



Alcohol at Low Risk Events Checklist for Managers/Supervisors



Alcohol Policy - a low risk event is defined in the risk assessment as one that:

- Is an internal networking event
- Alcohol is being served at your event for under 2 hour of service
- The event is being held within business hours
- Your event is being held on campus.

1.	Responsible Service of Alcohol Have you picked a venue that is recognised as having licensed bar staff trained in the Responsible Service of Alcohol - make it clear to employees that service will be refused to anyone who is intoxicated? Deakin venues are licensed.	
2	Communication Have you communicated to employees to drink responsibly at the function? Make available tips and advice on how to stay within low-risk drinking limits and Australian Guidelines to reduce health risks from drinking alcohol – drink water or non-alcohol beverages, consume food and limit alcohol consumption. Use water or soft drinks to space alcohol drinks.	
3	Food Provide a range of food options, cater for all dietary needs.	
4	Water Is free water available? Is a range of non-alcoholic drinks such as juice and soft drinks available for guests that want to 'space' their drinks?	
5	Limit alcoholic drinks Consider limiting alcoholic drinks to beer and wine. Avoid high alcohol content drinks and provide a variety of lower alcoholic content drinks options. Provide small or standard size drink glasses.	
6	Finish alcohol service Let those at the event know the duration of the event and the time that alcohol will cease to be served. Offer non-alcoholic options including tea and coffee. What is the duration of the time when alcohol will be served: Fromto.....?	
7	Security and Transport Have you informed security services of the event? Have you informed employees to use or have you provide if appropriate, safe alternative transport such as a taxi or Uber?	
8	Evaluate your function What might you do differently to improve the event?	