

## EVENT NAME:

## Risk Management Plan

<b>EVENT NAME</b>	
<b>EVENT COORDINATOR</b>	
<b>VENUE</b>	
<b>DATE &amp; TIME</b>	

## Steps to managing risks before and during event

### Step 1 – Identify the risks that might occur

1 = extreme risk   2 = high risk   3 = medium risk   4 = low risk

Describe Nature of Risk/s identified	Level of Risk	Detail Corrective Actions (Controls) to eliminate or minimise risk/s identified	Person responsible for actions	Date Completed
<b>Example:</b> Crush of patrons queuing to get in or out of the venue	3	<ol style="list-style-type: none"> <li>1. Ensure there is space for everyone to enter</li> <li>2. Ensure venue staff are available to help manage</li> <li>3. Have two volunteers on the door</li> </ol>	Event Coordinator Venue Staff Volunteers	

Patrons unwell during event for any reason				
Electrical failure of AV equipment				
Tripping over computer / AV cords / speaker stands				
Tripping over tables / chairs / banners				
Alcohol being brought into the event				
Underage trying to purchase alcohol				
Aggressive behaviour				
Drunk patrons				

Distressed patrons				
Patrons smoking in the venue				
Cash or items being stolen				

## Step 2 – Estimate the consequences of each risk

Consequence	Incident
Catastrophic	Fatality or permanent serious disability or permanent ill health
Major	Serious injury, permanent part disability, long-term illness
Moderate	Medical treatment required and several days off work
Minor	First aid treatment required
Insignificant	No injuries

## Step 3 – Estimate the likelihood of each risk

Likelihood	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances (i.e. has been known to occur, or has occurred before)
Possible	Might occur at some time (i.e. have heard of it happening)
Unlikely	Could occur, but no know instances previously
Rare	May occur only in exceptional circumstances

#### Step 4 – Determine the risk rating (and add to first table)

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	2
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4
Rare	2	3	4	4	4

1=extreme risk 2=high risk 3=medium risk 4=low risk

#### Step 5 – Identify how you will control for these risks

#### Step 6 – Implement your plan at your event

#### Step 7 – Fill out [Incident Report Form](#) in the event of incident, injury or near miss

## Responsible Officer Signatures

RESPONSIBLE OFFICER	SIGNATURE	DATE
Event Coordinator		
OHS Volunteer		
VFM		