

Risk and Emergency Management Reference Guide



Risk and Emergency Reference Guide

The following information is to be used as a reference to create your own risk and emergency management plan for events within the Shire of Manjimup. Start with a cover page which has the name of the event, its date and ONE contact name and number used in emergencies. Followed by method of measure - likelihood, consequence and matrix.

Likelihood, Consequence, Matrix

Carrying out a risk assessment is nothing unusual. You do it all the time.

If I were to place a plank of wood, say 20 cm wide, on the floor and call for a volunteer to walk along it, probably somebody would be willing to do it. It might seem a bit odd, but somebody would most likely be willing to do it. Now, suppose I place the plank of wood over a ravine: two cliffs in the air with a 100 m drop between them. I suspect that I would have a lot more difficulty in finding a volunteer to walk the plank. Even though the likelihood of falling off the plank would be about the same, the situation is different. What is the difference?

In the first case, the consequences of falling off the plank are “a minor stumble”. In the second case, the consequences of falling are “death”. You have carried out a risk assessment and decided that the severity of the risk in the second case is very high and therefore you have decided not to do it.

If we go to the same ravine and I place a concrete bridge with 1.5 m handrails over it, I will again have a good chance of finding a volunteer to walk across. The consequences are the same: death if you fall. However, the likelihood of your falling is now so low that you are willing to do it – and enjoy the view.

In assessing risk, you take into account

- Likelihood that something bad will happen
- Consequences of the event.

You process all the relevant information and use it to make a decision.

Risk = Consequence x Likelihood; where: (i) **Likelihood** is the **Probability** of occurrence of an impact that affects the environment; and, (ii) **Consequence** is the Environmental impact if an event occurs.

Table 1: Likelihood Ratings

Likelihood	Category	Description
Almost Certain	A	The event is expected to occur in most circumstances
Likely	B	The event will probably occur in most circumstances
Possible	C	The event should occur at some time
Unlikely	D	The event could occur at some time
Rare	E	The event may occur only in exceptional circumstances

Table 2: Risk Consequence Descriptors

Consequence	Category	Description
Catastrophic	5	The consequence would threaten the event & attendees e.g. death, huge financial loss, national reputation damage.
Major	4	The consequence would threaten the continued effective functioning of the event e.g. major financial loss, serious injury, serious damage and reputational damage.
Moderate	3	The consequence would not threaten the event, but would mean it would be subject to manageable changes e.g. high financial loss, medical treatment required, some damage to reputation.
Minor	2	The consequence would not threaten the efficiency or effectiveness of the event, but would be dealt with internally e.g. medium financial loss, first aid treatment.
Insignificant	1	Consequence would be dealt with by routine operations, e.g. no injuries, no financial loss.

Table 3: Level of Risk Matrix

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A Almost Certain	Moderate	High	High	Extreme	Extreme
B Likely	Moderate	Moderate	High	High	Extreme
C Possible	Low	Moderate	High	High	High
D Unlikely	Low	Low	Moderate	Moderate	High
E Rare	Low	Low	Moderate	Moderate	High

Risk Actions

- Extreme risk** – immediate action required
- High risk** – attention needed to develop risk reduction strategies
- Moderate risk** – specific risk reduction strategies needed
- Low risk** – manage using existing controls

