



City of
DAREBIN

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RISK MANAGEMENT PLAN: TEMPLATE

(September 2019)

EVENT NAME	EVENT COORDINATOR	COMPILED BY	POSITION	PHONE	EMAIL
Date:					
Location:					
Reviewed by:		Position:		Review date:	

DOCUMENT CONTROL			
Risk Assessment Copy Number		Risk Assessment Status	
Risk Assessment Author		Authorisation	
Version Number		Date Authorised	
Created		Distributed By	
Version Valid Until		Date Distributed	

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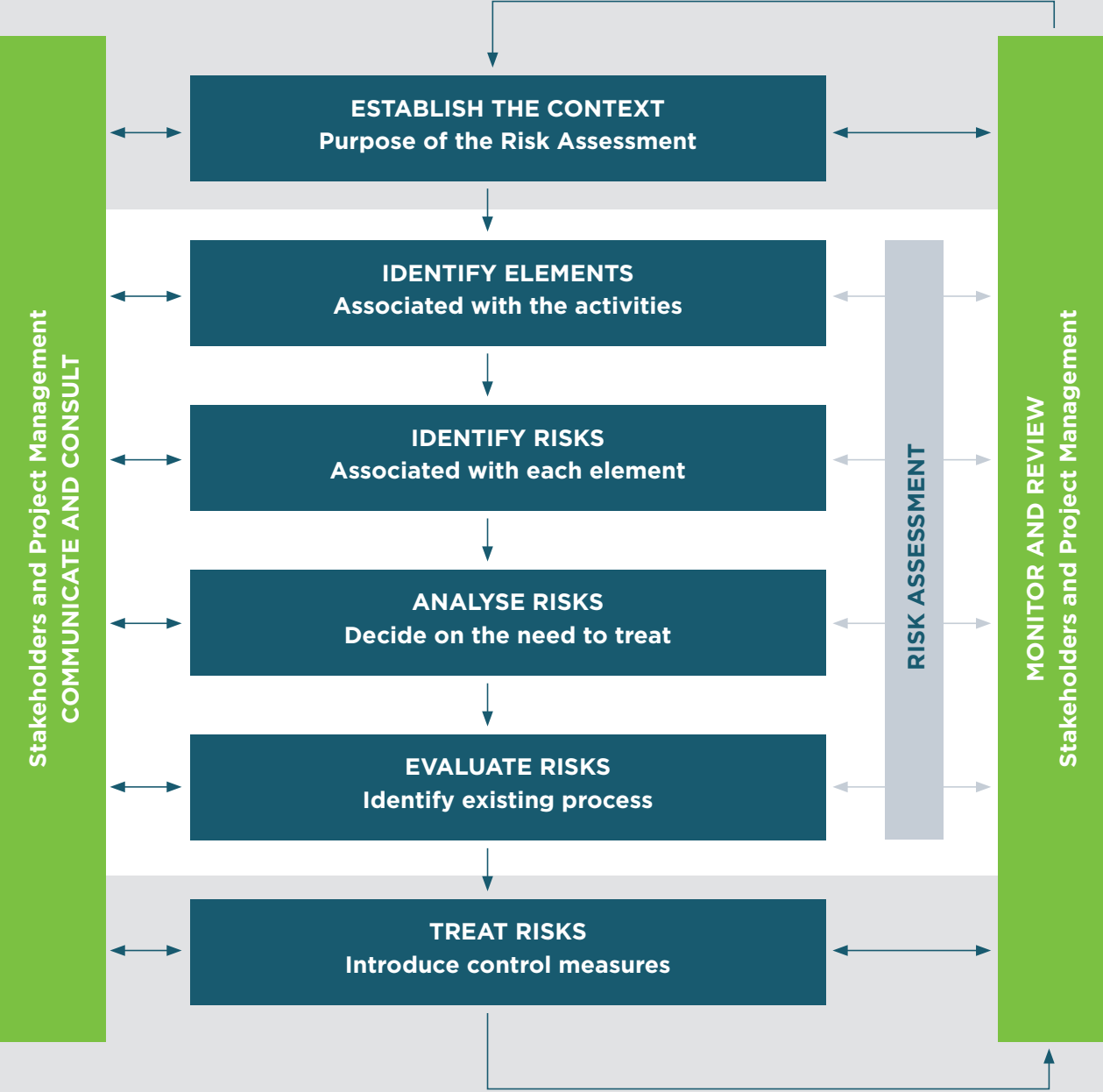
EVENT DETAILS

Event Date/Times	
Event Venue	
Capacity	
Event Description	

Assumptions

- All Stakeholders will review this risk assessment to ascertain their responsibility and ability to implement treatment options.
- All documents, plans, policies, procedures, staffing levels, training and support referred to and or required to ensure the treatments are effective as intended are going to be in place.
- Signing off the risk assessment checklist acknowledges all stakeholders are aware of and have agreed to implement the treatments they are responsible for.
- All persons working to implement the proposed treatment will do so to the best of their ability and as well as can be reasonably expected.

