

RISK MANAGEMENT PLAN

(insert name of event and date)

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This plan is to be used as a guide only and should not be taken that a copy of this plan will assure compliance with the relevant Australian Standards. This guide was developed to assist persons develop a Risk Management Plan.

Contents Page

1.0 Introduction and context

2.0 Definitions

3.0 Stakeholders and contacts

4.0 Risk identification

5.0 Assessing risks

6.0 Evaluating and treating risks

7.0 Risk action plan

Appendix 1 Template of risk register

Appendix 2 Template of risk treatment schedule

Appendix 3 Template of risk action plan

1.0 Introduction and context

The event titled, _____ (event name) _____ is being organised by _____ (event organiser) _____ and will take place on the _____ (dates of the event) _____.

The objective of the event is

The context within which this plan has been developed is

(As an example...the context within which this plan has been developed is to run the most successful event possible, ensuring at the same time the patrons attending the event are protected from harm, the property and environment are protected from damage and the event provides a positive contribution to the community while enhancing the reputation of the City of Rockingham.)

1.1 Background / event scope

(An overview of the event should be provided here...which creates an image in the readers mind and sets the scene for the rest of the document. The following headings should be used as a guide to describe your event)

Background of event:

Detail the activities at the event:

Expected attendance at the event:

Overall attendees at the event _____

Maximum attendees at any given time _____

Expected time capacity will peak during the event _____

Environment: What is the location/layout/parking? *(include a site plan in the risk management plan)*

Activities requiring permits?

1.2 Organisational details

Organisation coordinating and responsible for the event:

Name of the organisation/s responsible for the event

Name of individual responsible for organising the event

Contact phone:

Email:

2.0 Definitions

Risk

The chance of something happening that will have an impact on objectives.

Risk Assessment

The overall process of risk identification, risk analysis and risk evaluation.

Risk Management

The culture, processes and structures that are directed towards realizing potential opportunities, whilst managing adverse effects.

Risk Reduction

Actions taken to reduce the likelihood, negative consequences or both, associated with a risk.

Risk Treatment

The process of selection and implementation of measures to modify risk.

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 consequences that may result, which is accepted.

3.0 Stakeholders in risk management plan

(Detail all agencies, organisations and businesses who are involved in preparing and providing input into the Risk Management Plan. Indicate who was involved in the consultation process. Provide a contact list)

RISKS

4.0 Risk identification

The areas identified in the Risk Management framework have been identified under the following categories:

(It is expected that the following risks will be assessed as part of the process, however this list should not be considered a complete list...there will be some which are specific to your event such as drowning if your event is held on a reserve which has a lake).

Health/Injury/Disease

- Drug affected persons (not including alcohol)
- Alcohol affected persons
- Fire caused by electrical installations
- Fire risk caused by gas bottles
- Marquee Collapse
- Broken glass on reserve
- Food Poisoning
- Power failure
- Water failure

Criminal activity

- Disorderly conduct
- Consumption of alcohol

Environmental Risk

- Noise Nuisance caused to neighbours
- Excessive litter left at end of event

Legal/Contractual

- Unclean toilets
- Loss of key contractors
- Event Approval not obtained

Operational/Crowd Safety

- Overcrowding

Lighting failure
Trip Hazards
Extreme Weather
Communications failure

Traffic Management

Lack of Parking
Inadequate access for emergency vehicles

Promotion/PR

Inadequate funding for event
Loss of key personnel

5.0 Assessing potential risk

Once risks are identified, they are evaluated on a 2 dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

The following matrices have been utilised for the assessment process; event organisers must undertake their own assessment of consequences and likelihood, relevant to their business.

Table 1: Consequence matrix

Level	Descriptor	More Detail	Injuries	Financial Impact	Operational Impact
1	Insignificant	Low Impact, low profile	None	<\$1000	Little impact <1 hour
2	Minor	Public embarrassment, low impact and low news	First Aid	<\$1-10,000	Inconvenient delays 1hr-1day
3	Moderate	Public embarrassment, Moderate news item	Medical Assistance	<\$10- \$50,000	Significant delays 1day – 1week
4	Major	Loss of production capabilities, public embarrassment, 3 rd party action, high news impact	Extensive Treatment	<\$50- \$150,000	Non achievement certain aspects 1 wk-1 mth
5	Catastrophic	Public embarrassment, 3 rd party action, high news and impact	Deaths	+\$150,000	Non achievement of objectives +1 month

