## Sample risk management plan template

This Sample risk management plan template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves. Remember to record risks in the CLM portal. The department provides non-council CLMs with the use of a Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement. Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

# Sample risk management plan template

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

|  |  |  |
| --- | --- | --- |
| What could go wrong? | What will we do to prevent it from happening? | What will we do if it does happen? |
| Rain | * Marquees on standby
* Hall on standby
* Alternative date set
 | * Advertise new date
* Cancel event
* Move event indoors
 |
| Lack of volunteers | * Advertise in school newsletter
* Announce need for volunteers at assemblies and meetings
* Provide incentives to volunteers – e.g. one free raffle ticket
* Ask for relatives to volunteer
* Involve older and former students
 | * Increase volunteer hours
* Scale back or cancel event
 |
| Cancellation of volunteers on the day | * Provide emergency volunteers on the roster
* Have a floating volunteer to cover busy stalls
 | * Reduce activities, competitions or stalls
* Merge stalls
 |
| Lack of entertainment | * Book early
* Seek support from local community
* Ask other organisations
 | * Seek quotes from alternative companies
* Use DJ instead of live entertainment
 |
| Limited items donated for food stalls | * Send plates home to all families one week before the event requesting donations
* Hold a baking day at school
 | * Buy from supermarket and transfer to plates
 |
| Visitor gets food poisoning or has an allergic reaction to food | * Obtain food handling permits and adhere to regulations
* Train volunteers in safe food handling
* Ensure external food providers are professional and insured
* Ensure all food items are clearly labelled or signed
 | * Seek immediate medical attention
* Call insurance company and lawyers for advice
 |
| Overspending | * All expenses are to be approved by the treasurer
 | * Seek approval from committee to increase budget
 |
| Theft or loss of cash | * Provide bum-bags for money collection at the event
* Train volunteers in money-handling procedures
* Allocate cash collectors and counters in pairs
* Store cash securely both at and after the event
 | * Inform the police
* Revise money-handling and collection procedures
 |
| Low ticket sales | * Advertise event early
* Allow for payment by instalments
* Set affordable price
* Promote inclusions in ticket pricing
 | * Inform community of possibility of cancelling event
* Cancel the event
 |