



Risk management planning for events on the Brisbane Valley Rail Trail (BVRT)

A risk management plan (RMP) is an essential part of planning any event. A RMP does not seek to remove risk all together but rather identifies all the potential risks that may arise from holding an event along with appropriate control measures that will be put in place to reduce or mitigate their impact.

A risk is the chance of something happening that will affect objectives or negatively impact either a person, reputation or finances. Risks are also measured in terms of event likelihood and consequences.

It is up to the event organiser conducting an event on the BVRT to undertake a full risk assessment and prepare a RMP, which should be submitted to TMR with your event permit application.

An event permit will only be issued on the condition that a RMP is provided to TMR, no later than two (2) weeks prior to the scheduled event.

Assessing risk

The BVRT is a 161-kilometre recreational trail and there are many inherent risks to running an event on the trail. The following things should be taken into consideration when conducting your risk assessment:

- existing risks of the trail
 - road and creek crossings
 - interaction with livestock/animals on the trail
- risks the event creates
 - interaction with other trail users
 - health and safety of event participants (for example, participant injures themselves or has a medical emergency during the event)
 - the impact to surrounding residences and businesses, including noise impacts
 - damage to the trail and areas of natural vegetation
- external risks that the event organiser has little control over but may need to be managed

- extreme weather
- in the unlikely scenario that the event is cancelled after it has commenced (e.g., due to a bushfire), who is responsible for ensuring all people are safe and accounted for?

Developing a risk management plan

A RMP documents the proposed actions to manage the identified risk. The steps to be documented in creating a risk management plan include:

Step 1: identify the potential risks that apply to your event

Step 2: rate the potential risks for your event prior to any control measures being implemented (refer to the below 'Risk Classification – Reference Tables')

Step 3: actions to be taken (control measures) to minimise or reduce these risks

Step 4: re-evaluate the likelihood and impact of the risk after assigning the control measure to the risk and assign a risk rating (refer to the below 'Risk Classification – Reference Tables')

The RMP should also detail the most appropriate person responsible for implementing the control measure.

TMR has developed a template (below) to assist event organisers with preparing their RMP.

Incident reporting

Any accident or incident that occurs during an event **must** be reported to TMR. It is recommended that event organisers have an incident reporting system in place to manage the documenting of any accidents or incidents that occur at your event.

An incident report form template (below) has been developed to assist event organisers with reporting any incidents.



Risk Classification – Reference Tables

Risks are evaluated using a qualitative rating of the likelihood of the risk occurring and the impact of the risk to produce an overall level of risk indicator.

Measures of Likelihood		
Level	Descriptor	Description
1	Rare	May occur in exceptional circumstances
2	Unlikely	Could occur at some time
3	Possible	Might occur at some time
4	Likely	Will probably occur in most circumstances
5	Almost certain	Is expected to occur in most circumstances

Measures of Impact						
Level	Descriptor	Financial	Safety	Business activities	Social impacts	Reputation
1	Insignificant	E.g. Less than \$10,000	No injuries	No disruption to the function	No social impacts	No significant adverse impact on organisation's reputation
2	Minor	E.g. \$10,001 - \$100,000	First aid treatment	Minimal disruption to the function	Minimal social impacts	Adverse impacts on the organisation's reputation
3	Moderate	E.g. \$100,001 - \$1M	Medical treatment	Significant disruption to the function	Significant social impacts	Direct adverse impact on the organisation's reputation
4	Major	E.g. \$1M - \$10M	Extensive injuries	Major disruption to the function	Major social impacts	Direct adverse impact on the organisation's reputation
5	Catastrophic	E.g. Greater than \$10M	Death	Severe disruption to the function	Severe ongoing impacts	Extensive damage to organisation's reputation

Overall Level of Risk						
		IMPACT				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD		1	2	3	4	5
1 (rare)	1	Low	Low	Medium	High	High
2 (unlikely)	2	Low	Low	Medium	High	Extreme
3 (moderate)	3	Low	Medium	High	Extreme	Extreme
4 (likely)	4	Medium	High	High	Extreme	Extreme
5 (almost certain)	5	Medium	High	Extreme	Extreme	Extreme

Risk Management Plan Template

NOTE: This template has been developed to assist event organisers with preparing a Risk Management Plan. It is important to consider all risks relevant to your event and assess the risk level, response and control measures as appropriate.

