

## GUIDE NO.4

# risk management

**The information included in this section is of a general nature and should be treated as such. When dealing with important issues such as risk management and insurance you should always consult a professional regarding your particular case.**

## RISK MANAGEMENT

Risk is anything that can impact on event's success that you planned. A Risk Management Plan is an essential aspect of planning any event. Managing risk will help to make it safe for all concerned and ensure you enjoy success.

Risk management should not be a daunting process; it is merely a process to establish all the factors that may have a negative impact on your event. It is about making better, fully informed decisions. Some factors that may have a negative impact on your event, but are not limited to include:

- Weather
- Volunteer safety
- Entertainment
- Program
- Competing event
- Security
- Alcohol
- Fireworks
- First Aid
- Traffic safety
- Pedestrian safety
- Guest safety
- Stallholders
- Set-up and Pull-down
- Amusement Rides
- Electrical equipment

The duty of care to residents, organisers, workers, performers, contractors and all of those present at your event is the responsibility of the organisers and must be addressed at all times.

## HOW TO ASSESS RISK

It is important that all key stakeholders involved with the event are involved in identifying risk areas.

A Risk Assessment should be made of the site of the event and the proposed activities to identify any possible issues or incidents that may occur.

After assessing the site, a Risk Management Plan (see Risk Management Plan template on page 18) can then be developed and used to assist organisers with the planning and management of the event, to minimise risk and maximise safety and enjoyment.

A Risk Management Plan cannot remain static.

Risks can change according to changes in the law, development of safe practices and techniques and developing technology. Constant evaluation and updating must be done to take account of trends and the organisation's own experiences.

## INSURANCE

Every event must have appropriate Public Liability Insurance to ensure that individuals are financially protected and there is protection against loss should an incident occur. Public Liability Insurance is a critical part of responsible management of an event and is an important part of managing risk.

In order to ascertain the appropriate insurance required, a risk management analysis must be undertaken by the event committee to review the potential risks to the event and then an assessment made of whether appropriate insurance is available to cover that risk.

Depending on the number of volunteers involved with the event, it may be desirable to purchase a personal accident and insurance policy that covers all recorded volunteers for the period of the event. It is recommended that you seek professional advice from an Insurance Broker.

If Council infrastructure is to be utilised during the event, Council will insist on its 'rights and liabilities' being covered by the organiser's Liability Policy.



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### EMERGENCY

If running a large event, an Emergency Response Plan (ERP) is required which outlines how you will respond to an emergency at your event. It should be developed in consultation with police, fire brigade, ambulance and other relevant emergency services. Even if your event is not too large, it is a good idea to let emergency services know in advance details of the event.

**WAGGA POLICE: (02) 6922 2599**

**WAGGA AMBULANCE: 131 233**

**FIRE BRIGADE: (02) 6921 4375**

**SES: (02) 6932 9200**

### WORKPLACE HEALTH AND SAFETY

You have a duty of care to provide a safe environment in which staff, volunteers, performers and contractors can work. Depending on the nature of your event, you may have certain legal responsibilities in relation to workplace health and safety (WHS). Event organisers should remember WHS issues can result in a personal criminal prosecution being brought against them as individuals. You should contact WorkCover to discuss your responsibilities in relation to the workplace health and safety issues relevant to your particular event.

Some examples of the things to consider might include:

- Water
- Sunscreen
- Trolleys for carrying heavy goods
- Taping down of electrical cords

### FIRST AID

The provision of first aid facilities is essential and critical to any event. They must be appropriately equipped and easy to find by patrons. The number of first aid posts required depends on the size of the event. As an example, for up to 2,000 patrons you will require one first aid post and six first aiders.

### VOLUNTEERS

Remember that volunteers are an investment – if you look after them correctly they will come back for the next event. Remember to provide plenty of food and drink and acknowledge them where possible.

### SECURITY

To assist with crowd control, you may need to employ some professionals. It is recommended you employ one security guard per 100 patrons. For security company listings consult the Yellow Pages.

### FIREWORKS

Fireworks are a popular attraction for events; however they are high risk and therefore need to be managed professionally by a trained technician. Permission for fireworks is required from Council and the landowner. Events using fireworks will require a Fireworks Licence issued by NSW Workcover and will need to comply with all the conditions set out in the licence.

