



Denmark Boating and Angling Club

RISK MANAGEMENT PLAN

This plan is based on AS/NZS 4360 – Risk Management

- This plan was developed to assist persons in managing risks at the Denmark Boating and Angling Club rooms, "Ocean View", located at 940 Ocean Beach Rd, Ocean Beach, Western Australia.

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1.0 Introduction and Context

Denmark Boating and Angling Club (DBAC) hire out their facility, "Ocean View" to the public in order to raise funds for the club. The general public are able to apply to the Premises Officer of the DBAC for hall hire. The conditions for hire are set out in the terms available on the DBAC website (www.denmarkanglingclub.com) This risk management plan is generic for the venue and does not provide risk management for all events that are held at the hall due to their varying degrees of additional risk. Hall hirers are responsible for identifying additional risks for their particular event. The following template can be used to identify the event and risks applicable to the event can be added to the tables below.

2.0 Event Description:

The event titled _____ is being organised by _____
and will take place on _____.

The objective of the event is –

The context within which this plan has been developed is

(As an example: the context within which this plan has been developed is to run the most successful event possible, ensuring at the same time the patrons attending in the event are protected from harm, the property and environment are protected from damage and the event provides a positive contribution to the community.)

2.1 Background/Event Scope

(An overview of the event should be provided here. The overview should create an image in the readers mind and set the scene for the rest of the document. The following headings should be used as a guide to describe your event.)

Background of Event:-

Details Activities of the Event:-

Environment – Location & Layout:-

Activities Requiring Permits:-

2.2 Organisational Details

Organisation coordinating the Event:

Name individuals responsible for the Event:

Contact Phones: _____

Email: _____

Name of Event: _____

Date of Event: _____

Setup Times: _____

Location of Event: (Indoor/Outdoor/Both) _____

3.0 Definitions

Risk – The chance of something happening that will have an impact on objectives.

Risk Assessment – The overall process of risk identification, risk analysis and risk evaluation.

Risk Management – The culture, processes and structures that are directed towards realising potential opportunities, whilst managing adverse effects.

Risk Reduction – Actions taken to reduce the likelihood, negative consequences or both, associated with a risk.

Risk Treatment – The process of selection and implementation of measures to modify risk.

Risk Transfer – The process of selection and implementation of measures to modify risk.

Risk Acceptance – Risk acceptance is the acknowledgement that there is a risk and of the consequences that may result, which is accepted.

4.0 Stakeholders in Risk Management Plan

This risk management plan was developed by the Denmark Boating and Angling Club Safety Officer with assistance from members of the committee. Hall hirers required to hold an event Risk Management Plan need to complete additional risks to this plan for submission with their event information to the Shire of Denmark event planning services.

4.0 Risk Identification

The following checklist items are not exhaustive but can be used as a prompt. Hirers of the hall will need to identify additional risks and outline them in the tables below. Some have been identified to assist hall hirers; however they will need to provide additional risk identification and determine the level of risk using the matrix tables below.

People Hazardous materials

- Disorderly unruly behaviour
- Chemical hazards
- Public accessing non-public areas of event
- Pyrotechnics/ Fireworks
- Misuse of amusements and rides
- Fuels i.e. Petrol, LPG, Diesel
- Drug and/or Alcohol affected persons
- Criminal Activity

Technical Management

- Overcrowding
- Inadequate site management
- Terrorism/Bomb threat
- Lack of staff briefing
- Medical Emergency (i.e. Heart Attack)
- Communications failure
- Lost Children Power failure
- Water Hazard - drowning Water failure
- Lack of patron awareness of facility locations
- Toilet failure
- Unregistered food vendors

Trip/Slip Hazards

- Unsafe temporary structures
- Electrical cables
- Extreme weather
- Uneven ground, loose surfaces
- Electrocution/shorting out
- Flooring design/surface
- Fire
- Lighting
- Climbing for vantage points

Health

- Traffic congestion
- Food poisoning
- Collisions
- Disease outbreak
- Emergency Services access
- Animal to human spread of disease
- Excessive noise levels

Vehicular

- Temporary fencing
- Disabled parking
- Lack of parking spaces

Accessibility

- Inadequate seating space
- Inaccessible toilet facilities
- Difficulty touring through event site

Waste

- Inadequate number of toilets
- Insufficient rubbish bins
- Inadequate maintenance of toilets
- Inadequate emptying/cleaning of bins
- Needles/ Syringes
- Litter collection
- Sunburn/ Dehydration
- Collection/removal of wastewater
- Smoking Site clean up

5.0 Assessing Potential Risk

Once risks are identified, they are evaluated on a two (2) dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

Likelihood

Level	Descriptor	Description
A	Almost certain	Almost certain Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	may occur only in exceptional circumstances
F	Never	It is not foreseeable that this will occur