Event Name:											
Event Date and Location:											
Step 1. Identify Risk		Responsibility	Step 2. Assess Risk without controls			Step 3. Control Measures <i>What will we do to manage it?</i>	Step 4. Assess Risk with controls			Action Plan <i>What will we do if it happens?</i>	Responsibility
Risk <i>What can go wrong?</i>	Consequences		Likelihood (1-5)	Impact (1-5)	Level of Risk (Pre-control)		Likelihood (1-5)	Consequence (1-5)	Level of Risk (with controls)		
Environment and Climate											
Wet weather conditions prior to the event day poses a safety risk to event participants						<ul style="list-style-type: none"> - provide instruction to event participants on potential hazards and safe riding techniques - if conditions warrant it, delay, postpone or cancel the event. 					
Wet weather conditions on the event day creating a safety hazard and causing a disruption to the event						<ul style="list-style-type: none"> - monitor Bureau of Meteorology (BOM) website - provide instruction to event participants about safe riding techniques in adverse weather conditions - cancellation contingency for wet weather - communication strategy to notify event participants 					
Excessive heat leads to heat stress / illness						<ul style="list-style-type: none"> - monitor Bureau of Meteorology (BOM) website - First Aid Officers on site and contactable throughout the event. 					
Bushfire creating a safety hazard and impacting on the event						<ul style="list-style-type: none"> - event scheduled during low risk bushfire season - consultation with the relevant fire and emergency services in case of potential impacting fire - First Aid Officers on site and contactable during the event - First Aid Officers will have asthma inhalers - If conditions warrant it, delay, postpone or cancel the event - communication strategy to notify event participants. 					
Damage to land or property resulting in damage to reputation, legal implications, financial impact or injury						<ul style="list-style-type: none"> - conduct a site inspection and identify any potential hazards in risk assessment - provide safety briefing and instruction to event participants about BVRT Code of Conduct (e.g. keep on the rail trail). 					

Health and Safety										
Event participant has a medical emergency during the event						<ul style="list-style-type: none"> - participants must declare they are medically and physically fit to participate in the event and disclose any pre-existing medical condition or other condition - First Aid Officers on site and contactable throughout the event - provide safety briefing and instruction to event participants about what to do in the event of an emergency. 				
Event participant injuring themselves by falling off their bike or horse, or crashing into another user						<ul style="list-style-type: none"> - provide safety briefing and instruction to event participants about safe riding techniques (particularly at road and creek crossings), the BVRT Code of Conduct (e.g. give-way protocol) and what to do in the event of an emergency - First Aid Officers on site and contactable throughout the event. 				
Event participant conflicting with livestock or other animals causing injury or distress						<ul style="list-style-type: none"> - provide safety briefing and instruction to event participants about safe riding techniques and the BVRT Code of Conduct (e.g. move quietly and with care when encountering livestock on the trail) - First Aid Officers on site and contactable throughout the event. 				
Event participant is bitten by a snake						<ul style="list-style-type: none"> - event participants advised to carry a basic first-aid kit including a snake bite bandage - First Aid Officers on site and contactable throughout the event. 				
Exposure to the sun results in sunburn to event participants, event staff or volunteers						<ul style="list-style-type: none"> - event staff / volunteers given sunscreen, water and advised to wear sunglasses and a hat - provide event staff / volunteers with adequate supply of drinking water - water stations provided at nominated locations for event participants - event participants, event staff / volunteers briefed on protection from the sun - event staff / volunteers to undergo OH&S induction briefing. 				
Event participants become dehydrated or do not have enough nutrition during the event						<ul style="list-style-type: none"> - event participants advised to carry adequate fluid and nutrition - water stations provided at nominated locations - First Aid Officers on site and contactable throughout the event. 				

Event participant/s are left stranded or become lost on the rail trail						<ul style="list-style-type: none"> - event finishers are checked against starting list - event participants are briefed on the protocol to follow if they abandon the event or become lost - sweep vehicle with two-way radio communication to follow at the back of the event - event marshalls in contact with sweep vehicle by two-way radio - ensure the driver of the sweep vehicle is briefed on last participant in the event and they pick up participants who are unable to complete the event - event participants advised to carry mobile phone to communicate with event organiser / sweep vehicle. 						
Traffic and Transport												
Conflict between motor vehicle travelling on the road and event participants causing an accident / injury						<ul style="list-style-type: none"> - provide instruction to event participants on safe riding techniques at road crossings - event marshalls to provide supervision at all major road crossings (100km/hr speed limit) - event marshalls to wear fluorescent vests. 						
Other												
Complaints by local residents, businesses or adjoining owners are damaging to the reputation of the BVRT and event						<ul style="list-style-type: none"> - event carried out between daylight hours (e.g. 6:00am to 6:00 pm) - provide instruction to event participants on BVRT Code of Conduct (for example, keeping on the rail trail, leaving gates as you find them) - where there are potential noise implications on local residents and businesses (e.g. during event set up, safety briefing) notification of event to be provided to local residents and businesses prior to event. 						

Incident Report Form Template

Event Name:

Event Date, Location:

Type of incident:

- | | | |
|--|---|--|
| <input type="checkbox"/> Noise complaint | <input type="checkbox"/> Lost person | <input type="checkbox"/> First aid |
| <input type="checkbox"/> Theft | <input type="checkbox"/> Slip/trip/fall incident | <input type="checkbox"/> Emergency services required |
| <input type="checkbox"/> Damage to land / property | <input type="checkbox"/> Vehicle-related incident | <input type="checkbox"/> Emergency evacuation |
| <input type="checkbox"/> Lost property | | |
| <input type="checkbox"/> Other (specify) | <input type="text"/> | |

Details of injured / affected person

Event participant

Staff member/volunteer

Member of public

Given name/s Surname

Residential address

Postcode Telephone

Incident details

Date Time

Location

Did you inspect the area? Yes No

What was evident?

Were police called? Yes No

Details of attendance/
officer/station

Was first aid provided? Yes No

Details of treatment

Was an ambulance requested? Yes No

Details of onsite
treatment/hospital

