**RISK MANAGEMENT PLAN**

TEMPLATE

***(Insert name of event and date)***

*This document is a guide only.*

*As the event organiser, you are responsible for ensuring that your Risk Management Plan complies with the relevant Australian Standard.*

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# **1.0 - Definitions**

*Risk* – The chance of something happening that will have an impact on the objectives.

*Risk Assessment* – The overall process of risk identification, analysis and evaluation.

*Risk Management* – The culture, processes and structures that are directed towards realising potentialopportunities, whilst managing adverse effects.

*Risk Treatment* – The process of selection and implementation of measures to modify risk.

*Risk Reduction* – Actions taken to reduce the likelihood, negative consequences or both, associated with arisk.

*Risk Transfer* – The process of selection and implementation of measures to modify risk.

*Risk Acceptance* – Risk acceptance is the acknowledgement that there is a risk and of the consequencesthat may result, which is accepted.

## **2.0 - Event Scope**

This plan covers all aspects of the event over which *(insert event organiser name)* has control and which contribute to the ultimate safety of its conduct. This plan has been produced by *(insert organisation name)* on behalf of *(insert name of organisation who owns the event or delete if not relevant).*

# **3.0 – Event Overview**

**Objectives and outcomes:**

*Describe the purpose of the event, what you are aiming to achieve, and the expected outcomes from having delivered the event.*

**Dates of event from set up to pack down:**

**Event start time:**

**Location:**

**Expected weather conditions:**

**Number of staff / volunteers:**

**Expected attendance:**

**Approvals required for event:**

**Other factors:**

# **4.0 - Stakeholders**

*Provide details of all agencies, organisations and businesses who are involved in delivery of the event.*

|  |  |
| --- | --- |
| **Stakeholder** | **Core Function and Responsibilities**  |
| *Example**Shire of Serpentine Jarrahdale* | *Venue owner and event approval* |
|  |  |
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# **5.0 – Communication Plan**

*List all of the key roles required to deliver the event. This list below can be used as a prompt but is not exhaustive.*

**Contact List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Organisation** | **Contact Name** | **Mobile** | **Radio Comms? Y/N** |
| Communications Coordinator |  |  |  |  |
| Event Owner |  |  |  |  |
| Site Manager |  |  |  |  |
| Production Coordinator |  |  |  |  |
| Security Manager |  |  |  |  |
| First Aid Services |  |  |  |  |
| Cleaning |  |  |  |  |
| Volunteer Coordinator |  |  |  |  |
| Traffic Management |  |  |  |  |

# **6.0 - Risk Identification**

*The following list of categories and potential risks is not exhaustive, but can be used as a prompt.*

**Slip / Trip / Fall (STF) Hazards**

* Electrical cables
* Wet weather conditions
* Uneven ground, loose surfaces
* Flooring design / surface
* Lighting levels
* Structures / natural formations used as vantage points

**Technical / Site Management**

* Emergency exits and muster points
* Site access for Emergency Services
* Medical emergency
* Lack of first aid services
* Time / distance to nearest hospital
* Lack of site office / hub
* Lack of pre-event staff briefing
* Terrorism / bomb threat
* Overcrowding
* Unsecured temporary structures
* Temporary fencing / barriers
* Ability for public to access non‐public areas
* Communications failure
* Power failure
* Water / plumbing failure
* Insufficient lighting
* Water hazards, eg lake, river, swimming pool
* Inadequate signage
* Environmental damage
* Non-attendance by volunteers / lack of staff

**Accessibility**

* Difficulty touring through event site
* Unable to access buildings or event services
* Inadequate seating space
* Inadequate accessible parking
* Inaccessible toilet facilities

**Patron Behaviour**

* Misuse of amusements and rides
* Drug and /or alcohol affected persons
* Criminal activity
* Disorderly / unruly behaviour
* Lack of security / crowd control services
* Lost children

**Health**

* Unregistered food vendors
* Food poisoning
* Disease outbreak
* Animal to human spread of disease
* Excessive noise levels
* Insufficient number of toilets
* Insufficient rubbish bins
* Inadequate cleaning / maintenance - toilets and rubbish bins
* Needles / syringes
* Inadequate seating / shaded areas
* Access to free potable drinking water
* Smoking
* Site clean up

**Environmental**

* Bushfire risk
* Flooding risk
* Extreme weather – heat, rain, hail, wind / dust etc
* Ground condition – muddy, loose / uneven surfaces

**Vehicular**

* Lack of traffic controllers / parking marshals
* Speed limits and road hazards
* Traffic congestion
* Inadequate parking spaces
* Collisions

**Hazardous Materials**

* Chemicals used on site
* Pyrotechnics / fireworks
* Fuels used on site, eg petrol, LPG, diesel etc

# **7.0 - Risk Analysis**

*The risk analysis process provides information critical to determining what risks need to be treated and what risks can be accepted.*

*Once you have identified all of the potential risks, they should be evaluated by combining the* ***likelihood*** *of the risk occurring with the scale of the possible* ***consequences*** *to produce a risk rating.*

**Likelihood**

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Definition** |
| A | Almost certain | Expected to occur in most circumstances. |
| B | Likely | Will probably occur in most circumstances. |
| C | Possible | Might occur at some time. |
| D | Unlikely | Could occur at some time. |
| E | Rare | May occur but only in exceptional circumstances. |

