

# RISK MANAGEMENT ASSESSMENT TEMPLATE



Your Risk Management Plan must be submitted with your Event Application for processing.

## WHY A RISK MANAGEMENT PLAN?

A Risk Management Plan is recommended for all events to ensure safety of participants, staff and volunteers.

The basic principles of and processes in Risk Management are:

IDENTIFY → ASSESS RISK → IMPLEMENT RISK MITIGATION → MONITOR.

Common examples of problems found at events to assist with identifying and assessing risk while planning your event may include:

- Holes in grounds or in footpaths
- Marquee pegs in thoroughfares
- Electrical leads on ground and untagged electrical equipment
- Overcrowding in carparks or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No handwashing facilities at food handling stalls
- Alcohol effected behaviour
- Water hazards

Early detection of hazards can be easily rectified with simple solutions.

This is a template for Event Organisers to develop a Risk Management Plan. For large events it is recommended to work with a professional consultant to help develop your plan.

The Risk Management Plan must comply with requirements of Australian Standard 4360 and the Department of Health Requirements.

Key stakeholders involved in the event, e.g. SES, Police, Ambulance are to be involved in the Risk Management Plan development process.



## RISK MANAGEMENT PLAN:

Event:

Contact Person:

Contact Number:

Venue:

Communication with the Public:

Communication with organisers, security and staff:

Evacuation Plan & Procedure:

Fire Safety:

Security:

Emergency Services:

Food Safety:

Consultation with Stakeholders:

## HAZARD SUMMARY SHEET:

Please refer to the Australian Standards Risk Definition & Classification\* (page 3).

HAZARDS	RISKS*	CONTROLS
<i>What issues are there getting onto the site?</i>		
<i>What are the hazards with setting up?</i>		
<i>What are the hazards relating to First Aid, providing food, emergencies etc.?</i>		
<i>During the event, what could go wrong with people, parking, cash handling, security, communications etc?</i>		
<i>Dismantling and closing the event down - what might the hazards be?</i>		
<i>Evaluate the event - what hazard lessons were learned?</i>		

## AUSTRALIAN STANDARDS RISK DEFINITION & CLASSIFICATION:

### Qualitative measures of likelihood:

Level	Descriptor	Description
A	Very likely	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Unlikely	Could occur at some time
D	Highly Unlikely	May occur in exceptional circumstances

### Qualitative measures of Consequences or impact:

Level	Descriptor	Example & Detail Description
1	Negligible Injuries (insignificant)	No injuries, low financial loss
2	Minor Injuries (Minor)	First aid treatment, on-site release immediately contained, medium financial loss
3	Major Injuries (Major)	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
4	Fatality (Catastrophic)	Death, toxic release off-site with detrimental effect, huge financial loss

### Qualitative risk analysis matrix - level of risk:

Likelihood	1: Insignificant	2: Minor	3: Major	4: Catastrophic
A - Very likely	H	H	E	E
B - Likely	M	H	E	E
C - Unlikely	L	L	H	E
D - Highly unlikely	L	L	H	H

Legend:      E: Extreme risk; immediate action required      M: Moderate risk; management responsibility  
                   H: High risk; senior management attention      L: Low risk; manage by routine procedures