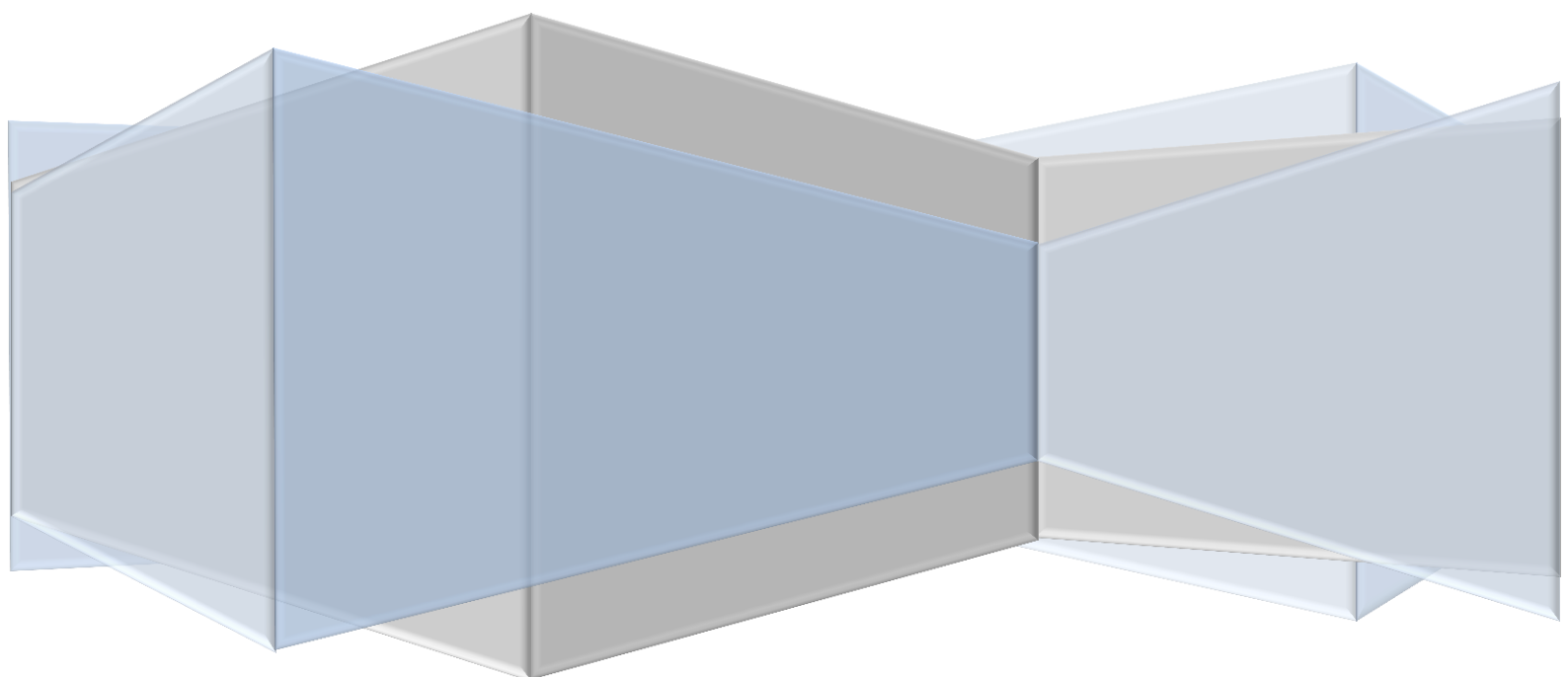


**Local Drug Action Groups Inc.**

# **Risk Management**

Guidelines to developing a risk management plan for your event

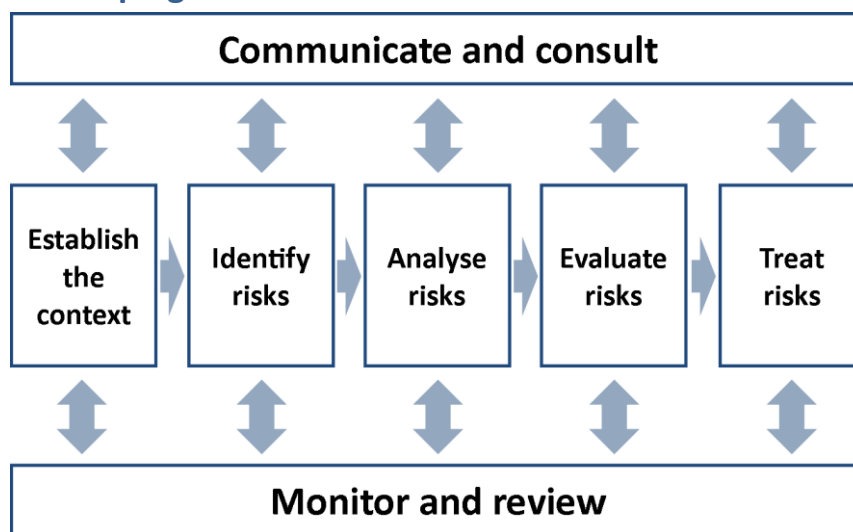


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## A Guide to Developing a Plan



