

Risk and Emergency Management Plan



FOR [INSERT EVENT NAME] on [INSERT DATE]
BY [INSERT ORGANISATION]

THE IMPORTANCE OF A RISK MANAGEMENT PLAN

A risk management plan is an essential aspect of planning any event. A risk management plan identifies all the potential risks that may arise from holding an event and then lists the steps event organisers will take to reduce or mitigate identified risks. A risk can mean many things.

For events the main risks to consider are anything that could:

- cause harm to another person,
- cause damage to equipment, infrastructure or the event site, or
- Harm the future of the event organising committee and event itself.

Many risks are out of the event organiser's control. In this case it is important that the risk management plan details who is responsible for coordinating the safety of every person, should something that is out of the control of the event organiser, occur.

FIRST STEPS IN ASSESSING RISKS

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 but may need to be managed at the event.
- There are some questions an event organiser should ask them self when assessing risks of an event.

A risk assessment of the event site

- Will there be moving vehicles near the event site and could this pose a risk to pedestrians?
- Is there anything on the site that could become dangerous if there is inclement weather?

- Is there a body of water on or near the event site?

A risk assessment of the event and all proposed activities

- Will there be a jumping castle or carnival rides at your event and how will the safety of event guests be ensured when on or near rides?
- Is there infrastructure being brought onto the event site? Who will ensure it is safely secured?
- Are you bringing vehicles on site and if so how will you manage the safety of people who are setting up near vehicles?

A risk assessment of all external risks

- In the event that an evacuation of the event site is required who is responsible for ensuring all people are calmly and safely moved?
- Are the likely guests at your event at a higher risk of requiring emergency services? If so have you advised local emergency services?

A complete risk management process before the event can include:

- The initial risk assessment
- The developed Risk Control Plan
- An Emergency Management Plan
- Traffic Management Plan – where applicable
- Waste Management Plan – where applicable
- Site safety induction checklists – for staff working on the event or site

RISK AND EMERGENCY MANAGEMENT PLAN

It is important to remember that every event is different and has different resources available. The most important part of creating a risk management plan is that you, the event organiser, can reduce possible risks as much as possible and have thought about what you would need to do in the event of an emergency during your event.

Listed below are some examples of risks. You need to consider these and other potential risks specific to your event.

Food Poisoning	Fire (bushfire/ structural fire)	Medical Emergency	External emergency
Stallholder not complying with OH & S guidelines	Weather extremes	Hazardous material	Cash handling
Missing person/ lost child	Heat exhaustion	Waste (broken glass/litter)	Terrorism
Sanitary Services	Amusement rides	Waste management	Staffing or volunteer levels
Entry & exit of event	Alcohol & drug abuse	Event close to active roads and/or activities on roads	Potential for trees and limbs to fall
Slip, trips, fall and knock	Poor communications	Live electrical wires or faulty equipment	Electricity (leads, connections etc)
Toilet facilities	Criminal activity	Entertainment	Food preparation areas
Inflatable equipment	Manual handling	Uncontrolled animals	Crowd management
Infrastructure	Power failure	Suitable access and egress of patrons	Noise (Civil Disturbance)
LPG cylinders, Gas leak or explosion	High fire danger days	Hazardous chemicals	Appliances or machinery

HOW WE ASSESS RISKS

FIND IT

We list all of the hazards or possible situations associated with our event activity that may expose people to injury, illness or disease.

ASSESS IT

We use a Risk Ranking Matrix to Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.

FIX IT

We identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring.