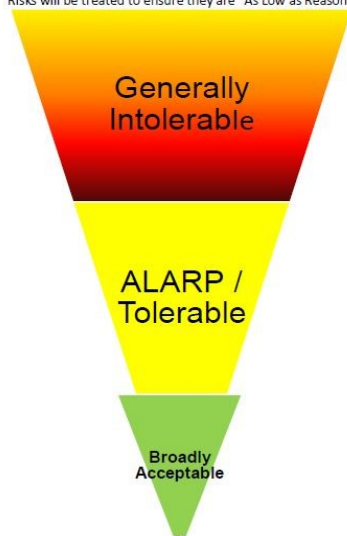
Control Hierarchy

- Avoid/Eliminate** - Avoid the risk by removing the hazard completely or cancel event/activity.
- Substitution** - Use less hazardous procedure/substances equipment/process.
- Isolation** - Separate the process from people using the event design, barriers/enclosures or distance.
- Engineering Controls** - Mechanical/physical changes to equipment/materials/process.
- Administrative Controls** - Change procedures to reduce exposure to a hazard – e.g. implement different procedures/policies.
- Personal Protective Equipment** - Gloves, goggles, enclosed shoes etc.
- Accept risk** – Accept risk once all effective controls are in place.

ALARP Scale

ALARP is short for as low as reasonably possible and is the level to which risk should be controlled. We might not be able to eliminate all risk, risks are a part of life. But it must be controlled, especially when it comes to health and safety. People's lives are at risk.

Risks will be treated to ensure they are "As Low as Reasonably Practical" (ALARP) or in the "Broadly Acceptable" areas.



Severity level		Consequence Types				
		Legal/ Compliance	Natural Environment	Financial	Human	Image & Reputation
Catastrophic	5	Significant prosecution and fines. Serious litigation.	Very serious, long term environmental impairment of ecosystem functions	Above \$50,000	Death(s) / many critical injuries	Very significant impact on reputation
Major	4	Major breach of regulation. Major litigation.	Serious medium term environmental effects	Up to \$40,000	Multiple long term or critical injuries	Serious public or media outcry
Moderate	3	Serious breach of regulation with investigation or report to authority.		Up to \$30,000	Single minor disablement/ multiple temporary disablement	Significant adverse national media/public attention
Minor	2	Minor legal issues, non-compliances and breaches or regulation without substantial impact.	Moderate, short term affects	Up to \$20,000	Injury	Attention from media/heightened concern from community
Insignificant	1		Minor effects on environment	Up to \$10,000	Minor First Aid	Minor, adverse local public attention or complaints

NOTE: Consequences and risk tables should be tailored to be relevant to the event. Levels should be adjusted in accordance with the event context and risk tolerance.

Event Information

EVENT DETAILS

Event name		
Name of organisation		
Contact details (name, email, mobile)		
Date/s of event		
Location/address of event		
Site/venue capacity		
Expected attendance		
Event times	Set up	Start: Finish:
	Event times	Start: Finish:
	Pack down	Start: Finish:
Event description		

Risk Register

Compiled by:		Phone:		Email:	
Event:		Event Date:		Event Manager:	
Version control details: Version no.		Reviewed by:		Review Date:	
Event insurance details:					

Hazard	Risks / Potential Outcomes	Existing Risk Controls	Likelihood	Consequence	Risk Rating	Tolerance	Additional Treatment	Residual Risk Rating	Responsible Persons: Monitor/Supervise Contractors/Supplier
AREA: OPERATIONS									
1	Faulty electrical equipment	Electrocution of vendors, staff or public.	<ul style="list-style-type: none"> Vendors advised all installations to be in accordance with AS/NZS 3000:2000 Wiring Rules and the Code of Practice temporary installation on building and construction site. Only licensed and registered electricians to do installations. All leads and appliances to be tested and tagged at event. Earth leakage protection fitted and tested. 	D	3	Moderate	Acceptable		Vendor site manager All vendors Site electrician
2	Overcrowding at entrance	Crowd congestion, aggressive behaviour, frustration.	<ul style="list-style-type: none"> 2 ticket booths operating with 4 ticket sellers. 3 Event marshals at entrances. Induction and training of ticket sellers and event marshals re. tickets, policies and procedures Conditions of entry signage – clearly visible. 	C	3	High	Not tolerable	Additional 4 crowd controllers. Radios allocated to all crowd controllers.	D3 – Moderate Security Contractor Manager Crowd Controllers Ticketing Manager

Emergency Plan

The EMP should be in the same document as the RMP. The format of the emergency plan needs to be suitable for the event type and the venue. Where appropriate, prepare the plan in conjunction with emergency services and venue managers. The principles contained in the *Australian Standard AS 3745-2010, Planning for Emergencies in Facilities* provides a guide for developing an emergency plan.

