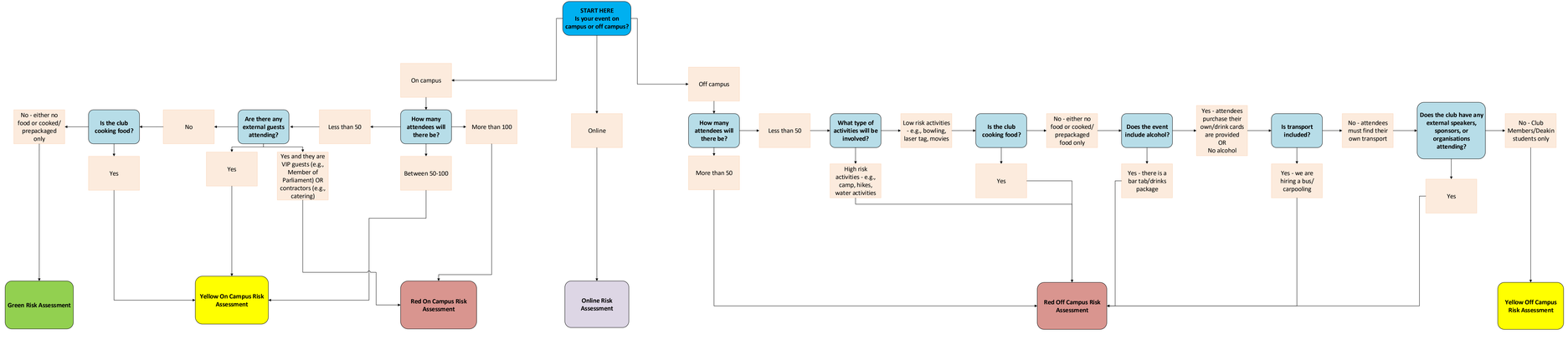
START HERE
Is your event on campus or off campus?
On campus
Online
Off campus
How many attendees will there be?
Less than 50
More than 100
Between 50-100
Are there any external guests attending?
No
Yes
Yes and they are VIP guests (e.g., Member of Parliament) OR contractors (e.g., catering)
Is the club cooking food?
No - either no food or cooked/ prepackaged only
Yes
Green Risk Assessment
Yellow On Campus Risk Assessment
Red On Campus Risk Assessment
Online Risk Assessment
How many attendees will there be?
Less than 50
More than 50
What type of activities will be involved?
Low risk activities - e.g., bowling, laser tag, movies
High risk activities - e.g., camp, hikes, water activities
Is the club cooking food?
No - either no food or cooked/ prepackaged food only
Yes
Does the event include alcohol?
Yes - there is a bar tab/drinks package
Yes - attendees purchase their own/drink cards are provided
OR
No alcohol
Is transport included?
Yes - we are hiring a bus/ carpooling
No - attendees must find their own transport
Does the club have any external speakers, sponsors, or organisations attending?
Yes
Red Off Campus Risk Assessment
No - Club Members/Deakin students only
Yellow Off Campus Risk Assessment