

# Template: Risk Management Plan

*Use this template for your emergency management plan submission. Not all elements will be applicable to all events. Please discuss with the Event Officer if you are unsure which elements are required for your event.*

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## **Document Control**

Document Review

This document will be reviewed at the end of each event for correctness and appropriateness, or at least yearly in accordance with AS3745:2010

## **Principles of Risk Management**

For risk management to be effective, an organisation should at all levels comply with the principles of risk management.

*List the principles of risk management below to assist the reader in developing an understanding of the purpose of this document.*

## **Contents Page**

List the contents of this document.

## **Introduction and Context**

Event name:

Event location:

Event date:

Event time:

Expected attendance:

Event organiser:

General event description and objective:

Outline the context within which the plan has been developed.

*This should explain why you are creating a Risk Management Plan and the plans overall purpose.*

## **Background and Event Scope**

Provide an overview of the event.

Background of event

Detailed activities of event (including event timings and bump in/out times)

Location and site map

Additional activities and permits

## **Organisational Details**

Full details on the Organisation developing the event.

Detailed contact lists and roles of individuals.

## **Definitions**

Risk

Hazard  
 Risk management  
 Risk assessment  
 Risk reduction  
 Risk treatment  
 Risk acceptance  
 Hierarchy of Control  
 Include any other relevant definitions.

**Stakeholders in Risk Management Plan**

*Outline how the Risk Management Plan will be distributed and discussed with stakeholders.*

Stakeholder	Representative	Role or representative	Contact Details
City of Fremantle			

**Risk Identification**

*Identify a list of risks associated with your event. The following list of risks can be used as a guide and a prompt. Your list of risks should be more extensive and be event and site specific.*

**Environmental**

Negative environment impact due to littering  
 Extreme weather  
 Noise pollution  
 Hazardous waste spill  
 Excessive traffic  
 Injuries due to animal or insect bites

**Operational**

Anxiety, frustration and/or dehydration and exhaustion from queuing  
 Overcrowding of entry and exit points  
 Bodily injury and/or infrastructure damage due to loss of crowd control  
 Injury or illness due to banned items coming into event  
 Missing person or lost children  
 Person with disability unable to access event  
 Robbery or theft  
 Cuts and lacerations due to broken glass  
 Frustration due to lack of toilet facilities

**Production**

Burns from naked flames  
 Injury due to inexperienced staff  
 Bodily injury to performers  
 Falls from height  
 Inability to complete a task due to poor communication  
 Bodily injury due to slip, trip, fall or knock  
 Electrocution

**Structural**

Injury or death due to structure collapse  
Injury due to public climbing on structure  
Fall from height  
Claustrophobia

**Emergency Management**

Panic and injury due to emergency at event site  
No access for emergency vehicles to event site  
Panic and injury due to external emergency  
Trauma due to bomb or terrorism threat

**Financial and Reputational**

Event disruption from ambush marketing  
Damaged property and asset loss  
Reputation damage from negative publicity

**COVID-19**

## Assessing Potential Risk

Once risks are identified, they are evaluated on a two-dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and the likelihood to produce a level of risk. This form of evaluation provides a graphical representation of the level of risk and where each individual risk lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

### Measures of Consequence

LEVEL	RATING	HEALTH	FINANCIAL IMPACT	SERVICE INTERRUPTION	ENVIRONMENT	REPUTATION	COMPLIANCE
1	Insignificant	Negligible injuries	Exceeds project budget by 2%	No material service interruption	Contained, reversible impact managed by on site response	Unsubstantial, localised low impact on community trust, low profile or no media item	No noticeable regulatory or statutory impact
2	Minor	First Aid treatment	Exceeds project budget by 5%	Temporary interruption to an activity – backlog cleared with existing resources	Contained, reversible impact managed by internal response	Substantiated, localised impact of community trust or low media item	Some temporary noncompliance with some regulator involvement
3	Moderate	Medical Treatment	Exceeds project budget by 7.5%	Interruption to Service Unit(s) deliverables – backlog cleared by additional resources	Contained, reversible impact managed by external agencies	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance with regulator investigation and requirements imposed
4	Major	Death or permanent disablement	Exceeds project budget by 15%	Prolonged interruption of Service Unit core service deliverables – additional resources, performance affected	Uncontained, reversible impact, managed by a coordinated response from external agencies	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results temporary termination of services or imposed penalties to the City / Officers
5	Catastrophic	Multiple deaths or severe permanent disablements	Exceeds project budget by 20%	Indeterminate prolonged interruption of Service Unit core service deliverables	Uncontained irreversible impact	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to the City / Officers

### Measures of Likelihood

LEVEL	RATING	DESCRIPTION	FREQUENCY
1	Rare	Exceptional circumstances only	Less than once in ten years
2	Unlikely	Not expected to occur	At least once in seven years
3	Possible	Could occur at sometime	At least once in three years
4	Likely	Will probably occur in most circumstances	At least once per year
5	Almost Certain	Expected to occur in most circumstances	More than once per year

### Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Almost Certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)

## Risk Register

See below an example of a risk listed in a Risk Register. You are required to include all risks within the Risk Register. The purpose of a Risk Register is to outline the source of a risk, a risk rating and a treatment to reduce the risk rating so that the potential risk can be accepted.

Risk Source Element	Risk	Likelihood	Consequence	Risk Rating	Required Risk Treatment	Likelihood	Consequence	Residual Risk Rating	Accept/Reject	Responsible and Accountable as Risk Owners
<b>Environmental</b>										
1. Rubbish/Litter	<ul style="list-style-type: none"> <li>- Negative environment impact</li> <li>- Pollution of streets and waterways</li> <li>- Excessive waste</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>- Recycling program implemented</li> <li>- Sustainable events policy is adhered too</li> <li>- Additional bins are provided</li> <li>- Waste removal contractors are employed to suit crowd movement</li> <li>- Disposal method available to suit caterer and cleaners needs</li> <li>- Cleaning crews operating to collect any rubbish not in bins</li> <li>- Any products considered by management to be creating excessive waste are to be withdrawn from sale or distribution</li> </ul>	3	3	9	Accept	Event Organiser Waste Contractor

### **Risk Action Plan**

For those risks that are deemed high or extreme, they need to be evaluated and specific action plans need to be developed to manage the risk appropriately.

<b>RISK ACTION PLAN</b>	
<b>Item</b>	1. Rubbish/Litter
<b>Risk</b>	
<b>Summary (recommend response and impact)</b>	
<b>Proposed Actions</b>	List actions required to be taken in order to minimize risk
<b>Resource Requirements</b>	List any resources required to complete proposed actions
<b>Responsibilities</b>	
<b>Timing</b>	
<b>Reporting/Monitoring</b>	