

Part B - Risk Management

EXAMPLE ONLY



All events have risk. It is the responsibility of the event organiser to identify and mitigate all reasonably foreseeable risks. The level of risk is determined by the weighing up the potential consequences with the likelihood of the risk taking place.

It is the responsibility of the event organiser to ensure that the risk planning and emergency responses are not limited to the fields shown in this or any other Council form; the onus is on the event organiser to prepare for all possible contingencies (refer to the "Duty of Care" statement).

How to fill in the risk matrix

Start to work through the suggested lists of typical risks experienced at events, shown in the first column of the template on pages 6-12 of this form. Any additional risks should be added to this form.

For each risk, indicate in the appropriate column, how likely it is the risk will happen, the consequence of that happening and provide a rating for each risk based on this analysis, referring to the tables below.

For example, a risk that is likely to happen and has insignificant consequences, carries a MEDIUM level risk.

For further explanation of how to complete the risk assessment, refer to the Event Planning Guide Draft.

Measure of Likelihood

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances, 90% chance of occurring
B	Likely	Will probably occur in most circumstances, 50% chance of occurring
C	Possible	Might occur at some stage, 25% chance of occurring
D	Unlikely	Could occur at some stage, 10% chance of occurring
E	Rare	May occur in exceptional circumstances

Measure of Consequences

Level	Descriptor	Examples of detailed descriptions in terms of its effect on organisation
1	Insignificant	No injuries, low financial loss and disruption
2	Minor	First aid treatment, on site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on site release contained with outside assistance, moderate financial loss / political impact
4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss, long term loss of critical infrastructure
5	Catastrophic	Death, toxic release off site with detrimental effect, huge financial loss, permanent loss of critical infrastructure.

Rating the level of risk (low, medium, high or extreme)

Likelihood	Consequences				
	Insignificant - 1	Minor - 2	Moderate - 3	Major - 4	Catastrophic - 5
A - Almost certain	High	High	Extreme	Extreme	Extreme
B - Likely	Medium	High	High	Extreme	Extreme
C - Possible	Low	Medium	High	Extreme	Extreme
D - Unlikely	Low	Low	Medium	High	Extreme
E - Rare	Low	Low	Medium	High	High

Part B - Risk Management

EXAMPLE ONLY



Risk matrix and management plan template

Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
Example only Marquee collapse	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Employ a qualified hire company to install marquee. Obtain structural certification from installation company on the day of the event. 	<ul style="list-style-type: none"> Evacuate affected area Secure equipment until end of the event.
1. Injuries to patrons: <ul style="list-style-type: none"> Overcrowding: Crowd crushes: Collisions: Trip hazards: High Risk Attendees (e.g. VIPs, public figures) 	Likely	Minor	High	<p>Pre-event: Design site plan to allow easy thoroughfare, entry and egress.</p> <p>During event: Area wardens, security and volunteers to monitor the site.</p> <p>Removing trip hazards and keep site clean. VIPs will be escorted by event site/security if required.</p>	<p>Security and staff to clear the incident area.</p> <p>First Aid to respond if required.</p> <p>Contact emergency services if required.</p> <p>Evacuate site if required.</p>
2. Drug or alcohol affected attendees: <ul style="list-style-type: none"> Disorderly conduct: 	Possible	Insignificant	Medium	<p>Area wardens, security and volunteers to monitor the site.</p> <p>Disorderly individuals will be asked to leave the site.</p>	<p>Security and staff to clear the incident area.</p> <p>First Aid to respond if required.</p> <p>Contact emergency services if required.</p> <p>Evacuate site if required.</p>
3. Risks associated with presence of alcohol being served/permitted <ul style="list-style-type: none"> Broken glass on ground: 	Rare	Minor	Low	<p>No alcohol being served at event.</p> <p>Area wardens, security and volunteers will monitor for broken glass and alcohol affected people.</p>	<p>If any glass broken is detected, staff will cordon off area and remove any broken glass.</p> <p>First Aid to respond if required.</p> <p>Contact emergency services if required.</p>