EVENT RISK MANAGEMENT PROCESS - OVERVIEW



CONSEQUENCE

Consequence	Category	Business Interruption	Environmental	Financial	Human	Public Image & Reputation
Catastrophic	5	Essential service failure, or key revenue generating service removed	Irreversible damage	Above \$20,000,000	Death(s) / many critical injuries	National and International Concern / exposure
Major	4	Service or provider needs to be replaced	Harm requiring restorative work	Up to \$10,000,000	Single Death/ multiple long term or critical injuries	State wide Concern / exposure
Moderate	3	Temporary, recoverable service failure	Residual pollution requiring cleanup work	Up to \$1,000,000	Single minor disablement/ multiple temporary disablement	Local community concern
Minor	2	Brief service interruption	Remote, temporary pollution	Up to \$200,000	Injury	Customer complaint
Negligible	1	Negligible impact, brief reduction/ loss of service 2-12 hours	Brief, non hazardous, transient pollution	Up to \$20,000	Minor First Aid	Resolved in day-to-day management

LIKELIHOOD

Likelihood	Category	Description
Almost Certain	A	The event is expected to occur in most circumstances
Likely	B	The event will probably occur in most circumstances
Possible	C	The event should occur at some time
Unlikely	D	The event could occur at some time
Rare	E	The event may occur only in exceptional circumstances

LEVEL OF RISK MATRIX

LIKELIHOOD LABEL	CONSEQUENCE LABEL				
	1	2	3	4	5
A	Medium	Medium	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	Medium	High	High
D	Low	Low	Medium Medium	Medium	High
E	Low	Low		Medium	Medium

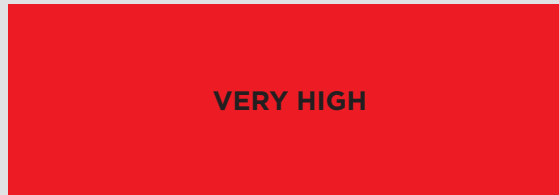
Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to risk source elements. Below is the control hierarchy with general examples of each control measure:

CONTROL HIERACHY EXAMPLES	
Avoidance of all risk	Cancellation of event or not proceeding with activities
Elimination of certain elements	Avoid the risk by removing the risk source element completely.
Substitution	Use less hazardous procedure/substances equipment/process.
Isolation	Separate the process using design, barriers, enclosures or distance.
Engineering Controls	Mechanical/physical changes to equipment/materials/process.
Administrative Controls	Change procedures & design to reduce exposure to a risk source
Personal Protective Equipment	Gloves, hats, boots, goggles, masks, clothing etc.
Accepting or increasing risk to pursue an opportunity	Accepting residual risk once all available effective controls are in

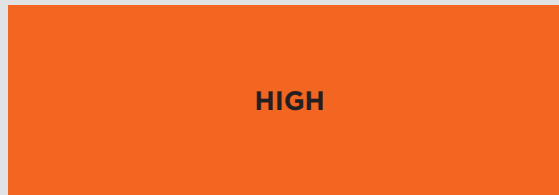
TOLERATION OF RISK

Intolerable



Risk should not be justified

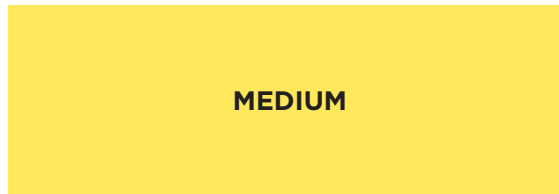
**Generally
Intolerable
Region**



Risk cannot be justified
save in extraordinary
circumstances

**Basic
Safety
Limit**

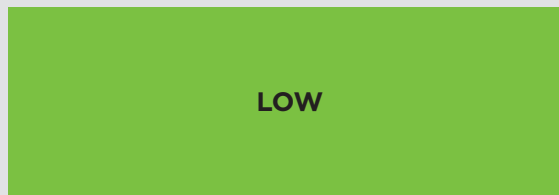
Tolerable Region
As Low As Reasonably
Practicable (Tolerable)
or (Basic Safety
Objective)



Drive risks towards the
Broadly Acceptable Region

Residual risk, tolerable only
if further risk reduction is
impracticable

**Broadly
Acceptable
Region**



Risk reduction not likely to
be required as resources
are likely to be grossly
disproportionate to the
reduction achieved

Negligible Risk

We the undersigned have read and understood this risk assessment. We will implement treatments we are responsible for in line with the measures described to the best of our ability and as well as can be reasonably expected.

