Risk Management Plan – example document

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| **HAZARD IDENTIFICATION AND RISK ASSESSMENT TEMPLATE** | | | |
| Name of Event: |  | Risk Management Team: |  |
| Date of Event: |  | Site Supervisor: Bump in and Bump out |  |
| Location of Event: |  | Site Supervisor: |  |

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| **LIKELIHOOD** | **RISK RANKING MATRIX** | | | | | **LIKELIHOOD DEFINITIONS** | |
| **Almost Certain** | **M7** | **H14** | **H19** | **E23** | **E25** | **Almost Certain** | * Common, is expected to occur in most circumstances. * It has happened before in Eurobodalla. |
| **Likely** | **M6** | **M10** | **H18** | **H21** | **E24** | **Likely** | * Is known to have occurred. 1 in 10 chance of occurring * It has happened before in Eurobodalla. |
| **Possible** | **L5** | **M9** | **H17** | **H20** | **H22** | **Possible** | * Could occur, 1 in 1,000 chance of occurring. * It has happened in NSW. |
| **Unlikely** | **L3** | **L4** | **M11** | **M13** | **H16** | **Unlikely** | * Not likely to occur, 1 in 100,000 chance of occurring. * It has not happened before in Australia. |
| **Rare** | **L1** | **L2** | **M8** | **M12** | **H15** | **Rare** | * Practically impossible, 1 in a 1,000,000 chance of occurring. * As far as research can determine, no incidents have occurred. |
| **CONSEQUENCE** | **INSIGNIFICANT** | **MINOR** | **MODERATE** | **SERIOUS** | **VERY SERIOUS** |

**Instructions:** This is an example document, which you are welcome to use. Please review this document carefully, add any relevant hazards and remove any that do not apply to your event. Consider the controls you will implement and add, change or delete the examples as necessary. Please also add the Risk Rank for each Risk before and after the Controls.

