

EVENT RISK ASSESSMENT FORM

To be completed by the Primary Event Organizer & submitted to Manager, Safety & Security 14 days prior to Event

Please complete all sections:
Part A: Primary Event Organizer & Event Information
Part B: Risks Involved (Alcohol, Travel, Physical Activity, Food, Community Relations)
Part C: Waivers & Contracts (Event-Specific Waiver, Travel Waiver)
Part D: Signatures required for Approval of Event

Any questions or concerns please contact:
Denise Campbell
Manager, Safety & Security
Cape Breton University
(902)563-1801
Denise_campbell@cbu.ca

PART A- Primary Organizer & Event Information

1. Name of Department hosting Event: _____
2. Primary Event Organizer: _____
Position in Organization: _____
Telephone #: _____
E-mail address: _____
3. Name & Description of Event: _____

4. Venue and/or Location of Event: _____
5. Event Date(s): _____
6. Contact # for PEO during the Event: _____
7. Maximum # of tickets sold for Event: _____

PART B- Identifying Risks

The purpose of this section is to:

- Identify risks
- Assist the Primary Event Organizer with risk management planning for the particular Event.

Risk is the combination of probability of an event and its consequence. Risk Management is a process of assessing your exposure to risk and developing and implementing action plans to minimize its impact.

1. Alcohol Involved? YES NO If NO, skip to #2- Travel

Supervision

- YES NO Will the Event be supervised by the Primary Event Organizer?
- YES NO (on Campus) - Alcohol served by a trained *Smart Serve* trained person?
- YES NO (off Campus) - Alcohol served by a trained *Smart Served* trained bartender employed by the Venue?
- YES NO non-drinking volunteers designated to monitor Attendees?
- Number of expected Attendees _____
- Number of non-drinking volunteers _____

Training

- YES NO Is the Primary Event Organizer trained in First Aid and/or CPR?
- YES NO Are bartenders and Venue Management trained in *Serve Right* or equivalent and are they aware of their responsibility not to over-serve attendees or serve to minors?

Security

- YES NO Have you discussed appropriate security measures with the Manager, Safety & Security?
- YES NO Have you ensured that the number of Security Officers necessary for the Event have been booked in advance?
- YES NO (off campus) - does the Venue supply Security for the Event?

Emergency Procedures

- YES NO Have you reviewed Cape Breton University's Emergency Procedures Guide with your committee and volunteers?
- DATE & TIME when this was done: _____
- YES NO Does the Primary Event Organizer know how to handle an emergency? (E.g. over-consumption of alcohol)
- YES NO Have you assigned a member of the committee to ensure all fire doors are clear of tables, boxes, chairs, at all time during the Event?

NAME of PERSON ASSIGNED: _____

YES NO Has PEO arranged for St. John's First Aid crew to be on scene for duration of the Event, if required?

Facilities & Equipment

YES NO Will a First Aid kit be available at the Event?

LOCATION: _____

YES NO For off-campus Venue, do they have a First Aid kit?

LOCATION: _____

Documentation

YES NO (On Campus) - is Special Events Insurance required?

YES NO (Off Campus)-does outside venue handle Event Insurance?

YES NO (Off Campus)-PEO-have you obtained a copy of Venue Insurance?

YES NO will attendees be required to show valid Student Identification prior to admittance to Event?

YES NO Are waivers required for this Event?

Other

YES NO Will the entrance/ticket cost include alcohol?

If yes, how much alcohol is included in the ticket price (e.g. two drinks)?

YES NO will food be available?

YES NO Will all-ages Events have a wristband policy in effect? (Under 19 years no permitted alcohol)

YES NO Is Event open to non-university students and/or the general public?

2. TRAVEL INVOLVED? YES NO If NO, skip to #3- Physical Activity

Supervision

YES NO Will the Event be supervised by the Primary Event Organizer?

How many additional supervisors/monitors attending? _____

Who is arranging the transportation? _____

YES NO Does the Event involve out of province/country travel?

Training

YES NO Is the Primary Event Organizer trained in First Aid and/or CPR?

Security

YES NO Have you discussed appropriate security measures with the Manager, Safety & Security?

YES NO Have you ensured that the number of Security Officers necessary for the Event have been booked in advance?

YES NO (off campus) - does the Venue supply Security for the Event?

Equipment

YES NO Personal Vehicles allowed?

YES NO Are you renting vans? Company Name: _____

YES NO Are you renting a bus? Company Name: _____

YES NO Is the insurance included in any rental fee?

YES NO Are travel arrangements made (if necessary) for attendees with special needs?

YES NO Will a First Aid Kit be available on route and at the Event?

Documentation

YES NO Arrival/departure times known by all attendees?

YES NO will attendees bring Health Card, identification and passport (as required)?

YES NO Have approved Bus Trip Waivers been signed prior to departure?

