



EVENT RISK MANAGEMENT PLAN



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Any changes to products, services, processes, procedures or legislative requirements are to be reflected in the event risk management plan and the revision details are to be recorded below.



The latest version of this plan is
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1. INTRODUCTION

Insert Your Company proposes to hold an **outdoor/indoor event** at **insert address** with the possibility of over **insert number of** people in attendance for the scheduled e.g. **public sessions, live music, public speakers and?**

Insert Your Company acknowledges that the risks associated with the event need to be managed, so far as is reasonably practicable. In determining what is reasonably practicable and the seriousness of the risk, **Insert Your Company** will consider and weigh up all relevant matters including:

- The seriousness of the risk.
- The availability and suitability of ways to eliminate or minimize the risk.
- The cost of eliminating or reducing the risk to the lowest practicable level.

This event risk management plan aims to provide information and guidance to all persons involved in **Insert Your Company** event to ensure effective risk management practices and to ensure safety and compliance with legislative and regulatory obligations.

This risk management plan forms the framework for managing event risks, based on:

- The identification of risks, hazards and problems needed for efficient running of the event.
- The implementation of actions necessary to achieve results with risk management.
- Ensuring the availability of adequate resources for the event.
- Continually monitoring, reviewing and updating risk management controls.

2. PURPOSE AND SCOPE

The purpose of this risk management plan is to protect people, property and reputation and help decision makers make informed choices, prioritise actions and weigh up among alternative actions.

This event risk management plan applies to any occurrence that may have a significant (positive or negative) on the event's main objectives, which are to:

- Deliver quality entertainment on the agreed budget.
- Uphold and the high ethical standards of **Insert Your Company**.

The event will be held in an environment where all persons have an opportunity to enjoy the event while presenting a **positive life message**.

3. RISK MANAGEMENT

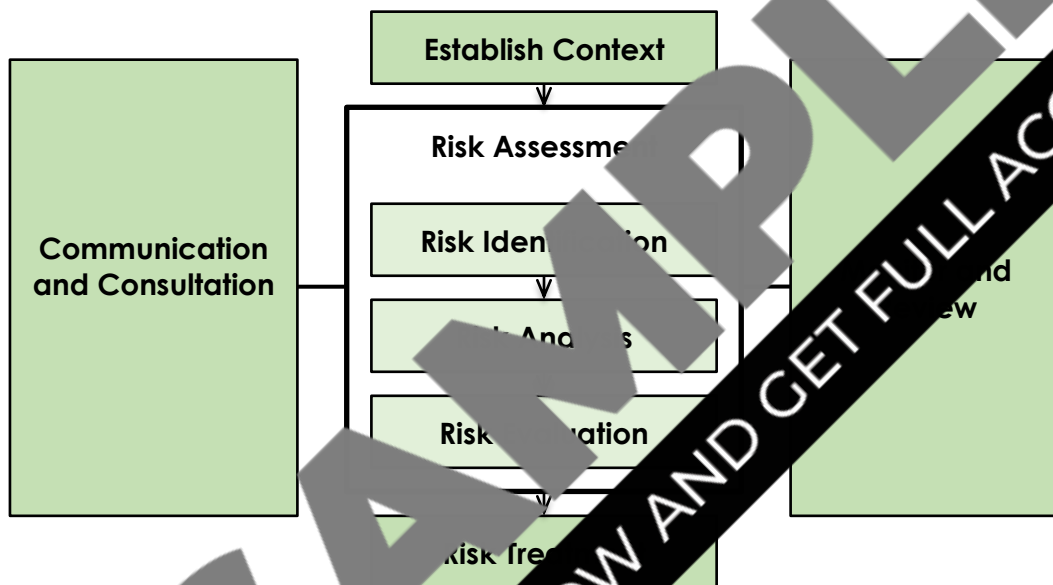
The process of managing risk involves identifying it, analysing it and then evaluating whether the risk should be modified by risk treatment in order to satisfy the risk criteria. This is the risk assessment workflow which will be repeated regularly throughout the execution of the event.

During the risk management process, it's important to communicate and consult with stakeholders and monitor and review the risk and the controls that are containing the risk in order to ensure that no further risk treatment is required.

Hence, the risk management process consists of a number of tasks, which are:

1. Establishing the context
2. Risk assessment
 - Risk identification
 - Risk analysis
 - Risk evaluation
3. Risk treatment

The figure below shows how these parts fit together and in combination support the risk management process:



In an effort to ensure stakeholders understand the risk management process, the parts of the process are described below in more detail.

3.1. Establishing the context

The context of the risk management process is the collection of characteristics that define the event and the organization associated with the event.

The context of the risk management process is comprised of:

- The risk management strategy and processes.
- The legal, regulatory and ethical requirements.
- The objectives for the risk management process (as provided in section 2 of this document).
- Standards and guidelines (internal or external) that govern the risk management process.
- Known internal and external limitations on the event and organisation, including contracts, agreements, and constraints on available resources.
- Current event status, budget, deadlines and schedules.

The context of the risk management process, as listed above, shall be made available to everyone involved prior to their participation in the risk assessment. This ensures that participants are well-informed and prepared to contribute to the analysis.

3.2. Risk Assessment

Risk assessment is the overall process of risk identification, risk analysis and risk evaluation and is the main activity moving the risk management process forward.

3.2.1. Risk Identification

The most critical element of risk assessment is the identification of risks. It is important to identify all sources of risk, areas of impacts, events (including circumstances in circumstances) and their causes and potential consequences.

A risk involves an event that has a positive or negative effect upon the objectives. A positive effect is an opportunity for improving the project, whereas a negative impact also identifies risks associated with not pursuing such opportunity, those risks which can have a negative effect upon the objectives.

Comprehensive identification is critical because risks that are not identified are not analysed and assessed. Particularly as the event progresses, the risk may change and the initial analysis is no longer accurate. Repetition of the risk identification process at regular intervals throughout the event will significantly improve coverage and management of identified risks, although it will not be feasible to attain a complete and accurate risk coverage at any given time.

Identification should include whether the source is within the control of the event or organization or not, even if the risk source may not be evident.

Identification should also include the study of the cascading or cumulative effects of particular consequences. All significant causes and consequences should be included, even when the source or consequence is not evident and when the possible consequences are very unlikely to occur.

The result of risk identification is a comprehensive list of risks covering all those activities that might create, enhance, reduce, degrade, accelerate or delay the achievement of objectives.

It is important that a risk owner or risk controller is assigned to each risk as this person shall have the responsibility and authority to manage a risk and approve risk treatments.

3.2.2. Risk Analysis and Risk Evaluation

Risk analysis is developing an understanding of the identified risk. It is the basis for decisions on whether risks need to be treated. For each risk, the likelihood, the impact on the objective (time and/or cost), the consequences and the risk level are determined using the risk management calculations.

The risk level is determined by combining the likelihood and consequence classes using the risk matrix.

It is not unusual that there is a divergence of opinion among persons when undertaking a risk assessment, or problems with uncertainty, availability, quality, quantity and ongoing relevance of information, or limitations on modelling. Any such known factor should be stated within the analysis documentation.