

RISK MANAGEMENT PLAN & HAZARD SUMMARY

<4,999 patrons

EVENT RISK ASSESSMENT	
PRESENTER/HIRER:	
ACTIVITY/EVENT:	
VENUE:	
ACTIVITY DATE(S):	
SAFETY CONTACT NAME & PHONE NUMBER:	
COMMUNICATION PLAN BETWEEN ORGANISERS, STAFF, & SECURITY	
COMMUNICATION PLAN WITH THE PUBLIC	
EVACUATION PLAN & PROCEDURE	
FIRST AID PLAN	
FIRE SAFETY	

SECURITY
EMERGENCY SERVICES
FOOD SAFETY
CONSULTATION WITH STAKEHOLDERS
PUBLIC RELATIONS – MANAGEMENT OF CANCELLATION OR CHANGE OF EVENT

HAZARD	RISKS (refer to the Australian Risk Definition and Classification)	CONTROLS
POTENTIAL ISSUES GETTING ONTO SITE FOR THE EVENT		
SETTING UP EVENT		

HEALTH (first aid, provision of food, emergencies)		
DURING THE EVENT (interpersonal, parking, cash handling, security, communications, etc.)		
PULLING DOWN EVENT		

ASSESSMENT COMPLETED BY:	
NAME:	DATE:

AUSTRALIAN STANDARDS RISK DEFINITION AND CLASSIFICATION

QUALITATIVE MEASURES OF LIKELIHOOD		
A	Very Likely	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Unlikely	Could occur at some times
D	Highly Unlikely	May occur only in exceptional circumstances

QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT		
1	Negligible Injuries (Insignificant)	No injuries, low financial loss
2	Minor injuries (Minor)	First aid treatment, on-site release immediately contained, medium financial loss
3	Major injuries (Major)	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
4	Fatality (Catastrophic)	Death, toxic release off-site with detrimental effect, huge financial loss

QUALITATIVE RISK ANALYSIS MATRIX – LEVEL OF RISK				
LIKELIHOOD	CONSEQUENCES			
	1 Insignificant	2 Minor	3 Major	4 Catastrophic
A Very Likely	HIGH (senior management attention needed)	HIGH (senior management attention needed)	EXTREME (immediate action required)	EXTREME (immediate action required)
B Likely	MEDIUM (management responsibility must be specified)	HIGH (senior management attention needed)	EXTREME (immediate action required)	EXTREME (immediate action required)
C Unlikely	LOW (manage by routine procedures)	LOW (manage by routine procedures)	HIGH (senior management attention needed)	EXTREME (immediate action required)
D Highly Unlikely	LOW (manage by routine procedures)	LOW (manage by routine procedures)	HIGH (senior management attention needed)	HIGH (senior management attention needed)