



EVENT RISK MANAGEMENT PLAN

EVENT NAME

Event Date(s) & Time(s):

Event Location:

Event Organiser:

Type of Event:

Expected Attendance:

Person completing this plan name/phone:

Site Plan Provided:

Event Safety Officer(s) and contact phone:

Number of volunteers participating:

Public Liability Insurance provided:

EVENT CONTACTS

CONTACT NAME	POSITION	CONTACT NUMBER

EVENT DESCRIPTION

Describe the main purpose of the event:

Describe the types of activities which will be conducted at the Event:

Describe the expected type and number of participants: e.g. stall holders, exhibitions, performers.

Describe the assets/facilities/equipment that will be used: e.g. marquees/tents, staging, PA and the suppliers of equipment.

Approvals, Licenses and Permits required: e.g. major event approvals, liquor licensing, fireworks, temporary road closure, parking controls

If the event is run in conjunction with another event/s being held on the same day/time, describe the interaction with the other event/s:

Contingency Plans: e.g. adverse weather, power failure, facility equipment failure:

Describe the parking arrangements:

Describe waste management: e.g. catering refuse, toilets.

Describe participant wellbeing management including facilities and infrastructure e.g. sunscreen, water, shelter, seating etc.

Describe staff/volunteer wellbeing management: including facilities and infrastructure e.g. sunscreen, water, shelter, seating etc.

RISK ASSESSMENT

The event organiser/s are responsible for managing risk within their span of control, for promoting the application of risk management by contractors, staff and volunteers, and assisting with the identification of strategic and operational risks that could impact on the event as a whole.

Where a high or extreme risk is identified the event organiser/s must ensure the risk is reported to City of Victor Harbor Council prior to approval being sought for the event.

The event organiser/s is to undertake an identification, assessment and treatment of strategic and operational risks associated with the event.

The following steps should be undertaken for an event:

1. Identify reasonably foreseeable strategic and operational risks for the event
2. List the details of all identified risks/hazards
3. Assess the likelihood and consequences of each risk using the event risk matrix
4. Apply a risk rating using the event risk matrix
5. Risk Treatment, identify what action needs to be taken
6. Allocate the action to a person responsible
7. Allocate a timeframe for completion
8. Record the status of the treatment/s up to completion

By following these steps from initial identification of risks through to completion of treatment plans it is ensuring that risks are managed.

COMMUNICATION

- It is important that event organiser/s and key stakeholders are involved in the identification, assessment and treatment process.
- The risk assessment and action plan should be appropriately communicated with all key stakeholders.
- A completed copy of the Risk Management Plan must be submitted in conjunction with any Major Event Application Form before being considered by Council.
- Risk Rating & Action Plans will need to be reviewed prior to the event commencing.

HAZARD IDENTIFICATION

Use the following prompts to identify the hazards associated with the event.

If the prompt is applicable tick 'Yes' then enter the risk into the RISK RATING & ACTION PLAN in the following section.

If the prompt is not applicable tick 'No'. If the prompt does not apply, tick 'N/A'.

CODE	A. EXPLOSION - DUE TO...	YES	NO	N/A
A1	Detonation of explosive materials			
A2	Bleve (Boiling Liquid Expanding Vapour Explosion)			
A3	Overpressure of vessel or tank			
A4	Dust explosion			
A5	Ignition of flammable or explosive vapours			
A6	Chemical reaction			
CODE	B. FIRE - DUE TO...	YES	NO	N/A
B1	Ignition source in hazardous area			
B2	Generation of static discharge			
B3	Ignition of flammable vapours			
B4	Decomposition reaction			
B5	Runaway uncontrolled chemical reaction			
B6	Reaction of incompatible materials			
CODE	C. PERSONAL INJURY/ILLNESS OR DEATH - DUE TO...	YES	NO	N/A
C1	Manual handling (lifting, bending, twisting, repetitive, cramped, awkward, heavy)			
C2	Ergonomics			
C3	Plant and equipment (entanglement, crush, cut, stab, puncture, shear, burn, strike, stuck by)			
C4	Electrocution/electric shock			
C5	Slipping			
C6	Tripping			
C7	Falling from the same level			
C8	Falling from height			
C9	Falling objects			
C10	Suffocation (lack of oxygen, exposure to toxic chemical vapours, exposure to toxic combustion products, exposure to toxic chemical reaction gases)			
C11	Chemical exposure (use and handling, spill or leak)			
C12	Noise			
C13	Vibration			
C14	Radiation (microwave, xray, electronic)			
C15	Laceration from sharp or rough edges			
C16	Physical assault			
C17	Verbal abuse			
C18	Exposure to UVA or UVB Radiation (solar radiation)			

