



SRC CLUBS EVENT REQUEST—SOUTH CAMPUS

Office Use

| | |
|---------------|----------|
| DATE RECEIVED | INITIALS |
|---------------|----------|

| | |
|--|--|
| CLUB | EVENT DATE |
| PROPOSED EVENT | EVENT TIME |
| PURPOSE OF EVENT | |
| DESIRED LOCATION FOR EVENT <input type="checkbox"/> Student Life Centre Stage/Common Area <input type="checkbox"/> Student Life Centre Food Kiosk <input type="checkbox"/> Alcove 1 <input type="checkbox"/> Alcove 2 <input type="checkbox"/> Alcove 3 <input type="checkbox"/> Other _____ | # OF TABLES/CHAIRS REQUIRED PRINTING AMOUNTS REQUIRED <small>please provide digital copy</small> <input type="checkbox"/> 8.5 X 11 _____ <input type="checkbox"/> 11 x 17 _____ <input type="checkbox"/> 24 X 36 _____ <small>large scale events only</small> |
| EQUIPMENT NEEDED <small>Check all that apply</small> <input type="checkbox"/> Speakers w/ aux cable <input type="checkbox"/> Table Cloth (plain black) <input type="checkbox"/> Cash box | FOOD SERVICE MACHINES <small>Please let us know quantities of supplies needed</small> <input type="checkbox"/> Popcorn Machine <input type="checkbox"/> Ice Cream Machine <input type="checkbox"/> Cotton Candy Machine <input type="checkbox"/> Hot Dog Roller <input type="checkbox"/> Snow Cone Machine |

| APPROVAL | | |
|---|--------------------------------|------------------------------|
| _____ <small>Signing Authority Printed</small> | _____ <small>Signed</small> | _____ <small>Date</small> |
| _____ <small>Signing Authority Printed</small> | _____ <small>Signed</small> | _____ <small>Date</small> |
| _____ <small>Signing Authority Printed</small> | _____ <small>Signed</small> | _____ <small>Date</small> |
| _____ <small>Club Liaison</small> | | _____ <small>Date</small> |
| _____ <small>Manager, Student Experience</small> | | _____ <small>Date</small> |

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.