



RISK MANAGEMENT FORM - The Five Steps

Specimen
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1. Risk Identification

Rotary Club/District Committee: Rotary Club of Upson Downs

Activity Title: Weekly Dinner Meeting

Location: Upson Downs Tavern (or similar function room on occasion) (generally)

Activity Date: Each Thursday of the year

Description of Activity (incl. potential harm to persons or property - known as a hazard): The Tavern serves dinner to all members, guests and visitors. The meeting will be conducted during the dinner (normally between courses but speakers may speak while some in attendance are eating. Speakers usually speak from the lectern in the corner of the room using a microphone set up by the club. Club regalia is set out by club members in rotation. The Regalia is stored in a small cupboard near the front of the room.

2. Risk Assessment

Identified Hazard	Risk Assessment			Risk Score E x L x C	Risk Level
	Exposure E	Likelihood L	Consequence C		
Choking on food at the dinner table	Occasionally 3	Rare 0.05	Major 10	1.5	LOW
Tripping over the microphone cord	Infrequent 2	Rare 0.05	Moderate 5	0.1	LOW
Carrying and setting up the club regalia	Infrequent 2	Rare 0.05	Minor 2	0.2	LOW

DEFINITIONS

Exposure - E	Likelihood - L	Consequence - C	Risk Score	Risk Level
Continuously 10	Almost certain 1.0	Catastrophic 20	>20 = Extreme Risk	Extreme: Immediate action required with detailed plan, notify DIO Immediately. High: senior management attention needed, detailed research and planning with DIO Moderate: management responsibility must be specified, specific monitoring or response Low: manage by routine procedures, unlikely to need specific allocation of resources.
Frequently 6	Likely 0.6	Major 10	>10 = High Risk	
Occasionally 3	Possible 0.3	Moderate 5	3-10 = Moderate Risk	
Infrequently 2	Unlikely 0.1	Minor 2	<3 = Low Risk	
Rarely 1	Rare 0.05	Insignificant 1		

3. Develop the Plan

Hierarchy of Risk Controls

- 1. Elimination** is the permanent removal of the risk and should be attempted in the first instance.
- 2. Substitution** involves the replacement of the hazard or environmental aspect by one of lower risk.
- 3. Engineering** controls involve physical barriers or structural changes to the environment or process.
- 4. Administrative** controls reduce the hazard by altering procedures and providing instructions.
- 5. Personal protective equipment** may be used as a last resort to reduce the risk or as a temporary control.

Detail the actions to be taken. When determining this plan, the Hierarchy of Risk Controls (above) should be used to guide best practice.

Special diets will be catered for by the tavern on request. The lectern will be placed near the wall and a side table so that speakers may only approach from one side. The mike cord will not be able to be stepped over. Each regalia item weighs less than 12 kilos.

4. Implement the Plan

Assign roles, seek necessary approvals, disseminate the plan, train staff and volunteers, order the required gear.

The sergeant will supervise the setout of the regalia and the collection of special orders for the meal. Frail or unwell members will not be omitted from the regalia roster.

5. Monitor the Plan

Check to see that staff/volunteers are in attendance, that planned measures are in place and note plans for future improvement.

The weekly bulletin provides a roster of these tasks under the direction of the sergeant. Volunteers familiar with the requirements will fill this task as necessary. Quarterly assemblies address improvements in club practices in regard to regular club activities.