**P&C Association Risk Management Planning Template - example**

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| **Risk Assessment Plan** | | | | | |
| **P&C Association*:*** | | | | | |
| ***Event:*** | | | | | |
| ***Event Date:*** | | | | | |
| ***Risk Assessment Date:*** | | | | | |
| ***Equipment/items planned to be used:*** | | | | | |
| ***Reference Documents:*** | | | | | |
| **ACTIVITY STEPS**  List the steps required to perform the activity in the sequence they are carried out. | **POTENTIAL RISKS**  Against each activity step list the hazards that could occur. | **RISK RATING**  Rare;  Unlikely;  Likely;  Almost certain | **RISK CONTROL MEASURES**  Describe the identified Risk Control measures. | **RISK RATING AFTER RISK CONTROL MEASURES**  Rare;  Unlikely;  Likely  Almost certain | **RESPONSIBILITY**  Document name of person(s) responsible for implementing risk controls. |
| BBQ-  Setting up  Preparing food  Cooking | Back strain from lifting, slips/trips/falls, injury from heavy objects.  Cuts, grazes. Slips/trips/falls from spillages or objects in way  Cuts, burns. | Unlikely  Likely  Unlikely | All volunteers advised in proper processes for safe lifting. Ensure area clean tidy at all times, no objects left in thoroughfares or in places where they could cause injury.  All volunteers advised of safe food handling processes. Site rules for cleaning spills and ensuring site is tidy at all times provided to all volunteers.  Volunteers to undertake designated duties only to minimise risk of overcrowding around hot surfaces. All volunteers advised of safe food handling processes. | Unlikely  Unlikely  Unlikely | Site manager/event manager  Site manager/event manager  Site manager/event manager |