



Event Name

Event Risk Management Plan

Event Date

Local Government

Prepared in conjunction with LGIS

Version 1.0 – Document Date



Table of Contents

Document Control	1
Version Control.....	
Confidentiality Notice.....	
Distribution List.....	
Introduction	2
Establishing the Context	3
Event Overview	
Event Stakeholders	
Event Objectives & Deliverables	
Risk Management Process	
Risk Assessment & Acceptance Criteria.....	
Event Risk Register	8
Detailed Risk Treatment Plans	9
Appendices	10
A – Event Site Plan	
B – Event Management Plan / Running Schedule / Operational Plan.....	
C – Event Emergency Plan	
D – Traffic Management Plan	
E – Waste Management Plan	
F – Insurance Certificates	

Introduction

This Event Risk Management Plan is compiled to address the key public health and operational risks associated with the *Event Name* to be held at *Event Address* from *Event Start Time* to *Event Finish Time* on *Event Date*.

The Event Risk Management Plan applies to the area shown in Appendix A *Event Name* Site Plan. It is to be considered developmental in nature and will be revised and expanded as deemed necessary.

Risks will be identified, assessed and treated based on AS/NZS ISO 31000:2009 Risk Management and the WA Department of Health: Guidelines for Concerts, Events and Organised Gatherings, with the aim of the plan to document the process whereby risks are:

- **IDENTIFIED:** Anticipate what, why and how risks may affect the event as a basis for further analysis
- **ANALYSED:** Determine existing controls, consequence, likelihood and level of risk
- **EVALUATED:** Rank risks to identify priorities according to risk tolerance
- **TREATED:** Devise effective action plans to manage/mitigate risks to an acceptable level by:
 - Eliminating
 - Substituting
 - Isolating
 - Engineering Controls
 - Administrative Controls
 - Personal Protective Equipment
- **MONITORED:** Establish a system to monitor and review risks, the performance of the process, decision making and changes which might affect it
- **COMMUNICATED:** Ensure risks, controls, treatments and risk decisions are effectively communicated to the relevant stakeholder/(s)

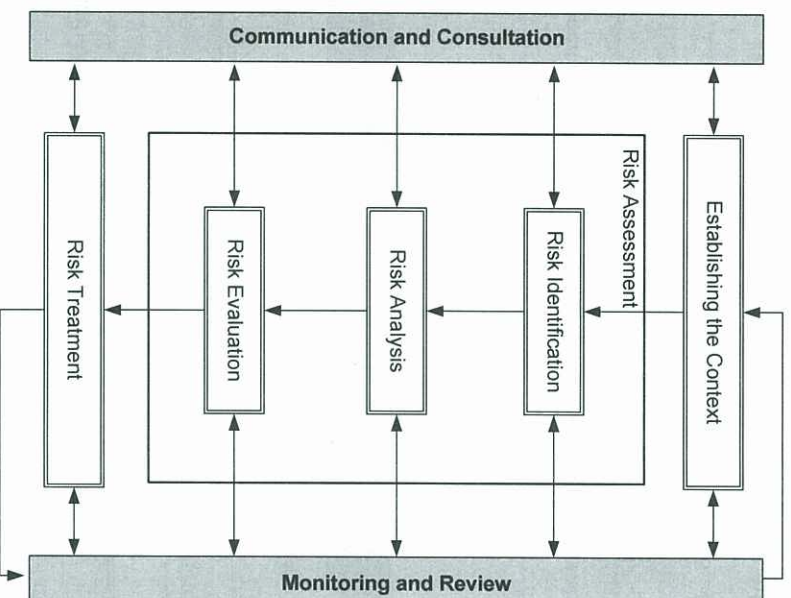
Establishing the Context

Event Overview

Name:	
Date	
Location	
Event Type:	
Number of Patrons	
Entry Restrictions	
Crowd Dynamics	
Lighting	
Duration	
Structures	
Other Notable Information	

