

## Mandatory Action Point 6:

Establish a tracking and reporting mechanism for key alcohol related harm indicators.

### 1. Purpose

The objective of this toolkit is to:

- Give examples of how one would establish a tracking and reporting mechanism for key alcohol related harm indicators.

### 2. Scope

Alcohol related harm indicators is a broad term encompassing any trackable indicators connected to alcohol related harm and excessive consumption, e.g. hazardous and harmful drinking, injuries, accidents, anti-social behaviour, violence, harm to relationships, studies, health, sexual health etc.

### 3. Procedure

There are different ways a college/university/institute of technology could establish a tracking and reporting mechanism for key alcohol related harm indicators. The following points are different ways your college/university/institute of technology could go about developing a tracking and reporting mechanism;

1. Your campus could identify one point of contact for tracking all reports of key alcohol related harm indicators to be sent to e.g. Director of Student Services/ Student Health/ Students' Union Welfare Officer.
2. Another option could be to set up a separate email which is just used for tracking and reporting key alcohol related harm indicators. This email would be controlled by one individual who would monitor all the key alcohol related harm indicators that are reported.
3. A third option could be to form a committee who would have responsibility for the reporting mechanism.
4. Each college/university/institute of technology should complete an annual report focusing on the key alcohol related harm indicators reported.
5. It is important to develop a tool that will work across all age ranges, students and staff. For example your tool could be online, by phone, drop in etc.
6. Each college/university/institute of technology is welcome to create their own idea on how they would like track reports for key alcohol related harm indicators. The REACT project coordinator is happy to discuss suitability of your proposal.