| **Hazards** | **Risk** | **Risk Rank** | **Controls** | **Risk Rank** | |
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| Equipment, leads, items on ground or floor. Ground or floor is slippery | Slips, trips or falls by staff, volunteers or members of the public result in injury | H19 | **Eliminate** the hazard by undertaking a facilities check prior to opening and removing/rectifying all possible hazards. Instruct all staff to remain alert to the problem throughout the event and remove/rectify the hazard. Instruct all staff to wear appropriate, non-slip footwear.  **Engineer** controls by marking edges and obstacles, applying treatments and providing adequate light.  **Isolate** by cordoning off high risk areas.  **Administer** this control by ensuring there are adequate qualified first aiders on site during the event. | M9 | |
| Event located near a body of water | Person falls into water resulting in injury or drowning | H21 | **Engineer:** position temporary fencing and warning signage prior to the site being accessed and the addition of trained lifeguards. | L4 |
| Event has minor impact on the adjoining public road and parking system | Short delays in parking and traffic movement. Crashes or pedestrian injury | L4 | Existing public road system adequate. Include parking marshals if necessary. | L4 | |
| Event has medium to major impact on the adjoining public road and parking system | Medium to long term delays in parking and traffic movement. Crashes or pedestrian injury. Delays in emergency service or public transport vehicle movements |  | **Administer** by implementing a Traffic Management Plan for submission to the Local Traffic Committee. |  | |
| Loading and unloading equipment. Delivery vehicles occupy a footpath to unload equipment | The public must walk onto the roadway, resulting in injury or death. | H20 | **Eliminate** the hazard by reserving a parking bay close to the site or by creating an alternate pedestrian path using bollards and signage. | L4 | |
| Delivery vehicles drive on public areas causing damage to the site or a collision with a person | Injury to the public  Death |  | **Administer:** advise the contractors that they will be met on site by the supervisor and that they are to drive at walking pace with hazard lights on.  Delivery schedule developed and communicated to contractors.  Vehicle path designated with witches hats and signage. |  | |
| Damage to the asset from the delivery of heavy equipment i.e generators, temporary toilets. | Turf or trees damaged  Garden beds damaged |  | **Administer:** pre advice to the contractors that they will be met on site by the supervisor.  Event to ensure that there is rubber matting, ply boards or terra track available on site to assist in the deposit of heavy equipment. |  | |
| An accident occurs while erecting a temporary marquee. | Minor or serious injury to a contractor or a member of the public |  | **Engineer** the hazard by cordoning off the area with bollards and hazard tape. Site supervisor/s to monitor the area and ensure that the public are not entering the work space.  Contractors to abide by the New South Wales Construction Regulations and work in accordance with Safe Working Method Statements. |  | |
| Power source is overloaded.  Unsafe leads or damaged leads. | Power source fails.  Damage to equipment  Electrocution to a contractor or member of the public |  | **Eliminate** the hazard by engaging a licensed electrician makes changes to the existing power supply.  **Administer** and ensure that power requirements are identified in the planning phase and adequate supply is provided and that vendors//contractors have been pre advised that all leads and equipment must be tested and tagged.  **Engineer** the hazard by using cantilevers for wet ground areas or use rubber matting or cable traps for ‘dry’ ground areas. |  | |
| Gas bottle leak or explosion | Injury to a contractor or a member of the public |  | **Administer** this control by advising contractors and vendors of the Code of Practice for the Safe Use of LP Gas at Public Events in NSW. Site inspection to ensure compliance. |  | |
| Member of the public access equipment such as machinery, generators | Injury to the public |  | **Engineer** the hazard by making these areas inaccessible to the public using equipment such as pedestrian barriers, hazard tape, bollards, para webbing and warning signage. Keep equipment locked. |  | |
| Staking into the grassed areas and damaging a water pipe, gas main or electrical conduit. | Injured contractor.  Electrocution of contractor  Damage to property |  | **Administer** this control by ensuring that the underground services are identified on the site plan before the equipment is positioned. Dial before you Dig and transfer the information to your site plan.  Arrange to have the underground services marked on the asset prior to bump in. |  | |
| Noise complaints | A member of the public puts in a complaint to Police and/or Council |  | **Administer** this control by doing a pre event assessment of what could generate noise and the development of a Noise Management Plan that is compliant with the Environmental Protection Act. Plan has been provided to site manager**.** |  | |
| Bins overflowing. | Litter on the ground |  | **Administer** this control by developing a Waste Management Plan, monitor the bins and the cleaners during the event. |  | |
| Inadequate public toilets | Public needing to queue and putting in complaints |  | **Administer** this control by doing a pre event assessment and providing the appropriate number of temporary toilets. |  | |
| Inadequate free drinking water supply | Members of the public becoming dehydrated |  | **Administer** this control by doing a pre event assessment of the amount of water available on or close to the site. Order a drinking fountain or arrange to give bottled water away for free. |  | |
| Temporary infrastructure blows away | Injury to the public, contractor or equipment |  | **Engineer** this risk by ensuring that all light weigh equipment is adequately weighted or harnessed.  **Administer** the control by monitoring the wind speeds prior to and during the event. |  | |
| Inflatable rides become unstable in high winds | Injury to the public, contractor or equipment |  | **Engineer** this risk by checking that the provider has adequately pegged and weighted the equipment in accordance with the structure safety management plan. |  | |
| Animal runs away, into spectators or other participants | Injury to the public, participants or equipment. Potentially resulting in death. |  | **Engineer** by installing fencing to keep animals contained.  **Administer** the risk by ensuring there are sufficient handlers to restrain or catch the animal. |  | |
| Animal nursery causes health concerns | Member of the public or contractor contracts gastro or similar infection disease |  | **Eliminate** this risk by ensuring that the contractor has agreed to abide by the State Government Department of Health Guidelines. Check that the provider has provided adequate hand washing facilities. |  | |
| A mechanical ride malfunctions | Injury to the public  Death |  | **Eliminate** the risk by checking the ride set up prior to public use. Shut down any unsafe rides and do not permit operation until the hazard has been rectified. Continue to monitor the rides throughout the event. |  | |
| Stage is not accessible | Performer is unable to access a stage |  | **Eliminate** the risk by requesting that a ramp is provided with the stage and that it is compliant with the Building Code of Australia. |  | |
| There is no handrail on the ramp or stairs to the stage | Performer is injured when walking down the ramp or stairs |  | **Eliminate** the risk by installing a handrail. |  | |
| Food handling procedures are not followed | Person contracts food poisoning at the event |  | **Administer** this control by ensuring that prior to the event; all food vendors have relevant food vendor permits from the Eurobodalla Shire Council Environmental Health Office.  During the event, do spot checks to ensure that they are complying with the permit requirements. . |  | |
| Extreme heat | Public or staff member receives sun burn, heat stroke or dehydration. |  | **Administer** rate this control by developing an Extreme Weather Policy and Contingency plan.  Control the hazard by providing sunscreen and making shade and water available. Monitor the weather and plan for work to be conducted in the early or late hours of the day. |  | |
| Child is separated from their guardian | Child is separated from their parent or guardian |  | **Administer** this control by setting up a Lost Children’s area and policy. |  | |
| Crowd crush injury if site was evacuated in an emergency | Injury or death |  | **Administer** this control by developing and evacuation plan and communicating this to all staff and volunteers. |  | |
| Person on site requires an ambulance but the ambulance is not able to access the site | Person does not receive emergency treatment in required timeframe resulting in complications or death |  | **Administer** this control by identifying an emergency vehicle access path onto the site and ensuring that it stays clear of objects during the event. |  | |
| Person receives a minor injury on site | Injury to the public |  | **Administer** this control by ensuring there are adequate qualified first aiders on site during the event. |  | |
| Small fire on site | Damage to equipment  Burns to a member of the public or contractor |  | **Administer** this control by ensuring there are adequate fire extinguishers on the right site.  **Eliminate** the risk of a larger fire by ensuring staff are trained in using fire extinguishers and that a Fire Management Plan and Emergency Response has been developed and approved by the RFS**.** |  | |
| Intoxicated person at event | Inappropriate behaviour from intoxicated person |  | **Administer** this control by ensuring responsible service of alcohol and security on site. |  | |
| Fireworks display | Burns, fire, explosion  Pets and livestock runaway or sustain injury |  | **Eliminate** the risk of burns, fire and explosions by   * Fireworks launch area to be suitably separated by distance from onlookers * Fireworks to be performed by SafeWork accredited and insure contractors * Decorative lighting flames to be kept clear of combustibles.   **Administer** this control by placing notifications to the public of upcoming fireworks and provide information on keeping pets safe. |  | |
| A vehicle is deliberately driven into the event | Injury to the public, staff or volunteers, possibly resulting in death. |  | **Engineer** the risk by placing barricades such as trucks to block possible entrances where possible. |  | |
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|  | Name of Assessor |  |
|  | Date of Assessment |  |