CODE	D. PROPERTY DAMAGE - DUE TO...	YES	NO	N/A
D1	Vehicle impact (truck, car forklift)			
D2	Aircraft impact			
D3	Corrosion failure			
D4	Fatigue failure			
D5	Structural failure			
D6	Lifting equipment failure			
D7	Pressure vessel failure			
D8	Flood			
D9	Lightning strike			
D10	Storm			
D11	Cyclone/winds			
D12	Earthquake			
CODE	E. ENVIRONMENTAL DAMAGE - DUE TO...	YES	NO	N/A
E1	Release into waterways			
E2	Release into sewerage system			
E3	Release to groundwater			
E4	Release to soil			
E5	Firewater runoff			
E6	Flora and/or fauna damage			
E7	Environmental noise			
E8	Release of toxic gas/vapour			
E9	Odour release off-site			
E10	Visual air pollution			
CODE	F. OTHER	YES	NO	N/A
F1	Loss of power and services			
F2	Adverse publicity			
F3	Loss of business			
F4	Reduced security			
F5	Other - specify:			



RISK RATING MATRIX (Ref: AS/NZS ISO 31000:2009 Risk Management)

LIKELIHOOD	CONSEQUENCES				
	Insignificant No injuries, low financial loss 1	Minor First aid treatment or one-off counselling, on-site release immediately contained, medium financial loss 2	Moderate Medical treatment, short term disability, psychological intervention required, on site release contained with outside assistance, high financial loss 3	Major Extensive injuries, long term psychological injury, loss of production capability, off-site release with no detrimental effects, major financial loss 4	Catastrophic Death/severe irreversible disability, toxic release off-site with detrimental effect, huge financial loss 5
A – Almost certain Most likely outcome if the event occurs. Expected to occur.	High (H)	High (H)	Extreme (E)	Extreme (E)	Extreme (E)
B – Likely Not unusual. Will probably occur most years.	Medium (M)	High (H)	Extreme (E)	Extreme (E)	Extreme (E)
C – Possible Might occur at some time.	Low (L)	Medium (M)	High (H)	High (H)	Extreme (E)
D – Unlikely A possible coincidence, event could occur.	Low (L)	Low (L)	Medium (M)	High (H)	High (H)
E – Rare May occur only in exceptional circumstances.	Low (L)	Low (L)	Medium (M)	High (H)	High (H)
HIERARCHY OF CONTROLS 1. Eliminate: remove the hazard completely. 2. Substitute: replace a hazardous process/substance with one which is less hazardous. 3. Isolation: remove the person from the hazardous environment or the hazardous environment from the person. 4. Engineering: provide a physical barrier or other engineered modifications to manage the hazard. 5. Administrative: establish policies, procedures & work practices, provide training. 6. Personal Protective Equipment: use equipment that provides protection to all individual persons against the hazard.			E: Extreme risk Immediate action required to reduce exposure. A detailed risk assessment must be developed, implemented and monitored by supervisor to reduce the risk to as low as reasonably practical. Operation of item or activity should not be allowed to continue until the risk level has been reduced.		
			H: High risk Reduce the risk rating as low as is reasonably practicable (ALARP) The effectiveness of risk control strategies shall be monitored and reported to supervisor. Should only be an acceptable level of risk for 'Major' or 'Catastrophic' consequences.		
			M: Medium risk Reduce the risk rating ALARP. A mitigation plan shall be developed. Control strategies are implemented and periodically monitored. May be an acceptable level of risk.		
			L: Low risk Reduce the risk rating ALARP. Manage by documented routine processes and procedures, monitor periodically to determine situation changes which may affect the risk.		



RISK MANAGEMENT PLAN

Hazard	Person(s) Affected	Risk Rating	Preventative Measures	Implemented by Whom	Notes



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