Part B - Risk Management

EXAMPLE ONLY



Risk matrix and management plan template - continued

Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
4. Lost children: <ul style="list-style-type: none"> If a lost child is brought in; If an adult reports a lost child; 	Likely	Moderate	High	Lost Kids Centre is easily identifiable at the event and Lost Kids staff have Working With Children Check. Site Plan clearly identifies event areas for ease of searching. Briefing to all staff/security/volunteers on lost children management procedures).	Follow Event Emergency Procedures - Lost Children. Managed through Event HQ. Once a missing child is reported, staff/security/ volunteers are notified and a search begins by event area. If a child is found, they are taken to the Lost Kids Centre and parents are sought . Emergency services contacted if required.
5. Dealing with cash:	Possible	Moderate	High	Dedicated staff and security dealing with cash. Large sums will be taken off site to a secure safe throughout the day. Food and market stalls are to manage their own risk.	Security to manage any issues. If required, contact emergency services - Victoria Police. Complete Incident report forms if necessary.
6. Security threats: <ul style="list-style-type: none"> Bomb threats; Terrorists activity; Unauthorised access to restricted area; 	Rare	Catastrophic	High	Pre-event - brief all staff about the types of suspicious behaviour Victoria Police notified of the event in advance. During event - all staff will monitor their area for suspicious activity and know to alert Site Manager of anything unusual.	Suspicious activity reported to Site Manager/Security. Site Manager/Security to contact Police (000) Site evacuation if necessary - follow Event Emergency Procedures. Complete Incident report forms if necessary.
7. *Risks with major temporary structures (eg collapse): <ul style="list-style-type: none"> Seating stands; Large marquees; Children's rides; Other (specify): 	Possible	Major	Extreme	Pre-event: All infrastructure and temporary structures are installed by certified contractors – with public liability and risk management plans sited and recorded During event: Staff/volunteers to monitor for issues with major temporary structures - e.g. instability, wind affected. Immediately report any issues to Site Manager.	Site Manager to immediately evaluate any reported issues, addressing them using the appropriate OH&S procedures. If required evacuate event area to ensure public safety, until matter is addressed. First Aid to respond, if required. Emergency services contacted in case of any injury.

*Special condition: **All major and minor temporary structures, including marquees, rides, seating stands, etc. must be installed as per the manufacturing specifications and operated by certified personnel.** By submitting this risk management plan, event organiser agrees to comply with this condition.

Part B - Risk Management

EXAMPLE ONLY



Risk matrix and management plan template - continued

Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
8. *Risks with minor temporary structures (e.g. blown over by wind): • Marquees: • Chairs:	Likely	Major	High	Pre-event: Weather forecast monitored prior to event. All temporary structures installed by certified contractors. During event: Staff/volunteers to monitor for issues with minor temporary structures. In case of high winds, minor temporary structures are to be secured with extra weighting, loose equipment secured (e.g. chairs, bins etc), marquee walls removed, and if necessary marquee roofs removed	Site Manager to immediately evaluate any reported issues, addressing them using the appropriate OH&S procedures. If required evacuate event area to ensure public safety, until matter is addressed. First Aid to respond, if required. Emergency services contacted.
9. Risk with use of temporary food vendors (e.g. food poisoning outbreak):	Rare	Moderate	Medium	Food traders to manage their own risk. Site Manager/Safety Officer will inspect food stalls at the event ensuring that fire fighting equipment is sufficient. Only approved food traders are allowed to trade at the event who have submitted a Statement of Trade.	Site Manager/Safety Officer to monitor the site. Council Environmental Health Officer (if available) to confiscate food and close the stall. Follow Event Emergency Procedures. First Aid to respond. Emergency services, contacted if required. Complete Incident report forms.
10. Risks with use of open flames • Fire in a food stall: • Gas cylinder explosion:	Unlikely	Major	High	Site Manager to ensure all stalls using Gas bottles to be clearly sign posted. Food traders to apply for any relevant CFA permits prior to event. Site Manager/Safety Officer will inspect food stalls ensuring that fire fighting equipment is sufficient. Site Manager/Food Area Warden to monitor stalls using Gas bottles/open flame.	Emergency Management Procedures to be implemented, including site evacuation if required. Fire controlled with fire fighting equipment (if safe to do so). First Aid implemented if required. Emergency services contacted in case of any fire outbreak. Complete Incident report forms.
11. Risk with water supply: • Water failure: • Pegging of marquees strikes underground plumbing, flooding:	Rare	Moderate	Medium	Pre-event: Underground services are investigated and permission sought from Council prior to pegging. During event: Site Manager to ensure aware of where all underground services are during event bump in and no damage is caused.	Contact Council to turn off water mains. Contact South East Water. Emergency services, contacted if required. Complete Incident report forms.

