**Portland Neighbourhood House Risk Management Plans**

Risk Management is the process of identifying, assessing, and treating of risks. This process also includes the monitoring of those risks to ensure that the desired outcome has been reached and that any unacceptable risk has been eliminated or reduced as far as practicable. This process is in accordance with the Australian Standard on Risk Management AS/NZS ISO31000:2009 Risk Management Principles and Guidelines.

Having a Risk Management Plan and conducting a risk assessment prior to conducting an activity or event means potential risks can be identified, rated according to probability of occurrence and severity of damages. Controls and actions can then be taken to help reduce or mitigate any potential risks prior to the activity or event taking place.

**Your Risk Management Plan**

The requirement for a risk management plan will depend on the type of event and the activities involved at your event, however it is considered best practice for event organisers to always undertake the process.

The Kyeema Support Services Policy requires that a risk management plan will be required for all events.

Risk management plans need to be developed during your event planning phase and remain a working document that can be amended as required. For large events, it is recommended that you have discussions with relevant external stakeholders, including Kyeema Support Services, Victoria Police, event security and other emergency services to assist you with risk identification and potential mitigation strategies.

Detailed information on risk management and event safety at large events, including useful checklists for types of event risks, visit the WorkSafe website at <https://www.worksafe.vic.gov.au/resources/advice-managing-major-events-safely>

**Undertaking a Risk Assessment**

As the event organiser you have a duty of care for the safety of event staff, contractors, volunteers, and patrons. Using a logical and systematic approach to managing risk will help you organise a safe and successful event. A risk assessment is a key planning tool in your event management preparation, not only to identify potential hazards on the day of your event but also to identify the risks in event planning process including, but not limited to event financials, media coverage, potential staffing issues.

Using the table and matrix below you will be able to assess the likelihood and consequence of each risk you have identified and calculate the applicable risk level rating:

**Risk Assessment Process & Plan Delivery**

It should be ensured that the following steps are undertaken for any activity:

1. List details of all potential risks/hazards (Risk Assessment Form).
2. Assess the likelihood and consequence of each risk using the matrix and apply a risk level rating
3. Identify what action needs to be taken.
4. Allocate the action to a person responsible.
5. Allocate a timeframe for completion.

By following these steps from initial identification of risks through to completion of action it is ensured that a Risk Management Plan is in place

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| **Name of Event:** |  | | |
| **Event Date/s & Time:** |  | **Completed by:** |  |

**To be considered:**

***Use the tables and matrix below to assess the likelihood and consequence of each potential hazard to calculate the risk level rating:***

*H = high, M= medium, L= low*

*e.g: probability of low/rarely (4) and consequence of death (A) = M (medium) risk level*

**Complete the assessment by identifying what control you will implement, then re-assesses the risk after the control is in place. Allocate who is responsible for implementing the controls and allocate a timeframe for when the controls will be implemented.**

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| **Probability** | | | **Consequence/Impact** | | |  | | **A** | | **B** | | **C** | | **D** | | **E** | |
| **A** | Almost Certain | **1** | | Catastrophic -Death or over $1 Mil damage | **1** | | **E** | | **E** | | **H** | | **H** | | **M** | |
| **B** | Likely | **2** | | Major - Serious injury or major loss | **2** | | **E** | | **H** | | **H** | | **M** | | **M** | |
| **C** | Possible | **3** | | Moderate - Injury / high financial loss | **3** | | **H** | | **H** | | **M** | | **M** | | **L** | |
| **D** | Unlikely | **4** | | Minor - Minor Injury or Minor Loss | **4** | | **H** | | **M** | | **M** | | **L** | | **L** | |
| **E** | Rare | **5** | | Insignificant - Negligible Impact or Loss | **5** | | **M** | | **M** | | **L** | | **L** | | **L** | |

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| **TASK**  **What are you doing** | **HAZARD**  **What can harm you** | **Risk**  **Before control** | **CONTROLS**  **What will you do to keep people safe** | **Risk**  **After control** | **By Whom** | **When** |
| EG. Children’s Safety and wellbeing  *\*This is a mandatory hazard that needs to be assessed* | Physical or emotional injury to children (There will be no children in the class) | E4 | * Understand the requirements relating to the 11 Child Safety Standards, provide a safe environment for children * Child Safe Standards <https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/> | E4 | Facilitator |  |
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| *Risk Assessment Completed by:* |  |
| *Consultation Date* |  |