

Risk Management Plan Template

Event Name

Prepared by:

Table of Contents

Event Overview	3
Roles and Responsibilities of Stakeholders	4
Risk Analysis Matrix	5
Risk Action Plan	
Crowded Places Self-Assessment Tool	9
Distribution List	9
Emergency Evacuation Plan	10
Event Site Map	

Disclaimer: The information contained in this document is provided for general guidance and assistance only and is not intended as advice. You should make your own enquiries as to the appropriateness and suitability of the information provided. While every effort has been made to ensure the currency, accuracy, or completeness of the content, we endeavour to keep the content relevant and up to date and reserve the right to make changes as required. The City of Bunbury do not accept any liability to any person for the information or the use of the information provided and referred to in this document.

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:

Roles and Responsibilities of Stakeholders

Stakeholder	Roles and responsibilities

Risk Analysis Matrix

Consequence Descriptors

Insignificant	Low impact/profile, no injuries, financial cost of less than \$10,000, operational delays of less than 1
	hour
Minor	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
Moderate	Public embarrassment, low impact/news, medical assistance required, financial cost of \$50,000 to
	\$1M, significant operational delays of one day to one week
Major	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
Severe	Public embarrassment, third party actions, high news/impact, deaths, financial cost greater than
	\$5M, non-achievement of objectives/event

Likelihood Descriptors

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

Risk Acceptance/Response

Low	Risk tolerable with adequate controls, managed by routine procedures, subject to annual
	monitoring
Medium	Risk tolerable with adequate controls, managed by specific procedures, subject to quarterly
	monitoring
High	Risk tolerable with excellent controls, managed by ELT/Managers, subject to quarterly monitoring
Extreme	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

Source	Description	Proposed Actions	Responsibilities	Monitoring	Risk Level
,	Lost children				
	Disorderly conduct				
In	Alcohol/drug affected				
vic	persons				
Behaviour	Litter				
he	Broken glass/syringes				
	Theft of property				
Human	Injuries/Medical				
	Emergencies				
łu	Trip hazards				
-	Coronavirus case at the				
	event				
	Fireworks				
us Is					
Hazardous Materials					
er					
izc					
ΣZ					
•	Lack of parking				
ar	Traffic congestion				
in:	Illegal parking /				
Vehicular	obstructions				
ia/	Emergency service				
	access				

				I	
	Jt	Loss of key personnel			
	a I	Key contractors – no			
<u>ال</u>	E S	show			
icc	ge	Volunteers – no show			
uc	Ja	AV equipment failure			
Technical	Management	Power failure			
μ	S	Lighting failure			
		Toilet failure/inadequacy			
Health		Structural collapse			
al		Food			
Че		contamination/poisoning			
		Excessive noise			
)t	Extreme weather – heat			
-	Environment	Extreme weather – rain			
Natural	8	and storms			
tu	ИС				
Va	irc				
<	2				
	E				
		Terrorism/bomb threat			
ies i					
JCI					
Emergencies					
rg		Fireworks injuring the			
ne		operator			
EL					

· · · · · · · · · · · · · · · · · · ·			
Fireworks injuring			
people in the crowd			
Fire			
Fireworks explosion			
Event cancelled			
-	Fireworks injuring people in the crowd Fire Fire Event cancelled	people in the crowd	people in the crowd Fire Fireworks explosion

Crowded Places Self-Assessment Tool

- The location is symbolic historical, iconic, religious, cultural or political with 1 being not at all symbolic and 7 being extremely symbolic = 2. Low risk therefore no additional actions above what is already stated in the RMP.
- The location attracts a large number of people at any one time with 1 being *not at all large* and 7 being *extremely large* = 5. Medium/High risk however the space is a large open space where people can exit swiftly and easily.
- People gather at the location on a predictable basis with 1 being *not at all predictable* and 7 being *extremely predictable* = 5. Due to it being a public event with a time period, people gather during the advertised times. This is unable to be changed.
- The density of people at the location is high with 1 being very low density and 7 being extremely high density = 3. Low risk therefore no additional actions above what is already stated in the RMP.
- The location has significant social importance for the nation, state or territory with 1 being very low social importance and 5 being extremely high social importance = 2. Low risk therefore no additional actions above what is already stated in the RMP.
- If the location was interrupted in its function it would have a significant economic impact upon the nation, state or territory with 1 being very low economic impact and 5 being extremely high economic impact = 1. Low risk therefore no additional actions above what is already stated in the RMP.
- According to a potential attacker, the protective security at the location (people, physical, or technical) would be able to detect, control, delay or stop their access with 1 being *always* and 5 being *never* = 4
- An offender would be able to enter, attack the location and leave without detection with 1 being *not at all likely* and 5 being *extremely likely* = 4. Medium/High risk, however large numbers of Security and Police highly visible during the event.
- An offender undertaking planning for an attack could easily access information about the location online or elsewhere with 1 being *not at all easy* and 5 being *extremely easy* = 5. Medium/High risk, however large numbers of Security and Police highly visible during the event.
- Total Scores = 31/45

Distribution List

The following stakeholders have been issued with a copy of this plan.

ORGANISATION	NAME	POSITION	CONTACT

Emergency Evacuation Plan

In the occurrence that the vent site needs to be evacuated die 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
evacuationtoallrelevantparties(asabove).

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.