

## THE IMPORTANCE OF A RISK MANAGEMENT PLAN

Often people feel a risk management plan is unnecessary, as in many ways it is just common sense. However there are three main reasons for devoting some time into creating a risk management plan. They are:

- To help to create an event that will be enjoyed by all;
- To help ensure that no one is hurt; and
- To reduce the chance of being sued, by creating evidence that reasonable steps were planned to reduce the possibility of harm to people or property.

It is better to be safe than sorry!

### What is a risk?

A risk is anything that threatens or limits the ability of an organisation to achieve the successful running of the event. Risk Management is the process of assessing things that could go wrong before they happen and setting up procedures that will avoid the risk or reduce their impact.

Categories to consider include:

- Public Safety
- Emergency ( fire, storm, flood, terrorism, bomb threat, etc)
- Reputation (negative impact, confidence in the event organiser)
- Legal & Regulatory ( permits, approvals, compliance with Council policies and procedures, public liability insurance)
- Financial ( budgeting, cash handling, grants, expenses)

Council's Event & Risk Management Teams have a lot of experience in risk management planning at events and is here to offer advice and support to event organisers and community groups in creating their risk management plan.

### WHEN COMPLETING A RISK MANAGEMENT PLAN YOU SHOULD:

- Identify and record details of things that could go wrong (risks), which would impact the success of your event. Consider the categories above.
- Include all that may impact your event- consider things that may not be included in the examples.
- Record your existing risk treatment plans – your strategies for managing what could go wrong.
- Determine how big the risk is by estimating how much the consequence would affect the success of the event and the likelihood of the risk occurring. Use the Consequence ratings table (Figure 1) and the Likelihood ratings table (Figure 2) to do this.
- Decide whether your existing controls are sufficient, or if extra treatment plans are needed. Record what more needs to be done, by whom and by when.
- By completing a risk assessment you are displaying to Council that you have considered all risks that may impact your event, this in turn will help you run a successful event with required controls in place.

**Threat of terrorism and child safety must be included on all risk assessments**

## Risk Assessment

<b>Name of Event:</b> EXAMPLE EVENT				<b>Event location:</b> MCINTOSH CENTRE, SHEPPARTON SHOWGROUNDS		
<b>Date &amp; Time of Event:</b> SATURDAY 1 <sup>ST</sup> JULY, 2020				<b>Expected number of attendees:</b> 100		
<b>Event Organiser(s):</b> JOHN SMITH				<b>Person(s) completing risk assessment:</b> JOHN SMITH 0400 000 000 johnsmith@gmail.com		
<b>Risk Description</b>	<b>Risk Treatments</b> (what is in place to reduce the risk)	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>	<b>Additional Risk Treatments</b> (do we need to do more?)	<b>By who and when?</b>
<i>EXAMPLE</i> A person is injured by a vehicle	<i>Ensure all vehicles on site move at 5kmph or slower Vehicles to have hazard lights on</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>N/A</i>	
<i>EXAMPLE</i> Persons arrive at event looking to cause a disturbance	<i>Event organiser to have emergency contact details on hand</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Security to be booked</i>	<i>Sarah Smith by the 30<sup>th</sup> of June 2017</i>
<i>EXAMPLE</i> Intoxication/Excess consumption of alcohol	<i>Responsible service of alcohol guidelines Responsible Serving of Liquor Licences</i>	<i>Likely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Look at having a breath testing option</i>	<i>Mark to look into options by the 30<sup>th</sup> of June 2017</i>
<i>EXAMPLE</i> Injury caused to young event attendee from Jumping Castle	<i>Certified operator. Limited number of children on at each time</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>N/A</i>	
<i>EXAMPLE</i> Emergency Vehicles cannot access event	<i>A clear path marked out and kept vacant for emergency services</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Low</i>	<i>N/A</i>	
<i>EXAMPLE</i> Trip Hazards	<i>Ensure all cabling is out of the way or covered. If gazebo's or tents are used ensure ropes and tethers are away from walkways</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>N/A</i>	

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<i>EXAMPLE</i>  <i>Threat of Violence</i>  <i>Eg Terrorism</i>	<i>Inform emergency services and identify location</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Low</i>	<i>Refer to evacuation plan</i>	
<i>EXAMPLE</i>  <i>Child safety standards breached</i>	<i>Report to police immediately</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Low</i>	<i>All cases must be reported to police, including if a suspected breach has occurred</i>	

Figure 1 - Consequence Ratings Table

Consequence Ratings Table							
Consequence	Rating	Assets & Infrastructure	Legal & Compliance	Environmental	Financial	Health & Safety	Reputation
Extreme	5	Total loss of critical infrastructure or essential / heritage assets for extended period	Significant prosecution and fines. Very serious litigation.	Irreparable damage to the environment	Above \$10,000,000	May be a severe injury resulting in hospitalisation, nor a fatality.	Reputation is irreparably damaged
Major	4	Severe damage to critical infrastructure or essential / heritage assets for extended period	Major breach of regulation	Significant damage to the environment - may be remedied in the long term.	1,000,000 - \$10,000,00	Hospitalisation may be required. Serious injury possible.	Reputation is severely damaged
Moderate	3	Considerable damage to critical infrastructure or essential / heritage assets for short to medium period	Serious breach of regulation. Possible prosecution and/or fine.	Considerable environmental harm – may be remedied in the medium term	\$100,000 - \$1,000,000	Medical treatment may be required.	Reputation is negatively impacted with short term loss of confidence in Council
Minor	2	Localised damage to non-critical or heritage assets that can be quickly remedied	Minor legal issues, non-compliances and breaches of regulation.	Minor environmental harm that can be remedied quickly.	\$10,000 - \$100,000	Minor injury. First aid treatment may be required.	Minor concerns are raised on periodic basis
Negligible	1	Localised damage to a non-critical / heritage asset that can be quickly remedied.	Negligible legal issues, non-compliances and breaches of regulation	Negligible environmental harm.	Up to \$10,000	No injury or very minor injury not requiring treatment.	Minor concerns are raised on a infrequent basis

Figure 2 - Likelihood Ratings Table

Likelihood Ratings Table		
Likelihood	Category	Description
Almost Certain	5	High level of recorded occurrences or strong anecdotal evidence; Would be expected to occur in most circumstances; >80% probability of an event occurring.
Likely	4	Some recorded occurrences or anecdotal evidence; Could probably occur in most circumstance; 61–80% probability of an event occurring.
Possible	3	Few, infrequent, recorded occurrences or little anecdotal evidence; Reasonable probability of an event occurring; -26-60% probability of an event occurring.
Unlikely	2	Plausible, but no recorded occurrences or anecdotal evidence; Is not expected to occur; 5–25% probability of an event occurring.
Rare	1	Not impossible, but no recorded occurrences or anecdotal evidence; May occur only in exceptional circumstances; <5% probability of an event occurring.

Risk Matrix table					
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5)	LOW	MEDIUM	HIGH	EXTREME	EXTREME
Likely (4)	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
Possible (3)	LOW	LOW	MEDIUM	HIGH	HIGH
Unlikely (2)	LOW	LOW	LOW	MEDIUM	HIGH
Rare (1)	LOW	LOW	LOW	MEDIUM	HIGH