

HOW-TO GUIDE: Event Risk Management Plan

Introduction

A Risk Management Plan (RMP) identifies potential risks, assesses their impact, and outlines steps to mitigate or manage them. Its purpose is to ensure safety, prevent disruptions, and prepare for unexpected situations at your event.

This template has been developed to support organisers who do not already have a Risk Management Plan for their event or filming/photography activity. If your activity has been deemed High Impact, you are advised to seek a professionally developed Risk Management Plan. If you are unsure, please contact event.permits@mornpen.vic.gov.au

Steps to Develop a Risk Management Plan

1	Identify Hazards What are the potential hazards at your event?
2	Determine Risk Rating What is the likelihood and consequence of the hazard?
3	Determine Response How will you respond to a risk?

Step 1: Identify Hazards

If a potential hazard is relevant to your event, put it in the hazard column of your Risk Management Plan. Add other hazards that are specific to your event as they may not be listed.

Hazard Type	Description	Potential Hazards
Safety & Wellbeing	Hazards that pose a risk to the health, safety or behaviour of all people on-site.	Slips, trips & falls, overcrowding, poor lighting, medical emergencies, heat/cold exposure, lost child, aggressive behaviour, drug/alcohol misuse, infectious disease, food poisoning, allergic reactions, unauthorised access, theft/vandalism, criminal activity, bomb threat, terrorism, protest disruption
Site & Infrastructure	Hazards arising from physical infrastructure, layout, and installations.	Unsafe structures, equipment failure, live electrical wires, unsafe amusements, gas leak, poor signage, missing safety gear, poor layout
Weather & Environment	Hazards from external conditions, natural terrain, or environmental factors.	Severe weather, extreme heat/cold, flooding, high fire danger, hazardous waste, poor drainage, wildlife/pests
Operations & Logistics	Hazards arising from natural or external environmental conditions.	Power outage, AV failure, communication breakdown, staff shortage, untrained staff, unsafe stallholders, cash handling, waste overflow, lack of sanitation, performer behaviour
Compliance & Reputation	Hazards related to unauthorized access or security breaches.	Missing permits, regulatory breach, noise complaints, community backlash, insurance gaps

Step 2: Determine Risk Rating

Use the table below to determine the **level of risk** (low, moderate, high, extreme) of each hazard by assessing the **likelihood** and **consequence** of the hazard occurring at your event.

		CONSEQUENCE: What is the severity if the hazard occurs?				
		1: Insignificant No health risk / Minimal financial loss	2: Minor Low health risk / Medium financial loss	3: Moderate Medical treatment / High financial loss	4: Major Hospitable / Large financial loss	5: Catastrophic Permanent health outcome / Massive financial loss
LIKELIHOOD: What is the probability that the hazard will occur?	A: Almost certain Often occurs	Low	Moderate	High	Extreme	Extreme
	B: Likely Could easily happen	Low	Moderate	High	High	Extreme
	C: Possible Could happen	Low	Moderate	Moderate	High	Extreme
	D: Unlikely Hasn't happened by could	Low	Low	Moderate	High	High
	E: Rare Possible in extreme circumstances	Low	Low	Low	Moderate	High

Step 3: Determine Response

Using the table below as a guide, outline the treatments you will put in place to reduce the risk of the hazard occurring.

Level of Risk What is the impact if the hazard occurs?	Response What treatments will you put in place to reduce the risk of the hazard occurring or respond to the risk materialising?
Extreme	Stop work. Immediate action required. Take urgent steps to eliminate or control the hazard. Implement emergency procedures and review plans.
High	Immediate action needed. Implement strict controls and safety measures. Monitor the situation closely.
Moderate	Action required to reduce risk. Implement controls to minimise impact. Monitor and review periodically.
Low	Manage as routine. Implement basic controls and monitor for any changes. Review occasionally.

Example Risk Management Plan

Ensure you consider every type of risk that is relevant to your event. The guide below is a demonstration only.

Safety & Wellbeing			
Hazard	Level of Risk	Response	Responsibility
Slips, trip & falls	Moderate	Use non-slip mats in susceptible areas, ensure proper lighting, tape down cables	Area Warden
Site & Infrastructure			
Hazard	Level of Risk	Response	Responsibility
Unsafe temporary structures	High	Engage licensed contractors, weight marquees adequately, follow installation instructions	Safety Officer
Weather & Environment			
Hazard	Level of Risk	Response	Responsibility
Severe weather	Extreme	Determine parameters for cancelling event, provide shaded areas, access to free drinking water.	Safety Officer
Operational & Logistics			
Hazard	Level of Risk	Response	Responsibility
Power outage	Moderate	Backup generators, essential equipment prioritised, test & tag prior to event	Event Technician
Compliance & Reputation			
Hazard	Level of Risk	Response	Responsibility
Missing permits	High	Apply for all relevant permits with appropriate lead times, consult with authorities early	Event Manager