**(TEMPLATE:**

**Please note, area’s highlighted in yellow indicate event specific content that should be entered by event organisers.)**

**<enter name and date of event>**

**Event Risk Management Plan**

**Updated: <enter date>**

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# Section 1: Event Context

## Event introduction and overview

Insert basic event information, including the name of the event; the date; venues; brief history; expected participants; expected spectators; and expected media interest etc.

## Aims and objectives for the event

Insert the aims and objectives for the event. How will you determine if the event has been successful?

## Event governance and decision making

Insert a diagram or description of how the event is governed, and how key decisions are made. Include a schedule of any event management committees; safety committees; technical panels etc; and show how these groups interact.

## Event rules

Cross-reference any applicable rules that apply to this event, such as a National Sporting Organisations rulebook or similar.

## Industry guidelines and compliance requirements

Cross-reference any applicable compliance requirements depending on the context of the event. For example,

* ISO31000:2009 – Risk Management, Principles and Guidelines
* Health and Safety at Work Act 2015 etc.

## Event site map

Include a site map, which shows the competition area(s); location of medical and first aid facilities; catering; entry and exit points; storage areas; restricted areas; event administration area; parking; key signage, and any other important site specific information.

## Weather and climate information

Check with NZ Meteorological Service about historical weather conditions for the area, and time of year the event will be held. Note any risks that may be generated by anticipated weather or climate conditions.

## Allocation of officials and volunteers

Provide a schedule of the technical officials; marshals and volunteers, including their name; contact number; role; location; report in time, and any other relevant information.

## Onsite medical, first aid, security and safety resources

Provide a summary of the first aid; medical security; and other safety resources (such as lifeguards for water safety). Ensure you note how many, where will they be located and their capability.

You may also include a site map with specific reference to location of safety resources.

## Medical facilities and accessing emergency services

Note the location of the closest medical facility, (such as Accident and Emergency or hospital). Indicate the likely response times for emergency services to your event location. This can assist with planning how you respond to emergencies, and how much safety/medical support you may require on site.

## Initiating emergency response plans

Note which senior event personnel have the authority to enact key decisions; such as cancelling the event; activating evacuation procedures; postponing the event; or activating one or more of the specific emergency response plans you determine are appropriate for your event.

## Schedule of key stakeholder, role designation and contact information

Provide a summary table of key people. Indicate their role for the event, and their contact information (including mobile phone, and radio channel where they are used). This helps people involved with your event to locate the correct person regarding their particular enquiry.

## Event communication overview

In this section, provide a description about how communication will occur throughout the event. How will certain modes of communication be used; such as radios; mobile phones; SMS; handheld radios; websites; social media pages, such as Facebook closed groups; and public address systems.

# Section 2: Event Risk Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| <INSERT EVENT NAME> - **Risk Register** | | | | | | |
|  | **Last updated:** |  |  |  |  |  |
|  | **Review due:** |  |  |  |  |  |
|  | **Review lead:** |  |  |  |  |  |

| **RISK ID** | **HAZARD** | **RISK DESCRIPTION**  **(What could go wrong?)** | **PROBABIILITY**  **RATING** | **IMPACT**  **RATING** | **GROSS RISK LEVEL** | **CONTROLS** | **NET RISK LEVEL** | **ADDITIONAL RECOMMENDED CONTROL ACTIONS** | **RISK OWNER** | **REVIEW TERM** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *Power cables around desks in event admin area* | *Admin volunteer could trip on power cable and hit desk/floor causing head injury.* | *Possible* | *Medium* | *H9* | *Daily admin area checks to ensure cables are not in walkway areas. Cable covers put over any cables that cross walkways.* | *M6* | *N/A* | *Event Manager* | *Daily during event* |
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**Quick reference guide for completing the Event Risk Assessment**

