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# RISK MANAGEMENT PLAN

Event Name:

Prepared By:

## Risk Management Plan

To help achieve a successful and safe event, spending time completing a thorough risk assessment will be a key planning tool in your event management preparation. Applying a systematic approach to this task will order your thinking, to ensure that unwanted risks are identified, and controls are put in place to reduce or mitigate the risks. As the event organiser you have a duty of care for the safety of everyone involved.

The best time to commence this process is in your concept stage. You may start with identifying the event location, financial support, people, resources and other fundamental elements to demonstrate how to achieve the key event objective. As you progress through to the planning stage you will be engaging with a number of stakeholders and with their input, you will be able to map out operational risk detail.

The completed Risk Management Plan will require submission to Council’s Community Events Officer, as part of the application process. Each event has unique attributes and considerations, requiring an individual effort to the development of a risk assessment. Large events will demand a greater level of rigour to the Risk Management Plan. i.e. engagement of an independent Event Safety Officer etc. In these instances, Council will work with the event organiser to provide specific instruction and guidance.

## What is Risk?

“Risk is the chance of something happening that will have an impact upon objectives”

## What is Risk Management?

It is the systematic application of a process to step you though the planning and delivering your event, to achieve the successful event you and the public expect.

## Risk Management Process

Examples of Unwanted Risks that impede a successful event are:

* Insufficient funding
* Lack of volunteers in event organising or on the day
* Advertising (late, not targeted etc) does not generate enough interest
* Size of venue/location too small for event
* Volunteers not inducted and do their own thing
* Loss of crowd control
* Food poisoning
* Dangerous temporary structures
* Serious incident

Benefits of good Risk Management are:

* High quality and successful event
* Patron satisfaction and heightened community wellbeing
* Demonstrates planning competence
* Attracts funding
* Satisfies regulatory compliance (ie.WorkSafe, Food Act)
* Ensures emergency management planning
* Identified roles and responsibilities
* Mitigation of incidents
* A safe event for patrons
* Positive public image

## How to Conduct a Risk Assessment

1. Consider the risk context, nature, potential consequences and the likelihood to determine the level of risk.
2. Brainstorm, use resources, discuss with others to consider, recognize and describe risks for the entire event.
3. What can be done to eliminate the risk or put in place actions to reduce the risk to an acceptable level
4. Requires ongoing checking and supervising to ensure treatment solutions are working and responding to change

The following pages provide the necessary tools to step you through the Risk Assessment process. Considerable attention will need to be given to “treating” the risk. That is working out what can be done to eliminate or reduce it to an acceptable level of low or medium risk rating.

### Risk Analysis - Step 1 Consequences

The *consequence* if an event happens can range from **5** to **1**. ‘Consequence’ refers to the outcome or impact of an event.

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|  | **Consequence** |  |
| **5** | Catastrophic | Multiple fatalities, national or international media attention, event cancelled, long term reputational damage, potential class action, financial impact up to $500,000. |
| **4** | Major | Major injury/ies requiring hospitalisation, single fatality, reported in national media, major impact to event, reputational damage, litigation involving court action, financial impact up to $100,000. |
| **3** | Moderate | Major injury or multiple minor injuries from one incident requiring medical treatment by doctor, reported in Melbourne media, disruption to event, legal issues/litigation, financial impact up to $50,000. |
| **2** | Minor | Injury requiring first aid or medical treatment, breaches of regulation, local media, criticism but no permanent damage, financial impact up to $30,000. |
| **1** | Negligible | Minor injury, no negative media attention, non-compliance, issues resolved within normal event management process, financial impact up to $10,000. |

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### Risk Analysis - Step 2 Likelihood

The *likelihood* of an event happening can range from **A** to **E**. ‘Likelihood’ is a general description of probability or frequency. Choose

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| --- | --- | --- |
|  |  |  |
| **A** | Certain | The event is expected to occur in most circumstances |
| **B** | Likely | The event will probably occur in most circumstances |
| **C** | Possible | The event should occur at some time |
| **D** | Unlikely | The event could occur at some time |
| **E** | Rare | The event may occur only in exceptional circumstances |

