A Risk Management Plan is essential in planning any event. This plan is to be used as a guide only. A risk management plan identifies all the potential risks that may arise from holding an event and assists event organisers to document what they need to do to reduce or mitigate identified risks. The risk management plan should be constantly reviewed by the event organisers and as many participating parties, contractors, and other stakeholders as possible. The Risk Management Plan must be specifically prepared for your event in order to detail all potential risks.

For events held within the municipality of City of Ballarat, the main risks to consider is anything that could:

* Cause harm to another person;
* Cause damage to equipment, infrastructure or the event site, or
* Damage the reputation of the event or the organising committee.

Under OH&S legislation and other related law, the event organizer is obliged to ensure that reasonable steps are taken to ensure that events are conducted in a manner which provides for the safety of everyone that might be present at any time, including the general public, volunteers, staff, independent contractors and their employees and sub-contractors.

Liability arises where a person is “exposed” to the risk of injury to health and safety, it is not necessary for a person to have been actually injured but merely “exposed to risk”. Therefore, an event management plan must focus on the risk to health and safety rather than the consequences of an injury or accident.

# **Risk Management Principles - Things to consider**

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| **Managing Risk*** Have you identified and documented the risks to the public arising from your event?
* Have you developed an emergency/Evacuation Plan in case of fire, violence, accidents or other events?
* Have you developed strategies or plans, or carried out activities to manage specific identified risks?
* Have all necessary permits or licenses for your activities been obtained?
* Do you need to inform emergency services or other authorities about your event?
* Do you have adequate Public Liability and other insurance protection?
* Do all your contractors carry appropriate insurance protection?
* Does a specific member of your event team have responsibility for public safety?
* Are all event staff aware of their general responsibilities to members of the public and to each other?
 | **Power supply and Electrical equipment*** Is there adequate power supply or will external power sources be required?
* Is all electrical equipment tested and tagged in accordance with AS 1596 and AS 4332
 |
| **Adverse weather conditions*** Do you have alternative event plans if adverse weather impacts event?
* Do you have adequate facilities for sun exposure and extreme heat or extreme cold?
 |
| **Venue facilities** * Is your venue appropriate for your event?
	+ Suitable equipment to assist in bump in/bump out?
	+ Ground surfaces appropriate for your activities (tripping hazards)
	+ Is equipment (staging/ seating, marquees, etc) secure and restricted access?
	+ Heating and lighting adequate for your activities
	+ Adequate and clean bathroom/toilet change room facilities
	+ Sufficient waste collection
	+ First aid station/ facilities established and supplied
 | **Traffic Management*** Is traffic management and a traffic management plan considered necessary?
* Have you considered the volume of traffic getting to and leaving the event, as well asparking needs?
* Have you considered the potential disruption to the regular traffic/parking users of the area surrounding your event?
 |
| ***Please note this is not a definitive list of hazards and therefore should only be used as a guide when preparing your risk management plan, which specifically addresses possible risks that may occur at your event*** |

# **Template: Risk Management Plan**

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| **Crowd Management** * Is there a possibility that children could get separated from their parents?
* Is there a designated place that people can go?
 | **First Aid & OHS*** Where is your first aid site?
* What is the set-up (marquee/vehicle)?
* What staff/equipment is on site?
* What is your OHS process (inductions)?
* Have all risks been identified related to first aid provided?
* Are first aid plans adequate for the size of the event?
* Is first aid provided by a third party or someone qualified on site?
 |
| **Missing Children** * Is there a possibility that children could get separated from their parents?
* Is there a designated place that people can go?
 | **Communication*** What is your Communication Plan?
* What equipment are you using (mobiles, radios)?
* Who is the decision maker in case of an emergency?
* Who will contact emergency personnel if required?
 |
| **Food contamination*** Do you have adequate food handling practices?
* Are all food vendors appropriately registered?
 | **Emergency Evacuation Process**Outline what would happen in case of an emergency, reference the following points:* Is there an Event Control Point? Show location on event site map.
* Show location(s) of Evacuation Assembly Points on event site map.
* Who are the Emergency Wardens? List contact details.
* Consider Emergency Services access into the event precinct
 |
| **Alcohol*** Do you have adequate controls in place for intoxicated persons?
* Are all servers appropriately registered for RSA?

