# EVENT NAME

# EVENT MANAGEMENT PLAN

# TEMPLATE

# The Event Organiser must read this document thoroughly and edit to suit their event.

# Items in red must be edited or removed.

# This template is designed to assist you - the Event Organiser - in meeting Department of Health and Shire of Esperance requirements for events.

# This document encompasses waste management, noise management and emergency management.

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# Introduction

This is an Event, Waste and Risk Management planning document produced by the **<Event Group/Club>** for the **<Event Name>** event being held on **<Event Date>**.

The **<Event Name>** is a **<Event description>**

*e.g. The New Year’s event is a free community event to celebrate New Year’s Eve. Presents an opportunity for locals and visitors to celebrate in the Shire of Esperance.*

**<Event Group/Club>** is committed to the management of risk to enhance the event image, reputation and success, ensuring at the same time the patrons attending the event are protected from harm, the property and environment are protected from damage and that the event provides a positive contribution to the community.

To achieve this, a risk management approach will be undertaken by event organiser/s to meet service delivery, environmental, asset, intellectual property, contractual & statutory obligations, and to protect stakeholders, organisers, participants, facilities, others. The purpose of this document is to provide a process for ensuring that risk management is considered and included in the operations of the event, and to provide guidelines for its implementation.

Incorporated in this document is a Risk Management Plan that examines public relations and operational risks associated with the **<Event Name>** event to be held at **<Event Location>**. This plan aims to ensure compliance with the AS/NZS 4360 Risk Management process. This plan examines operational risks specific to the conduct of all stakeholders directly involved with the event, businesses within the town centre and the broader community.

# Background & Context

The **<Event Name>** is a community event that is **<event description & target audience>.**

## Event Details

|  |  |  |  |
| --- | --- | --- | --- |
| Event Name: | **<Event Name>** |  |  |
| Date & Time: | **<Times>, <Date>** |  |  |
| Location: | **<Location>** | |  |
| Organiser: | **<Organiser>** | |  |
| Type: | **<Type>** |  |  |
| Expected Attendance: | **<Expected Attendance>** |  |  |
| This event will be run in conjunction with other/s at the same time: | |  |  |
| Name of person completing this plan: | **<Name> – <Number>** |  |  |

## Strategic Context

The **<Event Name>** is a community event facilitated by the **<Event Organiser>**. The objective is for the event to be produced in an organised and efficient manner, with effective communication to inform all stakeholders of their operational duties so that they can respond appropriately. It is current best practice to provide a formal risk assessment to ensure that all scenarios are considered and risk treatments and contingencies are developed and communicated prior to the event. The methodology in this risk assessment closely follows the Australian Standard and is only effective with the contribution and support of the stakeholders below.

The stakeholders in this risk assessment are:

|  |  |
| --- | --- |
| Stakeholders | |
| **<Event Group/Club>** | **<Event Organiser> <Name & Number>**  List major stakeholders and numbers of the Event |
| Bouncy Castle Provider | **<Name & Number>** |
| Howard & Sons Pyrotechnics | **<Name & Number>** |
| Esperance Police | 9071 1900 |
| St John Ambulance | 9071 1618 |
| DFES – Fire Truck | \_\_\_\_\_\_ |
| AON | \_\_\_\_\_\_ |
| Volunteers | Volunteer Co-ordinator **<Name & Number>** |
| Shire of Esperance Community & Visitors |  |

## Organisational Context

The **<Event Organiser>**.is the coordinating body for this event in conjunction with other contractors.

The **<Event Organiser>** is concerned about health and safety issues arising from the **<Event Name>,** either from a failure to achieve adequate safety measures or a claim or claims being lodged against the **<Event Organiser>** in regards to an accident or an injury.

The **<Event Organiser>** sees the event as an opportunity to **<aim of the event positive outcomes for the community>**

## Risk Management Context

The **<Event Name>** must be planned to ensure that the **<Event Organiser>** is not exposed to undue risks. The goal is to identify hazards, assess the risks, implement risk treatments for all accepted risks and monitor treatments for all transferred and mitigated risks.

**The Event**: The **<Event Name>** event is a **<type of event>** event that involves **<event activities>**.

This event is expected to involve approximately **<number of attendees>** community members. This estimate is dependent on environmental factors like weather.

**Time and place:** The **<Event Name>** will be hosted on **<Date>** at the **<Where>**. See attached map.

**Generic Risk:** Environmental risk – weather (storms or heat)

Public health & safety – including crowd control, traffic movement, injury from moving vehicles, injury from community activities

Asset loss – theft, damage.

# Roles & Responsibilities

The roles and responsibilities of various persons/groups involved in the organisation.

