

# **Sample Risk Management Plan**

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## 1.0 Introduction and Context

The project titled \_\_\_\_\_ is being organised  
by \_\_\_\_\_ and will take place on \_\_\_\_\_.

The objective of the project is –

\_\_\_\_\_

\_\_\_\_\_

The context within which this plan has been developed is

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*(As an example: the context within which this plan has been developed is to run the most successful project possible, ensuring at the same time the patrons attending in the project are protected from harm, the property and environment are protected from damage and the project provides a positive contribution to the community while enhancing the reputation of the Shire of Northam.)*

### 1.1 Background/project Scope

(An overview of the project should be provided here. The overview should create an image in the readers mind and set the scene for the rest of the document. The following headings should be used as a guide to describe your project.

Background of project-

Details Activities of the project-

Environment – Location & Layout:-

Activities Requiring Permits:-

### 1.2 Organisational Details

Give full details such as the following:-

Organisation coordinating the project:

Name individuals responsible for the project:

Contact Phones:

Email:

Name of project:

Date of project:

Setup Times:

Location of project:

## 2.0 Definitions

*Risk* – The chance of something happening that will have an impact on objectives.

*Risk Assessment* – The overall process of risk identification, risk analysis and risk evaluation.

*Risk Management* – The culture, processes and structures that are directed towards realising potential opportunities, whilst managing adverse effects.

*Risk Reduction* – Actions taken to reduce the likelihood, negative consequences or both, associated with a risk.

*Risk Treatment* – The process of selection and implementation of measures to modify risk.

*Risk Transfer* – The process of selection and implementation of measures to modify risk.

*Risk Acceptance* – Risk acceptance is the acknowledgement that there is a risk and of the consequences that may result, which is accepted.

### 3.0 Stakeholders in Risk Management Plan

(At this point detail all agencies, organisations and businesses who are involved in preparing and providing input into the Risk Management Plan. Indicate who was involved in the consultation process).

### 4.0 Risk Identification

The following checklist items are not exhaustive, but can be used as a prompt. You will also need to consider site and project specific risks such as drowning if your project is in a reserve which has lakes.

#### **People Hazardous materials**

Disorderly unruly behaviour  
Chemical hazards  
Public accessing non-public areas of project  
Pyrotechnics/ Fireworks  
Misuse of amusements and rides  
Fuels i.e. Petrol, LPG, Diesel  
Drug and/or Alcohol affected persons  
Criminal Activity

#### **Technical Management**

Overcrowding  
Inadequate site management  
Terrorism/Bomb threat  
Lack of staff briefing  
Medical Emergency (i.e. Heart Attack)  
Communications failure  
Lost Children  
Power failure  
Water Hazard - drowning  
Water failure  
Lack of patron awareness of facility locations  
Toilet failure  
Unregistered food vendors

#### **Trip/Slip Hazards**

Unsafe temporary structures  
Electrical cables  
Extreme weather  
Uneven ground, loose surfaces  
Electrocution/shorting out  
Flooring design/surface  
Fire  
Lighting  
Climbing for vantage points

#### **Health**

Traffic congestion  
Food poisoning  
Collisions  
Disease outbreak  
Emergency Services access  
Animal to human spread of disease  
Excessive noise levels

**Vehicular**

Temporary fencing  
 Disabled parking  
 Lack of parking spaces

**Accessibility**

Inadequate seating space  
 Inaccessible toilet facilities  
 Difficulty touring through project site

**Waste**

Inadequate number of toilets  
 Insufficient rubbish bins  
 Inadequate maintenance of toilets  
 Inadequate emptying/cleaning of bins  
 Needles/ Syringes  
 Litter collection  
 Sunburn/ Dehydration  
 Collection/removal of wastewater  
 Smoking Site clean up

<b>5.0 Assessing Potential Risk</b>
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Once risks are identified, they are evaluated on a two (2) dimensional matrix using a qualitative rating of the likelihood of the project occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

**Likelihood**

Level	Descriptor	Description
A	Almost certain	Almost certain Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	may occur only in exceptional circumstances
F	Never	It is not foreseeable that this will occur

**Consequence**

Level	Descriptor	Description
1	Insignificant	No Injuries low financial loss
2	Minor	First Aid treatment medium financial loss release immediately contained
3	Moderate	Medical treatment required high financial loss on site release contained with outside assistance
4	Major	Extensive injuries major financial loss off-site release with no detrimental effects

		loss of production capability
5	Catastrophic	Death huge financial loss toxic release off site

Likelihood	Consequences				
	1	2	3	4	5
A	S	S	H	H	H
B	M	S	S	H	H
C	L	M	S	H	H
D	L	L	M	S	H
E	L	L	M	S	S

Legend:

- H** High risk; detailed research and management planning required at senior levels
- S** Significant risk; senior management attention needed
- M** Moderate risk; management responsibility must be specified
- L** Low risk; manage by routine procedures



## 6.0 Evaluating and Treating Potential Risks

**Table 5: Risk Treatment Schedule and Plan**

Compiled by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Function / Activity: \_\_\_\_\_

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A – Accept B - Reject	Person Responsible for Implementation	Time - Table	How will it be monitored?
Marquee Collapse	1.Not install marquee. 2.Have installer sign certification once installed. 3.Ensure First Aid qualified personnel are employed at the project. 4.Obtain from installers a wind speed which once reached must be taken down	2 and 4	3 + D = M (Medium)	3 + E=L (Low)	A	Name & Position	Immediate and ongoing as required.	project Organiser to advise Installers of requirement for checklist to be completed prior to project. Checklist to be retained once completed. Procedure for dismantling of marquee to be developed based on wind speed prior to project. Wind speed to be monitored during project.

## 7.0 Risk Action Plan

For those risks that are High, Extreme or deemed to be unacceptable, they need to be evaluated and specific action plans need to be developed to manage the risk appropriately.

**Table 6: Risk Action Plan Table**

(Example of Risk Action relating to “Marquee Collapse”)

RISK ACTION PLAN	
Item	1
Risk	Marquee Collapse
Summary (recommended response & impact)	To ensure that the marquee Installer completes an inspection checklist, submits it to the project organiser and to develop a procedure to have the marquee dismantled in the project of unacceptable wind speed, to ensure that the risk of collapse is acceptable.
Proposed Actions	<ul style="list-style-type: none"> <li>• Contact marquee company and advise that they will need to complete it and submit it to the project organiser once the marquee is erected.</li> <li>• Develop a procedure for dismantling of the marquee in response to unacceptable wind speed.</li> </ul>
Resource Requirements	<ul style="list-style-type: none"> <li>• Time of project Organiser</li> <li>• Access to computer</li> <li>• Phone</li> </ul>
Responsibilities	Responsibility of project Organiser to contact marquee company, collect completed checklist from installer and to develop dismantling procedure.
Timing	<ul style="list-style-type: none"> <li>• Procedure to be completed prior to project.</li> <li>• Marquee company to be notified of checklist requirement one month prior to project.</li> </ul>
Reporting/Monitoring	<ul style="list-style-type: none"> <li>• project organiser to remind marquee company of checklist requirement within 7 days of the project.</li> <li>• Completed checklist to be obtained from installer immediately after erection of marquee.</li> </ul>







**Appendix 3 TEMPLATE OF RISK ACTION PLAN**

<b>RISK ACTION PLAN</b>	
Item	
Risk	
Summary (recommended response & impact)	
Proposed Actions	
Resource Requirements	
Responsibilities	
Timing	
Reporting/Monitoring	