



Student Event Risk Management Form

***This form must be submitted 10 days prior to your event
Forms not submitted 10 days prior to events may not be approved***

Please complete this and return it to the DSU Executive Office, Room 222 in the Student Union Building.

This Student Event Risk Management Form will be reviewed by the DSU Society Coordinator and the DSU General Manager to assess the level of risk associated with the event. If the level of risk is deemed to be acceptable, the Society Coordinator and General Manager will approve the event and place a copy of the form in your society file, and provide the Primary Event Organizer with a copy upon request. You will be notified immediately if there are any issues or questions surrounding your event. Use the Safety Protocol section to indicate how you plan to take precaution to reduce the risk of your event, particularly if your event involves alcohol, physical activity or travel. If you are required to take additional action steps before your event can be approved, you will be notified and must verify that these action steps have been taken before your event can be approved. You will be notified of the outcome of the risk assessment on your event via email, once a decision has been made.

Events that are not approved cannot be carried out under any circumstances

Please remember to complete all four sections of this form as well as a (separate) Primary Event Organizer Contract.

Part A – Society Contact Information

Part C – Risk

Part B – Notice of Event Information

Part D – Primary Event Organizer Contract (separate form)

Incomplete forms will not be processed.

Questions regarding the Risk Management process can be directed to the DSU Society Coordinator, or the DSU General Manager:

Society Coordinator

(902) 494-1106

society.coordinator@dal.ca

General Manager

(902) 494-1248

craig.kennedy@dal.ca

PART A – Society Contact Information

Name of Society: _____

Please note: Only ratified societies will have their events approved

1. Contact Name: _____

Email: _____

Phone: _____

2. Contact Name: _____

Email: _____

Phone: _____

PART B – Notice of Event Information

Title of Event: _____

PEO: _____ Contact # during event: _____

Date: _____ Expected # of participants: _____

Start time of event: _____ End time of event: _____

Location of event: _____

Description of event: _____

Safety protocols: _____

PART C – Risk

The purpose of PART C is to:

- ⇒ Identify hazards and associated risks;
- ⇒ Examine risk management techniques – either to prevent losses from happening, or if unavoidable, to reduce the frequency or severity;
- ⇒ Select and implement techniques such as exposure avoidance, monitoring and improving the event as needed
- ⇒ Protect both the participant and the organizers

Section I ALCOHOL INVOLVED? Yes No

If no, skip to Section II – Physical Activity/Personal Safety

On-campus Yes No

Has DSU Bar Services been contacted? (All events on-campus involving alcohol must be arranged through DSU Bar Services, 902-494-6891) Yes No

Have non-drinking volunteers been assigned (trained in either SmartServe, CPR and/or First Aid) to monitor attendees? Yes No

Number of expected participants? _____

Number of non-drinking volunteers present at the event? _____

(Note: 1 per every 25 participants is required) _____

Will attendees bring their health/insurance card (MSI, DSU Student Health Plan, etc.)? Yes No

Will attendees bring government issued photo I.D. (driver's license, passport, etc.)? Yes No

Will all-age events have a wristband policy in effect to identify those underage? Yes No

Other: _____ Yes No

Off-campus Yes No

Will all alcohol be served by bartenders/venue? Yes No
 Name of venue: _____

Bartender/venue management are "SmartServe" trained and are aware of their responsibility not to over-serve or serve to minors? Yes No

Will the entrance/ticket cost include alcohol? Yes No
 If so, how much alcohol is included in the ticket price (ex. two drinks)? _____

Have non-drinking volunteers been assigned (trained in either SmartServe, CPR and/or First Aid) to monitor attendees? Yes No
 Number of expected participants? _____
 Number of non-drinking volunteers present at the event? _____
 (Note: 1 per every 25 participants is required)

Will attendees bring their health/insurance card (MSI, DSU Student Health Plan, etc.)? Yes No

Will attendees bring government issued photo I.D. (driver's license, passport, etc.)? Yes No

Will all-age events have a wristband policy in effect to identify those underage? Yes No

Other: _____ Yes No

Section II PHYSICAL ACTIVITY/PERSONAL SAFETY RISK INVOLVED?

Yes No

If no, skip to Section III – Travel

Moderate physical activity (dancing, skating, running, etc.)? Yes No

High physical activity (ice hockey, skiing, paintball, rock climbing, etc.)? Yes No

Equipment involving a degree of risk (hot tubs, trampolines, major audio set up, etc.)? Yes No

Personal safety issues (walking after dark, soliciting, working with 'at risk' persons, etc.)? Yes No

Will the Primary Event Organizer bring St. John Ambulance-approved first aid kit? Yes No

Will there be volunteers (trained in either CPR or First Aid) designated to monitor attendees?
 How many volunteers will there be? _____ Yes No

Will attendees bring their health card (MSI, DSU Student Health Plan, etc.)? Yes No

Will crowd control measures be put in place? Yes No

In case of emergency, have arrangements been made for evacuation of students with disabilities? Yes No

Will security be aware of your event and any special circumstances (including minors' attendance)? Yes No

Are organizers aware of pertinent information regarding nearest hospital and means for transport (location/phone)? Yes No

Other: _____ Yes No

Section III TRAVEL INVOLVED? Yes No

If no, skip to Section IV – Community Relations

Are you arranging group transportation? Yes No

Rent cars/vans (insurance included in rental fee)? Yes No
Name of company: _____

Rent bus (insurance included in rental fee)? Yes No
Name of company: _____

Driving personal vehicle? Yes No
Minimum \$1 million liability insurance acquired? Yes No

Have travel arrangements been made for attendees with special needs? (If necessary) Yes No

Are arrival/departure times known by all attendees? Yes No

Do you have a contingency plan for persons missing return transportation? Yes No

Will alcoholic beverages be permitted on the bus and/or rental van? Yes No

Will intoxicated individuals be permitted to board the bus/rental van upon departure from Dalhousie University? Yes No

Will attendees bring health card, identification and passport (as required)? Yes No

Are you traveling out of province? Yes No
Does each student have adequate out-of-province health coverage? Yes No

Are you traveling out of the country? Yes No
Does each student have adequate international health coverage/travel insurance? Yes No
Have all international students contacted the International Student and Exchange Services office to ensure all details and documentation are in order? Yes No

Will there be a designated bus/van/car monitor on/in each bus/van/car who will not consume alcohol during the event/trip? Yes No
Name of bus/van/car monitor(s): _____

Other: _____ Yes No

Section IV COMMUNITY RELATIONS (ON & OFF-CAMPUS) INVOLVED? Yes No

If no, skip this section

Will there be amplified music/speeches? Yes No

Have you checked for adherence to HRM noise by-laws?
(see www.halifax.ca/legislation/bylaws/hrm/bin200.pdf) Yes No

Are you holding the activity in a residential neighbourhood? Yes No

Has a letter of notice been sent to neighbours and surrounding businesses? Yes No

Has a clean up crew been designated/will venue staff clean up? Yes No

Other: _____ Yes No