

# Risk Management Plan

Event Title

Year

## RISK MANAGEMENT FLOWCHART

1. Establish the Context of Your Event



2. Develop a List of Stakeholders



1. Identify all Potential Risks



4. Analyse the Risks



Likelihood of Risk



Consequence of Risk



Level of Risk



Treatment of Risk



5. Create a Risk Register

## 1. ESTABLISH THE CONTEXT OF YOUR EVENT

Event details	
Date of event:	
Time of event:	
Set up times:	
Dismantle times:	
Number of participants / attendees:	
Organisation details	
Organisation coordinating and responsible for the event:	
Contact name:	
Contact number:	
Contact email:	
Introduction & Context	
What is the background of the event?	
What activities are involved in the event?	
Where will the event be held?	
What are the site features at the venue?	
What is the purpose/ objective of the event?	

## 2. DEVELOP A LIST OF THE EVENT STAKEHOLDERS

Event Stakeholders and contact details (include all stakeholder involved in the development or the risk management plan, as well as the actual event-i.e. Police, Hospital, St Johns, DFES, Shire)

Event Stakeholders					
Organisation	Name	Role	Phone Number	Email	Do they have a Copy of the RMP?
St Johns	Jo Bloggs	First Aid Officer	1234 561 890	Jo Bloggs@google.com	Yes

### 3. IDENTIFY ALL POTENTIAL RISKS

Use examples below plus your own to create your risk register in part 4.

What are the risks associated with you event?	
Areas of Risk	Risks that may be included
Operational risks	<ul style="list-style-type: none"> <li>- Failure to secure approvals</li> <li>- No insurance</li> <li>- Lack of volunteers</li> <li>- No show of staff / contractors</li> </ul>
Human Behaviour risks	<ul style="list-style-type: none"> <li>- Drugs</li> <li>- Alcohol</li> <li>- Crime</li> <li>- Broken Glass</li> <li>- Overcrowding</li> <li>- Illness</li> <li>- Injury</li> <li>- Disorderly behaviour</li> <li>- Disorderly conduct</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>- Electrical fires</li> <li>- Gas bottle fires</li> <li>- Bush fires</li> <li>- Marquee collapse</li> <li>- Broken glass</li> <li>- Food poisoning</li> <li>- Power failure</li> <li>- Water failure</li> <li>- Lighting failure</li> <li>- Trip hazards</li> <li>- Syringes</li> <li>- Extreme water (heat, storms, lightning)</li> <li>- Drowning (proximity to water)</li> <li>- Toxic industry close by</li> <li>- Animal hazards (crocodiles, snakes etc)</li> </ul>
Environment risks	<ul style="list-style-type: none"> <li>- Excessive noise</li> <li>- Litter</li> <li>- Damage to hire facility</li> <li>- Environmental Damage (oil Spill)</li> </ul>
Traffic Management risks	<ul style="list-style-type: none"> <li>- Lack of parking</li> <li>- Traffic congestion</li> <li>- Inadequate access for emergency vehicles</li> <li>- Conflict between Pedestrians / Vehicles</li> <li>- Accident occurring</li> </ul>

#### 4. ANALYSE THE RISKS

Likelihood of risk		
Description	Example	Frequency
Almost Certain	Expected to occur in most circumstances	More than once per year
Likely	Will probably occur in most circumstances	At least once per year
Possible	Should occur at some time	At least once in 3 years
Unlikely	Could occur at sometime	At least once in 10 years
Rare	May occur, only in exceptional circumstances	Less than once in 15 years

Consequence of Risk				
Description	Financial Impact	Health	Reputation	Operations
Insignificant	Less than \$1000	No Injuries	Unsubstantiated, low impact, low profile or no news item	Little Impact
Minor	\$1000-\$10,000	First Aid treatment on site	Substantiated , low impact, low news profile	Inconvenient delays
Moderate	\$10,000-\$50,000	Medical treatment- on or off site	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays or major deliverables
Major	\$50,000- \$150,000	Accidental death, extensive injuries or permanent disability	Substantiated, public embarrassment, high impact news profile, third party action	Non achievement or major deliverables
Catastrophic	More than \$150,000	Multiple deaths or severe permanent disablements	Substantiated, public embarrassment, very high multiple impact, high widespread multiple news profile, third party actions	Non achievement of key objectives

Level of risk					
Likelihood of Risk	Consequence of Risk				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

Use the 'Level or risk' table below to compare the 'Likelihood of risk' and the 'Consequence of Risk'.

This will determine the **Risk Level** and **Treatment of the Risk rating**

<b>Treatment of Risk Level</b>	
<b>Low</b>	Manage by routine procedures
<b>Moderate</b>	Management responsibility must be specified
<b>High</b>	Senior Management attention needed
<b>Extreme</b>	Immediate action required











