

## RISK MANAGEMENT PLANS

Risk Management is an integral part of good management practice. Commitment to Risk Management will assist in keeping risk exposure to a minimum and help reduce injuries and potential loss. The Risk Management process involves identifying potential risks, analysing their potential damage and treating the risks (taking action).

The benefits of Risk Management are:

- An organisation can anticipate & respond to risks.
- Likelihood of a loss or damage to financial performance, reputation & stakeholder confidence can be minimised.
- Promotes a risk awareness culture within an organisation.

Having a Risk Management Plan and conducting a risk assessment prior to conducting an activity or event means potential risks can be identified, rated according to probability of occurrence and severity of damages. Controls and actions can then be taken to help reduce or mitigate any potential risks prior to the activity or event taking place.

### Plan Statement

In maintaining this Risk Management Plan, we are committed to managing risk in accordance with the process described in the Australian Standard (AS/NZS 4360:2004), by identifying, analysing, assessing, treating, monitoring and communicating risk exposures associated with any of our activities or functions.

The delivery of this plan requires a consistent and systemic approach in recognition of any activities undertaken.

### Responsibilities

Anyone involved with event or activity planning must be familiar with and grow their competence in the application of the risk management plan. All should accept responsibility for the delivery of the plan within their areas of responsibility.

### Risk Assessment Process & Plan Delivery

It should be ensured that the following steps are undertaken for any activity:

1. List details of all potential risks/hazards (Risk Assessment Form).
2. Assess the likelihood and consequence of each risk and apply a risk level rating.
3. Identify what action needs to be taken.
4. Allocate the action to a person responsible.
5. Allocate a timeframe for completion.

### Submission:

Please send your completed Risk Management Plan to [hrowe@glenelg.vic.gov.au](mailto:hrowe@glenelg.vic.gov.au) prior to your event.

# RISK ASSESSMENT

Name of Event :

Date of Event:

Completed by:

Probability		Consequence/Impact	
1	Very High / Almost Certain	A	Death or over \$1 Mil damage
2	High – once in 3 years	B	Serious injury or major loss
3	Moderate / Sometimes	C	Injury medical treatment high financial loss
4	Low / Rarely	D	Minor Injury or Minor Loss
5	Exceptional Circumstances only	E	Negligible Impact or Loss

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

Potential Identified Hazard (delete where not applicable)	Risk Level	How will risk be controlled	By Who	By When
Abusive / Threatening patrons				
Access to water bodies				
Access to wildlife (snakes etc)				
Adequate Lighting				
Adequate Shelter				
Alcohol				
Angry Traders				
Asthma Attacks				
Bomb Threat / Hoax				
Chemicals				
Communications				
Contractors				
Crowd Control				
Damage to Venue				
Dangerous / Suspicious Persons in Venue				
Dehydration				
Disability Access				
Electrical Safety				

Emergency back-up power				
Emergency Planning				
Evacuation Procedure				
Fall Hazards				
Fire Protection				
Fireworks				
First Aid				
Food Registration				
Fraudulent Tickets				
Gas Cylinders				
Hazardous Natural Features				
Heat Exposure				
High risk activities				
Hygiene Facilities				
Licences & Training Certificates				
Major Personal injury				
Manual Handling				
Marquee Collapses / leaks water				
Medical Emergency				
Needle sticks				
Night time venue break In				
Noise				
Overcrowding				
Parking				
Power Outage				
Public Disruption				
Public Liability Insurance				
Raffles & Permits				
Reinstatement of Site				
Road Closures				

Rubbish				
Security of site				
Site inspections (before/during/after)				
Slips & Trips at Venue				
Smoking				
Staff Safety				
Stall Holders Liability				
Temporary Structures				
Toilets				
Traffic Management Plan				
Unauthorised items at event				
Underground Services				
Volunteers				
Warning Signage				
Weather Contingency (storm, Fire Ban)				
Working with Children				