

### **EVENT NAME:**

# Risk Management Plan

EVENT NAME	
EVENT COORDINATOR	
VENUE	
DATE & TIME	

# 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
Example: Crush of patrons queuing to get in or out of the venue	3	<ol> <li>Ensure there is space for everyone to enter</li> <li>Ensure venue staff are available to help manage</li> <li>Have two volunteers on the door</li> </ol>	Event Coordinator Venue Staff Volunteers	

Wildlife Conservation International wildlife conservation international.org

The Orangutan Project theorangutan project.org

International Tiger Project international tiger project.org

International Elephant Project international elephant project.org

Australia: Wildlife Conservation International

Reg. Charity No. ACN 607 879 345 | +61 892 988 016

Canada: WCI Canada Foundation

Charitable Reg: 799635537 RR 0001 | +1 647 243-9873

**Europe:** Stichting Wildlife Conservation International

RSIN 862663313 | +31 85 208 7771

New Zealand: The Orangutan Project NZ Ltd

Charity Reg. No. CC52147 | +64 9 8012054

**United Kingdom:** Borneo Nature Trust

Reg. Charity No. 1142870 | +44 20 3318 6250

**United States:** Orang Utan Republik Foundation Inc.

Reg. 501(c)3 Charity EIN: 26-0880405 | +1 310-401-6602

Wildlife Conservation International

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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		