1. Brainstorm all hazards by doing a site walk during the planning phase, (i.e. before the event commences).
2. Fill out all risk descriptions in the Risk Register.
3. Arrange a Risk Assessment workshop and/or meeting with key colleagues, and work through the risk assessment ratings. If unsure, default to the more conservative rating. These ratings should be done, as if there were no controls in place, so that you understand the real magnitude of each risk (Gross Risk).
4. Please note, which controls are already in place or should be in place to manage this risk, and include this under ‘controls’ (i.e. the things you do to reduce the risk).
5. Do the controls in place reduce the risk level (i.e. either reducing the impact or the probability rating)? Re-assess the risk level assuming the listed controls are in place, and note the new risk level having considered the controls (Net Risk).
6. Have you identified anything else you could do to further manage the risk? Please note these in the table.
7. Allocate the person responsible for ensuring the controls are managed as per your plan, and that the risk is reviewed as per the timeline you select; and
8. Indicate how often you will review the risk (on an hourly, daily, or monthly basis etc.)

**Risk Matrix**

| **Descriptor / Rating** | **Criteria** | **Descriptor / Rating** | **Criteria** |
| --- | --- | --- | --- |
| Rare – 1 | 0-5% chance of occurrence | Insignificant – 1 | Insignificant injury/illness of participant(s) and/or public (no medical treatment required). |
| Unlikely – 2 | 6-29% chance of occurrence | Minor – 2 | Minor injury/illness of participant(s) and/or public (basic first aid required). |
| Moderate – 3 | 30-49% chance of occurrence | Moderate – 3 | Moderate injury/ illness of participant(s) and/or public (referral/transport to hospital required with some time off work likely). |
| Likely – 4 | 50-79% chance of occurrence | Major – 4 | Serious injury/illness of participant(s) and/or public (urgent hospitalisation, extended medical treatment, extended time of work required). |
| Almost certain - 5 | 80-100% chance of occurrence | Extreme - 5 | Death or total permanent disability of participant(s) and/or public. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | **IMPACT** | | | | | | | | |
| **Risk Matrix** | | | | **Insignificant** | | **Minor** | | **Medium** | | **High** | | **Extreme** |
| 1 | | 2 | | 3 | | 4 | | 5 |
| **PROBABILITY** | **Rare** | 1 | Low | | Low | | Low | | Moderate | | Moderate | |
| **Unlikely** | 2 | Low | | Low | | Moderate | | High | | High | |
| **Possible** | 3 | Low | | Moderate | | High | | High | | Extreme | |
| **Likely** | 4 | Low | | Moderate | | High | | Extreme | | Extreme | |
| **Almost certain** | 5 | Moderate | | High | | High | | Extreme | | Extreme | |

|  |  |
| --- | --- |
| **RISK LEVEL** | **RISK MANAGEMENT ACTIONS** |
| **EXTREME** | **Intolerable**   * Activity should not be commenced, or be discontinued if started, until level of risk is able to be reduced. * Highest event decision making authority to be informed (i.e. Event Management Committee). * Re-assess risk prior to commencing the event or activity, to ensure risk level is appropriate. |
| **HIGH** | **Tolerable level of risk if all practicable measures in place**   * Review control measures to ensure risk level is as Low As Reasonable Practicable (ALARP). * Is there anything else that can be reasonably done to reduce the probability and/or impact of the risk? * Ensure verification is undertaken that all prescribed control measures are in place, and in practice. * Ensure all person(s) exposed to this risk are aware of the risk level. * If level of risk is ALARP, continue with the event or activity ensuring constant monitoring of the risk, to ensure the risk level does not increase further. |
| **MODERATE** | **Tolerable level of risk**   * Review control measures to ensure risk level is As Low As Reasonable Practicable (ALARP). * If level of risk is ALARP continue with the event or activity using standard operating procedures, Work, Health and Safety (WHS) codes of practice, ongoing monitoring and review of risks. |
| **LOW** | **Tolerable level of risk**   * No change required. Ensure existing control measures remain in place and is effective. |

