



# Risk Management Plan Template

**Event Name**

Prepared by:

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## Event Overview

Event name:

Event purpose:

Event type:

Venue:

Venue capacity:

Date/time:

Program of events/activities:

Estimated attendance:

Demographic of attendees:

Ticketed event:

Permitted:

Prohibited:

General admission:



## Risk Analysis Matrix

### Consequence Descriptors

<b>Insignificant</b>	Low impact/profile, no injuries, financial cost of less than \$10,000, operational delays of less than 1 hour
<b>Minor</b>	Public embarrassment, low impact/news, first aid required, financial cost of \$10,000 to \$50,000, inconvenient operational delays of 1 hour to one day
<b>Moderate</b>	Public embarrassment, low impact/news, medical assistance required, financial cost of \$50,000 to \$1M, significant operational delays of one day to one week
<b>Major</b>	Loss of production capabilities, public embarrassment, third party action, high news/impact, extreme/intensive injuries, financial cost of \$1M to \$5M, non-achievement of certain aspects of event in one week to one month
<b>Severe</b>	Public embarrassment, third party actions, high news/impact, deaths, financial cost greater than \$5M, non-achievement of objectives/event

### Likelihood Descriptors

<b>Almost certain</b>	Expected to occur in most circumstances, may occur once a year
<b>Likely</b>	Will probably occur in most circumstances, may occur once in 3 years
<b>Possible</b>	Should occur at some time, may occur once in 10 years
<b>Unlikely</b>	Could occur at some point in time, may occur once in 30 years
<b>Rare</b>	May occur only in exceptional circumstances, may occur once in 100 years

### Risk Acceptance/Response

<b>Low</b>	Risk tolerable with adequate controls, managed by routine procedures, subject to annual monitoring
<b>Medium</b>	Risk tolerable with adequate controls, managed by specific procedures, subject to quarterly monitoring
<b>High</b>	Risk tolerable with excellent controls, managed by ELT/Managers, subject to quarterly monitoring
<b>Extreme</b>	Risk intolerable. Cease or address activity until controls are implemented to reduce risk. Managed by highest level of authority. Subject to continuous monitoring.

### Risk Matrix

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Action Plan

<i>Source</i>	<i>Description</i>	<i>Proposed Actions</i>	<i>Responsibilities</i>	<i>Monitoring</i>	<i>Risk Level</i>
<i>Human Behaviour</i>	Lost children				
	Disorderly conduct				
	Alcohol/drug affected persons				
	Litter				
	Broken glass/syringes				
	Theft of property				
	Injuries/Medical Emergencies				
	Trip hazards				
	Coronavirus case at the event				
<i>Hazardous Materials</i>	Fireworks				
<i>Vehicular</i>	Lack of parking				
	Traffic congestion				
	Illegal parking / obstructions				
	Emergency service access				

<i>Technical / Management</i>	Loss of key personnel				
	Key contractors – no show				
	Volunteers – no show				
	AV equipment failure				
	Power failure				
	Lighting failure				
<i>Health</i>	Toilet failure/inadequacy				
	Structural collapse				
	Food contamination/poisoning				
	Excessive noise				
<i>Natural Environment</i>	Extreme weather – heat				
	Extreme weather – rain and storms				
<i>Emergencies</i>	Terrorism/bomb threat				
	Fireworks injuring the operator				

	Fireworks injuring people in the crowd				
<i>Fire</i>	Fire				
	Fireworks explosion				
<i>Administrative</i>	Event cancelled				





# Emergency Evacuation Plan

In the occurrence that the vent site needs to be evacuated due to an imposing threat there are three stages to the plan to be followed:

## Stage One:

An incident or potential incident that threatens life will be reported immediately by (name of person in charge)

## Stage Two:

The (name of person in charge) will immediately inform the Head of Security, who will attend the area concerned and assess the risk.

## Stage Three:

Once the risk has been sighted by the (name of person in charge) and the Head of Security one of the following will occur:

- a) The risk will be deemed non-threatening and no further action will be taken; or
- b) The risk has the potential to threaten and the emergency evacuation plan will be put on standby – this is done by (name of person in charge) advising on-site Security and First-Aid of the standby situation. The Head of Security will advise all relevant external parties such as Police Station Officer-in-charge, ambulances, etc; or
- c) The risk is an immediate threat in which case the emergency evacuation plan will be activated. In this instance the (name of person in charge), Head of Security and Police Station Officer-in-charge will advise of the evacuation to all relevant parties (as above).

All music and performances are stopped. The (name of person in charge), or Head of Security, or Police Station Officer-in-charge makes a scripted evacuation announcement over the PA from (name of location) The scripted announcement is then repeated. All Police, Event and Security staff will then direct patrons to calmly leave the venue.

## Assembly Area:

List the designated assembly areas for the evacuation.

## Scripted Evacuation Notice:

*Attention please, ladies and gentlemen. Attention please. A situation has arisen that requires all patrons to evacuate the event area. This should be done in an orderly manner. Police, Event staff, and Security staff will direct you towards the evacuation points. Please remain calm and follow their instructions.*

#### Pre-prepared Media Release/Social Media Posts

- *[in case of cancellation prior to event starting]* Due to circumstances beyond our control (or include reason) the (event name) is cancelled. We will provide further information in due time.
- *[in case of cancellation during the event]* Due to an incident arising today, unfortunately the remainder of the event is cancelled, effective immediately (or from a certain time). We will provide further information as it comes to hand.
- *[in case of fatality/serious injury at the event]* Due to a serious incident occurring during the (name of event) event, the remainder of the event is required to be cancelled, effective immediately. Please make your way calmly out of the event area and we will provide more information as soon as we have more to share.

## Event Site Map

Include evacuation assembly locations on the site map.