*Special condition: All major and minor temporary structures, including marquees, rides, seating stands, etc. must be installed as per the manufacturing specifications and operated by certified personnel. By submitting this risk management plan, event organiser agrees to comply with this condition.

Part B - Risk Management

EXAMPLE ONLY



Risk matrix and management plan template - continued

Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
12. **Risks with power supply: <ul style="list-style-type: none"> • Electrocutation: • Power failure: • Lighting failure: • Underground services: 	Unlikely	Major	High	Pre-event: Only tested and tagged equipment is allowed to be used on site and connected to a power source. Only power allocated and within tolerances is to be plugged in. During event: electrician will be on site / on call during the event.	Site Manager to address situation if possible, using the appropriate OH&S procedures. First Aid to respond if safe to do so. Emergency services, contacted if required. Complete Incident report forms if necessary.
13. **Risk with presence of general electrical equipment, such as generators, mixing decks, amplifiers: <ul style="list-style-type: none"> • Electrical fire: • Cables tripping hazard: • Faulty installation: 	Unlikely	Major	High	Only tested and tagged equipment is allowed on site. Generators are provided by a licenced contractor who will assist traders and contractors connecting to power sources. Generators are tested on installation and carry a fire extinguisher.	Electrician to address an emergency if safe to do so following the appropriate OH&S procedures. First Aid to respond if safe to do so. Emergency services, contacted if required. Complete Incident report forms if necessary.
14. Risks with presence of motor vehicles, cranes or forklifts: <ul style="list-style-type: none"> • Moving vehicles at the event site: • Attendees climbing into cranes or forklifts: 	Likely	Moderate	High	No vehicles on site during the event (emergency vehicles excepted). Vehicles allowed on site during bump in only after the site has been cleared off people, vehicles to be escorted by event staff and move at 5km/h and pedestrians have right of way. Equipment drop off area on site plan.	In case of road closure, qualified Traffic Controllers restrict access to site. First Aid to respond, if required. Emergency services, contacted if required. Complete Incident report forms if necessary.
15. Activities likely to create noise levels higher than acceptable to nearby residents (e.g. PA system): <ul style="list-style-type: none"> • Bands or technical crew turning up the music too loud: • Powered equipment: • Ride generators: 	Unlikely	Insignificant	Low	Staff/volunteers to monitor noise levels. Sound technicians to test and monitor noise level acceptability. Generators are to be placed away from crowds.	If required, noise will be mitigated/reduced. Complete Incident report forms if necessary.

****Special condition: All electrical equipment used at an event site must be tested and tagged by a licensed electrician.** By submitting this risk management plan, event organiser agrees to comply with this condition.