# Section 3: Emergency Response Plan

## General Emergency Response Plan - EXAMPLE

|  |  |
| --- | --- |
| **MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY** | |
| **Initial action** |  |
| **Ascertain details:** | * Location; problem; number of patients; mechanism of injury (trauma); prior medical history (medical). |
| **Complete Incident Log:** | * Record time; date; informant details; arrival of additional support; any treatment provided; patient information. |
| **Notify:** | * Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved. |
| **Consider:** | * Is there a risk/hazard posed for other people? Does the event need to stop temporarily to allocate safety resources to the incident(s)? Is there an appropriate environment to treat the victim(s)? |
| **At scene** |  |
| **Actions:** | * DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. * Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc). |
| **At completion** |  |
| **Debrief:** | * In serious/critical incident trauma and medical cases, the Event Safety Officer should lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded. * The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person’s perspective, and to identify any person(s) that require additional support. * In a critical incident such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified. |
| **Reporting:** | * Ensure an Event Incident Report Form is completed for any incident. * Ensure Incident Forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records. * Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation. |

## Specific Emergency Response Plan A - EXAMPLE

|  |  |
| --- | --- |
| **FIRE** | |
| **Initial Action** |  |
| **Ascertain details:** | * Location; problem; number of patients; likely source of fuel; level of threat to people and/or property. |
| **Notify:** | * Notify event safety service / medical team. Call 111, and ask for fire service. If aware of injured people, request an ambulance response. |
| **Consider:** | * Is there a risk/hazard posed for people or property? * Does the event need to stop temporarily to allocate resources to the incident to put out or control a fire; protect people; and move to safer area etc? |
| **Complete Incident Log:** | * Record time; date; informant details; arrival of additional support; any treatment provided re patient information. |
| **At scene** |  |
| **Actions:** | * All involved are reminded that self-preservation is a priority in any response. * People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property. * Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc). * For any people affected, DR ABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem, and provide appropriate care. * Once on site, the NZ Fire Service will take over management of the incident, and provide direction to event organisers. |
| **At completion** |  |
| **Debrief:** | * In a serious or critical incident trauma and medical cases, the Event Safety Officer should lead debriefs of the incident/s to assess, and ensure all persons involved are safe and well (emotionally and physically). The response process should be reflected from the learnings recorded. * The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person’s perspective, and to identify any person(s) that require additional support. * In a critical incident, such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified. |
| **Reporting:** | * Ensure an Event Incident Report Form is completed for any incident. * Ensure incident forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records. * Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation. |

## Specific Emergency Response Plan B – EXAMPLE

|  |  |
| --- | --- |
| **TSUNAMI WATCH / WARNING** | |
| **Initial action** |  |
| **Ascertain details:** | * Has a Tsunami Warning or Tsunami Watch been issued by the Ministry of Civil Defence? * The Event Manager (or similar) should confirm this directly rather than being drawn into speculation by other parties or media. * When is the published impact time of the first tsunami, and therefore how much time do you have to evacuate the coastal zone? |
| **Notify:** | * All event stakeholders. |
| **Consider:** | * The level of response relative to the classification of the incident (i.e. ‘watch’ is a lower risk threshold than ‘warning’). * Ensure the level of urgency is relative to the anticipated time available to evacuate. * What are the optimal evacuation routes to allow people to get to the recommended 23m above sea level, to avoid the impact of a tsunami wave? |
| **Complete incident log:** | * If possible, record the time the incident commenced; and * Keep a record of key decisions throughout the incident period. |
| **At scene** |  |
| **Actions:** | * If there is a witnessed earthquake in the coastal zone or any unusual observations to a sudden change in sea state, (such as water levels noticeably dropping), immediately discontinue the event. * Radio the on-water safety, and ask them to direct all persons back to shore immediately **(*phase one - get people out of water*).** * Inform volunteers; officials; competitors; and spectators of a possible tsunami threat, and encourage them to enact an emergency evacuation to higher ground ASAP. Note, in a witnessed coastal earthquake event, there is insufficient time to remove equipment. * Focus must be on a swift, orderly evacuation away from the coast to a targeted elevation of 23m above sea level **(*phase two - evacuate to high ground*).** * If the event is not witnessed, and the Tsunami Warning or Tsunami Watch indicates a longer lead-in time, in addition to evacuating the coastal zone, consider removing any available first aid or other equipment to higher ground to be used in a possible post-tsunami recovery. * Continue to monitor the situation/threat through official channels (i.e. Ministry of Civil Defence updates). |
| **At completion** |  |
| **Debrief:** | * In the event of a tsunami, debriefs may not be appropriate, in lieu of more immediate needs. * Following any Tsunami Warning/Tsunami Threat stand-down, it is appropriate to conduct a debrief so learnings can be captured for any future incident. |
| **Reporting:** | * It is unlikely that a report will need to be filed to an external authority, but should be considered for internal, continuous improvement purposes. |

## Specific Emergency Response Plan C - EXAMPLE

|  |  |
| --- | --- |
| **MAJOR POLLUTION DISCOVERY / WATER QUALITY** | |
| **Initial action** |  |
| **Ascertain details:** | * Location, type of pollution involved (i.e. oil vs sewerage vs run-off). * Identify source if possible. |
| **Notify:** | * Notify the local environmental authority (normally the regional council) immediately. If people are becoming ill, either refer to local medical facility or in serious cases dial 111, and request an ambulance. |
| **Consider:** | * What risk level might the pollution pose for people? * Are there implications for the general public beyond those involved with the event? * Are there alternative sites not affected by the water quality issue that may allow competition to continue? * Have there been any previous water quality issues at the site and, if so, what may be the time impact for the issue to be resolved? |
| **Complete incident log:** | * Record times of key decisions (e.g. when first aware of quality issue, when discontinued event etc), number of patients involved if people are sick, arrival of additional support, any treatment provided, patient information. |
| **At scene** |  |
| **Actions:** | * On being made aware of the water quality issue, discontinue aquatic events immediately, until the issue is resolved. * Contact the local pollution/water quality authority; inform them of the problem, and seek advice regarding the impact the problem may have on people. * If the water quality issue is obviously not going to be resolved quickly, (i.e. oil spill or major run-off issue) - identify and check alternative event locations. If suitable, consider moving the event to the new site to continue the event. * Continue to monitor the situation, seek ongoing advice from experts/authorities. |
| **At completion** |  |
| **Debrief:** | * A debrief may not be essential in the case of a response to water quality issues. However, consider conducting a debrief in the event of any illness to people or if there was an opportunity identified to enhance the response plan, and activation of the event contingency plan in future. |
| **Reporting:** | * It is unlikely that a report will need to be filed to an external authority, but should be considered for internal continuous improvement purposes. |

# Section 4: Contingency Planning

## Introduction

This Contingency Plan has been developed as part of the Event Risk Management Plan, to ensure health and safety risks are eliminated, so far as reasonably practicable.

In the presence of natural or man-made hazards, particularly unfavourable weather and/or extreme environmental conditions preventing the conduct of part or all of the event, it is essential that you establish a clear and simple Contingency Plan to manage the situation.

## The potential threats

The major threat(s) that may generate the need to consider contingency options are:

1. High winds
2. Heavy rain
3. Water quality issues
4. Strong currents (i.e. at a beach or river)
5. Large surf

**History of potential threat events occurring at the event location** <enter historical information here>

## The chain of command and decision making

The <insert event decision making authority> will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of part, or all of the event, rests with the <insert name of event decision making authority>.

**The <insert name of event decision making authority>**

| **Position** | **Name** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

The decision to enact this Contingency Plan is the responsibility of the <insert name of event decision making authority>. The Event Management Team including all officials, volunteers and employees are responsible to the <insert name of event decision making authority> for implementing any contingency options associated with the event. The Event Management Team is responsible for maintaining the safety of the participants, spectators and the public safety.

