

# Doing It Safely: risk management planning

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# THE BASICS

## What is RISK?

- Risk is the chance of something happening that will have an impact upon the project's objectives and outcomes.
- All projects have some degree of risk.

# THE BASICS

## What is Risk Management Process?

- Risk Management Process is the methodical application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

# THE BASICS

## What is Risk Management?

- Risk Management is the culture, processes and structures that are directed towards the effective management of potential risks and the adverse effects.

# Simple tips for Risk Management

1. **Identify risks.** – What is it? How can it happen?
2. **Analyse the Risk** – How likely is it that the Risk will be activated?
3. **Assess the Risk** – How severe are the consequences?
4. **Treat the Risk** – What can be done to remove, minimise or avoid the Risk from activating?
5. **Communicate** – Who are your stakeholders?

# STRATEGIES

- **Prevention:** Implement ways to eliminate the risk factor that can give rise to the risk.
- **Minimize:** Take actions to reduce the chances that an undesirable situation will come to pass.
- **Develop contingencies:** Minimize the negative consequences if an undesirable situation does come to pass. Make sure you know what you will do if an unexpected incident occurs.

**PLAN & PREPARE**  
**for ALL**  
**SCENARIOS!**

# SIMPLE RISK MANAGEMENT

## 1. IDENTIFY RISK

Risk:

FOOD PREPARATION

What can happen?

FOOD POISONING

How can it happen?

POORLY PREPARED FOOD

RE-HEATED FOOD (RICE, MEAT etc.)

BAD PRODUCE (OLD PRODUCE)



## 2. ANALYSE RISK

What controls are in place?

NOTHING AS EVENT HAS NOT HAPPENED

What is the likelihood of the risk occurring?

LOW TO MODERATE CHANGE OF OCCURANCE

What is the consequence of the risk occurring?

SICKNESS OF VISITOR

LEGAL ISSUES AROUND FOOD POISONING



## 3. ASSESS RISK

How dangerous or significant is the risk ?

(High level, Moderate level, low level?) & WHY?

MODERATE TO HIGH LEVEL OF DANGER IF RISK OCCURS. SICKNESS TO DEATH.



## 4. TREAT RISK /MANAGE RISK

How can the risk be treated?

MAKE SURE ALL FOOD IS PREPARED ON SITE

ENSURE ALL PRODUCE IS PURCHASED FRESH ON THE DAY OF PREPARATION AND BY A MUSEUM STAFF MEMBER TO ENSURE GOOD QUALITY.

MAKE SURE PUBLIC LIABILITY INSURANCE COVERS FOOD POISONING etc.

REMOVE FOOD ELEMENT OF EVENT

What treatment is best for the situation? (which will you implement?)

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**PLAN!**

**DOCUMENT!**

**COMMUNICATE!**



# SCENARIOS

Choose a scenario and identify some of the risks involved and how you would manage these risks with the use of the planning sheet.

You can choose a project of your own to workshop too!

1. You have planned a full day of public talks and presentations at your site. Each presenter needs the use of a power source, a laptop computer and a data projector.
2. You have a family event organised at your site. Families are invited to create an invention using recycled materials and craft supplies. Children and families have access to scissors, tape and glue in an unsupervised room.
3. You have organised a walking tour around your local area. The tour heads along many main roads, some with heavy traffic flow.

More Information?

<http://www.sa.gov.au>

**THANK YOU!**

**Any Questions?**