## Shire of Esperance

The Shire of Esperance is responsible for event approvals, which includes but is not limited to:

* + - Building / construction approvals,
    - Health safety issues in and about the event
    - Food sale permits
    - Noise control
    - Rubbish disposal
    - Parking / road access issues
    - Planning / zoning issues
    - Local Laws
    - Road closures

The *Health Act* *1911* provides a head of power that allows Environmental Health Officer’s (EHO) access to all facilities to ascertain that health/safety requirements are addressed and to close facilities that are considered unsafe or unsuitable.

The Shire is a key stakeholder and must be an integral part of the risk management process.

## Event Controller

The event controller is **<Event Organiser>**. The event controller is responsible for:

* Acting as a central point of contact before, during, and after the event
* Providing direction to volunteers and participants
* Responding to enquiries
* Provides management and administrative support
* Preparing and implementing the Risk Management Plan
* Decide on cancellation or postponement due to inclement weather.

## Coordinating Group

The Coordinating groups role is to facilitate, organise, promote, manage and resource the **<Event Name>**; and adjust the event to mitigate risks and plan for a safe and successful event encompassing the **<Event Name>**.

The **<Event Name>** Team comprises of:

## <Event Organiser>

* + - Name
    - Name
    - Name
    - Name

## External Contractors (list)

* + - **<External Contractors>** (companies/groups you engage to run certain services)

## Volunteers

Event Volunteers perform functions required to support the event.

* + - Assist setup and pack down of event infrastructure
    - Assist placement and recovery of signage
    - Assist with requests and enquiries from members of the public

## Shire of Esperance Staff

To aid with **<any services requested and approved>** i.e. waste services, road closures etc.

## Esperance Police Service

Police are responsible for maintaining law and order in and about events. Although not responsible for event approvals, they are consulted by event organisers to ensure that any policing issues are addressed. They are not responsible for security or crowd control issues but in the event of a failure they become involved.

Police are a key stakeholder and must be an integral part of the risk management process. The local police are involved in this event and will be in attendance from commencement. An informal meeting with the Esperance Police has been scheduled.

**EVENT POSTER**

**INSERT POSTER HERE**

# Scope of the Report

Risk identification is a role of the coordinating group in conjunction with the various stakeholders. This document will consider the likelihood and consequence of a range of risks and varying levels of treatments.

The facilitation of this assessment will provide an effective guide as to what actions should be implemented including responsibilities for public safety, asset protection, and cleaning up after the event.

The scope of this report is to detail the set of possible outcomes and consider any new risks associated with this strategy. The report will endeavour to create a value model that prescribes the most effective results. It will then serve as the foundation of a first stage decision making process developed to identify and treat risk.

This report aims to facilitate the planning process and consider the types of risks that might arise.

## Risk Review

Risks are evaluated on a two-dimensional matrix using a qualitative rating of the likelihood and the scale of the possible consequence. This form of evaluation provides a good graphical representation of how serious this risk is or where the individual risk lies within a group of risks. This method is outlined in *Appendix E* of the *Standard AS4360*.

Each risk has been rated according to the Likelihood and Consequences detailed below.

## Table 1 - Measures of Consequence

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Rating (Level)** | **Safety / Health (Physical)** | **Safety / Health (Psychological)** | **Financial Impact** | **Service Interruption** | **Compliance** | **Reputational** | **Environment** |
| **Insignificant (1)** | Negligible injuries/ First aid injuries | Temporary, no leave taken, short term with full recovery | Less than  $5,000 | No material service interruption | No noticeable regulatory or statutory impact | Unsubstantiated, low impact, low profile or ‘no news’ item | Contained, reversible impact managed by on site response |
| **Minor (2)** | Medical type injuries (</= 9 days lost time) | Sick leave, short term impact, recovery 1-3 weeks | $5,001 -  $50,000 | Short term temporary interruption – backlog cleared < 1 day | Some temporary non-compliances | Substantiated, low impact, low news item | Contained, reversible impact managed by internal response |
| **Moderate (3)** | Medical type injuries (10 days - 3 months lost time) | Significant non- permanent, longer term illness, recovery 1-6 months | Up to  $500,000 | Medium term temporary interruption  – backlog cleared by additional resources < 1 week | Short term non- compliance but with significant regulatory requirements imposed | Substantiated, public embarrassment, moderate impact, moderate news profile | Contained, reversible impact managed by external agencies |
| **Major (4)** | Medical type injuries (> 3 months lost time) | Longer term illness, severe trauma, extended incapacity | Up to $1.5M | Prolonged interruption of services – additional resources; performance affected  < 1 month | Non-compliance results in termination of services or imposed penalties | Substantiated, public embarrassment, high impact, high news profile, third party actions | Uncontained, reversible impact managed by a coordinated response from external agencies |
| **Catastrophic (5)** | Fatality, permanent disability | Death, permanent severely disabling illness, e.g. Post- Traumatic Stress Disorder | More than  $1.5M | Indeterminate prolonged interruption of services – non- performance > 1 month | Non-compliance results in litigation, criminal charges or significant damages or penalties | Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions | Uncontained, irreversible impact |