Part B - Risk Management

EXAMPLE ONLY



Risk matrix and management plan template - continued

Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
16. Risks with presence of hazardous substances: <ul style="list-style-type: none"> Fuel storage (e.g. gas cylinders): Cleaning products: Waste water: Pyrotechnics: Poisons: Deep fryers 	Rare	Major	High	Hazardous substances are to be kept out of reach of children and stored safely within contractors RMP. Stallholders to dispose of grey water and sludge into the sewer. Waste oil to be removed off site in oil disposal containers. Safe syringe disposal containers are available.	Area Warden/Site Manager to evacuate the affected area if necessary. First Aid to respond to any injuries. Cleaners to do a clean up if safe to do so. Emergency services contacted if required. Complete Incident report forms if necessary.
17. Risks with presence of animals: <ul style="list-style-type: none"> Animal farm: People bringing dogs to event: 	Possible	Minor	Medium	Staff/security/volunteers to monitor site and identify any animals causing issues. Animal Farm provider is to monitor the animals display and ensure the safety and wellbeing of the animals.	Owners will be asked to remove the animal from the site. In case of unaccompanied animals on site, call Council. First Aid to respond to injuries. Emergency services contacted if required. Complete Incident report forms if necessary.
18. Risks with waste management: <ul style="list-style-type: none"> Overflowing bins: Excessive litter at end of event: Unclean toilets: 	Possible	Insignificant	Low	Site Manager and volunteers to monitor litter levels and pick up rubbish/move bins. Adequate amount of bin stations are set up. Stall holders are responsible for managing own waste. Toilets are monitored, cleaned and restocked/cleaned as required.	Waste/Cleansing supervisor and Site Manager to manage an excess waste situation - perform immediate clean up, bringing in additional event staff if required. Complete Incident report forms if necessary.
19. Risks with staffing – both volunteers and paid staff: <ul style="list-style-type: none"> Loss of key personnel just before or during the event: Untrained staff: Unfamiliar equipment being used: Staff without background checks: 	Possible	Moderate	High	Clear documentation is in place to ensure smooth event delivery event in case of the loss of key staff, including an Event Management Plan, staff roster etc. Event organising committee ready to replace essential roles. All staff to complete event induction.	Site Manager/Event Coordinator to ensure all event staff have been inducted. Site Manager to re-task other staff/volunteers in case of staff loss.

Part B - Risk Management

EXAMPLE ONLY



Risk matrix and management plan template - continued

Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
20. Risks with on-site communications: <ul style="list-style-type: none"> Local mobile phone towers become overloaded, no mobile network available: 	Unlikely	Insignificant	Low	Staff to maintain battery power for all equipment (radios) Radios to be tested and charged prior to event. Extra units to be available with a short turn-around.	Back up systems in case of failure on the day: <ul style="list-style-type: none"> phones face to face meetings loud hailers for emergencies only.
21. Risk of event staff working in confined spaces:	Unlikely	Moderate	Medium	All staff, volunteers and contractors to follow WorkSafe Victoria Working in Confined Spaces procedures and legislative requirements.	Site Manager to manage situation using the appropriate OH&S procedures, if safe to do so. First Aid to respond if required. Emergency services contacted if required.
22. Risk of event staff working at heights: <ul style="list-style-type: none"> Staff using ladders: Overhead power lines: Rigging/lighting: 	Unlikely	Major	High	All staff, volunteers and contractors to follow WorkSafe Victoria Working at Heights procedures and legislative requirements.	Site Manager to manage situation using the appropriate OH&S procedures, if safe to do so. First Aid to respond if required. Emergency services contacted if required.
23. Traffic issues: <ul style="list-style-type: none"> Lack of parking: Inadequate access for emergency vehicles: Traffic not flowing smoothly in immediate area: 	Possible	Minor	Medium	Site plan and site layout to allow for emergency vehicles to access the site. Participant Car parking available close to the event site. General attendance car parking available close by. Traffic Management Plan approved by VicRoads and Council and implemented by licenced contractor.	Traffic Controllers to report any issues to Event HQ, Site Manager to be notified. First Aid to respond if required. Emergency services contacted if required.

Part B - Risk Management

EXAMPLE ONLY



Risk matrix and management plan template - continued

Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
24. Event approval not obtained:	Rare	Catastrophic	High	Submit Event Application and required documentation within the 45 day deadline. Event communications plan to include a cancellation notice to be available for distribution at short notice.	Alternative venue on standby.
25. Inadequate funding for event:	Rare	Catastrophic	High	Budget and a cost plan to manage all income and expenditure.	Event will not go ahead if inadequate budget.
26. Extreme weather: • Extreme heat (i.e. 40C+): • Thunderstorms: • Fire ban days:	Possible	Major	Extreme	Event Weather Plan Extreme heat: will provide extra shade and water Thunderstorms - event will not go ahead if thunderstorms in close proximity Fire ban days - liaise with CFA in advance, no fireworks High winds - plan for extra weights and no walls on marquees, no inflatables/rides if deemed unsafe. Remove marquee roofs if required.	Site Manager to implement Extreme Weather Plan (shown here) Site Manager to ensure the impact of extreme weather is safely managed, and is prepared to cancel/evacuate the event should it no longer be a safe environment.
27. Other risks:					