



Practical Resources for Community Groups

CHECKLIST 4

Writing a Risk Assessment and Risk Management Plan

Make sure you...

- Clearly define the event, project, programme or location the risk assessment and management plan refers to.
- Refer to any previous risk assessments that were carried out for your specific project, and note how successful the management plans have worked in the past.
- Identify any existing risks such as waterways, electric fences, animals, stairways, cliff faces, uneven terrain etc.
- Identify any potential hazards which could result due to the location itself. For example, what happens to a particular surface when it rains? How would emergency vehicles get access if there was fire or accident?
- Identify any potential hazard which could result due to the type of people attending your programme or event. For example, will there be a large number of children or people with disabilities present? Will there be a large crowd of young people who could potentially need crowd control?
- List the ways that you will remove or minimise any of the identified risks. For example, will you put up warning signs? Will you put up temporary fences? Will you bag check everyone who attends the event? Will you notify the police of your event so they can be on stand by?
- Have an emergency plan in place for worst case scenarios such as fire, medical emergencies, lost children or inappropriate behaviour.
- Consider how you will provide your event or programme team with suitable training, so that they are able to manage any health and safety issues which occur. Be clear about who has the authority to make decisions or take specific actions.
- Note how your staff and volunteers will be identified at the event, so that they can adequately assist in any emergencies.
- Note how your staff and volunteers will be able to contact you (or the event / programme manager) in the case of an emergency.

This checklist has been written by Kerri Tilby-Price. Kerri is the author of 'The Seriously Good Guide to Fundraising' and the CEO of Exult Ltd, one of New Zealand's leading training providers for the non-profit sector. Kerri is also the editor of Tonic Magazine – a publication providing practical information and advice for grass-roots community organisations. For more information visit www.exult.co.nz