



EVENT RISK MANAGEMENT PLAN

EVENT NAME:

DATE OF EVENT:

LOCATION OF EVENT:

GROUP RESPONSIBLE FOR RUNNING THE EVENT:

EVENT CONTACT PERSON:

CONTACT NUMBER:

YOUR CONTACT: Stephen Nicholson, Local Laws Officer, 0428 500 244

Introduction

Risk Management is an integral part of good management practice. Commitment to Risk Management will assist in keeping risk exposure to a minimum and help reduce injuries and potential loss.

The Risk Management process involves identifying potential risks, analysing their potential damage and treating the risks (taking action).

The benefits of Risk Management are:

- An organisation can anticipate & respond to risks.
- Likelihood of a loss or damage to financial performance, reputation & stakeholder confidence can be minimised.
- Promotes a risk awareness culture within an organisation.

Having a Risk Management Plan and conducting a risk assessment prior to conducting an activity or event means potential risks can be identified, rated according to probability of occurrence and severity of damages. Controls and actions can then be taken to help reduce or mitigate any potential risks prior to the activity or event taking place.

Plan Statement

In maintaining this Risk Management Plan, we are committed to managing risk in accordance with the process described in the *AS/NZS ISO 3100: 2018 Risk Management – Guidelines*, by identifying, analysing, assessing, treating, monitoring and communicating risk exposures associated with any of our activities or functions.

The delivery of this plan requires a consistent and systemic approach in recognition of any activities undertaken.

Responsibilities

Anyone involved with event or activity planning must be familiar with and grow their competence in the application of the risk management plan. All should accept responsibility for the delivery of the plan within their areas of responsibility.

Risk Assessment Process & Plan Delivery

It should be ensured that the following steps are undertaken for any activity:

1. List details of all potential risks/hazards (Risk Management Plan Assessment Form).
2. Assess the likelihood and consequence of each risk (Using Table 1 & 2).
3. Apply a risk rating (Using Table 3).
4. Identify what action needs to be taken.
5. Allocate the action to a person responsible.
6. Allocate a timeframe for completion.
7. Record the status of the action up to completion.

By following these steps from initial identification of risks through to completion of action it is ensured that a Risk Management Plan is in place.

AS/NZS 4360:2004 – Risk Consequence, Likelihood & Matrix Tables

Consequence		
Level	Descriptor	Detail description
1	Insignificant	No injuries, low loss.
2	Minor	First aid, medium loss.
3	Moderate	Treatment required, high loss.
4	Major	Extensive injuries, major loss.
5	Catastrophic	Death, huge loss.

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Likelihood		
Level	Descriptor	Detail description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Once per year
C	Moderate	Possible, once in 10 year period
D	Unlikely	Not impossible, within 50 years
E	Rare	Unlikely within 50 years

Likelihood	Consequences				
	Catastrophic 5	Major 4	Moderate 3	Minor 2	Insignificant 1
A (Almost Certain)	Extreme	Extreme	High	High	Medium
B (Likely)	Extreme	High	High	Medium	Medium
C (Moderate)	High	High	High	Medium	Low
D (Unlikely)	High	Medium	Medium	Low	Low
E (Rare)	High	Medium	Medium	Low	Low

Risk Mitigation

Mitigation of risks involves the identification of actions to reduce the likelihood that a threat will occur (preventative action) and/or reduce the impact of a threat that does occur (contingency action).

Risk mitigation strategies reduce the chance that a risk will be realised and/or reduce the seriousness of a risk if it is realised. The following Risk Mitigating actions have been applied in developing the Action Plan.

Note: A. Would be the preferred option and E. the least preferred option

- A** Elimination
- B** Substitute the hazard for one with less risk
- C** Engineering solution
- D** Administrative solution
- E** Personal protective equipment

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RISK ASSESSMENT

Site Description:	
DATE:	

RISK/HAZARD DETAILS	L	C	R	ACTION PLAN	PERSON RESPONSIBLE	TIMEFRAME FOR COMPLETION	STATUS / NOTES
All areas							
First Aid	B	2	Med	There are people trained in administration of first aid and a first aid kit/s or station available at the event.	First Aid Member	By and during each event	
Food allergies	A	2	High	Given nut allergies in particular are so common, that it would be good practice to ask that food vendors clearly sign food that may contain traces of nuts	Food Vendors	During event	
Trips / falls due to changing levels	C	2	Med	Have steps marked either with tape or paint	Committee	Week before event	
Trips/ falls due to cords on ground/ floor	C	2	Med	If unable to have them moved, cover with safety tape and ensure high visibility	Committee	Before event opens	
Elderly / disabled access	A	1	Med	All areas to be wheelchair and elderly/aged accessible	Committee	Before event opens/ during event	
Person/s under influence of alcohol	C	1	Low	Volunteers have appropriate training incl. RSA. Anyone with disruptive behaviour will be asked to leave area	Police	During event	
Behavioural problems/ public nuisance	C	1	Low	Ask to leave and if needed call Police to remove them	Any committee member	During event	
Fire/ emergency incident inside enclosed area	D	4	Med	Ring 000 –evacuate people through closest door, if fire small, use fire extinguisher	Any person	During event	

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Broken glass/ spillages	B	2	Med	Have dedicated volunteers to clean up glass breakages and spillage with appropriate tools/ cleaning kit	Committee	During event	
Bbq – grease spillages	C	1	Low	Have sheets of cardboard under bbq, to prevent grease from accumulating on ground	Committee	During event	
Bbq – burns	B	2	Med	Have public a safe distance from bbq	Committee	During event	
Raised Metal fire pits –burns/ excess fire	B	3	High	Have mesh screen around to prevent unauthorised access, but still allowing heat to dissipate. Have dedicated responsible people and buckets of sand to extinguish if needed	Any committee member	During event	
Crowd congestion				Have adequate space in walkways for crowds to move freely and help to keep a check that crowds are moving, not congesting causing anyone to be crushed or hurt.	Committee	During event	
Function held at night, lack of street lights	B	2	Med	Ensure pedestrian traffic stays within illuminated areas	Any committee member	During event	
People arriving by bus as group	C	1	Low	Prevent drink driving/ assist each other	Any committee member	During event	
Person being unwell	D	2	Low	Have car available to take them to home/motel/ hotel. If very unwell call ambulance 000	First Aid Member	During event	
Raised Metal fire pits –burns/ excess fire	B			Have dedicated responsible people and buckets of sand to extinguish if needed	Committee	During event	
EVENT VOLUNTEERS							

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Improve visibility of volunteers	C	2	Med	Provide uniform clothing for identification by the public.	Committee	Supply high visibility vests	
Volunteer wellbeing – Sun burn and Dehydration Exhaustion and Hunger	A	2	High	Encourage the use of wide brim hats and carry water bottles. Roster and rotate volunteers through event. Volunteer leader to periodically check volunteers during event	Any committee member First Aid Member	Provide instruction during volunteer induction	Check on volunteers during the event
Volunteer Roles and Procedures	D	2	Low	Conduct induction sessions covering roles, emergency procedure, communication and use of equipment Ensure marshals are aware of site layout especially location of toilets, first aid and event program Appoint a volunteer lead person.	Committee	1 week before event and briefing on the day	
VENDORS and TRADE DISPLAYS							
Insurance and statutory compliance	A	1	Med	Receive copy certificate of currency of Public Liability insurance and food stalls must provide Food Licence certificate. Will be a condition of acceptance to the event	Committee	Minimum 1 week before event	
Safety of vendor stalls	B	2	Med	Check safety of structures, work and customer area including power supply and waste disposal. Include in site planning. Convey to stall holders during acceptance process. Provide parking for vendors vehicles.	Committee		
PUBLI SAFETY							
Injury caused by vehicle contact	D	3	Med	All vehicles accessing closed road areas Adequate time for travel allowed	Committee	Pre event and during event	All necessary equip in place prior to event
Overall event performance	B	3	High	Appoint Event controller that has central control and communication with the following – volunteer lead personnel emergency services	Committee		
Public information	A	1	Med	Operate a central information desk at theatre entrance providing help, advice and incident reporting for the public	Committee		

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Emergency services access	D	2	Low	Advise emergency services vehicles of appropriate access.	Committee	Two weeks prior	
CASH MANAGEMENT							
Security of cash storage	D	4	Med	Store cash in a central position in a securely fixed strong box in a locked room. Cash takings will be transferred off site after initial intake. All cash will be held overnight in an offsite security safe.	Committee	2 weeks prior event	
Clearance of cash from ticket boxes	D	4	Med	Cash will be cleared from tills on a regular basis. Escort by two people (male) using concealed bag and varying route to strong box.	Committee	1 week prior event	



Declaration for Risk Management Plan

I declare that to the best of my knowledge and belief that all the above information is true and correct:

Date: **Signed:** **Name:**

Retail Outlet: **Address:**