

RMIT Security Event Risk Assessment

Revised March 2019

Part 1 To be completed by the event organiser

Event Name			
Event Organiser Name			
Phone Contact Number			
Mobile Phone Contact Number			
Venue	Building:	Floor:	Room:
Date			
Bump In Time commences			
Event Start Time			
Event Finish Time			
Bump Out Time concludes			
Number of Participants			
Are participants paying to attend?	<input type="checkbox"/> Yes Specify Cost:		<input type="checkbox"/> No
Restricted Entry Required?	<input type="checkbox"/> Yes Specify:		<input type="checkbox"/> No
Nature of the event (tick all that apply)	<input type="checkbox"/> Internal Attendees	<input type="checkbox"/> External Attendees	
Type of event (debate / conference etc)			

Do the topics being discussed include any of the following:

ENVIRONMENTAL

- Destruction of Valuable Environments
- Uranium and Nuclear Energy
- Alternative Energy vs. Fossil Fuels
- Climate Change
- Animal Testing/Cruelty

GOVT AND POLICY

- Detention of Asylum Seekers
- Illegal Immigration
- Political Affiliations
- Israeli-Palestinian Conflict
- Foreign Government Influence or Interference
- Gun Control
- Weaponry
- Tobacco

PERSONAL ATTRIBUTES AND RIGHTS

- Freedom of speech
- Academic Freedom
- Death Penalty
- Race (including colour, nationality, ethnicity and ethnic origin)
- Gay Marriage
- LGBTQI /gender identity/sexual orientation
- Prostitution or sex work
- Sexual Harassment or Assault/ Sexual exploitation
- Surrogacy
- Religious belief or activity

HEALTH ISSUES, SCIENCE OR POLICY

- Medical Marijuana
- Death Penalty
- Euthanasia & Assisted Suicide
- Abortion
- Vaccines for Kids
- Drug Use in Sports

Yes

Outline any likely risks (safety, security, reputation)

No – outline topic here:

Predominant age group involved (tick all that apply)	<input type="checkbox"/> Under 18	<input type="checkbox"/> 18-35	<input type="checkbox"/> 35-50	<input type="checkbox"/> 50+
Is food being served?	<input type="checkbox"/> Yes - specify:			<input type="checkbox"/> No
Will alcohol be served?	<input type="checkbox"/> Yes			<input type="checkbox"/> No
Licence required?	<input type="checkbox"/> Yes			<input type="checkbox"/> No
Licence name holder:				<input type="checkbox"/> N/A
The time alcohol is being served				
What is the likelihood of drug involvement?	<input type="checkbox"/> Unlikely	<input type="checkbox"/> Possible	<input type="checkbox"/> Likely	
Are there any dignitaries attending?	<input type="checkbox"/> Yes Name:			<input type="checkbox"/> No
Are they providing their own security	<input type="checkbox"/> Yes Specify:			<input type="checkbox"/> No
IO Number for ad hoc guard quote (quote will only be processed when this is provided)				
Requested number of guards				
Requested start/end time for guards				

Send to RMIT Security supervisor security@rmit.edu.au

Part 2 To be completed by the security supervisor

Number of guards recommended			
Guards start time (must be at least 30 minutes prior to the starting time).			
Guards end time			
Price Quoted			
Doors Programmed	<input type="checkbox"/> Yes Date and time:		<input type="checkbox"/> No
Supervisor			

Note: A minimum 4-hour charge per guard per shift applies