

Event Safety Management Plan

Activity/Event Management Plan: _____ (event title)		
Nature of Event/Activity:	Time & Date:	Venue/Location:
Responsible Individuals:	Supporting Individuals/ Agency: <i>e.g. Coordinator</i>	Responsible Institution:
Participants:	Teachers/Animators/Tutors: <i>(including assistants)</i>	Other Individuals Supporting the Event/Activity : <i>e.g. with logistics</i>
Issues noted on previous occasions (where relevant):		
Procedures to follow prior to the activity/event:		
Procedures to follow during the activity/event:		
Procedures to follow post-activity/event:		

Management Plan for Specific Risks

Describe the Activity – Identify all elements of the event from beginning to end	Identify Risks <i>Something that could happen that results in harm to a child or young person</i>	Analyse the Risk <i>(Likelihood/Consequences)</i>	Evaluate the Risk <i>The level of risk</i>	Manage the Risk <i>Assess the options</i>	Review <i>Nominate who will review after the event/activity</i>