



MAJOR EVENTS & FESTIVALS RISK MANAGEMENT PLAN

EVENT NAME

Event Date(s):

Event Location:

Event Organiser:

Please read through the notes found within this document and complete the tables as shown. A completed copy of the Risk Management Plan must be submitted in conjunction with the Major Event Application Form before being considered by Council.

HAZARD IDENTIFICATION

Hazard identification is the process of recognising hazards associated with an event. To ensure that as many facets of your event are covered as possible it is recommended that your organisation hold a brainstorming session to highlight all potential risks. By undertaking this exercise you may be able to negotiate with your insurer on policy related costs.

Please tick all risks that apply to your event.

CODE	A. EXPLOSION - DUE TO...	YES	NO	N/A
A1	Detonation of explosive materials			
A2	Bleve (Boiling Liquid Expanding Vapour Explosion)			
A3	Overpressure of vessel or tank			
A4	Dust explosion			
A5	Ignition of flammable or explosive vapours			
A6	Chemical reaction			
CODE	B. FIRE - DUE TO...	YES	NO	N/A
B1	Ignition source in hazardous area			
B2	Generation of static discharge			
B3	Ignition of flammable vapours			
B4	Decomposition reaction			
B5	Runaway uncontrolled chemical reaction			
B6	Reaction of incompatible materials			
CODE	C. PERSONAL INJURY/ILLNESS OR DEATH - DUE TO...	YES	NO	N/A
C1	Manual handling (lifting, bending, twisting, repetitive, cramped, awkward, heavy)			
C2	Ergonomics			
C3	Plant and equipment (entanglement, crush, cut, stab, puncture, shear, burn, strike, stuck by)			
C4	Electrocution/electric shock			
C5	Slipping			
C6	Tripping			
C7	Falling from the same level			
C8	Falling from height			
C9	Falling objects			
C10	Suffocation (lack of oxygen, exposure to toxic chemical vapours, exposure to toxic combustion products, exposure to toxic chemical reaction gases)			
C11	Chemical exposure (use and handling, spill or leak)			
C12	Noise			
C13	Vibration			
C14	Radiation (microwave, xray, electronic)			
C15	Laceration from sharp or rough edges			
C16	Physical assault			
C17	Verbal abuse			
C18	Exposure to UVA or UVB Radiation (solar radiation)			

CODE	D. PROPERTY DAMAGE - DUE TO...	YES	NO	N/A
D1	Vehicle impact (truck, car forklift)			
D2	Aircraft impact			
D3	Corrosion failure			
D4	Fatigue failure			
D5	Structural failure			
D6	Lifting equipment failure			
D7	Pressure vessel failure			
D8	Flood			
D9	Lightning strike			
D10	Storm			
D11	Cyclone/winds			
D12	Earthquake			
CODE	E. ENVIRONMENTAL DAMAGE - DUE TO...	YES	NO	N/A
E1	Release into waterways			
E2	Release into sewerage system			
E3	Release to groundwater			
E4	Release to soil			
E5	Firewater runoff			
E6	Flora and/or fauna damage			
E7	Environmental noise			
E8	Release of toxic gas/vapour			
E9	Odour release off-site			
E10	Visual air pollution			
CODE	F. OTHER	YES	NO	N/A
F1	Loss of power and services			
F2	Adverse publicity			
F3	Loss of business			
F4	Reduced security			
F5	Other - specify:			

RISK ASSESSMENT

Potential risks identified in the previous table need to be assessed against the below matrix.

Risk assessment is the process of estimating the potential effects or harm of any hazards relating to your event. The Risk Assessment Matrix shown below can be used to rate each risk to determine actions that may be required.

Step 1... Refer to the 'Likelihood Table' and the 'Consequence Table' on page 3 to assist with each risk assessment.

Step 2... Enter each assessment i.e: D2 Low on the Risk Management Table on page 4

CONSEQUENCE					
LIKELIHOOD	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (<i>Almost certain</i>)	H	H	E	E	E
B (<i>Likely</i>)	M	H	H	E	E
C (<i>Possible</i>)	L	M	H	E	E
D (<i>Unlikely</i>)	L	L	M	H	E
E (<i>Rare</i>)	L	L	M	H	H

- E** = Extreme Risk (immediate action required)
- H** = High Risk (senior management attention needed)
- M** = Moderate Risk (management responsibility must be specific)
- L** = Low Risk (manage by routine procedures)

LIKELIHOOD

How likely is it to occur?

Level	Descriptor	Example Detail Description
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur but only in exceptional circumstances

CONSEQUENCE

What is likely to be the impact?

Level	Descriptor	Example Detail Description
1	Insignificant	<ul style="list-style-type: none"> • No injuries • Low financial loss
2	Minor	<ul style="list-style-type: none"> • First aid treatment • On-site release of chemical immediately contained • Temporary halt of event • Medium financial loss
3	Moderate	<ul style="list-style-type: none"> • Medical treatment required • On-site release of chemical immediately contained • Temporary halt of event requiring outside assistance (e.g. fire, police, ambulance, SafeWork SA) • High financial loss
4	Major	<ul style="list-style-type: none"> • Extensive injuries • Loss of production capability • Off-site release of chemical with no detrimental effects • Halt of event requiring investigation and outside assistance (e.g. fire, police, ambulance, SafeWork SA) • Major financial loss
5	Catastrophe	<ul style="list-style-type: none"> • Death • Toxic release off-site with detrimental effect • Halt of production with investigation and potential prosecution (e.g. fire, police, ambulance, SafeWork SA) • Catastrophic financial loss

RISK MANAGEMENT PLAN

Hazard	Person(s) Affected	Risk Rating	Preventative Measures	Implemented by Whom	Notes

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