

Community Action Grants – Risk Management Plan



Club/Organisation:

Project Name:

Please fill out the following Risk Management Plan, and attach with your application:
(Example template on next page)

Risk	Likelihood (How likely is the risk to occur)	Consequence (What is the severity if the risk were to occur)	Control/Treatment (What will you do to minimise or eliminate the risk)

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Example Template:

Name of Risk	Likelihood Pick One	Consequence Pick One	Control Treatment
E.g. Sun Burn	Improbable Remote Occasional Probable Frequent	Low Medium High	<ul style="list-style-type: none"> - Provide sun screen and encourage participants to use as needed - Ensure there is accessible shade for all patrons
E.g. Slip or Trip Hazard	Improbable Remote Occasional Probable Frequent	Low Medium High	<ul style="list-style-type: none"> - Display all necessary signage, and information for any potential hazards - Remove any slip or trip hazards
E.g. Insufficient Funds to Complete Project	Improbable Remote Occasional Probable Frequent	Low Medium High	<ul style="list-style-type: none"> - Follow accurate budget - Receive quotes prior to purchasing of goods, service, etc.

Definitions

Improbable (unlikely to occur)

Remote (unlikely, though possible)

Occasional (likely to occur sometimes)

Probable (will occur in given time)

Frequent (likely to occur/to be expected)