



SRC CLUBS EVENT REQUEST—DOWNTOWN CAMPUS

Office Use

DATE RECEIVED	INITIALS
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CLUB NAME	EVENT DATE
PROPOSED EVENT	EVENT TIME
PURPOSE OF EVENT	
DESIRED LOCATION FOR EVENT <input type="checkbox"/> St. Clair Centre for the Arts <input type="checkbox"/> MediaPlex <input type="checkbox"/> TD Student Centre <input type="checkbox"/> Zekelman Building <input type="checkbox"/> Specific location within a building _____ Other _____	# OF TABLES/CHAIRS REQUIRED PRINTING AMOUNTS REQUIRED (please provide digital copy) <input type="checkbox"/> 8.5 X 11 _____ <input type="checkbox"/> 11 x 17 _____ <input type="checkbox"/> 24 x 36 _____ (large scaled events only)
OFFERINGS <input type="checkbox"/> Cash box <input type="checkbox"/> Popcorn machine <input type="checkbox"/> Popcorn kernel packages Qty: _____ <input type="checkbox"/> Popcorn bags Qty: _____	ADDITIONAL DETAILS

APPROVAL	
_____	_____
Signing Authority Printed	Signed _____ Date _____
_____	_____
Signing Authority Printed	Signed _____ Date _____
_____	_____
Signing Authority Printed	Signed _____ Date _____
_____	_____
Club Liaison	Signed _____ Date _____
_____	_____
Manager of Student Experience	Signed _____ Date _____

Event Risk Assessment

To be completed with all requests on and off campus. Guidance Notes can be found on the back of this page, if further assistance is required do not hesitate to ask your club coordinator or the venue facilitator.

EVENT NAME	
EVENT DATE	
LOCATION OF EVENT	

1. ACTIVITY / AREA OF CONCERN	ie. What is taking place as part of the event?
2. HAZARDS IDENTIFIED	ie. What can potentially cause harm?
3. PERSONS AT RISK	ie. Who could be harmed by the hazard?
4. CURRENT RISK FACTOR	ie. Determine the level of risk (High, medium or low)
5. ACTIONS TO BE TAKEN TO MINIMIZE RISK	ie. What action can you take to lower the level of risk?
6. NEW RISK FACTOR	ie. Risk factor after action taken to minimize the risk

Name of person completing the risk assessment (printed): _____

Signature: _____

Date: _____

Guidance Notes

Event organizers have a responsibility to ensure health, safety and welfare of any helpers involved in arranging the event and to the participants attending, carrying out a detailed risk assessment should ensure this. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognized safety standards and you must take all reasonable precautions to ensure the event takes place safely.

1. *Identifying the activity* – An activity is anything which is taking place as part of your event (i.e. face painting, staged events, dancing, sports event, food, etc.) In addition, within the activities column you must also include the provisions you must take to enable the activities to take place safely (ie. first aid, wearing gloves, security, signage, etc.)

2. *Identifying the hazards* – All hazards must be identified for each activity. A hazard is something with the potential to cause harm (ie. slipping, electrical safety, lifting, high noise levels, contaminated food, etc.)

3. *Identifying the persons at risk* – For each hazard, list all those who may be affected. Do not list individuals by name, just list by group of people (ie. volunteers, vendors, children, performers, etc.)

4. *Identifying the current risk factor* – Risk is the chance that someone will be harmed by the hazard. The extent of the risk arising from the hazards identified must be evaluated (ie. high, medium, low, and actions then taken to minimize the risk.)
Examples:
 - a. High – An inflatable bouncy castle, not tied down or plugged in properly.
 - b. Medium – Clown with balloon animals, using latex balloons
 - c. Low – A performer, performing amongst the crowd.

5. *Identifying the actions to be taken to minimize each risk* – All identified risks can be minimized by taking appropriate action (ie. preventing access to hazards, find a substitute for dangerous activities, removal of hazard, personal protective equipment should be considered as a last resort.)

6. *Identifying the new risk factor* – Once you have identified the action to be taken as per #5, insert the appropriate new high, medium or low risk rating.

Please remember that if the activities/hazards originally assessed change during the planning of the event, the risk assessment will need to be reviewed and updated.