



SAMPLE RISK MANAGEMENT PLAN

(This is a guide only)

(Insert name of event and date)

This plan is based on AS/NZS 4360 – Risk Management

- This plan was developed to assist persons in the development of a Risk Management Plan only and is therefore to be used as a guide only. This example may not be applicable to your event;
- You are to ensure your RMP complies with the relevant Australian Standard;
- You are to develop a new type written plan, do not fill in the blanks on this example.

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Appendix 1 Template of Risk Register

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1.0 Introduction and Context

The event titled _____ is being organised
by _____ and will take place on _____.

The objective of the event is –

The context within which this plan has been developed is

(As an example: the context within which this plan has been developed is to run the most successful event possible, ensuring at the same time the patrons attending in the event are protected from harm, the property and environment are protected from damage and the event provides a positive contribution to the community while enhancing the reputation of the Shire of Northam.)

1.1 Background/Event Scope

(An overview of the event should be provided here. The overview should create an image in the readers mind and set the scene for the rest of the document. The following headings should be used as a guide to describe your event.

Background of Event:-

Details Activities of the Event:-

Environment – Location & Layout:-

Activities Requiring Permits:-

1.2 Organisational Details

Give full details such as the following:-

Organisation coordinating the Event:

Name individuals responsible for the Event:

Contact Phones:

Email:

Name of Event:

Date of Event:

Setup Times:

Location of Event:

2.0 Definitions

Risk – The chance of something happening that will have an impact on objectives.

Risk Assessment – The overall process of risk identification, risk analysis and risk evaluation.

Risk Management – The culture, processes and structures that are directed towards realising potential opportunities, whilst managing adverse effects.

Risk Reduction – Actions taken to reduce the likelihood, negative consequences or both, associated with a risk.

Risk Treatment – The process of selection and implementation of measures to modify risk.

Risk Transfer – The process of selection and implementation of measures to modify risk.

Risk Acceptance – Risk acceptance is the acknowledgement that there is a risk and of the consequences that may result, which is accepted.

3.0 Stakeholders in Risk Management Plan

(At this point detail all agencies, organisations and businesses who are involved in preparing and providing input into the Risk Management Plan. Indicate who was involved in the consultation process).

4.0 Risk Identification

The following checklist items are not exhaustive, but can be used as a prompt. You will also need to consider site and event specific risks such as drowning if your event is in a reserve which has lakes.

People Hazardous materials

Disorderly unruly behaviour
Chemical hazards
Public accessing non-public areas of event
Pyrotechnics/ Fireworks
Misuse of amusements and rides
Fuels i.e. Petrol, LPG, Diesel
Drug and/or Alcohol affected persons
Criminal Activity

Technical Management

Overcrowding
Inadequate site management
Terrorism/Bomb threat
Lack of staff briefing
Medical Emergency (i.e. Heart Attack)
Communications failure
Lost Children Power failure
Water Hazard - drowning Water failure
Lack of patron awareness of facility locations
Toilet failure
Unregistered food vendors

Trip/Slip Hazards

Unsafe temporary structures
Electrical cables
Extreme weather
Uneven ground, loose surfaces
Electrocution/shorting out
Flooring design/surface
Fire
Lighting
Climbing for vantage points

Health

Traffic congestion
Food poisoning
Collisions
Disease outbreak
Emergency Services access
Animal to human spread of disease
Excessive noise levels

Vehicular

Temporary fencing
 Disabled parking
 Lack of parking spaces

Accessibility

Inadequate seating space
 Inaccessible toilet facilities
 Difficulty touring through event site

Waste

Inadequate number of toilets
 Insufficient rubbish bins
 Inadequate maintenance of toilets
 Inadequate emptying/cleaning of bins
 Needles/ Syringes
 Litter collection
 Sunburn/ Dehydration
 Collection/removal of wastewater
 Smoking Site clean up

5.0 Assessing Potential Risk

Once risks are identified, they are evaluated on a two (2) dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

Likelihood

Level	Descriptor	Description
A	Almost certain	Almost certain Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	may occur only in exceptional circumstances
F	Never	It is not foreseeable that this will occur

Consequence

Level	Descriptor	Description
1	Insignificant	No Injuries low financial loss
2	Minor	First Aid treatment medium financial loss release immediately contained
3	Moderate	Medical treatment required high financial loss on site release contained with outside assistance
4	Major	Extensive injuries major financial loss off-site release with no detrimental effects

		loss of production capability
5	Catastrophic	Death huge financial loss toxic release off site

Likelihood	Consequences				
	1	2	3	4	5
A	S	S	H	H	H
B	M	S	S	H	H
C	L	M	S	H	H
D	L	L	M	S	H
E	L	L	M	S	S

Legend:

- H** High risk; detailed research and management planning required at senior levels
- S** Significant risk; senior management attention needed
- M** Moderate risk; management responsibility must be specified
- L** Low risk; manage by routine procedures

6.0 Evaluating and Treating Potential Risks

Table 5: Risk Treatment Schedule and Plan

Compiled by: _____ Date: _____

Reviewed by: _____ Date: _____

Function / Activity: _____

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A – Accept B - Reject	Person Responsible for Implementation	Time - Table	How will it be monitored?
Marquee Collapse	1. Not install marquee. 2. Have installer sign certification once installed. 3. Ensure First Aid qualified personnel are employed at the event. 4. Obtain from installers a wind speed which once reached must be taken down	2 and 4	3 + D = M (Medium)	3 + E=L (Low)	A	Name & Position	Immediate and ongoing as required.	Event Organiser to advise Installers of requirement for checklist to be completed prior to event. Checklist to be retained once completed. Procedure for dismantling of marquee to be developed based on wind speed prior to event. Wind speed to be monitored during event.

7.0 Risk Action Plan

For those risks that are High, Extreme or deemed to be unacceptable, they need to be evaluated and specific action plans need to be developed to manage the risk appropriately.

Table 6: Risk Action Plan Table

(Example of Risk Action relating to “Marquee Collapse”)

RISK ACTION PLAN	
Item	1
Risk	Marquee Collapse
Summary (recommended response & impact)	To ensure that the marquee Installer completes an inspection checklist, submits it to the event organiser and to develop a procedure to have the marquee dismantled in the event of unacceptable wind speed, to ensure that the risk of collapse is acceptable.
Proposed Actions	<ul style="list-style-type: none"> • Contact marquee company and advise that they will need to complete it and submit it to the event organiser once the marquee is erected. • Develop a procedure for dismantling of the marquee in response to unacceptable wind speed.
Resource Requirements	<ul style="list-style-type: none"> • Time of Event Organiser • Access to computer • Phone
Responsibilities	Responsibility of Event Organiser to contact marquee company, collect completed checklist from installer and to develop dismantling procedure. Marquee company to be contacted with regard to level of wind speed that is unacceptable.
Timing	<ul style="list-style-type: none"> • Procedure to be completed prior to event. • Marquee company to be notified of checklist requirement one month prior to event.
Reporting/Monitoring	<ul style="list-style-type: none"> • Event organiser to remind marquee company of checklist requirement within 7 days of the event. • Completed checklist to be obtained from installer immediately after erection of marquee.

Appendix 3 TEMPLATE OF RISK ACTION PLAN

RISK ACTION PLAN	
Item	
Risk	
Summary (recommended response & impact)	
Proposed Actions	
Resource Requirements	
Responsibilities	
Timing	
Reporting/Monitoring	