

# EVENT NAME

EVENT DATE  
EVENT TIME  
EVENT LOCATION

## RISK MANAGEMENT PLAN

Prepared by:

Date:

Signed: \_\_\_\_\_

### DISCLAIMER

While all care has been taken in the preparation of this template, no responsibility is accepted by the Shire of Northam or its staff for any errors, omissions or inaccuracies. The material provided in this checklist has been prepared to provide general information only. It is not intended to be relied upon, or be a substitute for legal or other professional advice. No responsibility can be accepted by the Shire of Northam for any known or unknown consequences that may result from reliance on any information provided in this publication.

The varying activities that can be part of a community event or festival can prove difficult for risk management. Activities can involve other groups or individuals, can involve some major risks, or can involve a number of people coming together for a short period of time. The physical environment can be challenging, and the weather can intervene, causing a sudden change of plans.

This checklist is intended to provide a starting point for use in the development of your own specific risk management checklist. Every group has risks that are particular to their own operations, and only you can identify them. For further information on risks that may be involved in your event, please contact Council's Events Officer.

Below is a list of hazards you may wish to consider when compiling the risk management plan for your event.

- Loss of reputation
- Financial loss
- Damage to facilities
- Injury to attendees/ staff/ volunteers
- Cancellation of event due to adverse weather
- Electrical equipment
- Livestock
- Location of event- natural hazards
- Use of pyrotechnics
- Availability of alcohol
- Over-resourcing/ under-resourcing
- The sufficiency of lead time to organise the event
- The date of the event and whether it clashes with any other events that may significantly affect the success of the event
- Budgetary risks
- The degree of support that can be gained from the community, government, and parent bodies.
- The sufficiency of resources
- The environmental impact and whether the event may cause a disturbance to surrounding community, and cause traffic congestion, waste, noise, and lighting spillage
- The legal considerations such as permits, landholders permission, alcohol licensing, fundraising regulations
- Surfaces that are not even, slippery, or have potholes, and which may cause participants or spectators to trip, slip and fall.
- Projectiles that are used during an event including balls, pucks, discuss, javelins
- Obstructions that people encounter
- Food hygiene
- Competitive aggression resulting in brawls, abuse, harassment

Please note that this list is to be used only as a guide, and that a number of other risks may be included in your individual event that are not listed below. These events may consist of existing risks of the site, risks the event creates, and external risks that the event organiser has little control over but may need to be managed at the event.

#### **DISCLAIMER**

While all care has been taken in the preparation of this template, no responsibility is accepted by the Shire of Northam or its staff for any errors, omissions or inaccuracies. The material provided in this checklist has been prepared to provide general information only. It is not intended to be relied upon, or be a substitute for legal or other professional advice. No responsibility can be accepted by the Shire of Northam for any known or unknown consequences that may result from reliance on any information provided in this publication.

**RISK ASSESSMENT TABLE- THIS PAGE MAY BE PRINTED AS MANY TIMES AS REQUIRED TO COVER ALL OF YOUR IDENTIFIED RISKS**

RISK	Likelihood 1-5	Impact 1-5	Risk Rating H,M,L (see risk chart)	How will this risk be managed?	Who will do it?	When will it be done?

**DISCLAIMER**  
 While all care has been taken in the preparation of this template, no responsibility is accepted by the Shire of Northam or its staff for any errors, omissions or inaccuracies. The material provided in this checklist has been prepared to provide general information only. It is not intended to be relied upon, or be a substitute for legal or other professional advice. No responsibility can be accepted by the Shire of Northam for any known or unknown consequences that may result from reliance on any information provided in this publication.

# Risk Chart

## LIKELIHOOD

<b>IMPACT</b>	<b>RATING</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			<b>Frequent</b>	<b>Probable</b>	<b>Occasional</b>	<b>Remote</b>	<b>Improbable</b>
	<b>1</b>	<b>Catastrophic</b>	<b>High</b>	<b>High</b>	<b>High</b>	<b>High</b>	<b>High</b>
	<b>2</b>	<b>Critical</b>	<b>High</b>	<b>High</b>	<b>High</b>	Medium	Low
	<b>3</b>	<b>Marginal</b>	<b>High</b>	Medium	Medium	Low	Low

MEASURE	IMPACT	Effect/description
1	<b>Catastrophic</b>	Death – severe injury (e.g. loss or crushed limb, brain damage)
2	<b>Critical</b>	Major Injuries – require medical assistance (inc concussions)
3	<b>Marginal</b>	Minor Injuries, cuts, treated internally (inc minor sprains)

MEASURE	LIKELIHOOD	Description
1	<b>Frequent</b>	Will occur regularly – day to day
2	<b>Probable</b>	Will occur on most occasions, circumstances
3	<b>Occasional</b>	Will occur from time to time
4	<b>Remote</b>	May occur but not regularly or often
5	<b>Improbable</b>	Unlikely to ever occur

### DISCLAIMER

While all care has been taken in the preparation of this template, no responsibility is accepted by the Shire of Northam or its staff for any errors, omissions or inaccuracies. The material provided in this checklist has been prepared to provide general information only. It is not intended to be relied upon, or be a substitute for legal or other professional advice. No responsibility can be accepted by the Shire of Northam for any known or unknown consequences that may result from reliance on any information provided in this publication.