Consequence

Level	Descriptor	Description
1	Insignificant	No Injuries low financial loss
2	Minor	First Aid treatment medium financial loss release immediately contained

3	Moderate	Medical treatment required high financial loss on site release contained with outside assistance
4	Major	Extensive injuries major financial loss off-site release with no detrimental effects loss of production capability
5	Catastrophic	Death huge financial loss toxic release off site

Likelihood	Consequences				
	1	2	3	4	5
A	S	S	H	H	H
B	M	S	S	H	H
C	L	M	S	H	H
D	L	L	M	S	H
E	L	L	M	S	S

Legend:

- H** High risk; detailed research and management planning required at senior levels
- S** Significant risk; senior management attention needed
- M** Moderate risk; management responsibility must be specified
- L** Low risk; manage by routine procedures

Table 4: Risk Register

Compiled by: _____ Date: _____

Reviewed by: _____ Date: _____

Function / Activity: _____

Category	Risk – what and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
Health/Disease	Pandemic eg COVID-19	Event evacuation News coverage	Moderate	Follow Health Department guidelines for disease control. Signage and maximum numbers in place.	3	C	Significant	1
Injury	Injury to persons in the building by slipping, falling or tripping.	Injury to people Loss of income	Unlikely	No trip hazards identified (however could be introduced with power cords etc for music festival for example)	2	D	Low	2
Fire	Kitchen fire	Loss of income Building damage Injury to people	Rare	Fire extinguishers and blanket in place. Regular servicing of fire extinguishers.	4	E	Significant	3
Utilities Disruption	Storm damage Blockage in sewer Power outage	Loss of utilities could impact on an event.	Unlikely	Contact details for Premises Officer on hand. To be called if	1	D	Low	4

6.0 Evaluating and Treating Potential Risks

Table 5: Risk Treatment Schedule and Plan

Compiled by: _____ Date: _____

Reviewed by: _____ Date: _____

Function / Activity: _____

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A – Accept B - Reject	Person Responsible for Implementation	Time - Table	How will it be monitored?
Health/Disease	<ol style="list-style-type: none"> 1. Health Department Guidelines adhered to. Appropriate signage for maximum numbers in the venue. 2. Contact tracing sign in sheets used. 3. Provision of hand sanitiser in the venue 	All	3 + C = S (Significant)	3 + E=L (Low)	A	DBAC Committee	Ongoing as required.	Monitor Health Department website and adhere to latest requirements for disease control.

Injury	<ol style="list-style-type: none"> 1. First Aid Kit available 2. Treat on site 3. Call ambulance 	1 and 2	2 and D = L (Low)	2 and D = L (Low)	A	First aid kit provided on site. Event organisers to ensure trained first aid available. Call 000 for ambulance as required.	Ongoing and during every event.	First aid kit kept up to date. Monitoring of patrons at events is the responsibility of the hall hirer.
Fire	<ol style="list-style-type: none"> 1. Fire extinguishers 2. Fire blankets 3. Evacuation 4. Call Fire Emergency Services 	1 and 2	4 and E = S (Significant)	3 and E = M (Medium)	A	Fire extinguishers provided in various positions. Fire blanket in kitchen Evacuation plan available Muster location in carpark away from building Call 000 for Fire Emergency Services (DFES)	Biannual fire extinguisher servicing.	Regular servicing of fire protective equipment Evacuation plan posted inside the building Exit signage at every door Door locks cannot be placed in the lock position from the inside.

<p>Utilities Disruption</p>	<ol style="list-style-type: none"> 1. Repairs to utilities conducted as required at time of discovery of fault 2. Check fuse box for tripped circuit 3. Check websites for outages eg Western Power 4. Call Premises Officer for assistance 5. Call for trades person by Premises Officer as deemed required 6. Evacuation of building 7. Cancelling of event 	<p>1, 2, 3and 4</p>	<p>1 and D = L (Low)</p>	<p>1 and D = L (Low)</p>	<p>A</p>	<p>Regular monitoring of utilities by DBAC committee Call tradespersons for repairs as required. Liaise with Shire of Denmark</p>	<p>Ongoing</p>	<p>Regular checking of facilities and operation of utilities by Premises Officer</p>
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7.0 Risk Action Plan

For those risks that are High, Extreme, or deemed to be unacceptable, they need to be evaluated and specific action plans need to be developed to manage the risk appropriately. This is to be completed by the person hiring the hall for all risks deemed to be High, Extreme, or unacceptable. The table needs to be completed for each risk identified (Copy and paste the table before filling it in if there is more than one risk identified.)

Table 6: Risk Action Plan Table

RISK ACTION PLAN	
Item	
Risk	
Summary (recommended response & impact)	
Proposed Actions	
Resource Requirements	
Responsibilities	
Timing	
Reporting/Monitoring	