**Consequence**

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Definition** |
| 1 | Insignificant | No Injuries, minor financial loss, no damage to reputation. |
| 2 | Minor | First Aid treatment required, some financial loss and damage to reputation, temporary halt of event, on site release of chemical immediately contained. |
| 3 | Moderate | Medical treatment required, high financial loss and reputational damage, temporary halt of event with outside assistance required (eg Police, Ambulance, Fire Brigade etc), on site release of chemical immediately contained. |
| 4 | Major | Extensive injuries, major financial loss and reputational damage, halt of event requiring site evacuation, investigation and outside assistance, off site release of chemical with no detrimental effects. |
| 5 | Catastrophic | Death or permanent disability, significant financial loss and reputational damage, halt of event, site evacuation investigation required and possible prosecution, toxic release off site with detrimental effect. |

**Risk Rating**

|  |  |
| --- | --- |
| **Likelihood** | **Consequences** |
|  | **1** | **2** | **3** | **4** | **5** |
| **A** | S | S | **H** | **H** | **H** |
| **B** | M | S | S | **H** | **H** |
| **C** | L | M | S | **H** | **H** |
| **D** | L | L | M | H | **H** |
| **E** | L | L | M | S | S |

**H - High Risk:** Actions Plans and responsibilities identified following detailed research and management planning at senior levels.

**S - Significant Risk:** Actions Plans and responsibilities identified.

**M - Moderate Risk:** Specific monitoring and responsibilities identified.

**L - Low Risk:** Managed by routine procedures.

# **8.0 – Risk Register**

*After you have identified all of the potential risks specific to your event, create a Risk Register.*

**Risk Register**

Compiled by: Date:

Reviewed by: Date:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Risk – what and how can it happen** | **Consequence** | **Likelihood** | **Existing controls** | **Consequence Rating** | **Likelihood Rating** | **Level of Risk** | **Risk Priority** |
| *EXAMPLE**Health / Injury* | *Marquee collapse* | *Event evacuation - Economic cost**News coverage - Loss of reputation**Legal action - Financial loss**Injury to people - Economic loss / loss of reputation* | *Unlikely* | *Hire**company to install**marquee.**Structural**certification obtained from**Engineer.* | *3* | *D* | *Med* | *1* |
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# **9.0 - Risk Evaluation**

*Using the Risk Register, evaluate each risk and identify a treatment schedule and plan referring to the Heirarchy of Controls for guidance.*

**Hierarchy of controls**

**Least Preferred**

**Most Preferred**

|  |  |
| --- | --- |
| **Eliminate**  | Remove the risk. |
| **Substitute**  | Replace with a lower risk, eg substitute a chemical with one that has less risk. |
| **Isolate** | Isolate the risk from the person, eg put a barricade around the hazard. |
| **Engineer** | Use engineering means to minimise the risk, eg use mechanical aids to lift heavy items, change the job process or design. |
| **Administration**  | Minimise the risk using administrative means, eg train people in procedures, use signage, or implement job rotation. |
| **Personal Protective Equipment** | Minimise the risk by the person wearing personal protective equipment, eg high visibility vests, long sleeve clothing, gloves, harnesses etc. |

**Risk Treatment Schedule and Plan**

Compiled by: Date:

Reviewed by: Date:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk** | **Possible treatment options** | **Preferred treatment options** | **Risk Rating BEFORE treatment** | **Risk Rating AFTER treatment** | **Cost / Benefit Analysis****A – Accept****R - Reject** | **Person responsible for implementation** | **Timeframe**  | **How will it be monitored?** |
| *Marquee collapse* | *1. Not install marquee.**2. Have installer sign certification once installed.**3. Ensure First Aid qualified**personnel are employed at the event.**4. Confirm with installers at what wind speed once reached the marquee must be taken down.* | *2 and 4* | *3 + D = M (Medium)* | *3 + E = L (Low)* | *A* | *Name and position* | *Immediate and ongoing as required.* | *Event Organiser to**advise installers of**requirement for**checklist to be**completed prior to**event.**Checklist to be**retained once**completed.**Procedure for**dismantling of**marquee to be**developed based on**wind speed prior to**event.**Wind speed to be**monitored during**event.* |

# **10 – Risk Action Plan**

*For those risks that are High, Extreme or deemed to be unacceptable, they must be evaluated and specific action plans developed to manage the risk appropriately.*

**Risk Action Plan**

|  |  |
| --- | --- |
| **Item** | *1* |
| **Risk** | *EXAMPLE - Marquee collapse* |
| **Summary (recommended response and impact)** | *Marquee installer to submit to the event organiser an inspection checklist and procedure for the dismantling of the marquee in the event of unacceptable wind speed.* |
| **Proposed Actions** | *Advise marquee installer of requirement to submit an inspection checklist and procedure for the dismantling of the marquee upon completion of installation.* |
| **Resource Requirements** | *Equipment for dismantling marquee.**Contact details for installer.* |
| **Responsibility** | *Event Organiser to contact marquee installer.**Marquee installer to develop checklist and dismantling procedure.*  |
| **Timing** | *Marquee installer to be notified of requirements one month prior to event.**Procedure to be completed prior to event.* |
| **Reporting/Monitoring** | *Event organiser to obtain checklist from installer immediately after marquee is installed.**Weather forecast to be monitored on days leading up to event and during the event.* |