

Risk Management Plan

As the event organiser you have a responsibility to ensure that your event is undertaken in a safe manner and that you minimise wherever possible harm to people or property.

Under Work Health & Safety (WH&S) legislation and other related law, the event organiser is obliged to ensure that reasonable steps are taken to ensure that events are conducted in a manner which provides for the safety of everyone that might be present at any time, including the general public, volunteers, staff, independent contractors and their employees and sub-contractors.

Liability arises where a person is 'exposed' to the risk of injury to health and safety, it is not necessary for a person to have been actually injured but merely 'exposed to risk'. Therefore, an event management plan must focus on the risk to health and safety rather than the consequences of an injury or accident.

During your planning process it is essential to develop a Risk Management Plan so potential hazards are identified early and appropriate measures are put in place to reduce the likelihood of an incident occurring.

To develop the Risk Management Plan:

Step One: Establishing the Context

- ▶ Identify the specific details of your event
- ▶ Identify the list of all your event stakeholders and relevant contact details

Step Two: Identify Risks

- ▶ Hold a brainstorming session with your stakeholders to identify all potential risks
- ▶ Log these risks in your risk assessment matrix

Step Three: Analyse Risks

A risk is the combination of the likelihood (table 1) and consequence (table 2) of an incident occurring. The levels and descriptors in these tables may change and the descriptions will vary greatly depending upon your event under consideration. At the risk analysis stage risks should be evaluated with existing or known controls in place; unlike the identification phase (Step Two) where known treatments are ignored.

Step Four: Evaluate Risks

For risk evaluation it is recommended level of risk (Table 3) is used. By comparing the likelihood (table 1) and consequence (Table 2) values, level of risk (Table 3) identifies a risk rating of either:

- ▶ Low
- ▶ Medium
- ▶ High

Step Five: Treatment of Risks

Evaluate the level of each identified risk and act accordingly using treatment of risk rating (table 4).

In order to create a thorough Risk Management Plan there are key things that you'll need to consider, this is called the Risk Assessment.

When thinking about hazards and risks, consider the impacts these could have on the following categories:

- ▶ Operational - impact on services
- ▶ Human - people including staff and participants
- ▶ Financial and property - impact on budget, property damage
- ▶ Legal/Regulatory - breach of regulations and legal requirements
- ▶ Environmental - impact on the environment
- ▶ Stakeholder - negative publicity, public reactions

Risk Assessment

Your event Risk Assessment should be developed in conjunction with all parties involved in the undertaking of the event including paid and volunteer staff, venues and contractors.

The Risk Assessment should identify what hazards or risks are associated with the event, and what measures are in place to reduce/eliminate that hazard/risk occurring.

Risks should also be prioritised based on the most significant risks, and a staff member allocated to the management of each risk area to ensure ownership of its management.

Some specific areas of attention your Risk Assessment should consider addressing are:

- ▶ **Health and Safety** - Identify any potential hazards that could compromise health and safety of your event visitors, suppliers and the general public
- ▶ **Financial Risks** - From poor attendance, cancellations, or unexpected need for extra resources
- ▶ **Reputational Risk** - The chance you or your organisation will receive poor publicity as a result of something happening at your event
- ▶ **Environmental Risk** - Impacts your event present the local environment

If you are looking to hold your event on public or private land, Council will require a copy of your Risk Management Plan including Risk Assessment. It is important therefore that you consider and document all risks relevant to the event and how you propose to manage those risks.

TABLE ONE: Likelihood of Risk

DESCRIPTION	EXAMPLES
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Should occur at some time
Unlikely	Could occur at some time
Rare	May occur, only in exceptional circumstances

TABLE TWO: Consequence of Risk Criteria

Description	Negligible	Minor	Moderate	Major	Catastrophic
Reputation	Unsubstantiated, low impact, low profile or no news item	Substantiated, low impact, low news profile	Substantiated, public embarrassment, moderate impact, moderate news profile	Substantiated, public embarrassment, high impact news profile, third party actions	Substantiated, public embarrassment, very high multiple impacts, widespread multiple news profiles, third party actions
Operations	Little impact	Inconvenient delays	Significant delays to major deliverables	Non achievement of major deliverables	Non achievement of key deliverables
Health	No injuries	First aid treatment on site	Medical treatment - on or off site	Accidental death, extensive injury or permanent disability	Multiple deaths or severe permanent disablements
Financial Impact	Insignificant Less than \$1,000	\$1,000 - \$10,000	\$10,000 - \$50,000	\$50,000 - \$150,000	More than \$150,000

TABLE THREE: Level of Risk

LIKELIHOOD	CONSEQUENCE				
	Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost certain 5	5	10	15	20	25
Likely 4		8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Rare 1	1	2	3	4	5

TABLE FOUR: Treatment of Risk Rating

HIGH	Discontinue the activity and/or implement immediate corrective action(s)
MEDIUM	Corrective action needed, to be implemented as soon as possible
LOW	Implement practical short / medium term control measures

