

Toastmasters International

District 69

RISK MANAGEMENT PLAN



1. EVENT

1.1 Event Details

Name of Event:

Date of Event	
Venue Address	
Nature of Venue	
Capacity of Venue	
Set up Commences	
Event Starts	
Event Manager	
Event Finishes	

Date and time that dismantling commences and anticipated conclusion time:

Date	Dismantling Time	Conclusion Time

1.2 Event Manager

Organisation:

Mobile:

Email:

Local Coordinators during event

Local Coordinator	Town	Contact No	Email

1.3 Description of the Event

Event Description:

Details of Entertainment/Activity:

1.4 Patron Details

Target Audience: _____ Estimated Total - _____

2. EMERGENCY CONTACTS:

Role	Name of contact	Contact details
Eg: Ambulance	Emergency	000

RISK ASSESSMENT TABLES

Risk Rating

The risk matrix determines a 'Risk Rating', based on the Likelihood and Consequence of risk.

From each of the Likelihood and Consequence tables below, select the level.

Likelihood

How likely is it to occur?

Level	Descriptor	Example Detail Description
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Likely Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur but only in exceptional circumstances

Consequence

What is likely to be the impact?

Level	Descriptor	Example Detail Description
1	Insignificant	<ul style="list-style-type: none">• No injuries• Low financial loss
2	Minor	<ul style="list-style-type: none">• First aid treatment• On-site release of chemical immediately contained• Temporary halt of event• Medium financial loss
3	Moderate	<ul style="list-style-type: none">• Medical treatment required• On-site release of chemical immediately contained• Temporary halt of event• Medium financial loss

4	Major	<ul style="list-style-type: none"> ● Extensive injuries ● Loss of production capability ● Off-site release of chemical with no detrimental effects ● Half of event requiring investigation and outside assistance (eg ● fire, police, ambulance, WH&S) ● Major financial loss
5	Catastrophe	<ul style="list-style-type: none"> ● Death ● Toxic release off-site with detrimental effect ● Halt of production with investigation and potential prosecution (eg ● fire, police, ambulance, WH&S) ● Catastrophic financial loss

Combine the two Level Values in the matrix below, to determine the Risk Rating on the following table.

RISK RATING

CONSEQUENCE Likelihood	Insignificant	Minor	Moderate	Major	Catastrophe
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

Ratings

E – Extreme risk: immediate action required

H – High risk: senior management attention needed

M – Moderate risk: management responsibility must be specified L – Low

risk: manage by routine procedures

Risk assessment tables enable event organisers to allocate risk ratings to all hazards, so they can prioritise and address them in a systematic way.