RISK AND EMERGENCY MANAGEMENT PLAN

HEIRACHY OF CONTROLS

ELIMINATION Eliminate the hazard	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process.
SUBSTITUTION Substitute the process	Use a less hazardous process - use a less-noisy machine or chemical for the task. Introduce a less-noisy work process, substitute chemicals or control worker exposures.
ENGINEERING Change the equipment	Introduce enclosures and barriers around or between the hazard. Improve maintenance procedures.
ISOLATION	Separate or isolate the hazard or equipment from people by relocation or by changing the operation.
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. Train workers/volunteers on how to do the job safely and to understand the risks and hazards associated with the job.
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

LIKELIHOOD	RISK RANKING MATRIX				
HIGH	5	10	15	20	25
SIGNIFICANT	4	8	12	16	20
MODERATE	3	6	6	12	15
LOW	2	4	6	8	10
RARE	1	2	3	4	5
CONSEQUENCE	VERY LOW	LOW	MODERATE	MAJOR	CATASTROPHIC
LIKELIHOOD DEFINITIONS					
HIGH	It is expected to occur in most circumstances There is a strong likelihood of the hazards reoccurring				
SIGNIFICANT	Similar hazards have been recorded on a regular basis Considered that it is likely that the hazard could occur				
MODERATE	Incidents or hazards have occurred infrequently in the past				
LOW	Very few known incidents of occurrence Has not occurred yet, but it could occur sometime				
RARE	No known or recorded incidents of occurrence Remote chance, may only occur in exceptional circumstance				

RISK AND EMERGENCY MANAGEMENT PLAN

CONSEQUENCE DEFINITIONS	
CATASTROPHIC	• Single or multiple deaths • Costs to Event of up to \$10 million • International and National Media outrage
MAJOR	• Serious health impacts on single or multiple persons or permanent disability. • Costs to Event between \$2.5 – 10 million • National media outrage
MODERATE	• Injury to persons that require more than 10 days' rehabilitation • Costs to Event between \$200,000 and \$5 million • Local media and community concern
LOW	• Injury to person resulting in lost time and claims • Costs to Event between \$50,000 and \$200,000 • Minor isolated concerns raised by stakeholders, customers
VERY LOW	• Persons requiring first aid • Costs to Event up to \$50. • Minimum impact to reputation

RISK EMERGENCY MANAGEMENT PLAN

Call 000 if you are involved in or witness a serious emergency and there is immediate threat to life.

This template has been provided as an example for event organisers who do not already have a specific emergency management plan for their event. Use this example to help you write your own plan.

EVENT PROCEDURES

In the event of an emergency, the emergency management plan will be your procedural plan for your event.

- It is advised that you contact all emergency services in writing prior to your event i.e. Police, VicRoads, CFA, SES, Ambulance Victoria and local hospitals.
- Responsibility for the management of the response to the incident, including evacuation of persons affected, will normally be delegated to the event manager/chief warden or deputy warden. This delegation will be effective from the time the emergency is reported, until such time as it is resolved.

- It is the responsibility of the event manager/chief warden to hand over control of the venue to the emergency services incident controller upon their arrival at the scene. Cancellation or evacuation of the event shall be the responsibility of the event manager/chief warden. On a Fire Danger rating day of "Code Red" for the East Gippsland Total Fire Ban district, the event will be cancelled. The event site plan forms part of the emergency response plan.

Prior to event taking place event organisers should inspect the site and identify and rectify any potential hazards.

RISK AND EMERGENCY MANAGEMENT PLAN

EMERGENCY CONTROL ORGANISATION

TITLE	NAME	PHONE
Onsite Event Coordinator		
Safety Officer		
Emergency Warden 1		
Emergency Warden 2 (if relevant)		
Emergency Warden 3 (if relevant)		
Onsite First Aid Officer		
Security Contractor (if relevant)		
Onsite Senior Security (if relevant)		
Road Closures (if relevant)		
Waste/Cleaning/Toilets		
Food Safety Supervisor (if relevant)		
RSA Supervisor (if relevant)		
Traffic Controllers (if relevant)		
Other		