RISK MANAGEMENT PLAN					
Event Name					
Event Date				Event Location	▶
Risk Management Plan prepared by:				Date Completed:	▶
HAZARD		POSSIBLE OUTCOME	RISK RATING	RISK CONTROL	
1	Food poisoning	Injury to public	6	<ul style="list-style-type: none"> ▶ Ensure food vendors are aware of their obligations under the Temporary Event Food Handling Guidelines ▶ Ensure vendors have \$20M public liability insurance 	
2	Inflatable equipment becoming unstable	Injury to public	9	<ul style="list-style-type: none"> ▶ Ensure equipment operators are appropriately licensed with \$20M Public Liability insurance coverage 	
3	Live electrical wires or faulty equipment	Injury to public, personal injury	10	<ul style="list-style-type: none"> ▶ Ensure all electrical equipment is tested and tagged ▶ In the case of wet weather, no cords run along the ground and are fitted with plug covers 	
4	Leaky or faulty LPG cylinders, heaters, and appliances	Injury to public, personal injury	10	<ul style="list-style-type: none"> ▶ Ensure all equipment is tested and tagged in accordance with AS 1596 & AS 4332 	
5	Motor vehicle and pedestrian collisions	Personal Injury	6	<ul style="list-style-type: none"> ▶ Provide all staff with appropriate protective clothing ▶ Clearly identify work site areas ▶ Ensure all contractors are qualified and/or experienced in the work being undertaken ▶ Traffic and pedestrian plan developed to manage movement in and around the site ▶ Strict bump in and bump out times are established and timed prior to arrival and after departure of crowds 	
6	Participants or volunteers carrying large or awkward objects	Personal Injury	6	<ul style="list-style-type: none"> ▶ Ensure all members of the organising committee and volunteers are aware of safe lifting and relevant OHS practices 	
7	Medical Emergency	Injury to public	9	<ul style="list-style-type: none"> ▶ Develop and train all staff in emergency management processes for medical emergencies. ▶ Ensure committee/volunteers have the means to make direct contact with First Aid and/or ambulance services. 	
8	Missing Person/Lost Child	Trauma to those	3	<ul style="list-style-type: none"> ▶ Establish and train committee/volunteers on process for lost children 	

		concerned		<ul style="list-style-type: none"> ▶ Establish point of contact and have access to a public address system
9	Unstable marquees, stages, tiered seating, etc	Injury to public, personal injury	9	<ul style="list-style-type: none"> ▶ Ensure equipment contractors are appropriately licensed/qualified ▶ Marquees are erected to manufacturer's specifications
10	Heat / Cold distress	Personal Injury	4	<ul style="list-style-type: none"> ▶ Monitor weather conditions prior to event ▶ Ensure appropriate sun protection and water is available for committee/volunteers
11	Extreme weather - wind, lightning, flood, etc.	Injury to public	6	<ul style="list-style-type: none"> ▶ Monitor weather conditions prior to event ▶ Include extreme weather contingencies in the emergency evacuation plan
12	Unclean / inadequate waste management facilities	Injury to public	6	<ul style="list-style-type: none"> ▶ Provide adequate quantities of clean facilities
13	Unclean / inadequate toilet facilities	Injury to public	6	<ul style="list-style-type: none"> ▶ Provide adequate quantities of cleaned facilities
14	Trip hazards	Injury to public	6	<ul style="list-style-type: none"> ▶ Serious trip hazards removed or treated to prevent injury ▶ Rubber mats & cable traps over cables ▶ Barriers placed around protruding equipment ▶ Changes in height and edges highlighted ▶ Guy ropes and stakes checked for trip hazards and are clearly marked
15	Emergency situation resultant from injury, fire, explosion, bomb threats, chemical releases, etc.	Injury to public, personal injury	8	<ul style="list-style-type: none"> ▶ Develop Emergency Management Plan
16	Slip hazards due to water	Injury to public, personal injury	9	<ul style="list-style-type: none"> ▶ Identify slip areas ▶ Isolate where possible and place warning signage
17	Emergency service vehicle cannot access site	Injury to public, personal injury	6	<ul style="list-style-type: none"> ▶ Emergency ingress and egress established
18	Vehicles and pedestrians unable to access parking or entry to the site	Reputation	4	<ul style="list-style-type: none"> ▶ Create parking and pedestrian plan
19	Wheelchair and prams unable to access event site	Reputation	3	<ul style="list-style-type: none"> ▶ Create accessibility plan
20	Event parking overspill	Reputation	4	<ul style="list-style-type: none"> ▶ Have a contingency within the parking and pedestrian plan

21	Fire or burn incidents	Injury to public, personal injury	9	<ul style="list-style-type: none"> ▶ Fire extinguishers available ▶ First Aid Box location established ▶ St Johns Ambulance engaged
22	Intoxicated person/s	Reputation, financial	3	<ul style="list-style-type: none"> ▶ Obligations under RSA met
23	Antisocial behaviour, people safety and security	Injury to public, reputation	3	<ul style="list-style-type: none"> ▶ Appropriate security engaged
24	Threat to animals health or spread of disease	Injury to animals and local environment	3	<ul style="list-style-type: none"> ▶ Develop Biosecurity-Animal Welfare Plan
25	Non accredited fireworks controller, Neighbours effected by fireworks, Noise, Effects on animals, or Fire started by fireworks	Injury to public, personal injury	12	<ul style="list-style-type: none"> ▶ Approved licensed contractor ▶ Radio adds/social media to inform public of time and date of fireworks ▶ Portable fire extinguishers supplied by fireworks contractor ▶ Notification to community via media
26	Welfare of committee and volunteers	Reputation	3	<ul style="list-style-type: none"> ▶ Dedicated resource to manage volunteers and undertake actions to heighten engagement
27	Unlicensed amusement ride operators	Injury to public, personal injury	12	<ul style="list-style-type: none"> ▶ Amusement device application lodged with Council
28	Welfare of children	Injury to public, reputation	12	<ul style="list-style-type: none"> ▶ Working with children checks evidenced
29	Risk to persons handling cash	Injury to public, personal injury	6	<ul style="list-style-type: none"> ▶ A security plan is established ▶ Security company engaged