**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 above $1,000,000. |
| **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 $1,000,000. |
| **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 $500,000. |
| **2** | Minor | Injury requiring first aid or medical treatment, breaches of regulation, local media, criticism but no permanent damage, financial impact up to $100,000. |
| **1** | Negligible | Minor injury, no negative media attention, non-compliance, issues resolved within normal event management process, financial impact up to $10,000. |

**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** | Almost Certain | The event is expected to occur in most circumstances |
| **B** | Likely | The event will probably occur in most circumstances |
| **C** | Possible | The event may occur at some time within the foreseeable future or medium term |
| **D** | Unlikely | The event may could occur at some time but not likely to occur in the foreseeable future |
| **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**.

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

**Legend**

VH: Extreme risk - immediate action required

H: High risk - Senior management attention needed

M: Moderate risk - Management responsibility must be specified

L: Low risk - Manage by routine procedures

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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:** | |

|  |  |  |  |  |  |  |  |
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| **\*\*Please complete all Hazards that are relevant to your event in this Risk Assessment. The first one is an example of how to complete this assessment.**  **\*\*If the Hazard is not relevant to your event please remove.**  **\*\*Use the information in the Event Planning and Procedures Handbook to help you complete this document.** | | | | | | | |
| Hazard | Risks | Existing Risk Controls | Risk Rating | Toleration of existing Risk Controls | Additional Risk Treatment | Residual Risk Rating | Responsible to implement/  monitor/supervise |
| **Example:**  Animal welfare | * Injury to animal from vehicle or crowd * Distress from noise | Pre event communication to inform owners not to bring dogs to the event. | D2  Low | Acceptable |  | Low | Event Coordinator  Wardens |
| Artists/roving entertainment | * Injury to performers and/or public as a result of fall, prop failure, equipment failure or misuse. |  |  |  |  |  |  |
| Access and egress of patrons and vehicles | * Anxiety * Frustration * Vehicle accidents * Bodily injury * Traffic jams * Slips, trips, falls * Public transport disruption |  |  |  |  |  |  |
| Adjacent active carriage ways | * Public spilling on to carriageways * Traffic jams * Bodily injury |  |  |  |  |  |  |
| Alcohol & Drugs | * Excessive consumption * Drunken behaviour * Riotous & disruptive behaviour * Underage drinking * Bodily injury and asset damage |  |  |  |  |  |  |
| Armed or dangerous intruder (criminal activity) | * Bodily injury * Trauma to staff and public |  |  |  |  |  |  |
| Bio - security breach  (COVID 19) | * Infection protocols lapse * Transmission at event |  |  |  |  |  |  |
| Biological agents, needles, blood & vomit | * Needle stick injury * Potential illness to public and staff |  |  |  |  |  |  |
| Bomb threat / terror threat | * Trauma and injury * Panic * Death |  |  |  |  |  |  |
| Broken glass | * Potential cuts & lacerations to patrons and staff |  |  |  |  |  |  |
| Civil disturbance | * Injury to staff & public |  |  |  |  |  |  |
| Contributory neighbouring events in and around site | * Overcrowding of event accesses and egress |  |  |  |  |  |  |
| Disasters | * Potential injury to staff and Public |  |  |  |  |  |  |
| Emergency Management | * Panic * Anxiety * Bodily injury * Delays |  |  |  |  |  |  |
| External emergency/ Redirection of resources | * Potential injury to staff and public |  |  |  |  |  |  |
| Fire  Cooking  Naked flame  Hot surfaces | * Burn injury * Loss if fire breaks out * Grass fire |  |  |  |  |  |  |
| Fireworks | * Misfire, hot sparks or fallout in crowd causing burns & panic |  |  |  |  |  |  |
| Flood and excessive rain / wet weather | * Potential injury to staff and public * Damage to grounds |  |  |  |  |  |  |
| Food safety / poisoning | * Illness or injury to staff or patrons |  |  |  |  |  |  |
| Hazardous materials | * Potential injuries to public and staff |  |  |  |  |  |  |
| Inflatable usage | * Becoming airborne in strong winds |  |  |  |  |  |  |
| Live electrical wires / faulty equipment | * Electrocution hazard to patrons or performers |  |  |  |  |  |  |
| Loss of crowd control | * Bodily injury * Panic * Crowd discomfort |  |  |  |  |  |  |
| LPG cylinders & appliances | * Injury to public and staff * Explosion * Burn potential |  |  |  |  |  |  |
| Manual Handling | * Bodily injury * Muscular skeletal disorder |  |  |  |  |  |  |
| Medical Emergency | * Poor access for emergency vehicles * Potential injuries to public and staff |  |  |  |  |  |  |
| Missing Person  Lost Child | * Distress to those involved |  |  |  |  |  |  |
| Negative publicity due to crisis | * Reputational damage |  |  |  |  |  |  |
| Noise | * Noise induced hearing loss * Unpleasant surroundings causing aggravation |  |  |  |  |  |  |
| Plant & equipment | * Injury to public and staff * Bodily injury - dropping, falling, collapsing, crushing |  |  |  |  |  |  |
| Power failure | * Panic and injury |  |  |  |  |  |  |
| Property and asset damage | * Damaged property * Bodily injury * Negative publicity * Unnecessary expense |  |  |  |  |  |  |
| Public Liability | * Payouts as a result of claims made against all concerned and involved |  |  |  |  |  |  |
| Rigging, stages and lighting | * Falling equipment * Falls from height * Structural failure of equipment * Incorrect assembly of equipment |  |  |  |  |  |  |
| Smoking | * Passive smoking inhalation * Public complaint * Unpleasant environment |  |  |  |  |  |  |
| Slip, trip and fall  (Adequate lighting) | * Bodily injury to public or participants |  |  |  |  |  |  |
| Stages, scaffold and platforms etc. | * Fall from height * Public access * Injury to performers, public, or others |  |  |  |  |  |  |
| Structures, stages, scaffold, fences, stacked materials collapsing. | * Crushing injury or fall injury to public or participants |  |  |  |  |  |  |
| Toilet facilities | * Anxiety * Frustration * Injury& Illness * Negative publicity |  |  |  |  |  |  |
| Trees and limbs falling | * Potential injury to public & staff |  |  |  |  |  |  |
| Vehicle accident on site | * Injury to staff & public |  |  |  |  |  |  |
| Weather temp extremes.  Extreme heat. | * Cold/heat induced illness for participants * Dehydration / heat stress |  |  |  |  |  |  |
| Windstorm.  Lightning strike.  Total Fire Ban. | * Bodily injury from flying debris / falling objects * Loss and damage to infrastructure |  |  |  |  |  |  |
| Waste | * Fire * Bins overloaded * Waste in parkland * Waste in drains * Sullage from catering |  |  |  |  |  |  |

