**What is a Risk Management Plan?**A Risk Management Plan helps you to foresee risks, identify actions to prevent them from occurring and reduce their impact should they eventuate. The Risk Management Plan is created as part of the Risk Planning process. It lists of all foreseeable risks, their ranking and priority, the preventative and contingent actions, along with a process for tracking them. This Risk Management Plan template will help you perform these steps quickly and easily.

**When does a P&C Association use a Risk Management Plan?**  
A Risk Management Plan should be used by a P&C Association anytime that risks need to be carefully managed. For example, during a fete, a barbecue or a stall a Risk Management Plan is created to identify and manage the risk involved with the project delivery. The Risk Management Plan is referred to frequently throughout the project, to ensure that all risks are mitigated as quickly as possible. The Risk Management Plan template helps you identify and manage your risks, boosting your chances of success.

**Tips for a successful event;** The P&C Association should ensure that the committee has clear objectives resolved and Minuted at a correctly constituted meeting.

Keep a register for attendance at the event ensure P&C members and volunteers sign in and out.

Adhere to the policies of the P&C Association such as two people counting the monies.

Ensure that your P&C Association has the necessary insurance cover for the event (1300 885 982).

Ensure that the P&C Association is working within the Department of Education and Communities (DEC) Guidelines.

Where an issue occurs, document the matter and ensure suitable treatment is established, for example provide free water and sun block in extreme heat.

P&C Association’s fundraise more than $50 million each year in New South Wales to better public education. School communities’ celebrating the successes and skills of their members is always a cause for joy and excitement however there does need to be thorough planning. With a little bit of time and discussion your P&C Association will easily be able to facilitate an event with positive outcomes.

***Please make sure that the risk management plan is modified to suit the needs of your P&C Association and the specific event.*[School Name] P&C Association Risk Management Planning Template *Modify this template to fit individual association needs***

|  |
| --- |
| **Risk Assessment Plan** |
| **[School Name]*:*** |
| ***Event:*** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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**  Rare;  Unlikely;  Likely  Almost certain | **RESPONSIBILITY**  Document name of person responsible for implementing risk controls. | **TIME-FRAME**  Document when risk was rated and when implementation by responsible person is planned. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |