



Risk Management Plan for use of Council's Hired Venues

The varying activities that can be part of any community event or festival can provide a difficult risk management environment for a group to manage. The following checklists can form a guide in helping your organisation prepare a "Risk Management Plan" for your event or function.

As every group has specific risks to themselves, only you can identify these risks. Refer to the risk chart attached to help you with your assessment of each of the risks you have identified.

Some examples of risks include:

- Fire
- Power failure
- Injury – fall or tripping.
- Preparation of an evacuation plan.

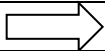
The chart below gives an example of the above risks for an event such as a cabaret.

These risks are examples ONLY and your own individual event needs to have its own potential risks identified that are unique to your event.

Further help and information visit our Event Organiser's Help Page <https://www.glenelg.vic.gov.au/Discover-Our-Shire/Events/Event-Organisers-Help-Page>

What potential risks have you identified?	Likelihood A,B,C,D,E	Impact A,B,C,D	Risk Rating H,M,L	Risk Control/ By whom
Fire	D	C	LOW	Ensure adequate fire extinguishers are in venue. Enforce Council's NO SMOKING policy within the Drill Hall. EVENT DIRECTOR
Injury – Fall or tripping	D	C	LOW	Ensure all cables/leads are securely taped to the floor. Check area for trip hazards. Is there a qualified first aide person available? EVENT DIRECTOR
Power failure	D	C	LOW	Telephone number for Powercor easily available. EVENT DIRECTOR
Evacuation plan in event of a major disaster	C	D	LOW	Ensure participants are aware of their nearest emergency exit. MC TO ANNOUNCE

Risk Chart

RATING		A	B	C	D	E
IMPACT		Frequent	Probable	Occasional	Remote	Improbable
A	Catastrophic	High	High	High	High	High
B	Critical	High	High	High	Medium	Low
C	Marginal	High	Medium	Medium	Low	Low
D	Negligible	Medium	Low	Low	Low	Low

MEASURE	IMPACT	EFFECT / DESCRIPTION
A	Catastrophic	Death- severe injury (eg. loss or crushed limb, brain damage)
B	Critical	Major Injuries – require medical assistance (inc concussions)
C	Marginal	Minor Injuries, cuts, treated internally (inc major sprains)
D	Negligible	No injury

MEASURE	LIKELIHOOD	DESCRIPTION
A	Frequent	Will occur regularly – day to day
B	Probable	Will occur on most occasions, circumstances
C	Occasional	Will occur from time to time
D	Remote	May occur but not regularly or often
E	Improbable	Unlikely to ever occur



Glenelg Shire Council

Template for Risk Management Plan

This form must be completed and lodged 14 days prior to your booking date. Booking is not considered confirmed until these requirements are met.

Name of Hirer: _____
 Event/Function Type: _____
 Date of Event / Function: _____
 Council Venue: _____

POTENTIAL RISKS IDENTIFIED	LIKELIHOOD A,B,C,D,E	IMPACT A,B,C,D	RISK RATING H,M,L	RISK CONTROL AND BY WHOM.

Name of Person Completing Assessment: _____
 Telephone Number: _____
 Signature: _____
 Date: _____