# **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 disman	tling comme	nces and anticipate	d conclusion time:		
Date		Dismantling Time	9	Conclus	sion Time
1.2 Event Manager					
Organisation:					
Mobile:					
Email:					
Local Coordinators durin	ng event				
Local Coordinator	Town		Contact No		Email
1.3 Description of the Event					
Event Description:					
Details of Entertainment/Activity:					
<b>1.4 Patron Details</b> Target Audience:		E:	stimated 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
В	Likely	Likely Will probably occur in most circumstances
С	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><li>No injuries</li><li>Low financial loss</li></ul>
2	Minor	<ul> <li>First aid treatment</li> <li>On-site release of chemical immediately contained</li> <li>Temporary halt of event</li> <li>Medium financial loss</li> </ul>
3	Moderate	<ul> <li>Medical treatment required</li> <li>On-site release of chemical immediately contained</li> <li>Temporary halt of event</li> <li>Medium financial loss</li> </ul>

4	Major	Extensive injuries
		Loss of production capability
		<ul> <li>Off-site release of chemical with no detrimental effects</li> </ul>
		<ul> <li>Half of event requiring investigation and outside assistance (eg</li> </ul>
		<ul> <li>fire, police, ambulance, WH&amp;S)</li> </ul>
		Major financial loss
5	Catastrophe	Death
		Toxic release off-site with detrimental effect
		<ul> <li>Halt of production with investigation and potential prosecution (eg</li> </ul>
		<ul><li>fire, police, ambulance, WH&amp;S)</li></ul>
		Catastrophic financial loss

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

#### **RISK RATING**

CONSEQUENCE	Insignificant	Minor	Moderate	Major	Catastrophe
Likelihood					
A (Almost certain)	Н	Н	Е	Е	Е
B (Likely)	М	Н	Н	Е	Е
C (Possible)	L	М	Н	Е	Е
D (Unlikely)	L	L	M	Н	Е
E (Rare)	L	L	М	Н	Н

### **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.

EVENT RISK ASSESSMENT – Person completing risk assessment:
EVENT DISK ASSESSMENT - Dorson completing rick assessment:

List the identified hazards at the selected site and the action taken to minimise the risk.

Hazard	What could go wrong?	Person affected / location	Risk Rating	Risk Control Measures	By who and when?	Notes

1	1	Т	T	T

#### 4.1 Weather

In the event of extreme and dangerous weather all stakeholders will gather to consider safety and other issues in order to make a decision. Issues to be considered are:

- ground conditions in open air sites
- safety in operating the event overall
- additional risk to all persons attending the event. If a decision is made to cancel the event conference attendees will be advised through email and phone messages etc.

## **Non-Committee Contact List**

Name	Business/Facility	Contact details