**Child Safety Risk Assessment**

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| **\*\*If your event involves children or young people under 18 years of age, please complete all Child Safety Risks below that are relevant to your event.**  **\*\*Please refer to the *Child Safe Events Guidelines* for other examples of child safety risks at events and suggested controls / mitigation strategies.** | | | | | | | |
| Hazard | Risks | Existing Risk Controls | Risk Rating | Toleration of existing Risk Controls | Additional Risk Treatment | Residual Risk Rating | Responsible to implement/  monitor/supervise |
| **Example:**  Working with Children | * Staff or volunteers working the event are not screened for potential child safety risk before the event, via a screening tool such as the Working With Children Check. | * All staff/volunteers working with or around children or young people are required to hold a current valid Working with Children Check (WWCC). * Event organisers maintain an up-to-date WWCC register for event staff/volunteers, including full names, WWCC numbers, expiry dates as well as the results of all WWCC status checks.   ***Note:*** *WWCC status checks can be done here -* [*https://www.service.vic.gov.au/services/working-with-children-check-status-checker/home*](https://www.service.vic.gov.au/services/working-with-children-check-status-checker/home) | D4  Med | Acceptable | In the week prior to the event, event organisers will check the status of all WWCCs to ensure they are all current and valid at the time of the event. | Med |  |
| Child abuse | * A child or young person aged 0 to 18 years is harmed or abused by an adult or by another child or young person at, or in relation to, the event. |  |  |  |  |  |  |
| Incident reporting | * Abuse or harm to a child or young person at, or in relation to, the event is not reported or is not reported correctly. |  |  |  |  |  |  |
| Lost or found child | * A child is separated from their parents /carers at the event. |  |  |  |  |  |  |
| Filming and photography | * Individuals are taking or distributing photos or videos of children or young people at the event. |  |  |  |  |  |  |
| Suspicious behaviour | * A person is behaving suspiciously around children or young people at the event in a way that creates safety concerns (e.g. making suggestive comments, taking photos or videos, loitering without a reason, etc). |  |  |  |  |  |  |
| Event Layout | * Spaces or facilities at the event are not set up to allow for optimal safety or supervision of children (e.g. shared toilets, changing areas, back of stage spaces, poorly lit areas). |  |  |  |  |  |  |
| ***[Add more rows for additional child safety risks]*** |  |  |  |  |  |  |  |