

## Creating a Risk Management Plan

A Risk Management plan is an important step in ensuring the safety and success of your event. A risk Assessment and Risk Management plan shows all stakeholders that your event is well managed and in their best interest to insure, sponsor, participate in and attend.

A Risk Assessment is the initial step in creating a Risk Management Plan. This can be done easily by following three steps; IDENTIFY, ASSESS and CONTROL.

The Risk Assessment and creation of Risk Management Plan will be done in consultation with event stakeholders.

## Identifying, Assessing and Controlling Risks

**Risk Assessment for events requires the identification of hazards that have the potential to cause harm or inconvenience.**

**IDENTIFYING risk involves considering what could happen if someone or something is exposed to the identified hazards and the likelihood of that happening.**

A risk assessment matrix is then used to ASSESS the level of each risk.

Based on the numeric value given to each risk from the risk assessment matrix (RAM), the risk can be CONTROLLED through processes of elimination, substitution and minimisation.

The CONTROL Table is a guide for organisers and stakeholders for dealing with the identified risks.

Once a risk management plan has been filled for each identified risk. A risk management table is created (page 5). This table provides ease of access to risk management actions. The table should be distributed to all stakeholders. All stakeholders should also be listed in ROLES and RESPONSIBILITIES.

LIKELIHOOD	RISK ASSESSMENT MATRIX					RISK RANKING
ALMOST CERTAIN	5	10	15	20	25	Immediate action required
LIKELY	4	8	12	16	20	Action plan and close monitoring required
POSSIBLE	3	6	9	12	15	Specific monitoring/ procedures required
UNLIKELY	2	4	6	8	10	Management through routine procedures
RARE	1	2	3	4	5	Low maintenance/ monitoring required
CONSEQUENCE	NEGLIGIBLE	LOW	MODERATE	MAJOR	CATASTROPHIC	

LIKELIHOOD DEFINITIONS	
ALMOST CERTAIN	It is expected to occur in most circumstances. There is a strong likelihood of hazards reoccurring.
LIKELY	It is quite likely that the hazard will occur. Similar hazards have previously occurred.
POSSIBLE	The hazard may occur. The hazard has occurred infrequently.
UNLIKELY	Very few known incidents of occurrence. Unlikely to occur.
RARE	No known or recorded incidence of occurrence. Very slim chance, may occur under exceptional circumstances.

CONSEQUENCE DEFINITIONS	
CATASTROPHIC	Possible incidence of death, extreme financial loss, national media scrutiny, lawsuits and public outrage.
MAJOR	Possible serious injuries, disability, mass hysteria, significant financial losses, state media scrutiny, lawsuits and public outrage.
MODERATE	Possible significant injury, lawsuits, significant financial loss, local media and community concern.
LOW	Minor injuries, costs exceeding expectation, minor concerns raised by stakeholders and community.
NEGLIGIBLE	First aid required, minimum impact to reputation, some concern possibly raised.

CONTROL TABLE	
<b>PREVENTION</b> Eliminate risks	Prevent, remove or stop the risk if possible, remove the cause or source of the risk by eliminating the hazard, cause or process. <i>If this is not practical, then consider substitution.</i>
<b>SUBSTITUTION</b> Substitute the process	Use a less hazardous process. <i>If this is not practical, then consider using engineering.</i>
<b>ENGINEERING</b> Change the equipment	Use engineering to work around the hazard. E.g. Introduce enclosures and barriers around or between the hazards. Improve maintenance procedures. <i>If this is not practical, then consider isolation.</i>
<b>ISOLATION</b>	Separate or isolate the hazard or equipment by relocation or by changing the operation. <i>If this is not practical, then consider administrative.</i>
<b>ADMINISTRATIVE</b>	Design and communicate written or verbal procedures that remove hazards or prevent specific risks from occurring.
<b>RESPONSIVE ACTIONS</b>	Responding to risks as they change or develop. These controls may happen before, during and after the event.

## Example

A hazard at a triathlon event may be cycling. Using stakeholder knowledge, RISKS that have been IDENTIFIED from this hazard are; Cyclists suffering injury, spectators suffering injury, bicycles being damaged etc.

Using the Risk Assessment Matrix, *Spectators suffering injury* (Risk 1.1) is ASSESSED as 15, thus requiring an action plan and close monitoring. (It is POSSIBLE and would result in CATASTROPHIC consequences).

Referring to the CONTROL table, stakeholders have decided to use engineering to lower the level of risk by using barriers and fencing and responsive actions to monitor the risk during the event. The Risk Management Plan then outlines which stakeholders are responsible for delivering the action plan, monitoring the specific risk and actioning responses prior, during and after the event.

Below is an example of a RISK MANAGEMENT PLAN.

The risk is numbered for quick reference.

The risk is identified and named.

The Likelihood and consequence are taken from the risk assessment matrix.

The risk rating result (number) is identified and colour coded. (RAM)

<b>RISK 1.1 Injury to Spectators</b>			
<b>INITIAL ASSESSMENT</b> Date: 01/01/2019	<b>LIKELIHOOD</b> Possible	<b>CONSEQUENCE</b> Catastrophic	<b>Result: 15</b>
<b>FINAL ASSESSMENT</b> Date:	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>Result:</b>

The FINAL ASSESSMENT should be completed as close to the event as possible, this is the assessment of the risk after (some) CONTROLS have been implemented.

### **Example PREVENTATIVE ACTIONS:**

Barriers and fencing to be installed between cyclists and spectators. Maintenance and engineering reports to be completed on installation of fences by qualified person(s). Spectator viewing points to be in areas of least impact e.g. No viewing on corners or at the end of fast straits.

### **Example RESPONSE ACTIONS:**

Staff to monitor fencing, communicate problems via two-way radios. Back up fencing and qualified installation personnel to be on site during event. Spectators to be briefed on evacuation procedures. Qualified staff to administer first aid on site.

### **Example RESOURCES REQUIRED:**

Barriers and fencing. Qualified installation and inspection personnel. Ground staff trained in the use of two-way radios and first aid. First aid station.

### **Example STAKEHOLDER RESPONSIBILITIES**

Event organisers to ensure all actions in this plan are undertaken.  
Event organisers to notify police, ambulance, hospitals and fire services.  
Contractor to properly install fencing and barriers, event organiser to check.

### **Example MONITORING**

Event organisers and ground staff to check and monitor barriers, fencing and spectator movement.

**RISK MANAGEMENT PLAN**

<b>RISK:</b>			
<b>INITIAL ASSESSMENT</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	Result:
Date:			
<b>FINAL ASSESSMENT</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	Result:
Date:			

**PREVENTATIVE ACTIONS:**

**RESPONSE ACTIONS:**

**RESCOURCES REQUIRED:**

**STAKEHOLDER RESPONSIBILITIES**

**MONITORING**



