

RISK MATRIX

Web version 231106

TEMPLATE EXAMPLE FOR LICENSED VENUES

OBLIGATION	RISK	CONTROL	REMEDIAL ACTION	EXECUTIVE ACTION
SIGNAGE				
<ul style="list-style-type: none"> Gaming. Liquor. Harm Minimisation. Special campaigns. House policies. 	<ul style="list-style-type: none"> Signage becomes outdated as legislation changes. Signage is placed in wrong location Signage is removed by patrons or falls off inadvertently Wrong signage is displayed 	<ul style="list-style-type: none">will at the start of the shift and on each day check venue to identify missing signs using OLGR checklist.will each month will download OLGR checklist and conduct full audit to ensure signs are current and in right locations. 	<ul style="list-style-type: none"> All staff will report activities and remedial action in the Venue Incident Register and or to their manager. 	<ul style="list-style-type: none">will provide a quarterly report to
LICENCE CONDITIONS				
<ul style="list-style-type: none"> Security Patrols. Noise limitations. Limited no. of drinks served. Restricted entry exit points. Trading hours. Curfew – lockout. 	<ul style="list-style-type: none"> Conditions that relate to high risk and or one-off events are not met. Conditions that are the responsibility of a contractor eg security, sound technicians, transport providers or away from the defined premises are not met. Patrons devise new ways to beat the venue controls. 	<ul style="list-style-type: none">will ensure that a copy of the licence is maintained in a compliance folder.will ensure that a copy of any licence conditions that relate to any external contractor be provided to that contractor.will on each hour, check that the contractor is providing service. 	<ul style="list-style-type: none">to formally advise the contractor of deficiency in supply of service or failure to comply with licence condition. 	<ul style="list-style-type: none">will review each quarter the results of the quarterly report and amend the controls as required.
MINORS				
<ul style="list-style-type: none"> Minors not allowed in restricted areas. Minors to be accompanied by responsible adult in authorised area. Minors not to be sold alcohol. Minors not to consume alcohol. 	<ul style="list-style-type: none"> Adult patrons supplying alcohol to minors. Minors using fraudulent ID cards Minors accompanied by adult friends who are not Responsible Adults Responsible adults not remaining in the immediate company of a minor 	<ul style="list-style-type: none">will ask any patron appearing under 25 years of age to produce acceptable age identificationwill perform ¼ hourly checks on the premises to identify and remove unaccompanied minors on premises Any ID cards suspected of being fraudulent to be seized and forwarded to police. 		<ul style="list-style-type: none">will ensure all amendments are conveyed to staff, contractors and patrons as appropriate
INTOXICATION				
<ul style="list-style-type: none"> Intoxicated patrons cannot enter or remain on premises Intoxicated persons cannot be served alcohol. 	<ul style="list-style-type: none"> Too many exits and patrons to properly assess all persons entering Staff too busy to gauge level of intoxication of patron buying alcohol Patrons buying alcohol for intoxicated person 	<ul style="list-style-type: none">will perform ¼ hourly checks on the premises to identify intoxicated patrons and ask them to leave. 		

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This risk matrix is a template example prepared by the NSW Office of Liquor, Gaming and Racing. It identifies a number of common risks and some examples of how those risks are managed.

In its present form, the document may be all that a small to medium size venue need develop to strengthen or formalise their compliance program. If this is the case, simply fill in the blank spaces to make some person in your venue responsible for the Controls.

The document is not intended as a one size fits all, but rather as a start-point, to consider what the risks are in your venue and how you might best resolve or minimise those risks.

For more information on how to use the risk matrix, contact:

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