



Alcohol Risk Assessment Form

The following chart is to be used as a guide to identify the risk associated with serving or providing alcohol at different events or venues. It has been recognized that certain factors increase the potential of a serious incident and the greater the number of high risk criteria, the greater the likelihood that a person or persons could be seriously harmed. In order to minimize the potential of illness or injury, organizers should follow low risk strategies when planning events whenever possible.

Circle all those that apply and total the points at the bottom of each column.

Criteria	Low Risk (1 point)	Medium Risk (2 points)	High Risk(3 points)
Circle all that apply			
Median Age	>35	23-35	18-22
Underage present	None	Limited number	>20% of attendees
Number of people	< 40	40-100	>100
Venue	On campus licensed facility	Off campus licensed facility	Other
Food	Meal/food served	Food available	No food
Length of event	< 2 hours	2-4 hours	> 4 hours
Bar service	Cash	Combination	Open
Type of activity	Low key	Special occasion	Party
Participants	Employee	Students	Public
Total			

Risk Matrix		
Score	Level of Risk	Response
22 - 27	High	Special Event Emergency Action Plan Required. 1 security guard/30 attendees
14 - 21	Medium	1 security guard/40 attendees
9 - 13	Low	No security guard required

Overall Assessment is: LOW MEDIUM HIGH

Name: _____ Signed: _____
 Event Organizer

COLLEGE EVENT:

EXTERNAL USER EVENT:

Date and time of event: _____

Name of event: _____

Contact number: _____



LOW RISK – NO MANAGER PRE-APPROVAL REQUIRED

MEDIUM RISK – DEAN OR EXECUTIVE DIRECTOR PRE-APPROVAL REQUIRED.

_____	_____	_____
Name	Position	Date

HIGH RISK APPROPRIATE VICE-PRESIDENT AND PRE-APPROVAL REQUIRED.

_____	_____
Name	Date

FOR SECURITY SUPERVISOR USE ONLY

Approved by

Name: _____	Signed: _____
Security Supervisor	

Guards required N Y # _____

The personal information requested on this form is collected under the authority of the Post- secondary Learning Act and Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. The information collected will only be used for the purposes of delivery and administration of educational training and services. Questions concerning the collection, use or disposal of this information should be directed to the FOIP Coordinator, Medicine Hat College, 299 College Drive SE, Medicine Hat, AB, T1A3Y6, or 403-504-2286 or foip@mhc.ab.ca.