



# SAMPLE RISK MANAGEMENT PLAN TEMPLATE

This sample risk management plan template can be used to:

- record identified risks
- assess and rate them by using the Risk Likelihood & Consequence descriptors and the Risk Rating Matrix included with the template
- list management actions
- allocate responsibility and timelines
- record the status of responses to identified risks.

It employs recognised industry approaches but is only a sample of such an approach and WWC will consider other effective approaches to this matter.

The use of this sample template should consider advice about risk management contained in [www.....](http://www.waratahwynyardcouncil.com.au)

RISK MANAGEMENT PLAN							
<b>NAME OF ORGANISATION:</b>							
<b>NAME OF EVENT OR ACTIVITY:</b>							
<b>NAME OF SITE OR FACILITY TO BE USED:</b>							
<b>DATE(S):</b>							
RISK OR HAZARD	LIKELIHOOD & CONSEQUENCES OF A RISK		RISK RATING	ACTION PLAN	WHO	WHEN	PROGRESS OR CURRENT STATUS
	L	C					
<i>Sample risk – Lack of volunteers to arrange and manage event.</i>	<i>Possible</i>	<i>Moderate</i>	<b>HIGH</b>	<i>Sample action - Encourage others to join the committee.</i>	<i>Committee Executive</i>	<i>Feb 2020</i>	<i>Ongoing</i>


**Risk likelihood and consequence descriptors and risk rating matrix used to assess and rate identified risks.**

RISK LIKELIHOOD & CONSEQUENCE DESCRIPTORS			
LIKELIHOOD		CONSEQUENCE	
<b>Almost Certain</b>	Expected to occur often	<b>Insignificant</b>	No injuries or low loss.
<b>Likely</b>	Once per year	<b>Minor</b>	First aid or medium loss.
<b>Possible</b>	Once in 10 years	<b>Moderate</b>	Treatment required or high loss.
<b>Unlikely</b>	Once in 50 years – not impossible	<b>Major</b>	Extensive injuries or major loss.
<b>Rare</b>	Unlikely within 50 years	<b>Catastrophic</b>	Death or huge loss.

RISK RATING MATRIX					
LIKELIHOOD	CONSEQUENCES				
	Catastrophic	Major	Moderate	Minor	Insignificant
<b>Almost Certain</b>	Extreme	Extreme	High	High	Medium
<b>Likely</b>	Extreme	High	High	Medium	Medium
<b>Possible</b>	High	High	High	Medium	Low
<b>Unlikely</b>	High	Medium	Medium	Low	Low
<b>Rare</b>	High	Medium	Medium	Low	Low

**Organisers involved in signing off as having read and understood the risks and controls prior to the event:**

<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*To submit this template or for assistance contact Waratah-Wynyard Council via:*

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