**Stall Registration & Safety Form**

**La Trobe University Club & Society Events**

This form needs to be completed for all events run by La Trobe University clubs and societies.

Please ensure you address each of the risks below and plan out how controls for each will specifically be implemented for your event.

Should you require any assistance in completing this form, please contact one of the following: clubs@latrobe.edu.au

Note that, the completion of this form does not mitigate your responsibility to manage the risk associated with your event or transfer the ownership of the risk to the University.

After you have submitted this form, it will be reviewed by the Clubs team and the Health & Safety team. They may require additional information and follow up. Please allow enough time for this assessment process to take place prior to your event.

**1: Club details**

|  |  |
| --- | --- |
| **Club name:** |   |
| **Club email address:** |   |
| **Club contact for this event or activity:** |   |
| **Student email address for Club Contact:** |   |
| **Phone number for Club Contact:** |  |

**2: Stall Details**

|  |  |
| --- | --- |
| **Stall Date(s):** |   |
| **Start & End Times:** |   |
| **Brief Activity Description:** |  |
| **Number of people expected to work on the stall** |  |

|  |  |
| --- | --- |
| **Is this event affiliated with any other groups or associations? If so, please list who (eg LTSU, LTSA, MSA, ISA, an external sponsor, another organisation with which you are affiliated, another club)?** |  |

|  |  |
| --- | --- |
| **Will you be selling anything on your stall?**  | YES / NO |
| **Will you be selling or giving away food/drink at your stall?** | YES / NO |
| **Will there be any cash handling or electronic payments taking place at your stall?** | YES / NO |

**3: Location & Bookings**

|  |  |
| --- | --- |
| **Is the stall being held at an LTU location?**  | YES / NO |
| **If no, where will your stall be held?** |  |
| **If yes:**  |  |
| **Which campus will your stall be located at?** |  |
| **Where do you wish for your stall to be located?** |  |
| **Do you require any equipment/trestle tables?** |  |

**4: Risk Assessment**

**Please read each potential risk description below and indicate whether it is applicable to your event. There are specific requirements relating to aspects of these that the Clubs Team will follow up with you about.**

|  |  |
| --- | --- |
| **Is this a public event (open to audiences outside of La Trobe)?**  | YES/NO |
| **Will there be under 18 year old people staffing your stall or likely to attend your stall?**  | YES/NO. |
| **Will alcohol be served?**  | YES/NO |
| **Will food be served?** | YES/NO |
| **Will anyone outside of your club be staffing or involved in the stall?**  | YES/NO |
| **Are there any hazards associated with the event environment/location?**  | YES/NO |
| **Are any temporary structures required for the event? Do you require or will you be using a marquee?** | YES/NO |
| **Will this event have any impact on teaching or research?**  | YES/NO |
| **Will this event have any impact on campus operations?**  | YES/NO |
| **Are you using any external hire companies for this event?**  | YES/NO |
| **Will any additional PPE or specialist equipment be required in order to safely execute this event?** | YES/NO |
| **Are there any security concerns relating to any speakers, topic or content, or planned protests?** | YES/NO |
| **Will there be any external first aid services on site?** | YES/NO |
| **Are any fire services, including fire isolations required?** | YES/NO |

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| **What hazards and risks are you aware of in relation to your activity?**  |
|  |
| **How do you intend to mitigate the above risks?**  |
|  |
| **What is your contingency/response plan if any accidents or issues occur?** |
|  |