Event Risk Management Process Overview

Based on AS/NZS ISO 31000:2009 Risk Management and the WA Department of Health: Guidelines for Concerts, Events and Organised Gatherings the following process can be applied to identify, assess and treat risks for an event to

a. Align the event risk management plan with AS/NZS ISO 31000:2009 Risk Management
b. Provide a level of assurance regarding the management and decision making of uncertainty associated with the event to all stakeholders, including Local Government:

Step 1 Establishing the Context

- Provide event details
- Identify event objectives and deliverables
- Identify stakeholders, their roles and responsibilities and how they have been communicated and consulted with during the process
- Define risk management process as applied to the event
- Determine risk assessment and acceptance criteria

Step 2 Identify Risks

- Identify potential material risks
- Log risks in risk register

Step 3 Analyse Risks

- Identify existing controls in place to manage the risks (prevention, monitoring and response)
- Determine overall control rating
- Determine consequence category and level of consequence if risk eventuates
- Determine likelihood of the risk eventuating to the determined level of consequence

Step 4 Evaluate Risks

- Identify level of risk
- Assign risk owner
- Make risk acceptance decision based on existing control rating, control effectiveness, level of risk and event objectives

Step 5 Treat Risks

- For unacceptable risks identify further risk treatment options to avoid, reduce or transfer the risk
- Develop and implement suitable risk treatments
- Re-analyse and evaluate the risk to determine if it is now acceptable

Step 6 Monitor & Review

- Review and update risk management plan and appendices with emerging or changing environment / conditions that may impact on the identified risk issues
- For regular / on-going events conduct debriefs and include lessons learnt within risk management plan