

What is an Event Risk Management Plan



Why do I need a plan?

Events conducted in Victoria must always consider the safety and security of participants and the public.

What is a risk?

- A risk is the chance of something happening that will affect objectives or negatively impact either a person, reputation, or finances, a person, reputation, or finances.
- Risks are also measured in terms of event likelihood and consequences.

What is a risk management plan?

- A risk management plan documents the proposed actions to treat an identified risk.
- This consists of a series of steps that, when undertaken in sequence, enable continual improvement in decision-making and effective event delivery.

To gain a greater understanding of the principles of risk management visit www.riskmanagement.com.au.

What steps are to be documented when creating a plan?

1. Identify potential risks:
 - what could happen?
 - when could it happen?
 - how could it happen?
 - who could be harmed?
 - what could be harmed?
2. Rate potential risks:
 - measure the likelihood of the risk occurring.
 - what are the consequences?
 - what is the level of tolerance, should this risk occur?
3. Control measures to minimise or reduce the risk:
 - control measures must be appropriate to the level and type of risk.
 - actions should be clear and easy to follow.
4. Identify resources to be utilised:
 - financial or physical resources to be used to minimise the risk.
5. Timetable for implementation.
6. Mechanism and frequency of review.

Some risks to be considered are: financial, reputational, security threat, non-attendance by performers or guest speakers, noise, lost children / missing persons, equipment failure/loss, volunteers, property damage or loss, overcrowding, poor attendance, weather implications, event time frame problems, a fire, accidents, injury, catering issues, other service providers, ticketing issues, scenario planning for restrictions such as COVID/lockdowns