

# Melbourne Law School

## Event Approval Checklist & Pre Risk Assessment

Please submit the completed form to the Facilities Coordinator at [law-helpdesk@unimelb.edu.au](mailto:law-helpdesk@unimelb.edu.au) or in person at Level 2 Reception **at least 4 weeks prior to your event**. A copy of this form will be held in the MLS OHS files. A full [risk assessment](#) will be required for specific tasks as identified by the Law OHS Coordinator.

MLS Staff booking    MLS Student booking    UoM Booking    External Booking

|   |  |                         |
|---|--|-------------------------|
| <b>Event:</b>   | <b>Date:</b>                                   | <b>Event Manager:</b>   |
| <b>Event Manager Telephone No:</b>  | <b>Start Time:</b>                             | <b>End Time:</b>        |
| <b>Contact Email Address:</b>   | <b>Location:</b>                               | <b>Organisation:</b>    |
| <b>Expected No of Participants:</b>   | <b>External Presenter Y/N:</b>                 | <b>Sponsored Event:</b> |
| <b>Is this event open to the public Y/N:</b>  | <b>Speaker Name:</b>                           |                         |
| <b>Event cover charge Y/N:</b>  | <b>Student Group/Research Centre Activity:</b> |                         |
| <b>Description of Activities/Tasks:</b>   |  |                         |
| <b>IT Requirements:</b> Please contact Information Technology Services (03) 8344 0888 |  |                         |

### Equipment and Location

| Task   | Yes  | No                       | N/A                      | Action Required   | Comments / Further Details            |
|--|--|--------------------------|--------------------------|---|---------------------------------------|
| Furniture, pinboards or other equipment to be set up   | <input type="checkbox"/><br><br>Please Provide Further Details | <input type="checkbox"/> | <input type="checkbox"/> | If required, request furniture and equipment set up from <a href="mailto:law-helpdesk@unimelb.edu.au">law-helpdesk@unimelb.edu.au</a> with date and time details. |                                       |
| Furniture and equipment layout will impede passageways or block access to emergency exits, lift wells, stairs or toilets | <input type="checkbox"/>                                       | <input type="checkbox"/> | <input type="checkbox"/> |   |                                       |
| For events being held outside the Law School the relevant permits and permission have been obtained                      | <input type="checkbox"/>                                       | <input type="checkbox"/> | <input type="checkbox"/> | Contact Melbourne City Council to obtain a permit to use the University Square Park.<br><br>Contact Property and Campus Services to use University Grounds        | Please attach permits (if applicable) |
| Any external electrical equipment has been tagged and tested by a qualified person and is safe to use                    | <input type="checkbox"/>                                       | <input type="checkbox"/> | <input type="checkbox"/> | Check equipment for correct tags and for signs of damage  |                                       |
| The cords and other electrical equipment will be secured so that they do not pose as a trip hazard                       |  |                          |                          | Tape down and clearly identify trip hazards   |                                       |

## Serving of Food and Beverages

| Task   | Yes                      | No                       | N/A                      | Action Required   | Comments / Further Details   |
|--|--------------------------|--------------------------|--------------------------|---|--|
| Food and beverages will be served at the event   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If an external caterer is contracted, confirm that they have a Food Safety Supervisor certificate.  | Name/Company:  |
| Food is to be prepared by MLS staff and/or students  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If students and/or staff prepare food then a FSS certificate is required.   | Describe type of food to be provided and preparation required:                                     |
| Alcohol will be served   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | At least one person in charge of serving alcohol at the event has completed training in the Responsible Service of Alcohol. No person involved in the running of the event will consume alcohol prior to or during the event.<br><br>Caterers/contractors have current RSA certificates.<br><br>All RSA guidelines are to be followed | Name of MLS staff / student with RSA certificate:<br><br><br><br>External contractor Name/Company: |
| The event is fully inclusive and welcoming to all participants including those who are not of legal drinking age and those who choose not to drink.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The consumption of alcohol at the event is a social adjunct to and not the focus of the event.  |  |
| If alcohol is being sold directly or indirectly (including via any event cover charge) a liquor licence has been obtained from the Department of Justice | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Copy of Liquor Licence attached if required<br><br>(Please note that it can take up to 8 weeks to be approved for a licence)  | Please attach licence (if applicable)  |

## Security

| Task   | Yes                      | No                       | N/A                      | Action Required   | Comments / Further Details |
|--|--------------------------|--------------------------|--------------------------|---|----------------------------|
| If speaker or topic of the event is of a potentially contentious nature advice from University Security has been sought  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contact: <a href="mailto:law-helpdesk@unimelb.edu.au">law-helpdesk@unimelb.edu.au</a> with event details and security requirements.                                   |                            |
| Processes in place to ensure alcohol cannot be taken by participants from the event location to other parts of the building. I.e – barricading and/or prominent signage.<br><br>Ensure the event is kept in the booked location. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Request bollards from <a href="mailto:law-helpdesk@unimelb.edu.au">law-helpdesk@unimelb.edu.au</a> with date & time details<br><br>Indicate on floorplan if necessary |                            |
| Will members of the public attend the event  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |                            |

