**Event Risk Management Plan**

**Hazard Identification and Continuity Planning**

The Event Risk Management Plan has been developed to provide a useful tool for managing and reducing the risks and identifying exposures of the Event Organiser / Organisation / Committee in the delivery of the event. The Event Risk Management Plan documents risk mitigation strategies and provides a key tool for the communication of risk management issues to key stakeholders and for the development of your continuity plan.

As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm; financial loss; reputational damage and environmental impact. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

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| --- | --- |
| EVENT NAME |  |
| EVENT ORGANISER |  |
| EVENT DATE / TIME |  |
| EVENT LOCATION |  |
| EVENT PURPOSE |  |
| EVENT OBEJCTIVE |  |
| EVENT KEY PERFORMANCE INDICATORS |  |

**LIKELIHOOD** How likely is it to occur?

|  |  |  |
| --- | --- | --- |
| LEVEL | DESCRIPTOR | DESCRIPTION |
| A | ALMOST CERTAIN | Is expected to occur in most circumstances |
| B | LIKELY | Will probably occur in most circumstances |
| C | POSSIBLE | Might occur at some time |
| D | UNLIKELY | Could occur at some time |
| E | RARE | May occur only in exceptional circumstances |

**CONSEQUENCE**SWhat is likely to be the impact?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LEVEL | DESCRIPTOR | PEOPLE | FINANCIAL | OBJECTIVES | ENVIRONMENTAL |
| 1 | INSIGNIFICANT | No injuries | low financial loss; | no interruption of the event; no reputation impact; little impact on target performance | minor environmental instances |
| 2 | MINOR | First aid treatment | medium financial loss | minor interruption / temporary halt of event; low reputation impact; slight under achievement of target performance | minor impact to environment |
| 3 | MODERATE | Medical treatment required | high financial loss | moderate interruption / temporary halt of event requiring outside assistance (eg specialised maintenance, fire, police); moderate reputation impact; marginally under achievement of target performance; | moderate impact to environment |
| 4 | MAJOR | Extensive injuries | major financial loss | major interruption / halt of event requiring investigation and outside assistance (eg fire, police, ambulance SafeWork SA); major reputation impact; performance significantly under target | moderate impact to environment |
| 5 | CATASTROPHIC | Death | catastrophic financial loss | halt of event with investigations and potential prosecution (eg fire, police, ambulance, SafeWork SA); catastrophic reputation impact; non achievement of objective/outcome, performance failure | severe environmental impact. |

**RISK RATING** The matrix determines a ‘risk rating’, based on the likelihood and consequences of risk**.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| LIKELIHOOD | | CONSEQUENCES | | | | |
| Insignificant  1 | Minor  2 | Moderate  3 | Major  4 | Catastrophic  5 |
| 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 | Medium | High | High |

**EXAMPLES**

| HAZARD / EXPOSURE | PERSONS AFFECTED / LOCATION | ACTION TO MINIMISE RISK | RISK  RATING | CONTINGENCY  (what is your plan in the event the hazard occurs) | RESPONSIBILITY |
| --- | --- | --- | --- | --- | --- |
| Amusement Ride  Injury to patrons or bystanders (falls or being hit by moving objects) | Patrons/ bystanders  Western corner | ✔ SafeWork SA registration certificate and certificate of currency for insurances has been received from contractor  ✔ contractor has trained personnel operating, supervising and repairing amusement ride  ✔ has been set up with fencing and adequate space surrounding ride and signage for parent information | C2 | Enact emergency response: provide first aid to injured persons. Review adequacy of exclusion zone, alter boundary fencing. Shut down ride, investigate fault. Advise SafeWork SA, await advice | John Smith  Ph 1234 567 890 |
| Traffic  Being hit by, being struck by.  Restriction with access. | Patrons / bystanders  Vaughan Terrace | ✔ mobile plant operating in the vicinity of the event site during set up / pack up. On site mobile plant have warning devices; pedestrian access restricted with fencing; High viz vests to be worn on site  ✔ road closures are in place to restrict ALL vehicles (except emergency services). | D3 | Enact emergency response: provide first aid to injured persons. Inspect traffic control devices and set up, adjust site access controls | Joan Smith  Ph 0987 654 321 |
| Housekeeping  Slips, trips and falls | Patrons / bystanders / staff / volunteers  All of the site | ✔ pathways and thoroughfares are kept free of trip hazards. Areas are kept dry, clean and tidy.  ✔waste to be removed from the site by stallholders. Glass recycling provide, appropriate containers | D2 | Enact emergency response: provide first aid to injured persons. Restrict access to the immediate site; inspect and tidy up | Jess Smith  Ph 4560 987 123 |
| Severe Weather  Winds creating an inability to set up site (marquees) | All persons  All of site | ✔weather considered when selecting venue and time of year.  ✔appropriate cancellation insurance in place  ✔continuity plan developed with triggers for alternate options to deliver event and cancellation. | D5 | Enact continuity response. Relocate event to alternate site; initiate relocation response | Joan Smith  Ph 0987 654 321 |
| Insufficient Funds  Loss of major sponsorship | All persons | ✔funding agreements with sponsors  ✔ budget developed and reported to the committee fortnightly.  ✔continuity plan developed with triggers for alternate options to deliver event and cancellation | C3 | Enact continuity plan. Source alternate sponsor or reduce costs | Jess Smith  Ph 4560 987 123 |
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