

Risk Assessment Checklist

Please complete this checklist as part of your open space booking request.

Is there **food** involved? Yes No

Is the food being **catered**? Yes No

If no:

- Are you preparing the food yourself?
- Are you preparing the food on campus?
- Are you transporting the food? If so, how?
- Are you serving to the general public?
- Have you submitted a Temporary Health Permit?
- Will you have volunteers with Food Safe?

What specific food items will be at your event?

Please list them here. _____

- Is the food coming from a commercial kitchen?
- Have you booked the SFSS sink?

Is there **alcohol** involved? Yes No

The only licensed spaces on campus are the DAC, Halpern Centre, and the DFA. Is your event at one of these locations?

Yes No

- If not, have you submitted a Special Occasion License (SOL) and booked security?
- Is the event open to all ages?
- Do you have a wristband policy in effect for an all age's event?
- Are there non-drinking volunteers to monitor attendees?
- Will attendees be required to bring their government issued photo ID?
- Will alcohol be served by a licensed bartender?

Are there **physical activities** involved? Yes No

- Will there be moderate physical activity at your event? (e.g., skating, dancing)

- Will there be high physical activity at your event? (e.g., snowboarding, horseback riding)
- Will you have equipment with certain degrees of risk at the event? (e.g., trampoline, VR games)
- Will you have volunteers with First Aid at the event?

Are there **animals** involved? Yes No

What specific animals will be at your event? Please list them here.

- Have the animals been properly vaccinated?
- Are any of the animals venomous?
- Will you have volunteers to monitor the animals? Are the volunteers certified?
- Are you working with an organization (e.g., SPCA)? Is the organization certified? How will you transport the animals? Please describe in detail here.

- In case there is an emergency and you are required to evacuate, do you have a plan to evacuate and transport the animals? Please describe the plan here.

Is your event of **sensitive nature**? Yes No

- Have you notified and/or booked security?
- Have you met with the SFSS or Student Services to review the content of your event?

Is there **travelling** involved? Yes No

- Are you renting a car?
- Are you renting a bus?
- Are you driving a personal vehicle?
- Is alcohol permitted on the bus/car?
- Do attendees have their own health coverage?

If a waiver or consent form is required, will you ensure and take responsibility for all attendees to sign the document? Yes No

Will you ensure that you submit the waivers to the appropriate coordinators before the event date? Yes No

By completing this checklist, you acknowledge that you have answered these questions truthfully and to the best of your ability.