



RISK MANAGEMENT PLAN FOR EVENTS

EVENT DETAILS

Name of Event	In Your Head	Event Location	Perth Convention & Exhibition Centre
Key Event Times	8.00am – 2.30pm		
Name of Event Manager	Amy Felton – 0432 924 469		
Number of Attendees	1200		
Number of Staff / Volunteers	20		
Referral Documents	<ul style="list-style-type: none">• zero2hero Code of Conduct• Incident Reporting Flowchart - Events		

Risk Assessment

ACTIVITY	POTENTIAL RISK	LEVEL OF RISK*	PROACTIVE STRATEGIES TO PREVENT / REDUCE	PROCEDURE IF INCIDENT OCCURS
Medical Emergency	<ul style="list-style-type: none"> Attendee, volunteer or staff member has a medical emergency. 	Moderate	<ul style="list-style-type: none"> Venue maintains a comprehensive OHS plan to ensure appropriate safety standards. 	<ol style="list-style-type: none"> First aid administered to attendee by venue first aid officer Contact emergency services if required.
Attendees are 'Triggered' by Event Content	<ul style="list-style-type: none"> Attendees experience a range of emotions such as; anxiety, helplessness, anger, sadness, pain or loneliness, overwhelmed or out of control. Attendees experience memories of past trauma Attendees experience a panic attack. 	Moderate	<ul style="list-style-type: none"> Attendees receive trigger warning during MC welcome. Trained mental health first aiders and Clinical Psychologist attend event to provide assistance when/if needed. MC will identify Psychologist and trained mental health staff to attendees. 	<ol style="list-style-type: none"> Identify the trigger Encourage attendee to talk with Event Manager.
Environmental Emergency	<ul style="list-style-type: none"> Freak disaster such as Flood, Fire, Earthquake, Building collapse 	Low	<ul style="list-style-type: none"> Venue maintains a comprehensive OHS plan to ensure appropriate safety standards. 	<ol style="list-style-type: none"> First aid administered to attendee by venue first aid officer Contact emergency services if required.
Inappropriate Behaviour	<ul style="list-style-type: none"> Attendee, volunteer or staff member display inappropriate or aggressive behaviour. 	Low	<ul style="list-style-type: none"> Venue maintains a comprehensive OHS plan to ensure appropriate security standards are maintained through the event. 	<ol style="list-style-type: none"> Venue management staff are alerted to any inappropriate behaviour.

Volunteer Interaction	<ul style="list-style-type: none"> Student volunteers are exposed to sexual, physical or emotional abuse 	Low	<ul style="list-style-type: none"> All staff and volunteers 18+ years must obtain a current Police Clearance. Staff and volunteers 18+ are encouraged not to be alone with a student volunteer under any circumstance. 	<ol style="list-style-type: none"> Refer to zero2hero's, 'Child Protection Policy' and 'Suspected Child Abuse Policy'.
Money / Auction Item Handling	<ul style="list-style-type: none"> Theft of cash or confidential credit card information 	Low	<ul style="list-style-type: none"> Accounts manager processes all credit card charges according to safe money handling procedures. Use of a lock box for any cash transactions. 	<ol style="list-style-type: none"> Venue and event management teams are alerted. Police are alerted to any incidences of theft.
Vomiting and/or diarrhoea illness Attendee, volunteer or staff member develops vomiting or diarrhoea.	<ul style="list-style-type: none"> Attendee, volunteer or staff arrive at the event vomiting / diarrhoea. An individual becomes dehydrated through continuous vomiting and/or diarrhoea. More than one adult becomes ill with continuous vomiting and/or diarrhoea. Vomiting and/or diarrhea illness shows signs of rapidly spreading during the event. 	Low	<ul style="list-style-type: none"> All hand washing under running water with soap from dispenser. Isolate any sick people in one area. Provide care to unwell people and organise transport home. Venue staff to clean up any hazardous waste with disinfectant to minimise risk to others. 	<ol style="list-style-type: none"> Venue notified of any illness within the event. Event Manager to discuss any further management of the situation if the illness spreads. Any person showing signs of illness must leave the event.
Staff or Volunteer Fatigue	<ul style="list-style-type: none"> Risk of injury due to lack of co-ordination 	Low	<ul style="list-style-type: none"> Staff and Volunteers will take a rest break in accordance to Fair Work standards. 	<ol style="list-style-type: none"> Staff or Volunteers will be encouraged to rest if fatigue is recognised. Breaks will be scheduled into the event.

* To assess degree of risk use the notes on the grid on the following page.

* Following the management of any critical incident, record incident on accident report form.

Notes on analysing risks for Events

Assess the likelihood that the event will occur, and the seriousness of the consequences if it does, using the table below. Then use the grid to identify the level of risk.

LIKELIHOOD	Almost Certain	Almost certain to occur in most circumstances	CONSEQUENCE	Critical	<ul style="list-style-type: none"> • Critical incident. (e.g. Death or permanent disability of adult or child; high level of distress to other parties) • Sustained negative publicity or damage to reputation from a national perspective or from the community welfare perspective.
	Likely	Likely to occur frequently		Major	<ul style="list-style-type: none"> • Multiple injuries requiring specialist medical treatment or hospitalisation; and/or major occupational health safety & welfare liability incident / issue. • Major incident which damages public or parent confidence. • One or more children are lost from the main group.
	Possible	Possible and likely to occur at some time		Moderate	<ul style="list-style-type: none"> • Serious injuries and/or illness. • Complex welfare and/or health care issue. • Serious disruption or incident, resulting in distress to children and adults.
	Unlikely	Unlikely to occur but could happen		Minor	<ul style="list-style-type: none"> • Minor first aid or minor occupational health safety & welfare liability incident / issue (e.g. minor cuts, bruises, bumps). • Minor behavioural issues.
	Rare	May occur but only in rare and exceptional circumstances		Insignificant	<ul style="list-style-type: none"> • No treatment required.

Level of Risk

		LIKELIHOOD				
		Rare	Unlikely	Possible	Likely	Almost Certain
CONSEQUENCE	Critical	Moderate	High	High	Extreme	Extreme
	Major	Moderate	Moderate	High	High	Extreme
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Low	Low	Moderate	Moderate	Moderate
	Insignificant	Low	Low	Low	Moderate	Moderate