Communication and Consultation Details

Authority/Other	Name	Contact	Advice/Information/Comments
<i>Police</i>			
<i>Venue manager</i>			

Emergency Management Structure

Name	Position	Risk, Safety, Emergency role	Mobile (event day)
<i>E.g. Sue Smith</i>	<i>Event Manager</i>	<i>Chief warden – overall event safety, initiate emergency procedures if required, contact emergency services, conduct pre and post event briefings</i>	
<i>E.g. John Hill</i>	<i>Site Manager</i>	<i>Site safety officer including checking emergency equipment and personnel are in place, act if emergency arises, liaise with Chief Warden and first aiders where required.</i>	

First Aid/Medical Plan

Attendance details	<i>E.g. First Aid X will be present from 10am – 5pm and will provide 2 first aiders at all times. They will bring their own marquee and equipment and will be located next to Event Information marquee on west side of site.</i>	
First aid/medical emergency response	<i>E.g. If life threatening incident – event marshal to call 000 and request Ambulance. Request immediate attendance by First Aid personnel. Remain with patient, notify Chief Warden/other marshals to meet ambulance and take to incident. If non-life threatening, event marshal to determine whether person can get to First Aid station or whether first aid attends the person. Notify First Aid and remain with person until attended. Complete incident report form as soon as possible afterwards.</i>	
Provider/Service	Contact Name	Mobile
<i>E.g. St Johns</i>	<i>Bob Brown</i>	

Fire Prevention and Response

Potential fire sources	Prevention and treatment options	Responsibility
<i>E.g. Gas cylinders, flames, BBQs in food vendor stalls</i>	<i>All food vendors required to have safe cooking procedures in place, fire extinguishers or blankets. Site manager to check before and during event.</i>	<i>Site Manager - AB</i>

Crowd Control/Security

Crowd control/security plan	<i>E.g. Security company EX will provide 5 security personnel from 10.00am – 5pm to monitor crowd behavior, ensure no alcohol is consumed on site and protect infrastructure on site. All event marshals will be responsible for identifying potential crowd control or security issues, and will call the security personnel if required. If potential danger to marshal or crowd, Police will be called – 000.</i>	
Provider details	Contact name:	Mobile:

Emergency Evacuation Procedures

Emergency evacuation procedures	<i>E.g. The site may require evacuation if there is an unexpected major incident on the site or if there is a nearby emergency threatening the event. The Event Manager/Chief Warden will authorise an evacuation, where possible in conjunction with emergency services. The evacuation will be communicated by announcements over the PA system and through the use of marshals. Marshals will communicate via radios and mobile phones. People will be evacuated away from the site of the incident/emergency. The designated evacuation routes and sites are.... People will only be allowed back to the event site when authorised by the Event Manager and emergency services.</i>
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Weather Monitoring and Response

Weather monitoring and response plan	<i>E.g. Weather will be monitored daily in the week leading up to the event (using BOM website). If weather conditions are forecast to threaten the event... On event day, weather monitoring will occur via... If weather conditions threaten the event on event day, the following plan will be implemented:</i>
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Communications Plan

Communications plan	<i>E.g. Mobile phones and portable radios will be used (channels/frequencies used...). The backup plan will be... There will be a PA system at the event to communicate with event visitors. All equipment will be checked the day prior to the event and all batteries charged. There will be spare sets of batteries, and charging facilities at the event.</i>
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Other Emergencies (event specific)

Event specific plans	
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Testing, Training, Briefing

Emergency procedures testing, training and briefing details	
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Post-Event Evaluation

Post event evaluation details	
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Emergency Contacts (list of individuals available/on-site during event)

List your contacts; name, position/organisation, role, contact (e.g. radio ch1, mobile number)