

## Community Events - Risk Planning Guide

No matter the size or nature of your event, all events have risks. Risk management is an essential component of responsible event planning and it is your responsibility as an event organiser to identify, manage, control and review these risks. All event organisers hosting an event in the Moreton Bay region are required to prepare a risk management plan for their event with all risks that have been identified, controlled and reviewed.

Event sites and activities are considered to be places of work and there is state and federal legislation that all event organisers must comply with when planning for an event and developing safe work procedures and instructions.

Event organisers want to have successful events and no one wants to see anyone hurt or have bad experiences at events.

Reasons for ensuring your event takes risk management seriously are:

- improve your business or organisation's resilience and capability
- compliance with legal and regulatory requirements
- stakeholder trust and investment
- loss prevention
- improve incident management
- accurate financial projections

Event organisers must have a risk assessment and a safety management framework in place from the planning stage through to the delivery and pack-up of the event. Your risk management plan is an important component of your event management plan and must be communicated to all stakeholders that will be onsite.

A risk management plan will identify potential risks associated with conducting an event and minimise the likelihood of a hazard occurring by outlining control measures to reduce or remove the identified risks. In some cases, risks associated with events are outside the control of the event organiser, for example inclement weather, which is why a properly prepared risk management plan is essential for the success of your event.

### What is risk?

Risk is anything that threatens or limits one's ability to achieve a desired outcome. Risk combines an analysis of the likelihood of a hazardous situation occurring with an assessment of the hazard's impact.

Risk Management plans for smaller events can be prepared using the following process while larger events generally require more complex plans prepared by industry professionals.

## 6 step process for developing and implementing a simple risk management plan

### 1. Identify the hazards/risks

Risks can be location specific, event specific or outside the control of the event organiser. Identify all of the risks or accidents that could arise from the event. Group them into risk types and list in the 'risk' column of the risk management plan

## Examples

| Location specific risks          | Event specific risks | External risks |
|----------------------------------|----------------------|----------------|
| event site adjacent to main road | amusement rides      | wet weather    |
| pond, creek, ocean nearby        | noise                | power failure  |
| uneven ground/loose surfaces     | animals              |                |

When compiling your risk management plan consider traffic management, waste management, emergency first aid, emergency evacuation, setting up and dismantling, dust suppression, security, post event site rehabilitation, noise management and inclement weather.

## 2. Assess the risk

Assess the likelihood of each risk occurring and the impact if the risk occurs. The combination of likelihood and consequence is assessed to determine the level of risk. Use the risk rating matrix to determine the risk rating.

| Assess the likelihood and consequences from the hazards or risks |   |               |         |          |         |              |
|--|---|---------------|---------|----------|---------|--------------|
|  |   | CONSEQUENCES  |         |          |         |              |
|  |   | Insignificant | Minor   | Moderate | Major   | Catastrophic |
| LIKELIHOOD   | <b>Almost certain</b><br>It is expected to occur most times | 16 Med        | 10 High | 6 Ext    | 3 Ext   | 1 Ext        |
|  | <b>Likely</b><br>Will probably occur most times             | 19 Med        | 14 High | 9 High   | 5 Ext   | 2 Ext        |
|  | <b>Moderate</b><br>Might occur some time                    | 22 Low        | 18 Med  | 13 High  | 8 Ext   | 4 Ext        |
|  | <b>Unlikely</b><br>Could occur at some time                 | 24 Low        | 21 Low  | 17 Med   | 12 High | 7 Ext        |
|  | <b>Rare/Impossible</b><br>May occur in rare circumstances   | 25 Low        | 23 Low  | 20 Med   | 15 High | 11 High      |

| Ranking | Risk   | Tolerability |
|---------|--|--------------|
| 1-8     | <b>Extreme</b> - Extreme risk, immediate action required | Intolerable  |
| 9-15    | <b>High</b> - High risk, prioritised action required     | Intolerable  |
| 16-20   | <b>Medium</b> - Moderate risk, planned action required   | Reduce       |
| 21-25   | <b>Low</b> - Low risk, action by routine procedures      | Acceptable   |

## 3. Control the risk

Identify what practical measures can be put in place to minimise the likelihood of the risk occurring. What can be done to reduce the degree of probability that the risk will occur?

Controls include eliminating the risk, substituting a less risky process, engineering a solution, isolating hazards, implementing procedures and use of personal protective equipment (PPE).

## 4. Reassess the risks

Repeat step 2 to determine the likelihood that the identified risks will occur following identification of appropriate controls.

## 5. Assign responsibility for implementing the risk management plan

Consider and document who will be responsible for the implementation of the risk management measures in your risk management plan.

## 6. Determine timeframe

Determine an appropriate date by which the risk management measures have to be undertaken and document it.

## Example risk management plan

| Step 1<br>Identify the hazards/risks |  | Step 2<br>Assess the risk                | Step 3<br>Control the risk   | Step 4<br>New risk after controls in place       | Step 5<br>By Who                 | Step 6<br>By When |
|--------------------------------------|--|--|--|--|----------------------------------|-------------------|
| Identify the task/s                  | What are the risks associated with each tasks                  | Is the risk low, medium, high or extreme | How will the hazards and risks be controlled   | Has the risk been lowered to an acceptable level | By whom (person and/or position) | By what date      |
| Event site infrastructure            | Lack of public toilets at event site                           | High                                     | Hire 5 portable toilets for use by event patrons and staff.  | Low  | Event Operations Manager         | 30 June           |
| Electrical set up for event          | Electrical incident causing injury or damage to infrastructure | Medium                                   | Engage a qualified electrician to provide site specific electrical plan and onsite assistance for set up and during the event. | Low  | Event Manager                    | 15 May            |
| Bump in of event infrastructure      | Damage to site caused by vehicles and equipment                | Medium                                   | Notify staff that all vehicles must stay on designated vehicle tracks at all times.  | Low  | Event Operations Manager         | 31 July           |
|                                      |  |  |  |  |                                  |                   |
|                                      |  |  |  |  |                                  |                   |
|                                      |  |  |  |  |                                  |                   |