



# What is an event Risk Management Plan?



## Why do I need a plan?

Events conducted in Queensland must always consider the safety and security of participants and the public.

## What is a risk?

- A risk is the chance of something happening that will affect objectives or negatively impact either a person, reputation, or finances.
- Risks are also measured in terms of event likelihood and consequences.

## What is a risk management plan?

- A risk management plan documents the proposed actions to treat an identified risk.
- This consists of a series of steps that, when undertaken in sequence, enable continual improvement in decision-making and effective event delivery.

## How do I make a plan?

Template can be found at:

<https://www.qld.gov.au/about/events-awards-honours/events/event-delivery>

To gain a greater understanding of the principles of risk management visit [www.riskmanagement.com.au](http://www.riskmanagement.com.au).

## What steps are to be documented?

When creating a plan -


- 1) Identify potential risks:
  - what could happen?
  - when could it happen?
  - how could it happen?
  - who could be harmed?
  - what could be harmed?
- 2) Rate potential risks:
  - measure the likelihood of the risk occurring.
  - what are the consequences?
  - what is the level of tolerance, should this risk occur?
- 3) Control measures to minimise or reduce the risk:
  - control measures must be appropriate to the level and type of risk.
  - actions should be clear and easy to follow.
- 4) Identify resources to be utilised:
  - financial or physical resources to be used to minimise the risk.
- 5) Timetable for implementation
- 6) Mechanism and frequency of review.


## Some risks to be considered are:

financial, reputational, security threat, non-attendance by performers or guest speakers, noise, lost children / missing persons, equipment failure/loss, volunteers, property damage or loss, overcrowding, poor attendance, weather implications, event time frame problems, a fire, accidents, injury, catering issues, other service providers, ticketing issues, scenario planning for restrictions such as COVID/lockdowns.


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