### Step One: Establishing the Context

- Identify event details
- Identify stakeholders

### Step Two: Identify Risks

- Hold a brainstorming session with stakeholders
- Identify all potential risks
- Log these risks on a risk register

### Step Three: Analyse Risks

A risk is the combination of the likelihood (table 1) and consequence (table 2) of an incident occurring. The levels and descriptors in these tables may change and the descriptions will vary greatly depending upon the events under consideration. At the risk analysis stage, risks should be evaluated with existing or known controls in place; unlike the identification phase where known treatments are ignored.

**Table 1 - Likelihood of Risk Criteria**

Level	Description	Examples	Frequency
A	Almost certain	Expected to occur in most circumstances	More than once per year
B	Likely	Will probably occur in most circumstances	At least once per year
C	Possible	Should occur at some time	At least once in three (3) years
D	Unlikely	Could occur at some time	At least once in 10 years
E	Rare	May occur, only in exceptional circumstances	Less than once in 15 years

**Table 2 - Consequence of Risk Criteria**

Level	Description	Financial Impact	Health	Reputation	Operations
1	Insignificant	Less than \$1,000	No injuries	Unsubstantiated, low impact, low profile or no news item	Little impact
2	Minor	\$1,000 - \$10,000	First aid treatment on site	Substantiated, low impact, low news profile	Inconvenient delays
3	Moderate	\$10,000 - \$50,000	Medical treatment - on or off site	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables
4	Major	\$50,000 - \$150,000	Accidental death, extensive injuries or permanent disability	Substantiated, public embarrassment, high impact news profile, third party actions	Non achievement of major deliverables
5	Catastrophic	More than \$150,000	Multiple deaths or severe permanent disablements	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions.	Non achievement of key objectives

### Step Four: Evaluate Risks

For risk evaluation it is recommended Table 3 is used. By comparing the likelihood (table 1) and consequence (table 2) values, Table 4 identifies a risk rating of either:

- Low
- Moderate
- High
- Extreme

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

### Step Five: Treat Risks

The treatment of risks is the process of selection and implementation of measures to modify the risks that have been outlined in the register. The table below shows how the risk should be managed depending on the rating.

<b>Low Risk</b>	Manage by routine procedures
<b>Moderate Risk</b>	Management responsibility must be specified
<b>High Risk</b>	Senior management attention needed
<b>Extreme Risk</b>	Immediate action required - detailed research and management planning required at senior levels





# Risk Management Form

## Event Details

Event name: \_\_\_\_\_

Location: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Other Information (demographic, alcohol, weather etc.): \_\_\_\_\_

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## Event Stakeholders

[illegible]

## Brainstorm Check List – Items to Consider

People Hazardous materials	
	Disorderly unruly behaviour
	Chemical hazards
	Public accessing non-public areas of event
	Pyrotechnics/ Fireworks
	Misuse of amusements and rides
	Fuels i.e. Petrol, LPG, Diesel
	Drug and/or Alcohol affected persons
	Criminal Activity
Technical Management	
	Overcrowding
	Inadequate site management
	Terrorism/Bomb threat
	Lack of staff briefing
	Medical Emergency (i.e. Heart Attack)
	Communications failure
	Lost Children Power failure
	Water Hazard - drowning Water failure
	Lack of patron awareness of facility locations
	Toilet failure
	Unregistered food vendors
Trip/Slip Hazards	
	Unsafe temporary structures
	Electrical cables
	Extreme weather
	Uneven ground, loose surfaces
	Electrocution/shorting out
	Flooring design/surface
	Fire
	Lighting
	Climbing for vantage points
Health	
	Traffic congestion
	Food poisoning
	Collisions
	Disease outbreak
	Emergency Services access
	Animal to human spread of disease
	Excessive noise levels



Vehicular	
	Temporary fencing
	Disabled parking
	Lack of parking spaces
Waste	
	Inadequate number of toilets
	Insufficient rubbish bins
	Inadequate maintenance of toilets
	Inadequate emptying/cleaning of bins
	Needles/ Syringes
	Litter collection
	Sunburn/ Dehydration
	Collection/removal of wastewater
Accessibility	
	Inadequate seating space
	Inaccessible toilet facilities
	Difficulty touring through event site

## Risk Register

Refer to tables 1, 2 and 3 in the Risk Management Guidelines to complete this register. Once you have completed this register you can implement a process to deal with the risk, as per table 4 in the guidelines.

[illegible]

[illegible]

## Emergency Contact List

[illegible]