### Risk Analysis - Step 3 Risk Matrix

The aim of risk analysis is to assess the likelihood of it occurring and the consequences should it happen. Combining these two provides a **Risk Rating**.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Risk Matrix** | |  | | | | |
| **Likelihood** | | **Consequence** | | | | | | |
| **1 NEGLIGIBLE** | | **2 MINOR** | **3 MODERATE** | **4 MAJOR** | **5 CATASTROPHIC** | |
| **A CERTAIN** | | **High** | | **High** | **Extreme** | **Extreme** | **Extreme** | |
| **B LIKELY** | | Medium | | Medium | **High** | **Extreme** | **Extreme** | |
| **C POSSIBLE** | | Low | | Medium | **High** | **Extreme** | **Extreme** | |
| **D UNLIKELY** | | Low | | Low | Medium | **High** | **Extreme** | |
| **E RARE** | | Low | | Low | Medium | **High** | **High** | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Location of Event:** | **Name of Event:** | | **Description of Event:** | | | | **Date:** | |
| **Date of Event:** | **Name of Event Organiser:** | | | **Risk Assessment Completed by:** | | | | |
| **Hazard** | **Risk Description** | **Existing Risk Controls** | | | **Risk**  **Rating** | **Additional Mitigation Strategies** | | **Responsible Personnel** |
| **Insufficient Funding** | Reduction of size of event.  Attraction to event affected.  Negative public image. | Introduced budget controls and tracking that highlights exacts targets at each week. Budgeted for less funds received than predicted to allow for shortfall. | | | C2  Medium | Began sponsorship proposals much earlier than previous years to ensure funds are secured. | |  |
| **Lack of Volunteers on the day** | Insufficient information, assistance and direction to event patrons and stallholders.  Breakdown of incident response process. | Allocate 3 additional volunteers to act as floaters on the day and cover any additional or unfilled roles. | | | C3  High | Began the volunteer recruitment earlier.  Held volunteer meetings.  Send confirmation 1 week out from the event. | |  |
| **Accessibility** |  |  | | |  |  | |  |
| **Slips, trips and falls** |  |  | | |  |  | |  |
| **Biological agents - blood, vomit etc.** |  |  | | |  |  | |  |
| **Cash handling** |  |  | | |  |  | |  |
| **Evacuation** |  |  | | |  |  | |  |
| **Hazardous and dangerous goods** |  |  | | |  |  | |  |
| **Gas cylinders - incorrect use, faulty** |  |  | | |  |  | |  |
| **Manual handling** |  |  | | |  |  | |  |
| **Pedestrian access to/from site** |  |  | | |  |  | |  |
| **Artists/roving performances** |  |  | | |  |  | |  |
| **Alcohol affected people** |  |  | | |  |  | |  |
| **Armed or dangerous intruder** |  |  | | |  |  | |  |
| **Bomb threat** |  |  | | |  |  | |  |
| **Broken glass, litter etc.** |  |  | | |  |  | |  |
| **Civil disturbance** |  |  | | |  |  | |  |
| **Crowd control** |  |  | | |  |  | |  |
| **Damage to ground surface or underground services ie. water, gas supply** |  |  | | |  |  | |  |
| **Damage/vandalism of venue** |  |  | | |  |  | |  |
| **Dogs not under control** |  |  | | |  |  | |  |
| **Electrical power failure** |  |  | | |  |  | |  |
| **Fire** |  |  | | |  |  | |  |
| **Food poisoning** |  |  | | |  |  | |  |
| **Inflatables / rides** |  |  | | |  |  | |  |
| **Marquees - installed incorrectly, collapse, not secure** |  |  | | |  |  | |  |
| **Medical emergency** |  |  | | |  |  | |  |
| **Missing person / lost child** |  |  | | |  |  | |  |
| **Negative publicity** |  |  | | |  |  | |  |
| **Noise** |  |  | | |  |  | |  |
| **OHS** |  |  | | |  |  | |  |
| **Promotion of event** |  |  | | |  |  | |  |
| **Photographing of the public** |  |  | | |  |  | |  |
| **Poor waste management** |  |  | | |  |  | |  |
| **Rubbish / litter** |  |  | | |  |  | |  |
| **Structure collapse** |  |  | | |  |  | |  |
| **Staff and volunteers** |  |  | | |  |  | |  |
| **Trees and limbs falling** |  |  | | |  |  | |  |
| **Toilets** |  |  | | |  |  | |  |
| **Lack of parking** |  |  | | |  |  | |  |
| **Vehicle accident on site** |  |  | | |  |  | |  |
| **Working with Children** |  |  | | |  |  | |  |
| **Weather extremes** |  |  | | |  |  | |  |

Use the information in the Event Planning and Procedures Handbook to help you complete this document.