## First Aid and Emergency Management

| Task   | Yes                      | No                       | N/A                      | Action Required   | Comments / Further Details                 |
|--|--------------------------|--------------------------|--------------------------|---|--|
| Those responsible for and working at the event are familiar with the evacuation procedures for the location  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check evacuation plans located near liftwell on floor where event is to take place. | After Hours events, Name of Warden/s:      |
| Those responsible for and working at the event are familiar with location of nearest trained First Aid staff and First Aid Kit location (please note that all University security staff have first aid training) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check MLS Emergency procedure sign (located at nearest kitchenette to event)        | After Hours events, Name of First Aider/s: |
| Those coordinating and supporting the event will be wearing name tags to identify themselves   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |  |
| Any incidents will be reported promptly to Security <a href="mailto:security-law@unimelb.edu.au">security-law@unimelb.edu.au</a>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incidents to be reported immediately after First Aid assistance has been rendered.  |  |

## Waste Management

| Task   | Yes                      | No                       | N/A                      | Action Required  | Comments / Further Details |
|--|--------------------------|--------------------------|--------------------------|--|----------------------------|
| Sufficient facilities to dispose of any waste generated during the event                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Request additional bins from <a href="mailto:law-helpdesk@unimelb.edu.au">law-helpdesk@unimelb.edu.au</a> prior to the event     |                            |
| Items suitable for recycling will be separated and placed in an appropriate bin for collection         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Request additional recycling bins from <a href="mailto:law-helpdesk@unimelb.edu.au">law-helpdesk@unimelb.edu.au</a> prior to the |                            |
| All areas used in the event will be left in a clean and presentable state immediately after the event. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                            |

## Other Additional Relevant Information Regarding the Event and Activities:

**Signature and Approval:**

The above risk assessment has been completed in good faith and to best of my abilities. I understand that a risk assessment is a live document and any changes to hazards and controls are required to be reflected and actioned immediately.

I have also read and am familiar with the University of Melbourne's [Alcohol Policy \(MPF1267\)](#) and the [OHS Incident, Injury, Hazard Reporting and Investigation Procedure](#).

Name:                                      Signature:                                      Date:

**Event Manager**

Name:                                      Signature:                                      Date:

**Facilities Coordinator, Melbourne Law School**

|   |
|---|
| <b>Conditions of Approval (if applicable)</b> |
|   |

| OFFICE USE ONLY                          | Yes                      | No                       | Further Comments |
|--|--------------------------|--------------------------|------------------|
| Referral required to Office of The Dean? | <input type="checkbox"/> | <input type="checkbox"/> |                  |

## HIRING GUIDELINES FOR EXTERNAL USERS OF UNIVERSITY FACILITIES

The University of Melbourne is a place where people research, teach and learn. It is the repository for a considerable number of nationally and internationally significant cultural and heritage items. The University is the custodian of buildings and grounds that have significant community interest and value. It has a duty-of-care to ensure the safety of all of its people and visitors, the proper preservation of the cultural and community assets it holds and the protection of its reputation.

All external users must adhere to the following guidelines when using University of Melbourne facilities. By booking a room, you confirm that you have read and agreed to these terms and conditions.

1. No booking can be confirmed without an approved Pre Risk Assessment Checklist.
2. The University of Melbourne does not sponsor, endorse or support any non-university activities. In no manner are such events to be represented as being a University of Melbourne function or activity.
3. The University of Melbourne and/or Melbourne Law School logos and/or any other University material must not be used to advertise or promote any non-University event unless written approval has been given by the University of Melbourne Corporate Affairs Director.
4. All material (including, but not limited to flyers, brochures, posters, advertising material, banners and sandwich boards) advertising or promoting a non-university event must be produced upon request as The University of Melbourne reserves the right to screen all material.
5. Non-university events are not covered by the University of Melbourne's Public Liability insurance. External users must ensure that they have appropriate insurance cover for their event.
6. The University of Melbourne will not entertain requests that would interrupt the primary teaching, research and learning activities of the university. **Melbourne Law School reserves the right to refuse or cancel a booking at any time throughout the course of the hiring agreement without having to provide reasons for this action.**
7. The University reserves the right to monitor events at any time to ensure that they do not contravene university policies.
8. Additional costs incurred such as cleaning, security or repairs as a result of any booking will be charged to the external user.
9. A fee for rental and security will be charged for all bookings to external users or University of Melbourne staff or students using university facilities for non-university activities. The fee may be reduced or waived at the discretion of the Faculty General Manager or Deputy Dean (Melbourne Law School).
10. The Melbourne Law School and the University of Melbourne takes no responsibility for lost or stolen items.

