

Event Risk Management Guidelines Factsheet



These guidelines have been developed to assist organisations to work successfully through the event management planning process.

It identifies a range of issues to consider and also provides resources that can be used to facilitate the event management planning process.

This document is provided as a reference guide only, and there may be additional information or requirements that are not necessarily listed within. Ensure you consult with your local government authority and other relevant bodies as part of your event preparation.

Event Risk Management Steps



STEP 1: ESTABLISH A PLANNING COMMITTEE

- Allocate roles and responsibilities
- Organise agenda and procedure for meetings
- Establish task list
- Establish resources required
- Establish budget
- Obtain quotes
- Organise insurance
- Develop a marketing and promotions plan
- Develop a risk management plan and contingencies
- Develop event programs and entertainment
- Develop a contact list
- Finalise budget



STEP 2: PLANNING AND COORDINATION

- Schedule the event—time, date and format
- Establish key stakeholders—advise them of the event
- Ensure event activities comply with relevant Municipal By-Law(s)
- Obtain any required permits/licenses
- Develop emergency management plan
- Inform emergency services and secure attendance of the necessary resources
- Develop traffic management plan
- Assess access—disability
- Establish signage requirements
- Develop security management plan
- Draw up a site plan
- Secure safe and adequate electrical supply
- Develop a waste management plan
- Implement food safety and catering plans
- Consider alcohol restrictions
- Book equipment/infrastructure
- Book entertainment
- Book catering
- Book photographer
- Ensure that all staff and volunteers are provided with adequate training and have appropriate qualifications and/or licences
- Organise staff/volunteer briefing session.



STEP 3: IMPLEMENTATION

- Completed pre-event risk assessments
- Implement emergency and safety protocols
- Complete pre-event staff and volunteer briefings
- Ensure that ongoing event safety reviews are being conducted/
- Implement event closure protocols



STEP 4: POST-EVENT

- Conduct the post-event debrief

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Event Risk Management Checklist



The Ansvar Event Risk Management Checklist has been designed to assist organisations to identify and mitigate any risks associated with specific events. This checklist is to be used only as a guide, and Ansvar does not accept liability for any injury, loss or damage to the event organisers or any other parties, which may which may arise after the use of this checklist.

Note: All checklists are digitised in order to be completed electronically.

Planning Checklist		
Action	Responsibility	Completed
Role and responsibility delegations signed and filed		
Meeting agendas and protocols implemented		
All required resources secured		
Budgets and quotes finalised		
Adequate insurance cover is secured		
Marketing and promotional activities completed		
Risk Management plan has been developed and implemented		
Event and entertainment activity schedules completed		
Key stakeholders contacted		

Checklist 1 of 4

Risk Management Checklist

Action	Responsibility	Completed
Event schedule finalised, venue secured		
Key stakeholder advised		
Comply with relevant Municipal By-Law(s) confirmed		
Required permits/licenses obtained		
Emergency management plan has been developed		
Emergency services notified, attendance of the necessary resources confirmed		
Traffic management plan has been developed		
Disability access catered for		
Required signage secured		
Security management plan has been developed		
Site plan has been finalised		
Adequate electrical supply provided		
Waste management plan has been developed		
Food safety and catering plans implemented		
Alcohol restrictions implemented		
Equipment/ infrastructure booked		
Catering requirements finalised		
Photographer and media requirements finalised		
All staff and volunteers have received adequate training		
Staff qualifications and/ or licences retained on file		
Staff/ volunteer briefing session finalised		

Checklist 2 of 4

Implementation		
Action	Responsibility	Completed
Pre-event risk assessments completed		
Emergency and safety protocols implemented		
Staff and volunteers briefed		
Ongoing event safety reviews in progress		
Event closure protocols implemented		

Checklist 3 of 4

Post-Event		
Action	Responsibility	Completed
Post-event debrief scheduled		

Checklist 4 of 4