

Waste Management Plan Template

Event Details

Event name		Event Date/Time	
Set up waste area date/time		Pack up waste area date/time	
Event location		Event Manager / Contact No.	
Description of event		Alternative Events Person Contact No.	
Crowd numbers expected		Target audience	
Emergency Assembly point		First Aid person / contact no	
Nearest A & E Medical Centre /Ph		Nearest Fire Extinguisher – If app	

- **Site visit done Yes / No**
- **Site map/event layout with waste stations included – attached – Yes / No**

Waste Management Details

<p>How many waste stations will there be and where?</p>		<p>What type of waste will be generated? Include vendors and stall waste.</p>	
<p>What equipment is needed?</p>		<p>How will the waste be removed from event site?</p>	
<p>Who will be in charge of waste management?</p>		<p>How will successful waste management be measured?</p>	
<p>What initiatives are in place to divert waste going to landfill.</p>			
<p>Briefly describe your: 1.Pre-event 2.Event 3.Post event waste management plan.</p>	<ol style="list-style-type: none"> 1. 2. 3. 		

Waste Management Risk Control Plan

Please include any specific risks associated with waste at the event. E.g. hazardous waste materials

(A) Hazard – what could cause harm	(B) Risk – potential harm caused by the hazard	(C) Actions/controls to reduce the risk	(D) Level of risk after controls are in place (Score = Likelihood x Consequence)	(E) To be actioned by / Contact No.
		•		
		•		
		•		
		•		
		•		
		•		

Full name:	
Signature:	
Position:	
Date:	

Likelihood and Consequence Table (Column E)

Risk score and level of risk - The table below shows how to assess the **likelihood** and **consequence** of each identified risk and therefore show the **risk score** and the **level of risk**. **Eg:** The likelihood the risk is identified as unlikely which gives a rating of 2 and the consequence of the risk would be moderate which gives a rating of 1.5. To get the risk score you multiply the likelihood of 2 by the consequence of 1.5, ($2 \times 1.5 = 3$). The risk score is 3 which indicates the level of risk is moderate (as per the table below).

Likelihood (L)	Definition	Consequence (C)	Definition	Risk Score	Level of risk	Description
1 Rare	Once every 10 years, never heard of it happening	0.5 Less than Minor	Minor injury, first aid not required	0-1.5	Low	While control issues may still exist at this level, their impact will be low.
2 Unlikely	Event will seldom occur i.e. every two years	1 Minor	First aid or minor treatment	2-4	Moderate	This level of risk is still considered unacceptable in certain circumstances.
3 Possible	Event will intermittently occur i.e. annually	1.5 Moderate	Medical treatment required	4.5-8	High	Require attention with a degree of priority. Remedial action should be identified and implementation commenced with appropriate priority.
4 Likely	Event will occur in most circumstances i.e. monthly	4 Major	Notifiable injury or illness, broken bones, hospitalisation	10-16	Critical	This level of risk also requires immediate attention and should not proceed without clear and timely action plans identified to reduce the risk.
5 Almost certain	Event expected to occur in most circumstances i.e. daily	5 Extreme	Loss of life; multiple notifiable injuries or illnesses, permanent severe disability	21-25	Extreme	Stop, do not proceed with any risk at this level without specialist assistance to further treat/reduce risk including the possible development of contingency plans and/or risk transference strategies.