Risk Management Process

Based on AS/NZS ISO 31000:2009 Risk Management and the WA Department of Health: Guidelines for Concerts, Events and Organised Gatherings the following process has been applied to identify, assess and treat risks for this event:



Step 1 Establishing the Context

- Identify event details
- Identify event stakeholders
- Identify event objectives and deliverables
- Define risk management process
- Determine risk assessment and acceptance criteria

Step 2 Identify Risks

- Identify potential material risks
- Log risks on risk register

Step 3 Analyse Risks

- Identify existing controls in place to manage the risks
- Determine overall control rating
- Determine consequence if risk eventuates
- Determine likelihood of the risk eventuating to the determined level of consequence

Step 4 Evaluate Risks

- Identify level of risk
- Assign risk owner
- Make risk acceptance decision based on existing control rating, level of risk and event objectives

Step 5 Treat Risks

- For unacceptable risks identify risk treatment options to avoid, reduce or transfer the risk
- Develop and implement suitable risk treatment plans
- Re-analyse and evaluate the risk to ensure risk is acceptable

Step 6 Monitor & Review

- Review and update risk management plan and appendices with emerging or changing environment / conditions that may impact on the identified risk issues
- For regular / on-going events conduct debriefs and include lessons learnt within risk management plan

Risk Assessment & Acceptance Criteria

Existing Controls Rating

LEVEL	DESCRIPTOR	DESCRIPTION
E	Excellent	Doing more than what is reasonable under the circumstances
A	Adequate	Doing what is reasonable under the circumstances
I	Inadequate	Not doing some or all things reasonable under the circumstances

Measures of Consequence

LEVEL	DESCRIPTOR	HEALTH	FINANCIAL IMPACT	EVENT OPERATIONS	REPUTATION
1	Insignificant	No injuries	Less than \$2,500	Little impact	Unsubstantiated, low impact, low profile or 'no news' item
2	Minor	First aid treatment on site	\$2500 - \$25,000	Inconvenient delays	Substantiated, low impact, low news item
3	Moderate	Medical treatment on or off site	\$25,000 - \$100,000	Significant delays to event deliverables	Substantiated, public embarrassment, moderate impact, moderate news profile
4	Major	Extensive injuries or disablement	\$100,00 - \$250,000	Non-achievement of some event deliverables	Substantiated, public embarrassment, high impact, high news profile, third party actions
5	Catastrophic	Death or severe permanent disablement	More than \$250,000	Non-achievement of event objectives	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions

Measures of Likelihood

LEVEL	DESCRIPTOR	DETAILED DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	Greater than 90% chance of occurrence
4	Likely	The event will probably occur in most circumstances	60% - 90% chance of occurrence
3	Possible	The event should occur at some time	40% - 60% chance of occurrence
2	Unlikely	The event could occur at some time	10% - 40% chance of occurrence
1	Rare	The event may only occur in exceptional circumstances	Less than 10% chance of occurrence

Risk Matrix

Likelihood	Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5		
Almost Certain	5	MODERATE	HIGH	HIGH	EXTREME	EXTREME	
Likely	4	LOW	MODERATE	HIGH	HIGH	EXTREME	
Possible	3	LOW	MODERATE	MODERATE	HIGH	HIGH	
Unlikely	2	LOW	LOW	MODERATE	MODERATE	HIGH	
Rare	1	LOW	LOW	LOW	LOW	MODERATE	

Risk Acceptance Criteria

RISK RANK	DESCRIPTOR	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures	Area Supervisor
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures	Area Supervisor
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed and monitored by highest level of authority	Event Manager
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, continually managed and monitored by highest level of authority	Event Manager



Event Risk Register

Refer to MS Excel Spreadsheet(s)



Detailed Risk Treatment Plans



Appendices

- A – Event Site Plan
- B – Event Management Plan / Running Schedule / Operational Plan
- C – Event Emergency Plan
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