**RISK MANAGEMENT PLAN TEMPLATE**

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| **RISK ASSESSMENT DETAILS** |
| **Event/Activity:** |  |
| **Reason for Assessment:** |  |
| **Location:** |  |

| **STEP 1** | **STEPS 2 AND 3** |
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| **Hazard description** | **Current risk control** | **Risk level****(Likelihood x Consequence)** | **Are additional risk controls required? If ‘Yes’, state control** | **Responsibility for implementation** | **Target date** **for implementation** |
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| **STEP 1 - A SUMMARY OF IDENTIFIED RISKS/HAZARDS AT EVENTS** |
| Please note, the risk factors listed may not cover all risks associated with your event and some may not be applicable. |
| **Operational** | **Structural** |
| Patrons arriving at event | Public climbing on infrastructure, |
| Access and egress of patrons at event | Structures, fences, stacked materials, etc. collapsing |
| Accessibility to the festival people with disabilities | Stages and platforms |
| Overcrowding | Scaffold |
| Loss of crowd control | Trees and Limbs falling |
| Adjacent active carriageways | Confined spaces within set pieces and stages, etc. |
| Contributory neighboring events | **Emergency Management** |
| Impromptu events, Protests, Rallies, etc. | Emergency at any of the festival sites |
| Alcohol and drugs | Medical Emergency |
| Missing Person Lost Children | Emergency exit from Festival site |
| Cash handling | Emergency service route obstruction |
| Criminal activity | Trapped patrons in rides or injured performers at height |
| Biological agents, needles, blood and vomit | External Emergency |
| Toilet facilities | Disasters |
| Broken glass, litter etc. | Bomb Threat |
| **Production** | Weather temperature extremes |
| Staff, and contractors without necessary experience and training | Flood |
| Bumping equipment in and out | Wind storm, Lightning Strike |
| Manual Handling | **Financial and Reputation** |
| Plant and Equipment | Ambush marketing |
| Vehicles moving within event | Public liability |
| Fire, cooking, naked flame, hot surfaces | Property and asset loss and damage |
| Slip, Trip, Fall and Knock | Negative publicity due to crisis |
| Performers engaged in high risk activities |  |
| Performing or working while suspended or at height |  |
| Rigging, stages and overhead lighting |  |
| Substation failure |  |
| Live electrical wires or faulty equipment |  |
| LPG cylinders, heaters and appliances |  |
| Food sales and supplies to patrons |  |
| Inflatable usage |  |

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| **STEPS 2 AND 3 ASSESS THE RISKS (LIKELIHOOD AND CONSEQUENCE) TO DETERMINE RISK LEVEL AND RESPONSE** |
| The interaction between ‘Likelihood’ and ‘Consequence’ determines the ‘Risk Level’ using the Risk Assessment Matrix below. |
| **RISK ASSESSMENT MATRIX** | **CONSEQUENCE** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
|  | **Almost Certain** | High | High | Extreme | Extreme | Extreme |
| **Likely** | Medium | High | High | Extreme | Extreme |
| **Possible** | Low | Medium | High | Extreme | Extreme |
| **Unlikely** | Low | Low | Medium | High | Extreme |
| **Rare**  | Low | Low | Medium | High | High |

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| **LIKELIHOOD** |
| **Rare** – the event will only occur under the most exceptional circumstances. |
| **Unlikely** – the event is unlikely to occur or may occur sometime. |
| **Possible** – the event may occur under certain circumstances. |
| **Likely** – the event may occur under most circumstances. |
| **Almost Certain** – the event will probably occur under most circumstances. |

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| **CONSEQUENCE** |
| **Insignificant** - no injuries or non-treated minor injuries. |
| **Minor** - first aid treatment required. |
| **Moderate** - medical treatment required. |
| **Major** - extensive or multiple injuries. |
| **Catastrophic** - permanent disability or death. |

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| **RISK LEVEL**Determined by matrix | **RISK LEVEL RESPONSE** Assists prioritisation and requirement for risk controls |
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| **Extreme** | Not an acceptable level of risk. Additional control measures must be implemented to reduce the Risk Level to a lower level, which is as low as reasonably practicable. |
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| **High** | Will likely not be an acceptable Risk Level in most cases. Additional control measures will likely need to be implemented to reduce the Risk Level further. |
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| **Medium** | For a Medium level of risk, it may be necessary to implement additional controls but only if the consequence was rated as Moderate (Medical treatment required). If the Consequence was rated as only Minor or Insignificant (First Aid Treatment or less) then it may not be necessary to implement additional controls. |
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| **Low** | Will normally be deemed to be an acceptable level of risk and will only occasionally require the implementation of new control measures.  |
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**Emergency response procedures and evacuation map** – ensure all of your staff read and familiarise themselves with risk management documents in case of an emergency.

**Set-up information**

* The speed limit on site is 5km per hour.
* Hazard lights must be on when driving through the site.
* Cars must be removed from the site an hour prior to event commencing.
* You must be ready and set-up by 30 minutes prior to the event commencing.

 **During the event**

* Cars cannot come back onto the site during the event
* Your site must be attended at all times

**Pack-up information**

* Once the event has finished, you can pack up your stall.
* Cars cannot come onto the site until clearance from the event manager.
* The speed limit on site is 5km per hour and Hazard lights must be on

 **Food Stalls**

A Health Inspector will unexpectantly be present at an event to check compliance and all relevant paperwork must be available on request. All food stalls must have operating fire extinguishers on site and mandatory hand washing facilities. All proprietors selling food at the event are required to be registered with the Food Act – Streatrader. For further information please contact our Health Department on 9205 2200.

**Power**

All electrical equipment (other than low voltage devices) including extension leads and power boards that are to be used on-site during a Hume event, must be tested and tagged in accordance with AS/NZS 3760 prior to use and the tagging must be current at the time of event. (NB. Inspections may be conducted by Hume prior to, or during the event, to the check compliance of electrical equipment).

**Gas Cylinders / Appliances**

Stalls using LPG gas cylinders and appliances must adhere to the Gas Safety Self-Checklist. This must be available if requested by the Health and Safety Officer during the safety audit at the event. All gas bottles must comply with Energy Safe Victoria code of practice and the Gas Safety Checklist must be completed prior to the event. If you intend to bring a generator on site it needs to be a diesel generator. All stallholders must have in date and appropriate fire blanket, fire extinguisher at stalls for the duration of the event.

**Health / Safety**

A designated Health and Safety Officer will sometimes show up unexpectantly and inspect the site and stalls for any potential hazards. If you are informed of a potential hazard, please cooperate and remove the threat as requested.