PROCEDURE

WHS Risk Management

Scouts NSW

Issued with the authority of the Chief Commissioner
and Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
Sponsor	Chief Executive Officer	Originator	Executive Manager Operations, Compliance & Risk
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1 Purpose

This procedure describes the health & safety risk management process at Scouts NSW. It applies to employed staff, volunteers and other position holders. Collectively, these individuals are called "workers".

The key to a safer workplace and youth program delivery environment is a culture where people are 'risk aware'. Under WHS laws, Scouts NSW has a duty to eliminate risk in its work activities, or where elimination is not feasible, to minimize the risk. The same risk management approach is applied to Scouting recreational activities, in order to provide a safe and healthy Scouting environment.

This procedure applies to *work* as well as *recreational activities*. It includes hazard identification, risk assessment and risk mitigation (or *control)*, monitoring and review.

2 Responsibilities

Scouts NSW aims for everyone to be risk aware although a higher level of responsibility lies with those who have control over certain aspects of the organization's activities and sites. People who organize events or manage other people or sites, have a greater opportunity to influence health and safety.

Therefore, these people are required to follow procedures designed to assist them manage the risks within the scope of their responsibility:

Leaders of Youth. Defined as persons holding a Certificate of Adult Leadership in a Youth Section, are required to conduct risk assessments and control risks in line with this procedure when leading youth activities.

Risk Practitioners- persons who generally operate at a higher level, typically to lead or manage other adults, major events, Scout camps, activities or activity centers, manage or purchase assets.

3 When to conduct a risk assessment

Risk assessments can be performed, either formally (documented) or informally. WHS laws do not expressly require all risk assessment to be documented, however, documenting your risk assessment on a risk assessment form provides evidence of completion. In addition, the form provides a framework on which to review and continuously improve health & safety. Our duty to manage risks remains, regardless of whether we have documented a risk assessment or not.

Risk assessments are required for situations involving health and safety risks including:

- When planning major Scouting events
- When planning scouting activities that involve health and safety risks not already covered by existing protocols such as risk assessments, Standard Operating Procedures (SOP's) or Leader Support Guides (LSG's).
- Prior to making changes or performing activities that could impact health and safety eg new or modified workplaces, working bees, gang shows, new or modified plant, equipment.

Risk management is an ongoing process. Leaders of youth and risk practitioners should manage risk prior to an activity commencing, and then continue to monitor locations and activities while they progress.

Ideally, risk assessments are reviewed annually or prior to each occasion that involves a significant change (whichever occurs earlier.

Step 1 - Identify the hazards and associated risks

Hazard identification takes place based on current information that is available. Sources of hazard identification include:

- Past incident reports relating to the same task or similar tasks
- Visual inspection of the workplace with a walk through inspection of plant and equipment.
- Testing and auditing reports from workplace.
- Consultation with workers, members and other stakeholders.
- Discussions with designers, manufactures, suppliers or any other relevant party who may assist in the identification of a potential hazard or hazardous situation in the workplace.

Examples of hazards and their associated risks are:

Hazard	**Risk**
Sun	Sunburn
Water	Drowning
Uneven terrain	Slips, trip, falls
Wind	Hit by unsecured objects
Snakes	Snake bite
Electricity	Electric shock electrocution
High ropes	Fall from height

Step 2 - Assess the risks

Assessing risk involves considering the causes of exposure to the hazards identified, and then the likelihood and consequence of each cause. Risks are initially assessed as *current state* i.e. taking into account any actions that have *already* been taken to mitigate risk (i.e. controls that are already in place).

See Appendix 2 for descriptors of likelihood and consequence.

Initially when estimating likelihood and consequence, take into account the *existing* risk mitigation methods or *controls* (if any). In subsequent stages, estimate the likelihood and consequence taking into account the risk mitigation methods you *plan* to put in place, to provide you with the expected residual risk level.

other alternatives in the hierarchy. The hierarchy of controls lays out, in order of effectiveness, various types of risk mitigation techniques. See *Appendix 3 Hierarchy of Controls* in this procedure.

It is common to apply multiple risk techniques to control one hazard. Similarly, it is rarely effective to apply only administrate controls or PPE - instead they should be used in addition to, and to support, the higher level controls such as substitution, isolation or engineering.

For each control measure, consider whether in fact a new hazard has been introduced. If so, add this risk to the risk assessment and proceed to analyse and assess it in the described way, or alternatively, select an alternative and more suitable control.

Step 4 - Review the risks (re-rate)

Once you have identified the additional control measures you plan to implement, repeat the Risk assessment step (i.e likelihood and consequence, risk level) to reveal the residual risk i.e. the expected risk once these additional control measures are applied). Again, use the *risk level table in Appendix 2* to determine the *risk level* and recommended action for the residual risks.

Communicate the planned controls to the person responsible.

Step 5 – Implement the controls

The manager, or other responsible person as indicated on the risk assessment, is responsible for implementing control measures.

Step 6 - Monitor the risk - in the lead up to the activity and during the activity

Prior to conducting the task or activity, take into account the current (or predicted) conditions eg hot weather, absence of a supervisor, strong river currents etc.

Once introduced, the control measures should be monitored to ensure they are working correctly, and have not introduced new hazards. This can be done via observation (especially initially), consultation, WHS inspections etc

See *Section 3 When to conduct a WHS assessment*, for other situations that trigger a review of the risk assessment.

5 Routine risks

Some WHS risks exist broadly across the organisation and therefore the risk has been assessed on behalf of the entire organisation and can be managed using a consistent and routine approach. For these types of risks, WHS procedures or Standard Operating Procedures, Fact Sheets etc have been documented, taking into account the risk profile of Scouts NSW.

