



EVENTS RISK MANAGEMENT PLAN INFORMATION SHEET

Introduction

The success of an event is often measured by factors such as crowd numbers and economic benefit. The level of safety is also of paramount importance to the overall success of any event.

People expect to attend events without risk of injury. They expect that there will be systems in place to protect their safety.

For event organisers to meet their duty of care, comprehensive event safety planning is required. Risk assessment and management form part of this process.

Risk Assessment

The principles of risk assessment and risk management involve a systematic use of available information to determine how often incidents may occur and the magnitude of their likely consequences.

A basic risk analysis for a place of assembly should consider:

- How likely is an incident to happen; and
- What are the potential consequences and their magnitude?

Why risk needs to be managed?

- Reduce unexpected and costly surprises
- More effective and efficient allocation of resources
- More informed decision making
- Compliance with regulatory requirements
- Well organised event will encourage greater participation
- You may have difficulty making a claim on your insurance in the event of an
- accident

How to make your Risk Management Plan:

- Identify the potential risks for your event, see example hazards list
- Assess the Likelihood for each risk, see 'risk analysis matrix'
- Assess the Consequence for each risk
- Describe Mitigation Strategies for each risk
- Nominate the Responsible Person for each particular risk
- Keep a record of your plan and reassess risk if the scope of the event changes

All of this information is best captured in a table like the example given in this info sheet.

Risk Identification - Example Hazards

The following checklist items are not exhaustive, but can be used as a prompt. You will also need to consider site and event specific risks.

People Hazardous materials

Disorderly unruly behaviour
Chemical hazards
Public accessing non-public areas of event
Pyrotechnics/ Fireworks
Misuse of amusements and rides
Fuels i.e. Petrol, LPG, Diesel
Drug and/or Alcohol affected persons
Criminal Activity

Technical Management

Overcrowding
Inadequate site management
Terrorism/Bomb threat
Lack of staff briefing
Medical Emergency (i.e. Heart Attack)
Communications failure
Lost Children Power failure
Water Hazard - drowning Water failure
Lack of patron awareness of facility locations
Toilet failure
Unregistered food vendors

Trip/Slip Hazards

Unsafe temporary structures
Electrical cables
Extreme weather
Uneven ground, loose surfaces
Electrocution/shorting out
Flooring design/surface
Fire
Lighting
Climbing for vantage points

Health

Traffic congestion
Food poisoning
Collisions
Disease outbreak
Emergency Services access
Animal to human spread of disease
Excessive noise levels

Vehicular

Temporary fencing
Disabled parking
Lack of parking spaces

Accessibility

Inadequate seating space
Inaccessible toilet facilities
Difficulty touring through event site

Waste

Inadequate number of toilets
Insufficient rubbish bins
Inadequate maintenance of toilets

Inadequate emptying/cleaning of bins
 Needles/ Syringes
 Litter collection
 Sunburn/ Dehydration
 Collection/removal of wastewater
 Smoking Site clean up

Risk Analysis Matrix

(From HB 205 – 2004 Occupational Health & Safety Risk)

Likelihood

Level	Descriptor	Description
A	Almost certain	Almost certain Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	may occur only in exceptional circumstances
F	Never	It is not foreseeable that this will occur

Consequence

Level	Descriptor	Description
1	Insignificant	No Injuries low financial loss
2	Minor	First Aid treatment medium financial loss release immediately contained
3	Moderate	Medical treatment required high financial loss on site release contained with outside assistance
4	Major	Extensive injuries major financial loss off-site release with no detrimental effects loss of production capability
5	Catastrophic	Death huge financial loss toxic release off site

Likelihood	Consequences				
	1	2	3	4	5
A	S	S	H	H	H
B	M	S	S	H	H
C	L	M	S	H	H
D	L	L	M	S	H
E	L	L	M	S	S

Legend:

- H** High risk; detailed research and management planning required at senior levels
- S** Significant risk; senior management attention needed
- M** Moderate risk; management responsibility must be specified
- L** Low risk; manage by routine procedures

Event Risk Assessment

Name of the event:

Event Organiser:

Prepared by:

Date Prepared:

Responsible Person (at event):

Duration of Event:

Risk	Likelihood	Consequence	Rating	Mitigation Strategies	Person Responsible
People					
Trip Hazards					

Risk	Likelihood	Consequence	Rating	Mitigation Strategies	Person Responsible
Health					
Hazardous Material					
Technical Management					

Risk	Likelihood	Consequence	Rating	Mitigation Strategies	Person Responsible
Vehicle					
Waste					
Accessibility					
Event/ Site Specific Risks					