YES NO Is the Event insured?

YES NO Does the PEO have a copy of the Insurance certificate?

Emergency Procedures

YES NO Have you reviewed Cape Breton University's Emergency Procedures Guide with your committee and volunteers?

DATE & TIME when this was done: _____

YES NO Does the Primary Event Organizer know how to handle an emergency? (E.g. over-consumption of alcohol)

YES NO Has PEO arranged for St. John's First Aid crew to be on scene for duration of the Event, if required?

YES NO is there a contingency plan for attendees missing return transportation?

Other

YES NO will alcoholic beverages be permitted on bus and/or rental van?

YES NO will intoxicated individuals be permitted to board the bus upon departure?

3. **PHYSICAL ACTIVITY/PERSONAL SAFETY RISK INVOLVED:** YES NO

If NO, skip to #4- Food Risks Involved

Supervision

YES NO Are all activities supervised by Primary Event Organizer and/or volunteers?

How many volunteers will there be? _____

YES NO Moderate Physical Activity involved? (e.g. dancing, skating, running)

YES NO High Physical Activity Involved? (e.g. ice hockey, skiing, paintball, rock climbing)

YES NO Are there any known personal safety issues? (e.g. walking alone after dark, working with 'at risk persons)

Training

YES NO Is the Primary Event Organizer trained in First Aid and/or CPR?

Security

YES NO Have you discussed appropriate security measures with the Manager, Safety & Security?

YES NO Have you ensured that the number of Security Officers necessary for the Event have been booked in advance?

YES NO (off campus) - does the Venue supply Security for the Event?

Facilities and Equipment

YES NO will the facility and equipment be inspected for hazards prior to the Event?

YES NO Does the use of equipment involve a degree of risk? (e.g. hot tubs, trampolines, major audio sound)

Documentation

YES NO will attendees bring health card, identification and passport (as required)?

YES NO will approved waivers be administered prior to the Event?

YES NO Is the Event insured?

Emergency Procedures

YES NO Have you reviewed Cape Breton University's Emergency Procedures Guide with your committee and volunteers?

DATE & TIME when this was done: _____

YES NO Does the Primary Event Organizer know how to handle an emergency? (E.g. over-consumption of alcohol)

YES NO Has PEO arranged for St. John's First Aid crew to be on scene for duration of the Event, if required?

4. **FOOD RISKS INVOLVED? YES NO** If NO, skip to Section #5 Community Relations

YES NO will there be food served at the Event?

YES NO Is a special food permit required?

YES NO If YES, have you discussed this Event with the appropriate administrator?

5. **COMMUNITY RELATIONS (ON & OFF CAMPUS) RISK INVOLVED? YES NO** If NO, skip to Part C-Waivers & Contracts

YES NO will there be amplified music/speeches?

YES NO will CBRM noise by-law be adhered to?

YES NO Is the Event being hosted in a residential neighbourhood?

YES NO will a letter or notice be sent to neighbours and surrounding businesses?

YES NO will a clean-up crew be designated?

PART C- Waivers, Contracts, Insurance, Advertising

Guidelines:

1. Event-specific and/or Travel waivers may be required for your event if it includes ANY of the Following:
 - Alcohol
 - Moderate to high physical activities and/or personal safety risk
 - Travel in rented vehicles
2. Travel Monitor Contracts may be required for your Event if it includes:
 - Travel in a rented vehicle (bus, car, van, etc...) and/or
 - Alcohol at the destination
3. For some Events, additional insurance may be required (e.g. out of country insurance, 15 passenger vans)
4. Advertising the Event requires approval

Based on the above guidelines, complete the following:

YES NO Event-specific Waiver required

YES NO Travel Waiver required

YES NO Bus Monitor Contract required

YES NO Additional insurance required

YES NO Event is being advertised

For more information about when waivers are required, or with help creating one, please contact Manager, Safety & Security at (902)563-1801

PART D- Signatures Required for Risk Assessment

- All Events have an element of risk and require the final review and approval of the Vice President, Finance & Operations.

<p>Primary Event Organizer:</p> <p>Date: _____</p> <p>Print Name: _____</p> <p>Signature: _____</p> <hr/> <p>Group Affiliation (choose one only):</p> <p>Staff/Faculty _____ Student Services _____</p> <p>CBUSU Society _____</p> <hr/> <p><i>Final review upon submission to Vice-President, Finance & Operations and/or Designate:</i></p> <p>Date: _____</p> <p>Print Name: _____</p> <p>Signature: _____</p>
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<u>For Administrative Purposes Only</u>	
<ul style="list-style-type: none">• One copy to sponsoring organization's Primary Event Organizer• One copy to President's Office• One copy to Senior Director, Student Services• One copy to Manager, Safety & Security	
<u>Notification</u>	<u>Review Comments</u>
Security _____ Facilities _____ Student Services _____ President's office _____	