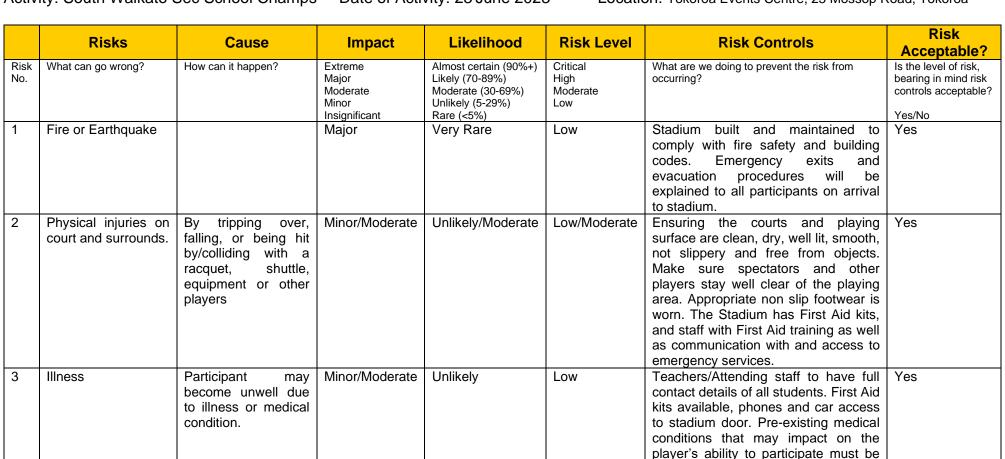
Risk Analysis and Management Form

South Waikato Event Centre

Activity: South Waikato Sec School Champs Date of Activity: 23 June 2023 Location: Tokoroa Events Centre, 25 Mossop Road, Tokoroa



RAMS Form Completed by: Megan Bramley Position: Community Programs & Events Manager Date: 23/11/2022

After undertaking a Risk Profile for the event should this event take place taking into account risk control factors?

explained to staff running the event.

Yes





Risk management is a clear, documented process to identify risk, set an acceptable level for risk and take steps to minimise risk.

The Eight Steps to Risk Management

- 1. Identify the event and stakeholders
- 2. Identify the risks and their likely causes
- 3. Identify controls for each risk
- 4. Perform a risk analysis
- 5. Evaluate the risks
- 6. Write a risk management plan
- 7. Implement and communicate the risk management plan
- 8. Monitor and review

1. Identify Stakeholders

These are the people impacted upon buy your event:

- Participants
- Spectators
- General public
- Local community
- Sponsors
- Local authorities
- Venue/facility owner

2. Identify the Risks - 'what can go wrong and how can it happen'

Link this step to the people you have identified above and then ask the questions:

- What could harm these people?
- What legal obligations could we risk breaching?

Once you have a list of risks work out what might cause these risks to happen. Consider who holds responsibility for specific risks at your event.

Fill in columns 'Risks' and 'Cause' on the table.

3. Identify controls for each risk

Some risks may be too great without action being taken to reduce them thus making them more acceptable. In considering all unacceptable risk, your options are to:

- Avoid/isolate the risk don't undertake the activity or isolate the hazard
- Minimise the risk reduce the likelihood and impact of the risk
- Transfer the risk get someone else to take the responsibility for the risk

Fill in column 'Risk Controls' on the table.

4. Perform a Risk Analysis

You've identified the risks and how to manage them now you need to work out how likely the risks are to become reality and the likely impact if they did.



- What risk management is in place?
- How often does/will each incident happen?
- What would the outcome be if the risk happened?

5. Evaluate the risks

Likelihood of Risk

This is not an exact science and can change depending upon changers in weather etc. etc.

Almost Certain – the risk has a 90%+ likelihood of happening Likely – the risk incident has a 70-89% likelihood of occurrence Moderate – the risk incident has a 30-69% likelihood of happening Unlikely – the risk has a 5-29% likelihood of happening Rare – the risk has less than a 5% likelihood of happening

Fill in Column 'Likelihood' on the table.

Impact of Risk

Extreme – Death, brain/spinal injuries, serious organ damage, permanent disability, emergency medical assistance, hospital for 6+ weeks

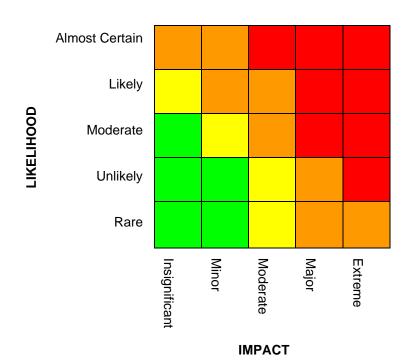
Major – Fractures, crush injuries, serious facial injuries, recovery of 6+ weeks, emergency medical assistance, hospital care

Moderate – Dislocation/simple fractures of ribs/limbs, medical assistance on site/at hospital/at GP, participant does not continue event, recovery of 1-6 weeks

Minor – Contusions, sprains, lacerations, minor first aid, participant continues event, less than 1 week's recovery

Insignificant – Bruises, grazes, participant continues event, no recovery time or medical assistance

Fill in Column 'Impact' on the table.





Overall Risk Level

Use the above risk matrix to determine the overall level of risk for each risk. Plot the likelihood and the risk impact and identify where they intersect.

Red = critical risk
Orange = high risk
Yellow = moderate risk
Green = low risk

If there are a large proportion of critical risk levels then revisit your controls and reassess to see if there are other ways to minimise risk.

Fill in Column 'Risk Level' on the table

Fill in the Column 'Risk Acceptable' on the table

Give overall Rating to the viability of the event.

6. Risk Management Plan (written) should now be complete.

7. Implement and Communicate the Risk Management Plan

The greater the information and awareness of risks involved in an event then the more likely that risks will be minimised. Communicate clearly – particularly with those that you have given roles of responsibility too. All participants should be made aware of risks involved in the event.

8. Monitor and Review

The Risk analysis is open to change – changes in weather, environment, the profile of participants etc. can all have an impact on the levels of risk. Stay on top of the context of the event and adapt plans accordingly. Monitor and follow up your event reviewing any incidents, speaking to participants, speaking to key personnel in order to improve the risk management of future events.