* 1. **Table 2 - Measures of Likelihood**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating (Level)** | **Description** | **Frequency** | **Project Frequency** |
| **Almost Certain (5)** | The event is expected to occur in most circumstances | More than once per year | Greater than 90% chance of occurrence |
| **Likely (4)** | The event will probably occur in most circumstances | At least once per year | 60% - 90% chance of occurrence |
| **Possible (3)** | The event should occur at some time | At least once in 3 years | 40% – 60% chance of occurrence |
| **Unlikely (2)** | The event could occur at some time | At least once in 10 years | 10% - 40% chance of occurrence |
| **Rare (1)** | The event may only occur in exceptional circumstances | Less than once in 15 years | Less than 10% chance of occurrence |

## Table 3 – Risk Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** |  |  | **Consequence** |  |  |
| **Insignificant (1)** | **Minor (2)** | **Moderate (3)** | **Major (4)** | **Catastrophic (5)** |
| **Almost Certain (5)** | Moderate (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| **Likely (4)** | Low (4) | Moderate (8) | High (12) | High (16) | Extreme (20) |
| **Possible (3)** | Low (3) | Moderate (6) | Moderate (9) | High (12) | High (15) |
| **Unlikely (2)** | Low (2) | Low (4) | Moderate (6) | Moderate (8) | High (10) |
| **Rare (1)** | Low (1) | Low (2) | Low (3) | Low (4) | Moderate (5) |

* 1. **Treatment Options**

Accept Risk = Not commercially treatable. Avoid Risk = Do not carry out the activity.

Transfer Risk = Contract risk area to an expert service provider. Mitigate = Insure via broker, check coverage and specialised risk. Treat = Take some specialised action to reduce risk

## Risk Treatments General

There is potential for minor exposure to accidental injury to persons and loss or damage to property inherent in these activities. It should be the policy for every employee and volunteer to act to reduce the risk of such accidental loss or injury to the greatest extent feasible. The Shire of Esperance’s resources must be protected from financial loss resulting from such events.

## Risk Avoidance

The Shire of Esperance may elect to avoid undesirably high risks and programs with excessive costs by refusing to undertake unsafe activities or by discontinuing high-risk programs.

## Loss Reduction

Risks inherent in the existence and operation of this event can be reduced, resulting in a decrease in both frequency and severity of accidental losses. It is the responsibility of each responsible stakeholder and its personnel to conduct the operation of this event in such a

way as to reduce or prevent hazards to individuals and property and to evaluate the risk cost potential when considering additional new activities.

## Risk Transfer

The financial responsibility for risks may be transferred to others through contractual agreements or through the purchase of insurance. The entity having responsibility for an approved program may be allowed or required to insure those exposures that are determined to be too large for that area to retain.

Some risks with large variables e.g. crowd behaviour and human safety issues cannot be transferred.

## Risk Implementation

The Project Manager is the Risk Manager for this event. The Project Manager by the nature of the event has accepted the uncontrollable risks such as weather, environment and crowd and will implement treatment programs to mitigate risk. The Project Manager’s role is to ensure the risk is managed.

The Project Manager needs to ensure that the attached checklists, where relevant are applied and completed. The Project Manager has to ensure that any new emerging risks or safety concerns are controlled as and when they arrive.

## Table 4 - Assessment Criteria

Effective planning documents so that stakeholders can gain an accurate picture of the risks and benefits of a range of scenarios. Consultation with all stakeholders to ensure the perceived risks are effectively evaluated and any applicable policies are upheld.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Rank** | **Description** | **Criteria** | **Responsibility** |
| **LOW (1-4)** | Acceptable | Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring | Operational Manager |
| **MODERATE (5-9)** | Monitor | Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring | Operational Manager |
| **HIGH (10-16)** | Urgent Attention Required | Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring | Director / CEO |
| **EXTREME (17-25)** | Unacceptable | Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring | CEO / Council |

* 1. **Table 5 – Existing Controls Ratings**

|  |  |  |
| --- | --- | --- |
| **Rating** | **Foreseeable** | **Description** |
| Effective | There is little scope for improvement. | Controls are fully in place, are being well addressed / complied with, are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested |
| Adequate | There is some scope for improvement. | Controls are in place, are being addressed / complied with and are subject to periodic review and testing |
| Inadequate | A need for corrective and  / or improvement actions exist. | Controls do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time |