Subsequently, separate risk assessments need not be performed unless the task or the situation is outside of the scope of the procedure, or if the procedure or SOP requires that site-specific or event-specific risk assessments be performed.

Appendix 1 Risk Assessment Criteria

Scouts Australia NSW adopts the risk ranking criteria as defined in the Scouts Australia Risk Management Policy (and Framework) 15 August 2020

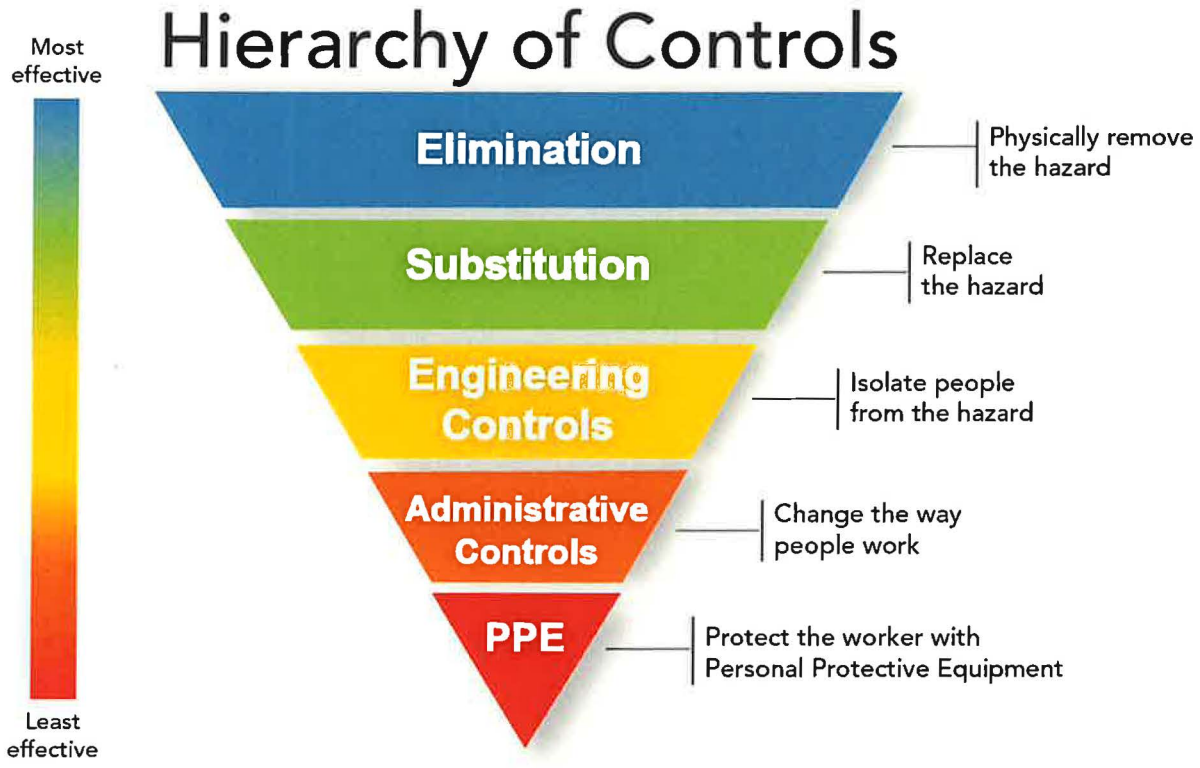
Likelihood Criteria

Rating	Descriptors
Almost Certain	The risk, has a very high probability of occurring, or, occurring every time. Risk mitigation measures will certainly be required if the expected consequence of the risk is Significant or Severe.
Likely	The risk, will probably occur. Without control improvement it is more likely than not that the risk will eventuate. Risk mitigation measures are likely to be required, especially for Significant and Severe risks.
Possible	The risk may occur. There may be certain known or unknown circumstances that may cause the risk to eventuate. Again, risk mitigation will be required if the consequences of the risk are considered Significant or Severe.
Unlikely	The risk will occur infrequently if at all. This does not mean the risk can be ignored. Risk mitigation should still be considered in case the risk eventuates and if the consequences are considered Significant or Severe.
Rare	The risk will probably not occur. This does not mean the risk can be ignored. Risk mitigation should still be considered in especially if the consequence is considered Significant or Severe.

Consequence Criteria (Safety)

Rating	Safety
Severe	If the risk event occurred, it would result in a death and/or permanent disability of personnel where Scouts Australia is found to be primarily responsible.
Significant	If the risk event occurred, it would result in a permanent disability to personnel. Hospitalisation of multiple personnel where injuries will impact them for a significant period of time.
Moderate	If the risk event occurred, it would result in Injury or illness to personnel under the control of Scouts Australia requiring medical treatment for a period of time.
Minor	A risk event that would result in minor injury or illness to personnel under the control of Scouts Australia requiring medical treatment.

Appendix 2 Hierarchy of Controls



Control	Examples
Elimination	Get rid of the hazard altogether eg dispose of unnecessary hazards, or design the problem out.
Substitution	Substitute a harmful chemical with a less hazardous one. eg. substitute a noisy piece of plant with a less noisy product, or Water based chemicals rather than solvent based.
Isolation	Physical control of access to work areas. eg. install guards on machinery, locate a noisy machine in a separate room
Engineering	Design and install equipment to counteract the hazard. Eg. fit an automated machine cut-out device, add ventilation for hazardous substances.
Administration	Administrative efforts to support the higher level controls. Very important but rarely effective on their own as they depend on human vigilance. eg. training and information, warning labels, job rotation, work permits, SOP's.
PPE	PPE can still be required when all higher level controls are implemented and a risk remains. Can be essential, but rarely effective on their own as they depend on human vigilance. eg. harnesses and safety lanyards, hard hats and safety footwear, high viz.