ORGANISATION	PHONE	NOTIFIED	DATE
Victorian Police	000		
Country Fire Authority (CFA)	000		
Ambulance	000		
SES (Flood, Storm, Tsunami and Earthquake Emergency)	132 500		
Vic Emergency Hotline	1800 226 226		
Vic Roads Emergencies	131 170		
Bushfire Information Victoria	1800 240 667		
Bairnsdale Hospital	5150 3333		
Orbost Regional Health	5154 6666		
Omeo District Health	5159 0100		
East Gippsland Shire Council	5153 9500		
East Gippsland Water	1300 134 202		
Water & Sewerage emergencies	9203 9700		
Gas and Electrical emergencies	132 099		
Victorian Coastal, Land, Weather & Flood Warnings	1300 659 217		
Poisons information	13 11 26		
Surf Life Saving Lakes Entrance	5155 1333		
Australian Search and Rescue - Marine Rescue	1800 641 792		
Australian Search and Rescue - Air rescue	1800 815 257		
Worksafe	132 630		
Other			

This information should be tailored to suit your event.

EXAMPLE

RISK MANAGEMENT PLAN

Name of Event:

Risk Management Team (names):

Date of Events:

Event Coordinator
(name and contact number):

Location of Events:

Site Supervisor
(name and contact number):

HAZARDS PLEASE EDIT ACCORDINGLY	RISK RANK	CONTROL / ACTIONS PLEASE EDIT ACCORDINGLY	RESPONSE PLEASE EDIT ACCORDINGLY	RESPONSIBILITY PLEASE EDIT ACCORDINGLY
EXTREME HEAT	5	Check weather prior to the event. Ensure there are adequate drink supplies on site. Ensure there is adequate shade.	Cancel the event or modify schedule if weather impacts significantly.	Event Coordinator
MARQUEES	5	Layout of event to be designed for minimal impact to environment	Event Coordinator to inspect site to determine where all utilities are and advise stall holders	Event Coordinator Site manager Stall holders
LOST CHILD	6	Staff and volunteers are to be briefed on procedures for dealing with lost children	Designated area for lost children with suitably qualified staff to supervise while police or family are contacted	Event Coordinator Site supervisor First aid officer
JUMPING CASTLE	6	Jumping castle to be weighted not pegged into ground Anchor ropes	Contractor is to be advised prior to set up by Event Coordinator To be fitted with brightly coloured flags. Inspected for fraying etc	Event Coordinator Jumping Castle Contractor

VIOLENCE	8	Monitor crowd behaviour Defuse potential conflict situations	Physical walk around Separate or remove patrons	Security Guards Security Guards
INTOXICATION	8	Security and adequate staff to supervise the event. Communication between staff.	Security to respond and attend the incident. Stop supply of alcohol	Security Guards Event Organiser Licensee
HOSTILE VEHICLE	12	Limit access to vehicles Slow the traffic Use security barriers and continuous perimeter evaluation	Security to monitor vehicle access. Reduce speed zone at entry points Install protective barriers and physical perimeter security	Security Guards Traffic Management Group Traffic Management Group and Security Guards
COVID-19			See separate COVIDSafe Event Checklist	

This information should be tailored to suit your event.

RISK AND EMERGENCY MANAGEMENT PLAN

RISK AUDIT CHECKLIST TEMPLATE

FOR YOUR OWN USE ON DAY OF EVENT

DETAILS
Event Name
Event Description
Event Manager
Event Location
Persons Completing Inspection
Date

NOTE - Indicate your response by selecting the appropriate check box.

