|  |  |
| --- | --- |
| Event Information | |
| **Event Name** |  |
| **Event Date** |  |
| **Event Location** |  |
| **Bump in time** |  |
| **Bump out time** |  |
| **Event start time** |  |
| **Number of staff / volunteers** |  |
| **Expected Pax** |  |
| **Expected Weather Forecast** |  |

# **Stakeholders**

|  |  |  |
| --- | --- | --- |
| Stakeholder | Organisation | Core Responsibility |
| TBC | Shire of SJ | Event Manager |
| TBC | Shire of SJ | PR Media Manager |
| TBC | Shire of SJ | Event Staff |
| TBC | TBC | Food Vendor |
| TBC | TBC | Photographer |
| TBC | TBC | Supplier |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Risk Measuring Indicators**

# **Likelihood**

|  |  |  |
| --- | --- | --- |
| Descriptor | Frequency Indicator  (at a similar event) | Example |
| 1. Almost Certain | Occurred < 10 times | Expected to occur at most events |
| 1. Likely | Occurred at least 5 times | Will probably occur at most events |
| 1. Possible | Occurred at least 3 times | Should occur at some events |
| 1. Unlikely | Occurred once | Could occur at some events |
| 1. Rare | Not known to have occurred | May occur at some events in rare circumstances |

**Consequences**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1. Insignificant | 1. Minor | 1. Moderate | 1. Major | 1. Catastrophic |
| **Environmental** | No to minor impact, rectified rapidly with insignificant residual effect | Impact confined to site with short term minimal rectification required; may cause isolated community complaint | Contained off-site environmental damage (e.g., spill on road), short term and easily rectified; may lead to community complaints and regulatory enforcement action | Uncontained off-site environmental damage (e.g., polluted water), long term major effects and difficult to rectify; may lead to multiple community complaints and civil prosecution | Effects widespread, viability of ecosystems or species affected, with long term permanent impact leading to irreversible damage and criminal prosecution |
| **Financial** | < $5,000 | $5,000 to  < $10,000 | $150,000 to < $500,000 | $500,000 to  < $2 million | > $2 million |
| **Legal** | No action | Low level legal issue. Penalty or prosecution unlikely. | Serious breach with investigation by or report to authority. Moderate penalty possible | Major breach with major penalty/ investigation and prosecution by authority. Major litigation. | Investigation by authority and significant penalty delivered. Very serious litigation, including class actions. |
| **Health & Safety** | None | First aid treatment | Medical treatment required. | Extensive medical treatment required. | Permanent disability and / or fatality |
| **Operational** | Little impact delay: > 1 hour | Inconvenient delays: 1 hour to 1 day | Significant delays: 1 day to 1 week | Non achievement of certain aspects, with delays from 1 week to 1 month | Non achievement of objectives, with delays > 1 month |
| **Reputation** | Low impact,  low profile, no complaint | Low impact and low news, possible complaint | Low public embarrassment, moderate news, public complaint | Public embarrassment, high media attention, several public complaints, third party action, damage to reputation | Very high level of embarrassment, very high media attention, many public complaints, third party action, and irreversible damage to reputation. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **Consequences** | | | | |
| **1**  **INSIGNIFICANT** | **2**  **MINOR** | **3**  **MODERATE** | **4**  **MAJOR** | **5**  **CATASTROPHIC** |
| **Likelihood** | **A**  **ALMOST CERTAIN** | H | H | **E** | **E** | **E** |
| **B**  **LIKELY** | M | H | H | **E** | **E** |
| **C**  **POSSIBLE** | L | M | H | **E** | **E** |
| **D**  **UNLIKELY** | L | L | M | H | **E** |
| **E**  **RARE** | L | L | M | H | H |
| E – Extreme H – High M – Medium L – Low | | | | | | |

|  |  |
| --- | --- |
| **Extreme** | Immediate action required. The activity, or job, must not proceed. Modify the unwanted event, the consequence, or the likelihood to ensure that the risk class is reduced to Medium, or lower. |
| **High** | Action plan required. The activity, or job, must not proceed. Modify the unwanted event, the consequence, or the likelihood to ensure that the risk class is reduced to Medium, or lower. |
| **Medium** | Repeat the risk identification and risk evaluation process to verify and, where possible to quantify, the risk estimation. Determine the accuracy and uncertainty of the estimation. Where the risk class is confirmed to be Medium, modify the unwanted event, the consequence, or the likelihood to ensure that the risk class is reduced to Low, or Negligible. If this is not practicable, a Risk Action Plan must be developed to manage the risk. |
| **Low** | Determine the management plan to prevent occurrence and to monitor changes which could affect the risk classification. Managed through routine procedures. |

***Risk Register – EVENT NAME & DATE***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk** | **Consequence** | **Controls** | **Consequence Rating** | **Likelihood Rating** | **Level of Risk** | **Action Plan** |
| Bomb Threat |  |  |  |  |  |  |
| Broken Glass |  |  |  |  |  |  |
| Disability Access |  |  |  |  |  |  |
| Electrical Equipment |  |  |  |  |  |  |
| Emergency Service Access |  |  |  |  |  |  |
| Lost Child |  |  |  |  |  |  |
| Waste Disposal |  |  |  |  |  |  |
| Extreme weather |  |  |  |  |  |  |
| Falling tree branches |  |  |  |  |  |  |
| Fire  Including Bushfire |  |  |  |  |  |  |
| Food poisoning |  |  |  |  |  |  |
| Injuries, choking or medical emergencies |  |  |  |  |  |  |
| Marquees and Temporary Structures |  |  |  |  |  |  |
| Overcrowding |  |  |  |  |  |  |
| Equipment Failure |  |  |  |  |  |  |
| Reticulation & Ground Damage |  |  |  |  |  |  |
| Animal / Insect Bites |  |  |  |  |  |  |
| Trip hazards |  |  |  |  |  |  |
| Unclean toilet facilities |  |  |  |  |  |  |
| Vehicle vs person accident |  |  |  |  |  |  |
| Excessive Noise |  |  |  |  |  |  |
| Lighting |  |  |  |  |  |  |
| Violent Behaviour |  |  |  |  |  |  |
| Dehydration/ Heat Stroke |  |  |  |  |  |  |