

Insert Activity Name Here

Club Leader/s:		
Activity description:		
Start Date	Finish date:	No of Pathfinders (approx.):
Class Groups		Supervision ratio (approx.):

Use this risk assessment matrix as a guide to assess the inherent risk level. Refer to the attached appendix for further details

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Inherent Risk Level			Action Required / Approval
	Low	Little chance of incident or injury.	✓ Manage through regular planning processes
	Medium	Some chance of an incident and injury requiring first aid.	✓ Activity Risk Assessment. ✓ Consider obtaining parental/carers permission.
	High	Likely chance of a serious incident and injury requiring medical treatment.	✓ An Activity Risk Assessment is required to be completed. ✓ Youth Director approval prior to conducting this activity is required. ✓ Obtaining parental permission is recommended.
	Extreme	High chance of a serious incident resulting in highly debilitating injury.	✓ Consider alternatives to the activity. ✓ Activity Risk Assessment is required to be completed. ✓ Youth Director approval prior to conducting this activity is required. ✓ Parental/carers permission must be obtained for pathfinder participation.

Listed below are the minimum recommendations for High and Extreme risk activity. For any items ticked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

Minimum supervision and Qualifications						
	Pathfinder Leader with completed PLA and experience as required by the nature of the activity. Or Pathfinder Leader with completed PLA and an adult with minimum qualifications required to conduct the activity.					
	Blue Card requirements must be adhered to.					
	Sufficient adults with current First Aid qualifications including CPR					
Number of adults supervising the activity:		Pathfinder Leader		Councilor		Others
<i>Note: The minimum adult supervision required will depend on the nature of the activity, individual needs, number of pathfinders, environment etc.</i> <i>If the activity is to be conducted by external leaders, obtain a copy of relevant qualifications and risk management information.</i>						
Further information:						

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>			Yes	No
First aid kit suitable for activity				
Communication system:				
phone-line at location	mobile phone	Pathfinder/adult messenger		
Walkie Talkie/UHF radio		Other		
Sun safety equipment (hat, sunscreen, shirt etc)				
Drinking water (Pathfinders should not share drinking containers.)				
Suitable personal protective equipment to be used				
All equipment and facilities comply with relevant safety standards				
Further information				

Governing Bodies/Associations.	Yes	No	N/A
Do guidelines from a governing body exist for this activity?			
If so, have they been referred to and followed?			
Further information			

Hazards and suggested control measures

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. Add details of any other hazards/risks or additional controls you intend to implement.

For any items not applicable, please check N/A.

Hazards/risks	Recommended Control Measures	Yes	No	N/A	Details how this will be implemented and any additional controls
Pathfinders - Special needs - High risk behaviours - Medical conditions - Pathfinder numbers	Obtain parental permission, including relevant medical information..				
	When pathfinders with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (i.e. insulin, Ventolin EpiPen ☐, etc).				
	Where necessary, obtain advice from relevant Advisory Visiting Leaders or specialist Leaders.				
	Provide additional supervision.				
	Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures should be put in place to ban, dissuade or protect (e.g. tape) the wearing of jewellery accordingly.				
Physical contact with - Other people - Flying objects - Hard surfaces	Instruction in rules, safety procedures and prerequisite skills before participation in the activity.				
	Protective equipment is used where required..				

Hazards/risks	Recommended Control Measures	Yes	No	N/A	Details how this will be implemented and any additional controls
Physical exertion • Strains and sprains • Cramps • Exhaustion and fatigue	• Appropriate warm-up and warm-down activities.				
	• Progressive and sequential skills development.				
	• First Aid equipment available - e.g. ice packs, water.				
	• Continuously monitor pathfinders for signs of fatigue and exhaustion.				
Infection Control • Body Fluids • (e.g. Blood, saliva) • Hygiene • Food handling	• Be prepared to deal with pathfinder injuries/accidents involving bodily fluids that are possible given the nature of the activity and pathfinders.				
	• Comply with Infection Control Guideline.				
	• Establish processes to maintain safe hygiene standards.				
Environmental • Sun safety • Weather conditions (e.g. storms, wind) • Site hazards • (e.g. isolation, heights, fauna, flora, noise, deep water) • Vehicles	• Adopt sun-safe strategies e.g. - o schedule activity early morning/late afternoon - o activity to be carried out under cover - o hats, sun-smart clothing, sunscreen.				
	• Monitor weather conditions - prepare contingency plan.				
	• Check site for hazards and implement controls as necessary.				
	• Check site for poisonous plants/dangerous animals.				
	• Establish safe, designated areas for people and vehicles.				
Equipment/ Materials • Hazardous substances • Sharp implements • High risk plant/ tools/equipment • Electricity • Props, stages, lights etc.	• Provide complete safety instructions on the use of all equipment.				
	• Establish safety zones for use of equipment.				
	• Electrical items are maintained as required, and visually inspected before use.				

