

RISK MANAGEMENT PLANNING

The following tables are provided as a guide for constructing your own specific risk management plan. In this example, “low level” risks have been coloured **green**, and “medium level” risks coloured **yellow**. In this example all “high level risks” have been mitigated – and therefore none are coloured red. It is usual to work with all stakeholders to develop a list of issues specific to your event and to consider the questions posed in the below table i.e. “brief description”, “risks”, “preventative contingency strategy” and “delegation” with regard to each issue.

Issues	Brief Description	Risks	Preventative Contingency Strategy	Delegation
Weather Extremes	Extreme weather conditions may affect patron numbers and enjoyment.	Poor attendance and discomfort to attendees of the event would have a negative impact.	Any live-site activities that are planned for outside will have an indoor contingency. Water and sunscreen will be available for all attendees, and a medical team will be located on site.	Project Manager
Guest Intoxication	Intoxicated persons may disrupt the event and/or cause injury to themselves or others.	Any unruly element in the audience would have a negative impact on guests at the event.	Venues will be operating under RSA guidelines and venue security will remove any intoxicated person. Qualified on-site medical staff will assess intoxication due to incorrect use of medication.	Venue Manager
Equipment Theft or Damage	Production equipment left on site overnight may be stolen or damaged.	The loss of any production equipment would compromise the event, and result in unrehearsed equipment being utilised for the broadcast.	Venue and contracted security will ensure the safety of all telecast equipment at each live-site and at the source.	Security Manager
Venue Access	Venues may be poorly equipped with access facilities and seating to cater for people with a disability.	If venues have poor accessibility patrons may be disadvantaged by inadequate facilities and unsuitable seating arrangements.	When determining event venues, appropriate facilities and seating will be confirmed to cater for a range of disabilities (as documented in Checklists).	Project Manager
Comms Failure	Failure of the 2-way radios at a live-site or failure of mobile phone comms between live-site and source.	A lack of proper communications would result in confusion and poor execution of the event.	All radios are to be properly checked on rehearsal day, with spare fully charged batteries available. Mobile phones are to be charged (with charger on-site) and with credit.	Project Manager
Power Failure	A black out at the source or at a live-site.	Lack of required power would result in failure of the broadcast and significant dissatisfaction of guests.	All electrical equipment is to be connected via UPS wherever possible. Where UPS is not available alternative power supply arrangements are to be secured (battery / generator).	Project Manager

RISK MINIMISATION TEMPLATE

Issues	Brief Description	Risks	Preventative Strategy	Delegation
Attendance				
Audio Visual				
Call Centre				
Communications Failure				
Communication with key stakeholders				
Contracts (e.g. partners, call centre)				
Crisis Management Plan				
Equipment Theft or Damage				
Guest Intoxication				
Media				
Power Failure				
Production Failure				
Promotion				
Registration / Ticketing				
Staffing & Volunteers				
Stakeholder Management				
Transport Arrangements				
Venue Access				
Venue Management				
Weather Contingency (e.g. wet, extreme heat)				