**Club or society event request form**

Clubs and societies wishing to run events are required to complete and submit the event request form, along with a Hazard Identification, Risk Assessment and Control (HIRAC) report to Student Engagement, at least one month prior to the event.

|  |  |
| --- | --- |
| Type of event |  |
| Proposed event date |  |
| Proposed event venue |  |
| Expected number of attendees |  |
| Proposed budget |  |
| Proposed communication and marketing of event |  |
| HIRAC completed and attached? | * Yes * No |

Please email your submission, plus attachments and any queries to: [studentengagement@federation.edu.au](mailto:studentengagement@federation.edu.au)

|  |  |
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| **HIRAC Report**  Risk, Health and Safety / Student Connect |  |

This form relates to OHS Procedure – *Hazard Identification, Risk Assessment and Control (HIRAC)*

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|  | |  | | | | | | | Date: | |  | |
| Plant, Building, Task, Activity, Item Description: | | | | | | | **Put title of HIRAC here e.g. Club barbeque** | | | | | |
|  | | | | | | | | | | | | |
| Campus: |  | | | | School / Section: | | | Student Connect – Student Engagement | | | | |
| HIRAC conducted by | | | **Name here** | | | | | | | | | |
| During business hours, contact Student Connect (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Outside of business hours, contact Student Connect on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If event is on university grounds**, in case of **Security** (**non-emergency)** issues contact **5122 6662** and for **emergencies** contact **FedUni Emergency** on 5122 6999.  **For off-campus events**, in case of **emergency** contact 000 and Student Connect Director (Jerry van Delft) on 0438 229 033. | | | | | | | | | | | | |
| **CATERING DETAILS** | | | | **FOOD DESCRIPTION** | | **CERTIFICATES** | | | | VENUE | | **DATE**  **COMPLETED** |
| Where is food coming from?  University catered  Off Campus catering    Supermarket or other | | | |  | | Name of the person out of the group or club, who has the Food Safety Certificate?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | |  |
| **HAZARD DESCRIPTION** | | | | **RISK**  **ASSESSED** | | **CONTROL MEASURE(S)** | | | | WHO / WHEN | | **DATE**  **COMPLETED** |
| Food safety & hygiene when preparing and storing all food | | | | LOW | | Food ordered and provided by the Hub staff. Kitchen staff to ensure food is refrigerated at the correct temperature. | | | | Kitchen Staff | | 22/2/16 |
| Food Safety & Hygiene rules adhered to when cooking | | | | LOW | | Food prepared and cooked by University kitchen staff.  Kitchen staff to deliver cooked food to allocated BBQ stall for staff to serve | | | | Kitchen Staff | | 22/2/16 |
| Food Safety & Hygiene rules adhered to when cooking and preparing to serve | | | | LOW | | Faculty staff , to agree to adhere to the 10 tips of safe BBQing including, but not limited to, washing hands, using gloves, no cross contamination of utensils & washing all equipment with hot soapy water | | | | SEO Office & Faculty staff | | 22/2/16 |
| Ensure equipment is returned clean | | | | LOW | | Faculty staff to return equipment to SEO clean | | | | SEO Office & Faculty staff | | 22/2/16 |
| Manual Handling injury | | | | LOW | | Instruct volunteers, students and casual staff on correct lifting techniques prior to event  Use trolley, two person lifts for large, bulky or awkward to handle objects. | | | | FedUni staff | | 22/2/16 |

This below area to be completed only for international students.

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| **International Student names** | **Contact details** | **Staff member in charge of activity** |  | **DATE**  **COMPLETED** |
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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_