For further information visit [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) or contact the Workcover assistance service on 131 050.

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## risk assessment criteria

Consequence		Risk Category					
Rating	Consequence	Operational	Human Resources	Stakeholder Impact	Financial/Property Impacts	Environmental Impacts	Legal/Regulatory Impacts
1	Insignificant	No degradation of services, scheduled interruptions or unscheduled interruptions for less than 2 hours	No injury to persons	No adverse public/staff reaction and/or no negative publicity	Low financial loss <2% of budget for the area/project and/or no damage to property	No environmental impact	No regulatory breach
2	Minor	Minor degradation of services and operations	minor injuries treated by first aid	minor adverse public/staff reaction and/or minor negative publicity	minor financial loss from 2% to 8% of budget for the area/project and/or minimal damage to property	minimal environmental impact handled internally	minor regulatory breach
3	Moderate	Major degradation of services and operation	injuries requiring minor medical treatment	moderate adverse public/staff reaction and/or moderate negative publicity	high financial loss from 8% to 15% of budget for the area/project and/or minor repairs to property required	Major contained environmental impact EPA involvement	major regulatory breach

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# risk assessment criteria

Consequence							
4	Major	Significant degradation of services and operations	extensive injuries requiring major medical treatment	significant adverse public/staff reaction and/or significant negative publicity	major financial loss from 15% to 20% of budget for the area/project and/or extensive repairs to property required	significant contained environmental impact EPA intervention	significant regulatory breach/s including court proceedings
5	Catastrophic	Widespread total degradation of operations and services	loss of life, permanent disability	extreme adverse public/staff reaction and/or major widespread negative publicity	significant/material financial loss greater than 20% of budget for the area/project and/or total destruction of property	significant widespread environmental impact, EPA intervention including significant fines	significant regulatory breach/s including court proceedings

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## risk likelihood

Likelihood			
Rating	Likelihood	Description	Quantification
1	Rare	May only occur in exceptional circumstances. No past event history.	Once every 50 years or more.
2	Unlikely	The event could occur in some circumstances. No past event history.	Once every 25 years.
3	Possible	The event should occur sometimes. Some past warning signs or previous event history.	Once every 5-10 years.
4	Likely	The event will probably occur in most circumstances. Some recurring past event history.	Once a year.
5	Almost Certain	The event is expected to occur in normal circumstances. There has been frequent past history.	Once a month or more frequently.

Likelihood	Almost Certain	5	10	15	20	25
	Likely	4	8	12	16	20
Possible	3	6	9	12	15	
Unlikely	2	4	6	8	10	
Rare	1	2	3	4	5	
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic	
	<b>Consequence</b>					



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# risk assessment form template

Outline of Risk Event: \_\_\_\_\_ Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Date of Risk Assessment: \_\_\_\_\_

Completed by: \_\_\_\_\_

Risk Description	Risk Category (Operational, Human Resource, Stakeholder, Financial/Property, Environmental, Legal/Regulatory)	Inherent Risk <sup>1</sup>			Controls/Treatments: already existing and to be implemented, see below treatment plans (page 22)	Residual Risk <sup>2</sup>		
		Likelihood	Consequence	Rating		Likelihood	Consequence	Rating

**Inherent Risk<sup>1</sup>:** The overall raw risk or the risk before any control/treatment is implemented.

**Residual Risk<sup>2</sup>:** The levels of risk remaining after controls/treatments have been implemented.



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## risk treatment plan

Risk Treatment Plan	
Risk Description:	
Proposed Control/ Treatment:	
Reason for selection of this option, expected benefits:	
Resources required including contingencies	

To be implemented by:      Name: \_\_\_\_\_      Due Date: \_\_\_\_\_  
Prepared by:                Name: \_\_\_\_\_      Signature: \_\_\_\_\_      Date: \_\_\_\_\_  
Approved by:                Name: \_\_\_\_\_      Signature: \_\_\_\_\_      Date: \_\_\_\_\_  
Progress Report Due: \_\_\_\_\_  
Review due: \_\_\_\_\_