# Risk Register

Remove the risks that do not apply to your event and amend the controls to suit.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Risk Type** | **Likelihood** | | **Consequence** | **Level of Risk** | **Existing Controls** | **Acceptance Criteria** | | | **Control Rating** |
| **Environmental Risks** | | | | | | | | | | |
| 1. | Extreme weather | Possible | | Insignificant | Low | People will simply not turn up if weather is poor  Weather forecast to assist in determining if event is cancelled  PA System on site to advise public of cancellation.  Social Media platforms to advice public of a cancellation | Community announcement on radio if event is cancelled  Place cancellation sign at entry point.  Acceptable | | | Effective |
| 2. | Litter | Almost certain | | Insignificant | Moderate | Rubbish contractor advised of event  Additional bins supplied on site by contractor (in kind sponsorship)  Skip bin on site to ensure high volumes of waste can be managed  Contract to collect and remove waste after the event  Rotary Club of Esperance to clean up on day after event | Monitor | | | Effective |
| 3. | Sun burn / Sun Stroke | Possible | | Minor | Medium | St John Ambulance will be in attendance during event – So first aid qualified staff will be on site  First Aid kit on site | Provision of sun screen and water at event  Shade shelters on site to provide protection Emergency First Aid.  Monitor | | | Effective |
| 4. | Drowning | Unlikely | | Major | High | Qualified watch around water supervision for water activity.  Communication of participation requirements to volunteer supervisors and participants | Monitor | | | Adequate |
| 5 | Fireworks | Unlikely | | Major | High | Contractor to ensure all cartridges and unspent fireworks are to be removed from site and disposed of appropriately  St Johns will be in attendance  DFES Fire Truck will be in attendance | Monitor Waste  Emergency First Aid  Emergency Fire & Rescue | | | Effective |
| **Effects of Food & Beverages** | | | | | | | | | | |
| **#** | **Risk Type** | | **Likelihood** | **Consequence** | **Level of Risk** | **Existing Controls** | | **Acceptance Criteria** | **Control Rating** | |
| 6. | Food Poisoning – insufficient food handling | | Unlikely | Moderate | Medium | Food handlers to have appropriate food permit.  Food Permit Stall holders are advised as to guidelines in the preparation, storage and handling of all food products  Suppliers of food to have own public liability insurance | | Acceptable | Effective | |
| **Public Health & Safety** | | | | | | | | | | |
| 7. | Ability to treat injuries, access and evacuate injured | | Possible | Moderate | Moderate | St John Ambulance staff will be on site at all times. | | Monitor | Adequate | |
| 8. | Availability of public toilets | | Unlikely | Insignificant | Low | Public toilets available at James Street, RSL Car Park, Taylor Street Jetty.  An additional 4 porta-loos will be on site also. | | Ensure public toilets open during event  Acceptable | Adequate | |
| 9. | Electrocution from faulty power connections | | Rare | Catastrophic | Moderate | Power points protected by RCD.  All extension cords on site will be tagged including stall holders & food vendors cords.  Test & Tag will be in attendance throughout the event. | | Monitor | Adequate | |
| 10. | Participant dehydration /heat exhaustion | | Unlikely | Moderate | Moderate | St John Ambulance staff will be on site at all times. | | Monitor | Adequate | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Risk Type** | **Likelihood** | **Consequence** | **Level of Risk** | **Existing Controls** | **Acceptance Criteria** | **Control Rating** |
| 11. | Failure to comply with Noise Regulations | Unlikely | Moderate | Medium | Provision of noise level guide Abide by Event Permit conditions Reduce noise to comply | Monitor | Effective |
| 12. | Cuts/abrasions, lacerations, fractures | Possible | Minor | Medium | Site will be clear of obvious hazards First Aid kit on site  St John Ambulance staff will be on site at all times. | Monitor | Effective |
| 13. | Poor Crowd control management – misjudging event attendance | Possible | Moderate | High | Ensure barriers are in place around activities Communication of participation requirements to volunteer supervisors and participants | Monitor | Effective |
| 14. | Failure to provide adequate insurance cover for volunteers | Unlikely | Moderate | Medium | Ensure volunteer insurance is up to date | Acceptable | Effective |
| 15. | Poor management of assets | Unlikely | Moderate | Medium | Equipment not be left unattended Local Police patrols during event | Acceptable | Adequate |
| 16. | Traffic Incident – road and pathways | Possible | Moderate | High | Traffic Management Plan in place compiled by the Shire of Esperance  Road Marshalls monitoring the road and pathways | Acceptable | Adequate |

This Risk Register lists a number of common examples often identified at events. You will need to examine the activities at your event and exclude any that

apply or include risks identified with the activities you propose to run within you event.