Additional control measures

These would relate to the specific Pathfinder needs, location and conditions in which you are conducting your activity.

Hazards/Risks	Control Measures

Submitted by:	Date:
List the names of those who were involved in the preparation of this risk assessment.	

Approval		
	Approved as submitted:	
	Approved with the following condition(s):	
	Not approved for the following reason(s):	
	By:	Designation:
	Signed:	Date:

Monitor and review <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
Are the control measures still effective?		
Have there been any changes?		
Are further actions required?		
Details:		

APPENDIX

MANAGING RISKS IN ACTIVITIES

This document aims to assist staff undertake an effective risk assessment. The information presented here should be seen as the 'minimum expected standard' to manage risk, rather than the definitive list of requirements.

All the information presented should be carefully considered in respect to specific context, such as:

1. Which pathfinders will be involved? (age, maturity, experience, specific needs, number)
2. What will pathfinders be doing? (jumping, swimming, cutting, cooking, throwing etc)
3. What will pathfinders be using? (hazardous materials, sporting equipment, tools, stove etc)
4. Where will pathfinders be? (inside, outdoors, pool, creek, at height etc)
5. Who will be leading the activity? (experience, qualifications etc)

THE RISK MANAGEMENT PROCESS

The workplace health and safety risk management process involves the following steps:

1. **Identify the potential hazards**
2. **Assess the risk**
3. **Decide on the control measures**
4. **Implement the control measures**
5. **Monitor and review**

Ideally, this risk management process should be integrated into routine lesson planning.

Risk assessments are best completed by more than one person thinking about the hazards and controls. Therefore, you are encouraged to involve those planning and delivering the activity in the risk assessment process.

By incorporating effective risk management processes into planning, staff will be taking proactive measures to minimise the risk of harm to all involved.

Step 1. IDENTIFYING THE POTENTIAL HAZARDS

Hazards are things that have the potential to cause harm.

Hazards come in many forms - some are common and easily identifiable such as using machinery, falling from heights, javelin throwing, and infectious diseases.

Other hazards may not be as common and may be harder to identify, e.g. activities that would normally be low risk become much riskier when they are done in a new or unusual way, such as with younger pathfinders, with large groups, in unfamiliar settings, or for the first time.

Once the hazards have been identified, the level of risk they pose needs to be assessed.

Step 2. ASSESS THE LEVEL OF RISK

Risk is the likelihood that a harmful consequence (e.g. injury) will occur when exposed to a hazard. As such, a risk level is made up of two elements, the:

- (a) **Likelihood** of an incident happening, and
- (b) **Consequence** if it did happen.

$$\text{Risk} = \text{Likelihood} \times \text{Consequence}$$

There are many factors that influence the likelihood and consequence of an incident. A few examples include the:

- duration or frequency of the exposure to the hazard (e.g. sun or chemical exposure)
- competence of those undertaking the activity (no training or inexperience may lead to an accident)
- environmental conditions (e.g. water in the vicinity of electricity, getting injured in an isolated area)
- speeds, heights and weights of objects being used. The greater the force, the greater the impact.

To assess the level of risk, consider the likelihood of an incident happening in combination with the seriousness of the consequence.

Use the matrix below as a guide to assist with the risk assessment.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
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4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Consequence Rating	Description of Consequence
1. Insignificant	No treatment required
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
3. Moderate	Injury requiring medical treatment or lost time of four or fewer days
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation, or greater than four days lost time
5. Critical	Loss of life, permanent disability or multiple serious injuries

Step 3. DECIDE ON THE CONTROL MEASURES

The assessed inherent risk level will determine the degree of planning and approval required.

Inherent Risk Level			Action Required / Approval
	Low	Little chance of incident or injury.	✓ Manage through regular planning processes
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Control measures are methods used to lower the level of risk to an acceptable level. The types of control measures are listed below in the 'hierarchy of control' - they should be considered and used in this preferred order:

- I. **Elimination:** remove the hazard completely from the workplace or activity
- II. **Substitution:** replace a hazard with a less dangerous one (e.g. using a softer ball, different location)
- III. **Isolation:** separate people from the hazard (e.g. safety barrier)
- IV. **Redesign:** making a machine or work process safer
- V. **Administration:** putting rules or training in place to make a workplace safer
- VI. **Personal Protective Equipment:** protective clothing and equipment (e.g. helmet, gloves, shin-pads).

Step 4. IMPLEMENT THE CONTROL MEASURES

Sufficient control measures are to be implemented to reduce the risk to an acceptable level.

For all high and extreme risk activities, the control measures should be implemented in accordance with the approved risk assessment.

Step 5. MONITOR AND REVIEW

At all times, the controls should be monitored to ensure they are providing the intended level of safety.

It is important to assess the effectiveness of the control measures you have implemented as the activity is being conducted and after the activity is completed. This step of the risk management process is often overlooked. If necessary, modify or add control measures to ensure safety.

Record any changes to the safety measures in the Monitor and Review section of the Activity Risk