Table 2: Likelihood matrix

Level	Descriptor	More Detail	As a guide...
A	Almost certain	Is expected to occur in most circumstances	Once in a year
B	Likely	The event will probably occur at least once	Once in 3 years
C	Possible	The event might occur at some time	Once in 10 years
D	Unlikely	The event is not expected to occur	Once in 30 years

E	Rare	The event may occur only in exceptional circumstances	Once in 100 years
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Table 3: Level of risk

Consequence						
Likelihood		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
	A Almost Certain	High	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	High	Extreme	Extreme
	D Unlikely	Low	Low	Medium	High	Extreme
	E Rare	Low	Low	Low	High	High

Table 4 : Risk register

Compiled by:.....

Date:.....

Reviewed by:..... Date:.....

Function/Activity:

[illegible]

6.0 Evaluating and treating potential risks

Table 5: Risk treatment schedule and plan

Compiled by:.....

Date:.....

Reviewed by:.....Date:.....

Function/Activity:.....

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A: Accept B: Reject	Person Responsible for Implementation	Time-table	How will it be monitored?
1 Marquee Collapse (EXAMPLE ONLY)	<ul style="list-style-type: none"> Not install Marquees Have installer complete a checklist/inspection of the Marquee once erected. Ensure First Aid qualified personnel are employed at the event. Obtain from the Installers a wind speed that once reached, the marquee must be taken down. 	<ol style="list-style-type: none"> Have installer complete a checklist/Inspection of the Marquee once erected. Obtain from the Installers a wind speed that once reached, the marquee must be taken down. 	3 + D = M (Medium)	3 + E = L (Low)	A	Event Organiser – Name:_____	Immediate and on going as required.	<ul style="list-style-type: none"> Event Organiser to advise Installers of requirement for checklist to be completed prior to event. Checklist to be retained once completed by the event organiser. Procedure for dismantling of marquee to be developed based on wind speed prior to event.

7.0 Risk action plan

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

Table 6: Risk Action Plan Table

(Example of Risk Action Plan relating to “Marquee Collapse”)

RISK ACTION PLAN	
Item	1
Risk	Marquee Collapse
Summary (RECOMMENDED RESPONSE AND IMPACT) To ensure that the Marquee Installer completes an inspection checklist, submits it to the event organiser and to develop a procedure to have the marquee dismantled in the event of unacceptable wind speed, to ensure that the risk of collapse is acceptable.	
1) Proposed Actions	<ul style="list-style-type: none">• Contact Marquee company and advise that they will need to complete it and submit it to the event organiser once the marquee is erected.• Develop a procedure for dismantling of the Marquee in response to unacceptable wind speed.
2) Resource Requirements	<ul style="list-style-type: none">• Time of Event Organiser• Assess to computer• Phone
3) Responsibilities	Responsibility of Event Organiser to contact Marquee Company, collect completed checklist from Installer, and to develop dismantling procedure. Marquee company to be contacted with regard to level of wind speed that is unacceptable.
4) Timing	<ul style="list-style-type: none">• Procedure to be completed prior to event.• Marquee company to be notified of checklist requirement one month prior to the event.
5) Reporting/Monitoring	<ul style="list-style-type: none">• Event Organiser to remind Marquee Company of checklist requirement within seven days of the event.• Completed checklist to be obtained from Installer immediately after erection of Marquee.

Appendix 1: Template of risk register

Risk register

Compiled by:..... Date:.....

Reviewed by:..... Date:.....

Function/Activity:

[illegible]

Appendix 2: Template of risk treatment schedule

Risk Treatment schedule and plan

Compiled by:..... Date.....

Reviewed by:.....Date.....

Function/Activity:.....

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A: Accept B: Reject	Person Responsible for Implementation	Time-table	How will it be monitored?

Appendix 3 Template of risk action plan

Table 6: Risk action plan table

RISK ACTION PLAN	
Item	
Risk	
Location/Function	
Summary (RECOMMENDED RESPONSE AND IMPACT)	
6) Proposed Actions	
7) Resource Requirements	
8) Responsibilities	
9) Timing	
10) Reporting/Monitoring	