholic and alcoholic beverages available	<input type="checkbox"/>	Free drinks available	<input type="checkbox"/>	Drinking alcohol is main activity	<input type="checkbox"/>
Alcohol	Water, non-alcoholic beverages, light beer only, no spirits	<input type="checkbox"/>	Water, non-alcoholic beverages, light and full strength beer, wine, no spirits	<input type="checkbox"/>	Full strength beer, wine, pre-mix drinks and spirits Consumption likely to exceed Australian guidelines	<input type="checkbox"/>
Food	Full meal supplied, preferably near start of event, or food available throughout the event	<input type="checkbox"/>	Finger food available for limited time at start of event	<input type="checkbox"/>	No food or only salty food (chips / nuts) available	<input type="checkbox"/>
Duration	<2 hours	<input type="checkbox"/>	2-4 hours	<input type="checkbox"/>	>4 hours	<input type="checkbox"/>
Type of Event	Low key (e.g. private function)	<input type="checkbox"/>	Special occasion (e.g. themed event)	<input type="checkbox"/>	Open invitation to party Open-air concert	<input type="checkbox"/>
Mobility of Event	Event starts and finishes in one location	<input type="checkbox"/>	Event starts in one place then people are encouraged to move to another	<input type="checkbox"/>	Cottage crawl type event, three or more locations	<input type="checkbox"/>
OVERALL RISK	No medium or high risks	<input type="checkbox"/>	1 or more medium risks and no high risks	<input type="checkbox"/>	1 or more high risks	<input type="checkbox"/>

How will you manage Medium/High Risks?

How will you deal with Gate Crashers or incidents?

DECLARATION by Event Organiser

1. I have read and understand the St Martin's College Handbook, the Halls of Residence Code of Conduct and the CSU Alcohol and Other Drugs Policy, and confirm that this event complies with each of these.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. I understand that alcoholic drinking games and other activities that promote binge drinking or rapid intoxication are prohibited, as are kegs and punch.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. I understand that as the Event Organiser I will monitor compliance with conditions outlined in this document during the event and I will take responsibility for any incidents and any costs for damages or fines issued as a result of incidents occurring as a result of the event.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. I understand that I am obliged to call the appropriate emergency service, the St Martin's College Duty RA or CSU Security in the event of any incident that places, or may place, a participant of the event at risk of harm.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Signature:
	Date: