

RISK ASSESSMENT FOR COMMUNITY EVENTS

OVERVIEW

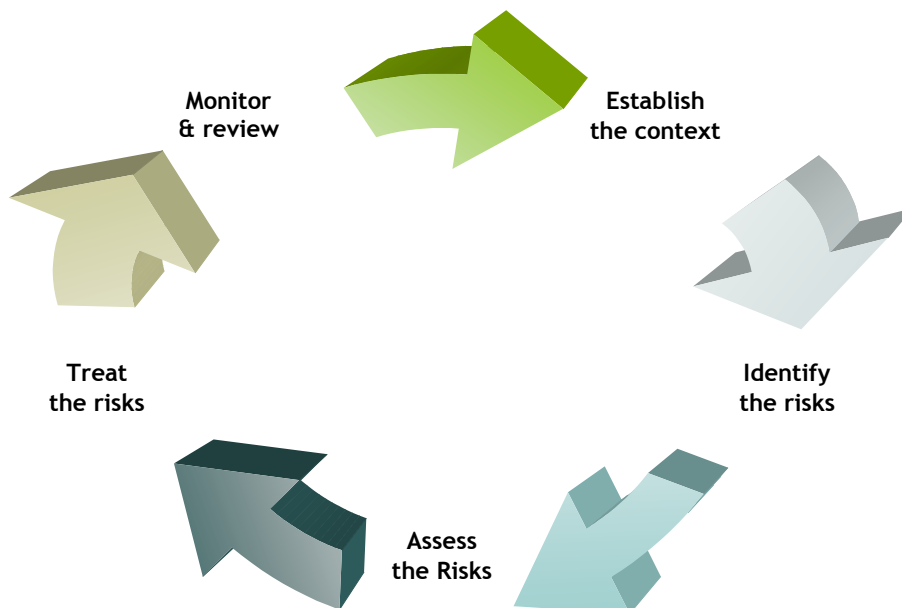
Why do we need to manage risk?

- ▲ Good business and management practice
- ▲ It assists strategic planning
- ▲ Reduces unexpected and costly surprises
- ▲ More effective and efficient allocation of resources
- ▲ Better results from projects and programs
- ▲ Assists you to clearly define insurance needs
- ▲ Better information for decision making
- ▲ Compliance with regulatory requirements
- ▲ Assists in preparation for auditing
- ▲ Lessening risk encourages more people to participate in your activity
- ▲ Balancing opportunity and risk

Risk management is an ongoing process applied to all aspects of your operations. Any new project, event or initiative should have a risk assessment completed.

THE RISK MANAGEMENT PROCESS

Risk management is a five-step process:



Establishing the context

- Define the extent of the review, eg limit it to certain aspects such as safety or public liability etc or review the entire project/event (eg including finances, public relations etc).
- The aims and objectives of your risk management program
- The Who, What, When, How and – With What resources?
- Determine criteria for treating risks
- Define the extent and comprehensiveness of the risk management activities
- Define the project or activity for which you are going to identify risks
- Define your risk assessment criteria table in the [RISK ASSESSMENT TEMPLATE](#)
- Define your risk acceptance criteria in the [RISK ASSESSMENT TEMPLATE](#)

Risk identification

- What can happen – list events that might happen
- How and why it can happen – list the possible causes and scenarios
- Personal reports, Experience and records
- Brainstorming
- Systems analysis
- Audit and other recommendations

Risk assessment

- **Likelihood** – How likely is it to occur?
- **Consequence** – What are the consequences if it occurs?
- Look at the adequacy of existing controls
- Multiply consequences by likelihood to give a Level of Risk
- Decide which risks are to be treated or accepted

Risk treatment and control

- Reduce the likelihood
- Reduce the consequences
- Transfer the risk
- Accept the risk
- Avoid the risk

Monitoring and review

- Risk reviews
- Incident Reports & subsequent Claims or actions
- Audits (internal and external) reporting
- Progress of the Risk Treatment Plan implementation

RISK ASSESSMENT TEMPLATE

ORGANISATION NAME			DATE:	
NAME OF THE EVENT:			PREPARED BY:	
LOCATION OF THE EVENT:			REVIEWED BY:	
RISK RELATED ISSUE (EG HAZARD)	LIKELIHOOD	CONSEQUENCE	RATING	CONTROL MEASURES
Example: Wet slippery floor near bar – customer falls or trips	C	2	E	Slippery floor signage Mop & Bucket on hand Staff instructed to mop often Non-slip mat installed

LEGEND

LIKELIHOOD

- A** = Almost certain
- B** = Likely
- C** = Possible
- D** = Unlikely
- E** = Rare

CONSEQUENCE

- 1 = Catastrophic** - eg Death or permanent disability \$500,000 plus
- 2 = Major** - eg Long term illness or serious injury - \$50,000 to \$5,000,000
- 3 = Moderate** - eg medical attention & off work - \$10,000 to \$50,000
- 4 = Minor** - eg First aid treatment - \$1,000 to \$10,000
- 5 = Insignificant** - eg no injuries - potential loss less than \$1,000

RATING

E	Extreme
H	High
M	Medium
L	Low

		<i>Likelihood</i>				
		<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
Consequence	1	E	E	E	E	H
	2	E	E	E	H	H
	3	E	H	H	M	M
	4	H	H	M	L	L
	5	H	M	L	L	L