Person Responsible (Print Name)	Responsibility	Signature	Date	Time

THE TREATMENT MEASURES RECOMMENDED FOR EACH RISK SOURCE ELEMENT WILL BE IN EFFECT

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
01 Access and egress of patrons at event	<ul style="list-style-type: none"> • Confusion • Frustration • Delays • Overcrowding of exits under normal conditions 	Area entry widths such as gates allow in excess of	D1 LOW			A	<ul style="list-style-type: none"> • Event Management • Stakeholders • Contractors • Area Wardens • Wardens • Security
		Area entry widths are to allow at least one metre per 100 patrons in enclosed structures					
		All applicable standard exits able to be opened by managers responsible for each exit					
		Designated exits in fence lines to be open or able to be immediately unlocked and clear at all times.					
		Obstructions such as cordoned off areas, barriers, fencing, marquees and infrastructure to be located so as not to restrict egress					
		Dedicated exits to be clearly identified and free from obstructions and trip hazards.					
		No easily movable objects, which may become obstructions during egress to be in the vicinity of exits.					
		Illuminated exit signage with battery backup to be visible from all areas in buildings					
		Aisle & stair lighting visible at all times					
		Ushers equipped with torches					

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
02 Structures, fences, stacked materials, etc collapsing	<ul style="list-style-type: none"> • Confusion • Frustration • Delays • Overcrowding of exits under normal conditions 	Structures constructed by staff or contractors with relevant qualifications.	E2 LOW			A	<ul style="list-style-type: none"> • Event Management • Stakeholders • Contractors • Area Wardens • Wardens • Security
		Structures erected according to Safe Work Method Statements and building regulations.					
		Use of materials with manufacturer's specifications.					
		Fences with scrim attached to be adequately braced.					
		Scrim able to be removed rapidly if high winds are forecast.					
		Building control group requirements for occupancy of temporary structures.					
		Engineers certification sought where required.					
		Stacked materials held by suitable racking systems and devices to prevent collapse.					
		Quantities of materials and fencing to be stacked flat to prevent collapse.					
		Wardens monitor all structures.					
All buildings and structures to have capacity posted at entry and adhered to.							

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
03 Excessive noise levels							
04 Poor waste management/ Litter							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
05 Not enough toilets							
06 Slips, trips, knocks, falls and bumps							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
07 Food poisoning Unsafe food handling Allergies							
08 Live electrical wires or faulty equipment, incorrect installation.							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
09 Biological agents, needles, blood and vomit							
10 Power failure							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
11 Hazardous and dangerous goods including cleaning chemicals							
12 Gas cylinders, incorrect use accident or faults							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
13 Manual handling							
14 Vehicle and pedestrian/ cyclist collisions							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
15 Fire, cooking, candles, naked flame, hot surfaces							
16 Cuts & Abrasions							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
17 Marquees installed incorrectly, collapse, leak, not secured							
18 Poor management of staff and volunteers							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
19 Weather extremes: rain, hail, storm, downpour, snow, lightning, gale force winds (outdoor events)							
20 Inadequate parking							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
21 Cash handling							
22 Medical Emergency							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
23 Alcohol							
24 Suspicious person/s on site							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
25 Abusive and/or threatening behaviour							
26 Civil disturbance							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
27 Criminal activity including armed and dangerous behaviour							
28 Separation of child from parent of guardian							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
29 Overcrowding and loss of crowd control							
30 Bomb Threat and / or Blast							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
31 Failure of emergency services to gain access to site/venue							
32 Other							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
33 Other							
34 Other							

RRR: Residual Risk Rating **A/R:** Accept/Reject

Risk Source Element	Risks	Required Risk Treatment	RRR	Additional	RRR	A/R	Responsible & Accountable as Risk Owners
35 Other							
36 Other							

RRR: Residual Risk Rating **A/R:** Accept/Reject

CONTACT US

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