PROUDLY SUPPORTING

Camp Quality

RISK MANAGEMENT GUIDE



THIS RISK MANAGEMENT GUIDE IS A HELPFUL HANDBOOK THAT SUPPORTS FUNDRAISERS TO RUN SAFE, SMOOTH, AND ENJOYABLE COMMUNITY EVENTS.

It helps fundraisers think ahead by identifying and managing any potential risks in a clear and organised way, with plans and responsibilities in place so everyone knows what to do.

This proactive approach not only keeps your event running safely but also ensures you meet your legal responsibilities and reassure your supporters, and community that both you and Camp Quality are committed to delivering well-managed and safe events.

While not every risk listed will apply to your event and there may be others to consider, this guide is designed to support your planning, encourage thoughtful preparation, and help you create a safe and successful event for everyone involved.

EVENT OVERVIEW

* **Event type, purpose, and activities**

* **Location(s) e.g., indoor/outdoor, public/private**

* **Dates and times**

* **Expected attendance, including demographics e.g., children, vulnerable adults**

* **Organising entity and key contacts**

HEALTH & SAFETY RISKS

* Have you assessed potential on-site accidents or injuries? YES / NO
* Have you planned for food safety, including allergies? YES / NO
* Have you identified fire hazards and put control measures in place? YES / NO
* Do you have clear and adequate emergency procedures? YES / NO

WEATHER RISKS

* Have you considered the impact of wind, rain, storms, heat, or extreme temperatures? YES / NO
* Have you considered potential travel delays caused by weather? YES / NO

FINANCIAL RISKS

* Have you planned for potential budget overruns? YES / NO
* Have you assessed the possible risk of low ticket sales or sponsorship shortfall? YES / NO
* Have you prepared for vendor cancellations, disruptions, or unexpected cost increases? YES / NO

OPERATIONAL RISKS

* Have you planned for equipment failure (AV, lighting, power)? YES / NO
* Have you considered venue cancellation or access issues? YES / NO
* Have you identified transportation or logistics risks? YES / NO
* Do you have a plan for staff or volunteer no-shows? YES / NO

REPUTATION & LEGAL RISKS

* Have you considered risks of negative publicity? YES / NO
* Have you reviewed all contracts to prevent breaches? YES / NO
* Have you checked that all required licences and permits are in place? YES / NO
* Have you assessed risks relating to data protection and attendee information? YES / NO

SECURITY RISKS

* Have you planned how you will safely store cash donations collected or something to the effect? YES / NO
* Have you considered risks of theft or vandalism? YES / NO
* Do you have plans in place for crowd control? YES / NO
* Have you assessed the risk of violent or disruptive incidents? YES / NO

EMERGENCY PLAN PREPAREDNESS

* Do you have a clear plan for how people will exit safely in an emergency situation? YES / NO
* Have you assigned who will contact emergency services if needed? YES / NO
* Do you know where first aid support will be located? YES / NO
* Have you designated who is responsible for managing incidents? YES / NO
* Do you have a plan for what to do if a child or vulnerable person becomes lost? YES / NO