

Risk Management Plan Guidelines and Template

Risk Management Matrix Key:

Measure of Consequences:

Level	Descriptor	Examples of detailed descriptions in terms of its effect on organisation
1	Insignificant	No injuries, low financial loss and disruption.
2	Minor	First aid treatment, on site release immediately contained, medium financial loss.
3	Moderate	Medical treatment required, on site release contained with outside assistance, moderate financial loss / political impact.
4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss, long term loss of critical infrastructure.
5	Catastrophic	Death, toxic release off site with detrimental effect, huge financial loss, permanent loss of critical infrastructure.

Measures of Likelihood:

Level	Descriptor	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 stage.
D	Unlikely	Could occur at some stage.
E	Rare	May occur in exceptional circumstances.

Rating the Level of Risk:

The level of risk is determined by the combination of the two tables above (Consequence Vs Likelihood)

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A- Almost Certain	H	H	E	E	E
B- Likely	M	H	H	E	E
C-Possible	L	M	H	E	E
D-Unlikely	L	L	M	H	E
E- Rare	L	L	M	H	H

L= Low Risk

M= Medium Risk

H= High Risk

E = Extreme Risk



COVID-19 Risk Assessment

When developing a risk management plan, please ensure refer to the [Public Activities COVID-19 Direction](#) for the latest South Australian restrictions. You will need to abide by the following points when putting together your risk management plan:

- Assess your risks and mitigation potential – what specific aspects of your event may increase transmission risk to attendees. Such as the number of people attending, are attendees in a high-risk group, location, purpose of the event.
- Implement COVID safe event measures - social distancing, hygiene, contact tracing, cleaning and stagger start times are all examples. Further safety information can be found at [SA.GOV.AU](#)
- Communicate policies and procedures – Formulate a plan on how you will communicate your event safety policy and understand your audience when deciding on the best way to communicate this information to.

Risk Management Plan

When developing a risk management plan for your event, please consider **all** of the possible risks. You may identify more risks specifically associated with your event not listed below. This list is a guide only.

- Allergic reaction
- Alcohol consumption
- Amusement Structures
- Animals
- Assault
- Children near water
- COVID-19
- Crowd control
- Damage to display vehicle
- Damage to property
- Dangerous items in sand
- Disorderly conduct
- Drowning
- Electrical incidents
- Environmental pollution/damage
- Event disruption
- Excessive litter
- Extreme weather (heat/cold/wind)
- Fire
- Interruption to the event
- Lost children/persons
- Marquee collapse
- Medical emergency
- Medical trauma
- Noise pollution
- OHS&W – lift/ slips/trips
- Oil leaks from display vehicle
- Participant dispute
- Plant/Equipment failure
- Power failure
- Public disturbance
- Refuelling on event site
- Road closures
- Spectator conflict
- Storage of fuel
- Storage of gas cylinders
- Sun stroke
- Swim hazards/accidents



EVENTS @ THE BAY

- Food handling
- Food poisoning
- Food storage
- Gas bottle explosion
- Generator usage
- Heat stress/ dehydration
- Ignition of flammable or combustible materials
- Inappropriate crowd behaviour
- Injury
- Temporary structures collapse
- Theft
- Toilet failure
- Traffic disruption
- Trip hazard
- Vandalism to event property
- Vehicle collision with pedestrian
- Vehicle movement during event



Please complete the below Risk Management Plan template for your event:

(If you require additional room please photocopy and attach the extra sheet)

Event Name: _____

Location(s): _____

Event Date: _____

Risk	Likelihood	Consequence	Level of Risk	Preventative Action Required	Responsive Action required