

RISK MANAGEMENT PLAN FOR.....

Introduction

This Risk Management Plan is compiled to address the risks involved in conducting the event (name)

location,

to be held on (time and date).....

Risks will be identified and treated using AS/NZS 4360: 1999 as a guideline.

This plan is to be considered as an adjunct to any existing Risk Management and Evacuation Plans extant for the area and buildings or facilities

This Risk Management Plan applies to the area as shown on the site map attached.

Aim

The aim of this plan is to **DOCUMENT** the process whereby **RISKS** are:

- IDENTIFIED What, why and how risks arise as a basis for further analysis
- ANALYSED In terms of likelihood and consequences
- PRIORITISED Rank risks to identify management priorities
- TREATED Through preventative and/or response measures involving
 - Communication
 - Administrative
 - Structural
 - Training
- MONITORED Establish a system to monitor and review the performance of the process and changes which might affect it

Objectives

The objectives of (Insert event name) Management Plan are to:

- Anticipate possible risks within (event name).....area.
- Provide an effective and efficient prevention, identification and response to emergencies.
- Supply relevant on site information to Emergency Services.
- Manage the orderly and timely evacuation if required of all spectators and officials
- Establish and maintain a close working relationship with all relevant Emergency Services.
- Develop specific management strategies for particular types of hazards.

Step 1: Identify types of Risk

- Identify all possible risk types and list in the first column of the risk management table at step 8

For reporting purposes the types of risks that could be grouped are:

Types of Risks/Risk Statement
Contaminated Food and Water Supply
Minor Flood
Safety & Security
Chemical Biological, Radioactive & Terrorism
Fire
Flood
Storm Tempest
Natural Events
Traffic
Loss of Services
Social, physiological, community developmental
Management Controls
Rail Incident
Air Incident
Drought
Crime
Economic Disaster

Step 2: Determine Likelihood

- Determine **likelihood** of the risks identified in step1 occurring at the event. Use the following table to determine appropriate level A, B, C, D, or E
- Place the likelihood value A, B, C, D, or E in the risk management table at step 8.

Level	Descriptor	Description
A	Almost certain	The event is expected to occur in most circumstances (many times a day)
B	Likely	The event will probably occur in most circumstances
C	Possible	The event might occur at some time
D	Unlikely	The event could occur at some time
E	Rare	The event may occur only in exceptional circumstances

Step 3: Determine Consequences

- Determine **consequence** of the risk occurring at the event.
- Use the following table to determine appropriate level 1, 2, 3, 4, or 5
- Place the consequence value 1, 2, 3, 4, or 5 in the risk management table at step 8.

Level	Descriptor	Injury	Environmental Loss/ damage	Financial loss	Operational Efficiency
1	Insignificant	No injuries	No environmental impact. Low profile or no news item	Negligible financial cost	Little impact
2	Minor	First aid treatment	Minor environmental impact. Low profile news item	Low financial loss	Inconvenient delays
3	Moderate	Medical treatment required	Significant environmental impact. Substantiated, public embarrassment, moderate impact, moderate news profile,	Medium financial loss	Significant delays in major deliverables
4	Major	Extensive injuries	Major environmental impact. Substantial public embarrassment, high impact, high profile news, third party actions, public ministerial involvement.	High financial loss	Non-achievement of major deliverables
5	Catastrophic	Death	Major environmental impact with detrimental effects. Substantial public embarrassment, very high multiple impacts, public ministerial involvement, government censure.	Major financial loss	Non achievement of major key objectives

Step 4: DETERMINE RISK MAGNITUDE

Note: To determine Risk Magnitude:

- Find corresponding **likelihood** in left column (use value from table 2).
- Find corresponding **consequence** in top row. (use value from table 3).
- The risk magnitude is indicated in the box where the relevant row and column intersects.
- Place the magnitude value in the risk management table at step 8.

Consequence (the number from Step 3)

Likelihood (the letter from Step 2)	Consequence (the number from Step 3)				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost Certain)	S	S	H	H	H
B (Likely)	M	S	S	H	H
C (Moderate)	L	M	S	H	H
D (Unlikely)	L	L	M	S	H
E (Rare)	L	L	M	S	S

Legend

L	Low Risk; manage by routine procedures
M	Moderate Risk; management responsibility must be specified
S	Significant Risk; senior management attention required
H	High Risk; detailed research and management planning required at senior levels

Step 5: Determine Priority Level

- The risk priority level is determined by considering the priority criteria in column 1 and finding the corresponding risk priority level in column 2.
- Place the risk priority level value in the risk management table at step 8

Risk Priority Level (Column 2)	Priority Criteria (Column1)
<u>L = Low Priority</u>	Low Priority: managed through routine procedure and strategies, reduction measures not normally taken.
<u>M = Medium Priority</u>	Medium Priority: Risk reduction measures are considered necessary for works or event.
<u>S = Significant Priority</u>	Significant Priority: Risk reduction measures required. Specific risk planning required.
<u>H = High Priority</u>	High Priority: Risk unacceptable. Action required prior to works or event.

Step 6 - Identify the person responsible for Managing the risk

Note:

- Person responsible for managing risks and treatment option must be nominated in the Risk Management Table.

Step 7 - Identify and list the treatment options

Note:

- Indicate how the risk will be treated or managed.
- What needs to be done to prevent and or respond to an identified risk?
- How will you communicate risk management options to staff and patrons?
- Do your risk management options consider safety of property and person?
- Who will monitor and review the performance of the risk management process and make the changes.

Step 8 - Complete Risk Management Table

Complete Risk Management Table by:

- Inserting values from steps 1 to 6 into Risk Management Table.
- Inserting the risk treatment options from step 7 into Risk Management Table

Step 8 - Risk Management Table

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Risk Statement (Identify types of risk)	Likely hood	Consequences	Risk Magnitude	Priority	Responsibility	Identify and list Treatment Options
Example: Fire occurring in premises during event.	C	4	High Risk	High	Name of person responsible for managing the risk	1) Fire Management Plan 2) Check fire equipment is operational 3) Advise patrons where location of safe area

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Risk Statement (Identify types of risk)	Likely hood	Consequences	Risk Magnitude	Priority	Responsibility	Identify and list Treatment Options

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
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