

UNIVERSITY OF NEW ENGLAND

Procedure for holding an alcohol-related function on-campus, other than in licensed premises

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The following procedure must be followed in holding an alcohol-related function on-campus, other than in licensed premises:

- Advanced permission must be obtained for all such functions; applications for permission should be submitted to the Campus Services Manager, and (if appropriate) the relevant Head of Residence.
- An Event Registration Form must be completed; this form is available from each Head of Residence or from the Security Office.
- Sponsors of such events must ensure that Responsible Service of Alcohol provisions are adhered to.
- Consumption of alcoholic beverages should be permitted only within the approved area designated for the event.
- Alcohol must not be used as an inducement to participate in an event.
- Promotional materials including advertising for any event must not make reference to the amount of alcoholic beverages (e.g. beer kegs) available.

Forms Attached

Risk Assessment – The Process
UNE Residences Event Registration Form
UNE Residential System Risk Assessment Form – Appendix A
UNE Residential System - Request to Serve Alcohol at a College Function – Appendix B

RISK ASSESSMENT

-THE PROCESS-

Adopted from the WorkCover Authority Hazpak

The words ‘**risk assessment**’ really just means ‘**working out and recording how serious are the hazards in the activity or environment.**’

Why assess risk? – it’s a legal requirement

Refer Occupational Health and Safety Regulation [2001] Chap 2 cl 10

The UNE Residential System has a responsibility to **assess risk** in all the activities and work places. To assist, we have developed the following information and process.

Why use an assessment method?

Many hazards will be identified in the activities planning process. We will need to **plan** our actions to take the next step of controlling the risks to an acceptable level.

Obviously, we must deal with ‘high risk’ hazards first. Any delay in dealing with these is unacceptable.

How to use this assessment method?

Consider/discuss all the hazards that have been recorded on the RISK ASSESSMENT FORM, including any already known about and a control plan is established.

Use the table below

Now use the table below to determine a priority number for each hazard listed as the INHERENT RISK. Write a priority number next to each hazard on the ‘RISK ASSESSMENT FORM’.

The numbers show how important it is to do something and an indication of the priority each hazard should have in the action plan.

Now apply an appropriate selection from the ‘RISK CONTROLS’ information and RE ASSESS the risk and write a priority number next to each hazard on the ‘RISK ASSESSMENT FORM’. This is called the RESIDUAL RISK.

The completed ‘RISK ASSESSMENT FORM’ is to be submitted to the Head of Residence in support of an approval process for the activity under review.

Please note that the UNE has a more complex Risk Assessment process than the HAZPAK documentation. On instructions from the Heads of Residences, this less complex WorkCover model has been implemented for basic Risk Assessments of College activities.



OVERHEAD 3.3

Hazpak Risk Assessment Model

How severely could it hurt someone? or How ill could it make someone?	How likely is it to be that bad?			
	Very likely could happen anytime	Likely could happen sometime	Unlikely could happen but very rarely	Very unlikely could happen but probably never will
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6
	The numbers show you how important it is to do something: 1: top priority: do something immediately 6: low priority: do something when possible			

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Risk Controls

OHS Regulation 2001, imposes an obligation to *eliminate* a risk. If not reasonably practicable, the following measures must be used to *minimize* the risk to the lowest level practicable:

1. Substituting the hazard giving rise to the risk with a hazard that gives rise to a lesser risk;
2. Isolating the hazard from the person at risk;
3. Minimising the risk by engineering means;
4. Minimising the risk by administrative means (e.g. by adopting safe systems of work or providing appropriate training, instruction or information);
5. Using personal protective equipment (PPE).

A combination of the above measures may be required to minimize the risk if no single measure is adequate.

UNE Residences Event Registration Form

Event and User Details				
Residential College/Village:				
Contact Person Name:				
Contact Person Phone Number:				
Email Address:				
User Requirements				
Indicate how many times a Week, Month or Year the event will take place. (or attach schedule)	One Off (please include date):	Weekly:	Monthly:	Annually:
Indicate where Function is being held (if off campus, please include details).				
If there is a back up location for the event indicate the building and room number.				
Set up time	am		pm	
Event begins	am		pm	
Event ends	am		pm	
Breakdown ends	am		pm	
Please list any additional information for this event:				

Risk Assessment Form	
This section MUST be completed by the user to complete registration.	
1. The UNE Residential System Risk Assessment Form (Appendix A) has been completed for this function/s.	<input type="checkbox"/> Yes
2. The UNE Residential System Request to Serve Alcohol Form (Appendix B) has been completed for this function/s.	<input type="checkbox"/> Yes
3. Is the event to be licensed by a Hotel? If yes, a copy of licence needs to be forwarded to security office	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Indemnity The licence provider must indemnify the University , its members, servants and agents from and against all liability for damages, costs, actions, claims and demands which may be made, sustained, suffered or recovered against it or them by any person for injury to person or property however sustained, when using, entering, leaving, within or near the venue during the period of hire.	
5. An incident log book recording all incidents must be maintained at the event. The completed log will be an official record of UNE and must be handed to the Head of Residence on completion.	

I have read and understand the University of New England *Student Alcohol and Other Drug Policy* and confirm this function complies with all sections of such policy. I have included with this Event notification form completed:

- UNE Residential System Risk Assessment form
- UNE Residential System Request to Serve Alcohol Form
- Copy of licence by a Hotel (if answer to 3 above is yes)

Signature: _____ Date: _____

Name & Position of Applicant: _____

Witnessed:

Signature: _____ Date: _____

Name & Position: _____

Approved by Head of College or authorised UNE representative:

I, _____ hereby authorise the abovementioned, to serve alcohol in accordance with the UNE Student Alcohol and Other Drug Policy.

Signature: _____ Date: _____

Approved by Campus Services Manager:

Signature: _____ Date: _____

RISK ASSESSMENT FORM

Completed by:.....*Date*.....*College*.....

Activity under review.....*Proposed date*.....

NOTE: If the RESIDUAL RISK ASSESSMENT is 1-2-3, the Head of Residence should enter the risk on the UNE Know Risk data base

HAZARD IDENTIFICATION	INHERENT [INITIAL] RISK ASSESSMENT	• PROPOSED CONTROLS	RESIDUAL RISK ASSESSMENT [AFTER CONTROLS]
Manual Handling including sporting activities	•		•
Noise exposure	•		•
Working at heights = over 3 metres	•		•

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Falls by slips – trips –overbalance	•		•
Mechanical equipment eg drills, saws, ladders, powered equipment	•		•
Electricity	•		•
Compressed air or gas	•		•
Excess heat/cold	•		•
Alcohol and/or drugs	•		•

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Ultra violet light	•		•
Insect/spiders/snakes/dogs etc	•		•
Screen Based Equipment	•		•
Violence	•		•
Psychological	•		•
Hazards associated with travel	•		•

UNE Residential System

REQUEST TO SERVE ALCOHOL AT A COLLEGE FUNCTION

Function:	Location:
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Date and time of function:

Expected number in attendance: - from College:	Outside:
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Drinks to be provided: (Specify type and quantity in litres)	Alcoholic:
	Non-alcoholic

Students and staff responsible for service of alcohol:	
Name:	Current RSA certificate: (Yes/No)

Name of applicant:.....	Signature:.....
Date:	

Approved/not approved:	Principal	Date
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Note: Conduct of a function outside of this approval will result in restriction on future approval and may involve disciplinary action.