EVENT / FESTIVAL CHECK LIST	ACCEPTABLE	NOT ACCEPTABLE	NOT APPLICABLE
1. HEALTH AND SAFETY SYSTEMS			
1.1 Emergency Management Plan Available on Site	☐	☐	☐
1.2 Risk Management Plan Available on Site	☐	☐	☐
1.3 Induction Records for all staff, volunteers and Contractors	☐	☐	☐
1.4 Emergency Procedures Chart Available on Site	☐	☐	☐
1.5 Incident / Accident Report Forms	☐	☐	☐
1.7 Contract JSA / SWMS on site	☐	☐	☐
1.8 MSDS available for all chemicals held on site	☐	☐	☐
2. EVENT SITE			
2.1 Work areas free from rubbish and obstructions	☐	☐	☐
2.2 Surfaces safe and suitable	☐	☐	☐
2.3 Free from slip/trip hazards	☐	☐	☐
2.4 Stock/material stored safely	☐	☐	☐
2.6 Adequate lighting	☐	☐	☐
2.7 Adequate space for pedestrian and emergency services access/egress	☐	☐	☐

RISK AND EMERGENCY MANAGEMENT PLAN

EVENT / FESTIVAL CHECK LIST		ACCEPTABLE	NOT ACCEPTABLE	NOT APPLICABLE
3.	ELECTRICAL			
3.1	No broken plugs, sockets, switches	☐	☐	☐
3.2	No frayed or defective leads	☐	☐	☐
3.3	Power tools in good condition	☐	☐	☐
3.4	No work near exposed live electrical equipment	☐	☐	☐
3.5	Tools and leads inspected and tagged	☐	☐	☐
3.6	No strained leads	☐	☐	☐
3.7	No cable-trip hazards	☐	☐	☐
3.8	Switches / circuits identified	☐	☐	☐
3.9	Lock-out procedures / danger tags in place	☐	☐	☐
3.10	Earth leakage systems used	☐	☐	☐
3.11	Start / stop switches clearly identified	☐	☐	☐
3.12	Switchboards secured	☐	☐	☐
3.13	Appropriate fire fighting equipment	☐	☐	☐
4.	MOBILE PLANT AND EQUIPMENT (incl RIDES)			
4.1	Plant and equipment in good condition	☐	☐	☐
4.2	Daily safety inspection procedures / checklists	☐	☐	☐
4.3	Fault reporting / rectification system used	☐	☐	☐
4.4	Operators trained and licensed	☐	☐	☐
4.5	Warning and instructions displayed	☐	☐	☐
4.6	Certification of maintenance and operation	☐	☐	☐
4.7	Satisfactory operating practices	☐	☐	☐
4.8	Fire extinguisher appropriate and available	☐	☐	☐
4.9	Infrastructure installed appropriately, with no trip hazards	☐	☐	☐
4.10	Infrastructure and Rides installed on flat, secure surface	☐	☐	☐
5.	STALLS			
5.1	Adequate work space	☐	☐	☐
5.2	Clean and tidy	☐	☐	☐
5.3	Free from excess oil and grease	☐	☐	☐
5.4	Adequately guarded	☐	☐	☐
5.5	Warnings or instructions displayed	☐	☐	☐
5.6	Operated safely and correctly	☐	☐	☐

RISK AND EMERGENCY MANAGEMENT PLAN

EVENT / FESTIVAL CHECK LIST		ACCEPTABLE	NOT ACCEPTABLE	NOT APPLICABLE
6.	FOOD STALLS			
6.1	Gas bottles securely fixed to trolley	☐	☐	☐
6.2	Fire extinguisher near work area	☐	☐	☐
6.3	LPG bottles within 10 year stamp	☐	☐	☐
6.4	Protective equipment provided and worn	☐	☐	☐
6.5	Food safety plan and health permit provided	☐	☐	☐
6.6	Safe Food Handling Requirements displayed	☐	☐	☐
6.7	Refrigeration available where required and in good working order	☐	☐	☐
6.8	Good hygiene practices demonstrated	☐	☐	☐
7.	PERSONNEL			
7.1	Wearing appropriate PPE	☐	☐	☐
7.2	Undertaking required rest breaks	☐	☐	☐
7.3	Staffing levels appropriate ie First Aid	☐	☐	☐
7.4	Event being conducted in a safe and professional manner	☐	☐	☐

8. ACTIONS REQUIRED

[illegible]