**Waste Management*** Are waste management measures sufficient for the number of people in attendance?

**Incident Reporting Process*** What is the incident reporting process?
* Who do the patrons contact in the case of the occurrence of injuries or hazards
 | **Inflatable Land Borne Devices****Non -Council Hirer using Jumping Castle on Council Owned Land*** Ensure that written hire agreements are completed for all hirers of Council owned and / or operated facilities
* Ensure that the hire agreement stipulates conditions of use, public liability insurance requirement including cover for the specific type of inflatable being used, responsibilities of the parties to the agreement and preferred methods of communication between the hirer and Council.
* Ensure that the conditions of use specifically cover risk management requirements in relation to ‘Jumping Castles’ i.e., hirers must ensure that they are operated in accordance with AS 3533.4.1
* Brochure for organisers <https://www.safeworkaustralia.gov.au/system/files/documents/1703/amusement-devices-information-sheet-inflatable-devices.pdf>

**Council Hirer using Jumping castle for Council** * Prior to hiring the inflatable device, request evidence from the operator that it has current public liability cover, $20mil+. Ensure the insurance covers the particular type of inflatable.
* Request evidence from the operator that the jumping castle meets current Australian Standards.
* Request evidence of the operator’s experienced / trained personnel.
* Consider contracting an experienced / trained operator to supervise the jumping castle for the total period of hire.
* Council should request a copy of the post-assembly inspection report conducted by the operator, prior to the inflatable devise being use, as well records of daily inspections should the device be in place for more than one day.
* Council should ensure that the operator provides written instructions in relation to the following control and supervision issues:
* Environmental conditions that may impact patrons’ use of the device.
* A process for regular wind speed monitoring should be established. The use of an on-site wind speed monitor (Anemometer) is in use. Reviewing maximum safe wind speed when the device is in use.
* Procedure for monitoring current and forecasted weather
 |
| ***Please note this is not a definitive list of hazards and therefore should only be used as a guide when preparing your risk management plan, which specifically addresses possible risks that may occur at your event*** |

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| **LIKELIHOOD** |
| **Rating Desc**  | **Event Description** |
| **DEFINITE** | Certain to occur. |
| **PROBABLE** | Almost certain to occur. |
| **POSSIBLE** | Given time likely that it will occur. |
| **UNLIKELY** | More likely not to occur under normal circumstances. |
| **IMPROBABLE** | The probability of occurring is inconsequential |

# **To develop your Risk Management Plan;**

A risk assessment should consider

* Existing risks of the site
* Risks the event creates; and
* External risks that the event organiser has little control over buy may need to be managed at the event

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| **CONSEQUENCE** |
| **Rating Desc** | **Financial Impact** | **Health** | **Reputation** | **Operations** |
| Negligible | < $1,000 | No injuries  | Unsubstantiated, low impact, low profile or no news item | Little Impact |
| Minor | $1,000 - $10,000 | First aid treatment on site | Substantiated, low impact, low news profile | Inconvenient delays |
| Moderate | $10,000 - $50,000 | Medical treatment - on or off site | Substantiated, public embarrassment, moderate impact, moderate news profile | Significant delays to major deliverables |
| Major | $50,000 - $150,000 | Extensive injuries or permanent disability | Substantiated, public embarrassment, high impact news profile, third party actions | Non achievement of major deliverables |
| Catastrophic | More than $150,000 | Multiple deaths, accidental death or severe permanent disablements | Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profiles, third party actions | Non achievement of key deliverables |

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| **LEVEL OF RISK** |
|  |
| **CONSEQUENCE** | **MAJOR** | **MODERATE** | **MODERATE** | **HIGH** | **EXTREME** | **EXTREME** |
| **SIGNIFCANT** | **MINOR** | **MODERATE** | **MODERATE** | **HIGH** | **EXTREME** |
| **MODERATE** | **MINOR** | **MINOR** | **MODERATE** | **MODERATE** | **HIGH** |
| **MINOR** | **INSIGNIFICANT** | **MINOR** | **MINOR** | **MODERATE** | **MODERATE** |
| **INSIGNIFICANT** | **INSIGNIFICANT** | **INSIGNIFICANT** | **MINOR** | **MINOR** | **MODERATE** |
|  | **IMPROBABLE** | **UNLIKELY** | **POSSIBLE** | **PROBABLE** | **DEFINATE** |
| **LIKELIHOOD** |

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| **TREATMENT OF THE RISK RATING** |
| **Extreme** | Discontinue the activity and/or implement immediate corrective actions(s) |
| **High** | Corrective action needed, to be implemented as soon as practicable |
| **Moderate** | Attention indicated |
| **Minor** | Implement practical short / medium term control measures |
| **Insignificant** | Monitor and manage at operational level |

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| --- | --- | --- | --- |
| **Event Name** |  | **Task / activity description** |  |
| **Event Date** |  | **Event Location** |  | **Plan prepared by** |  |

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| **What potential risks have you identified?**  | **Likelihood Rating** | **Consequence Rating** | **Risk Rating** | **Current risk controls**  | **What can we do to improve controls** | **What have we done to improve controls** | **Likelihood Rating** | **Consequence Rating** | **Risk Rating** |
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