The Event Risk Management Plan developed for this event is to be applied when considering and making recommendations, in consultation with relevant emergency services, and subject matter experts.

A review of the following will be conducted at each <insert name of event decision making authority> meeting:

1. Risk Assessment of the current conditions; and
2. Injury management statistics;
3. Current weather predictions; and
4. Other relevant event statistics (such as withdrawals, and complaints received etc).

## Contingency options

We have assessed that there are <INSERT NUMBER> feasible contingency options available. These are:

### **Option One – Rerouting the course**

<Insert any options available to reroute the event>

### **Option Two – Cancellation of the event**

<Insert any process for cancelling the event>

### **Option Three – Suspend the event**

<Insert any protocols for suspending the event temporarily>

### **Option Four – Postpone the event**

<Insert any protocols for postponing the event to a later day, such as a reserve day>

## Reconnaissance of alternative routes, sites and assessment of conditions

The conduct of the reconnaissance is the responsibility of <Insert position>. The Reconnaissance Group will consist of <Insert key personnel to be involved in checking alternative venues> and other appropriate persons, where possible, who will jointly assess the situation and report to the <insert name of event decision making authority> for a decision. Regular assessments and reporting of recommendations will be required as determined by the <insert name of event decision making authority>.

## Timings and early warning

The decision to enact one of the contingency options is to be made as early as possible, dependent upon the weather conditions.

The <insert name of event decision making authority> through its members are responsible for early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to reroute or cancel the event:

* Event participants
* All event officials
* All event volunteers
* Sponsors
* Broadcasters
* Site suppliers/contractors
* Local territorial authority
* Emergency services and safety personnel
* Security
* Event spectators

As soon as the decision is made, all stakeholders will be communicated with promptly through a variety of communication mediums including the public address system, face-to-face briefings, broadcast SMS services, websites and social media.

## Weather forecasting

Weather forecasts will be used by the <insert name of event decision making authority>, to assist in decision making. Forecasts will be referenced against the Met Service website. Other relevant authorities and sources may be used as required. This is the responsibility of the <Insert Safety Officer>, who will disseminate the information to the <insert name of event decision making authority> at their meetings or as required.

Should changes in the weather develop, more regular information will be provided - dependent on the situation. In the event of a severe or extreme weather report from the Met Service, the <insert name of event decision making authority> may make the decision to suspend or postpone the competition. Weather reports will be considered as part of any risk assessment. Weather monitoring should commence approximately one week prior to the start of the event.

# Section 5: Evacuation Plan

## Aim

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly, and decisively should the need to evacuate the event site be required.

## Initiation of evacuation

An evacuation will be signalled by <INSERT SIGNAL>. The following people are authorised to initiate an evacuation:

* <INSERT NAME & POSITION>
* <INSERT NAME & POSITION>
* <INSERT NAME & POSITION>
* <INSERT NAME & POSITION>
* <INSERT NAME & POSITION>

## Areas of responsibility

In the event of an evacuation, the following people will focus on specific areas of responsibility:

* <INSERT NAME and AREA OF RESPONSIBILITY DURING AN EVACUATION>
* <INSERT NAME and AREA OF RESPONSIBILITY DURING AN EVACUATION>
* <INSERT NAME and AREA OF RESPONSIBILITY DURING AN EVACUATION>
* <INSERT NAME and AREA OF RESPONSIBILITY DURING AN EVACUATION>
* <INSERT NAME and AREA OF RESPONSIBILITY DURING AN EVACUATION>

## Evacuation plans

(add or delete where appropriate)

### **Site A**

<insert map of site showing exits, assembly area, location of firefighting equipment or medical equipment>

### **Site B**

<insert map of site showing exits, assembly area, location of firefighting equipment or medical equipment>

### **Site C**

<insert map of site showing exits, assembly area, location of firefighting equipment or medical equipment>

### **Site D**

<insert map of site showing exits, assembly area, location of firefighting equipment or medical equipment>