



Ningaloo Stars Risk Management

Event Plan

V1.2

May 2026

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Risk Management Plan

Business Overview: This risk management plan outlines the procedures and policies for operating Ningaloo Stars portable astronomy stargazing business in Australian national parks, focusing on ensuring the safety and well-being of attendees, staff, and equipment.

1. Risk Identification

Potential Risks:

- **Slip, trip, and fall hazards:** Uneven ground or obstacles in low-light conditions.
- **Health Emergencies:** Acute medical issues for attendees, especially children and those with pre-existing conditions.
- **Equipment Hazards:** Injuries related to the use of telescopes or handling delicate equipment.
- **Environmental Factors:** Weather variations (rain, strong winds) and temperature extremes.
- **Communication Range:** Poor communication signals possible at locations in the national parks, preventing calls for support or aid.
- **Public Behaviour Risks:** Non-compliance with safety rules, including running or moving unpredictably in low light.
- **Wildlife Encounters:** Interaction with native animals or insects, posing potential health risks.
- **Accessibility:** Impaired access for guests with disabilities.



2. Risk Assessment and Analysis

The identified risks have been analysed using the following methodology.

Risk Scoring Methodology

1. **Likelihood (L):** This factor assesses how likely it is for a particular risk event to occur, rated on a scale of 1 to 5:
 - **1 - Rare:** Very unlikely to happen (less than 5% chance)
 - **2 - Unlikely:** Possible but not expected (5-20% chance)
 - **3 - Possible:** Likely to occur occasionally (21-50% chance)
 - **4 - Likely:** Will probably occur in many circumstances (51-80% chance)
 - **5 - Almost Certain:** Expected to occur in most circumstances (more than 80% chance)
2. **Impact (I):** This factor evaluates the potential consequences if the risk event occurs, rated on a scale of 1 to 5:
 - **1 - Insignificant:** Minimal impact; no injury or damage
 - **2 - Minor:** Minor injury or damage, easily manageable
 - **3 - Moderate:** Significant injury or damage that requires attention
 - **4 - Major:** Major injury or damage; may require hospitalization
 - **5 - Catastrophic:** Severe injury, loss of life, or significant damage

3. Risk Rating (LxI)

1-5: Low Risk	6-10: Moderate Risk	11-15: High Risk	16-25: Extreme Risk
Monitor	Manage	Mitigate	Immediate Action Required



Risk Matrix:

Risk	Likelihood (L)	Impact (I)	Risk Rating (L x I)	Mitigation Strategy
Slip, trip, and fall hazards	Medium	High	8	Pre-event site assessment and marking of hazards.
Health Emergencies	Low	High	6	Staff trained in first aid and immediate medical kit access.
Equipment Hazards	Medium	Medium	6	Staff training on safe equipment setup and usage.
Environmental Factors	Medium	High	8	Real-time weather monitoring and contingency plans.
Communication Range	Medium	High	8	In low signal areas ensure a working, charged, satellite phone is taken.
Public Behaviour Risks	Medium	High	8	Clear safety briefings and strict enforcement of rules.
Wildlife Encounters	Low	Medium	4	Educate staff to manage wildlife interaction safely.
Accessibility	Low	Medium	4	Ensure site selection caters to accessibility needs.



3. Risk Mitigation Strategies

- **Safety Induction:** Conduct briefings at the beginning of each event to inform attendees about safety procedures, rules, and expectations.
- **Distance Management:** Maintain a distance of 5-10 meters between telescopes, limiting 10 people per scope, to prevent overcrowding.
- **Equipment Safety:** Utilise red light torches for visibility without compromising night vision and ensure all equipment is properly set up with red light markers on each telescope.
- **Emergency Protocols:** Ensure at least one staff member with first aid training is assigned to manage any medical emergencies. Maintain communication devices for emergencies.
- **Weather Preparedness:** Monitor weather forecasts closely; have a clear plan for cancellations or rescheduling, with potential refunds.
- **Behaviour Management:** Consistently enforce no running rules and ensure monitoring of the area to uphold safety standards during the event.
- **Crowd Control:** Staff to actively monitor attendee behaviour and provide guidance throughout the event.
- **Equipment Handling:** Provide training for all staff on proper equipment handling and limit equipment access for attendees to prevent accidental injuries.
- **Wildlife Precautions:** Inform all participants of potential wildlife hazards and establish protocols for avoiding wildlife encounters.

4. Emergency Response Plan

- **Contact Local Emergency Services:** Staff to have access to emergency numbers and protocols for contacting local authorities if needed.
- **First Aid Procedures:** Have St Johns medical kit readily available for all tours, with clear instructions on its use.
- **Evacuation Plan:** Identify and communicate clear “emergency exit” routes in case of hazards or natural events.
- **Incident Reporting:** Establish a clear procedure for reporting hazards and incidents during events for future preventive measures.

5. Review and Training

- **Staff Training:** Conduct regular training sessions for staff on risk management, emergency response, and equipment handling.
- **Post-Event Review:** Review incidents or near-misses after each event to enhance safety protocols and improve risk management strategies.
- **Feedback Mechanism:** Encourage participants to provide feedback on safety experiences and suggestions which will lead to continuous improvement of the risk management plan.

6. Documentation

- **Risk Management Record:** Keep comprehensive documentation of identified risks, training records, incident reports, and action taken for audit purposes.
- **Event Safety Checklist:** Develop a checklist for staff to ensure all safety measures are in place before the start of events.





7. Responsibilities & Review

The Directors of Ningaloo Stars Pty Ltd are responsible for overseeing the implementation of this policy in collaboration with relevant stakeholders and staff members. This policy will be reviewed annually, or sooner if changes to operations, legislation or environmental considerations indicate a review is required.

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Review History

Version	Date	Summary of Changes
1.0	01 November 2024	Initial procedure document developed
1.1	01 December 2025	Review & minor update
1.2	02 May 2026	Review & minor update – Responsibilities & Review section added