[EVENT NAME]

[DATE/TIME]

[LOCATION]

**[ORGANISATION NAME]**

**RISK MANAGEMENT PLAN TEMPLATE**

*This template is a guide. Rearrange, edit, add or remove headings in each section to suit your event requirements. Document created and developed by [Full Name] on behalf of [Organisation Name].*

**OBJECTIVES**

Event organisers have a duty of care under the Victorian Occupational Health and Safety Act 2004 (OH&S) to provide a safe operational environment. Under this legislation, event organisers must ensure that employees and the public are not placed at risk to health, safety or welfare when conducting activities.

Safety at an event is vital. Patrons expect to attend and enjoy an event in a safe and secure manner. All events have some element of risk, no matter the size or style of the event. The following guide will assist the event organiser in understanding, identifying, and controlling risks when putting together a risk management plan for an event.

The Risk Management Plan aims to:

1. ensure the safety of all employees, volunteers, contractors and the public during the planning, bump-in, delivery and bump-out of the event
2. identify hazards and risks associated with the planning and delivery of the event
3. provide a continuous live document that can be reviewed at any time throughout the event management process.

**EVENT SUMMARY**

|  |  |
| --- | --- |
| **Bump-in Date/Time** |  |
| **Date/Time of Event** |  |
| **Bump-out Date/Time** |  |
| **Venue/s** |  |
| **Expected Attendance** |  |
| **Event Manager (Name, Contact)** |  |
| **Date of Assessment** |  |

**CONTRACTORS AND SUPPLIERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** | **Service** | **Contact** | **Copy of PLI?** |
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**SAFETY PROVISIONS AND PROCEDURES**

|  |  |  |
| --- | --- | --- |
| **What?** | **Procedures** | **Notes** |
| Emergency Services |  |  |
| First Aid |  |  |
| Fire Extinguishers |  |  |
| Security Services |  |  |
| Lost Children |  |  |
| Lost Property |  |  |
| Traffic/Pedestrian Management |  |  |
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**EVENT TYPE AND IMPACT LEVEL**

|  |  |
| --- | --- |
| **Impact Level** | **Quantity** |
| **Low** | 15 hazards (minimum) |
| **Medium** | 25 hazards (minimum) |
| **High** | 35 hazards (minimum) |

**ANALYSING RISKS (LIKELIHOOD & CONSEQUENCE)**

Analysis is necessary to determine just how significant the risk may be. Think about how likely it is that people could be exposed to the hazard and if they were, what would be the consequence. The likelihood of a risk occurring refers to how likely something might happen. Use the below guide to identify the likelihood of a risk occurring.

|  |  |
| --- | --- |
| **LIKELIHOOD** | **DESCRIPTION** |
| Almost Certain (A) | 90% chance of occurring |
| Likely (B) | Greater than 50:50 chance of occurring |
| Possible (C) | 50:50 chance of occurring |
| Unlikely (D) | 1:10 chance of occurring |
| Rare (D) | May occur only in exceptional circumstances |

The consequence of a risk occurring refers to the impact or magnitude of the effect. When scoring the consequence associated with a risk, consideration needs to be given to its impact in terms of Environmental, Financial/Economical, People & OHS (injury/illness), Reputation, Infrastructure/Asset, Liability/Legal.

|  |  |
| --- | --- |
| **CONSEQUENCE** | **DESCRIPTION** |
| Negligible (1) | Consequence would be dealt with by routine operations, e.g. no injuries, no financial loss, minimum impact to reputation. |
| Minor (2) | The consequence would not threaten the efficiency or effectiveness of some aspects of the event, but would be dealt with internally e.g. Minor level of community concern, medium financial loss, first aid treatment, minor isolated concerns raised by stakeholders or others at the event. |
| Moderate (3) | The consequence would not threaten the event, but would mean that the event would be subject to manageable changes e.g. Injured person(s) requiring hospitalisation, Moderate level of community concern, high financial loss, possible rehabilitation; Local media coverage. |
| Major (4) | The consequence would threaten the continued effective functioning of the event organisation and therefore the event e.g. Significant level of community concern, major financial loss, hospitalisation, national media coverage; local media frenzy; social media topical discussion |
| Catastrophic (5) | The consequence would threaten the event and the event organisation e.g. death, huge financial loss, huge effect on public image, national media coverage; social media outrage / overdrive. |

**EVAULATE OVERALL RATING**

The purpose of evaluating risks is to determine which risks need further treatment and in what priority order. Establish a risk rating for each hazard by lining up the likelihood and consequence on the table below. Select an overall risk rating in the Risk Assessment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequence** | | | | | |
|  | Negligible | Minor | Moderate | Major | Catastrophic |
| Almost Certain | Moderate | High | High | Very High | Very High |
| Likely | Moderate | Moderate | High | High | Very High |
| Possible | Low | Moderate | Moderate | High | Very High |
| Unlikely | Low | Moderate | Moderate | High | High |
| Rare | Low | Low | Moderate | Moderate | High |

**WHAT ACTIONS TO TAKE:**

* Extreme Risk – immediate action required by the organiser to reduce or remove the risk completely
* High Risk – Attention needed to develop risk reduction strategies. May require consideration of alternative tasks, activities, methods.
* Moderate Risk – specific risk reduction strategies needed. Focus on ensuring the Control measures are implemented and effective.
* Low Risk – manage using existing controls and is generally acceptable.

**ASSESSMENT TABLE**

Use the Risk Management Plan Guide provided for additional information on how to complete a Risk Assessment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Risks** | **Risk Rating** | **Control Measures** | **Risk Rating** | **Responsible** | **Checked?** |
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