

# Risk Management Plan for Event Organisers

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(Insert organisation)

**Application:**

(Insert event details)

**Stakeholders:**

(Insert relevant stakeholders e.g. event organisers and associations)

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## SECTION 2: RISK MANAGEMENT

This section provides a general structure for risk management and guidance on some of the common risk areas that should be considered when planning and delivering an event.

### 2.1 PLANNING AND RISK FRAMEWORK

Risk management needs to commence at the planning phase of the event to ensure that risk are identified, assessed and the appropriate treatments / controls are established to mitigate the risks.

Risk controls are to be established to eliminate or minimise risks and reviewed regularly.

This plan adopts elements of the risk management framework to assist with applying a structured risk management and monitoring process.

### 2.2 RISK MANAGEMENT PROCESS

This plan provides a structure for the identification and management of risks, this is known as a systematic approach to risk management.

This approach involves stakeholders identifying risks, assessing and prioritising risks, implementing control measures and reviewing the effectiveness of implemented control measures.

- Review effectiveness of controls
- Discuss with workers
- Identify opportunities for continuous improvement

- Complete risk assessments
- Develop safe systems of work
- Implement risk controls
- Communicate and train stakeholders



- Develop a risk register / profile
- Identify event activities
- Review incidents / checklists
- Facilitate consultation

- Use risk assessment tools
- Identify what could go wrong / how
- Assess likelihood and consequence
- Prioritise based on risk

- Identify risk mitigation controls
- Identify solutions with workers, managers, stakeholders and assign responsibility
- Refer to Regulations, Codes of Practice and Standards