



RISK ASSESSMENT

Form: F31

Issue: 1

Date: 07/13

To be attached to the C5

Activity Description:			
Location:			
Activity Leaders name:		Safety Officer's name:	
Formation:			
Start date and time:		Finish date and time:	
Number of youth (approximately):		Number of Leaders and Adults (approximately):	
Minimum Supervision and Qualifications			
Are there sufficient leaders with minimum qualifications supervising the activity?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Sufficient leaders with current First Aid including CPR Yes <input type="checkbox"/> No <input type="checkbox"/>	
Minimum Equipment/ Facilities for activity	YES	NO	N/A
First Aid Kit Suitable for activity Available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun Safe equipment: hats, sunscreen,etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drinking Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable personal clothing and protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accomodation and shelter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Navigation equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment complies with relevant standards and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site access, permissions, fees organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Governing Bodies /Associations /Legislation	YES	NO	N/A
Do guidelines from a governing body exist for this activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have they been referred to and followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scout-specific polices and rules	YES	NO	N/A
What sections of P&R, QBSI, QB SOA P&P apply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Comments / Further information	
		First aid kit(s) from:	
		Type of communication equipment:	
		QB SI, P&R, QB SOA P&P Section specific:	



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Calculating the inherent risk level for your activity

The Risk Analysis Matrix below can be used as a guide to assist with quantifying the risk level. **To use the matrix**, map the likelihood and consequence of an incident occurring with your activity to arrive at the risk level. Keep in mind that when assessing risk value judgements need to be made; and when making value judgements sometimes the risk level is not clear cut. If undecided on a risk level for an activity, a conservative approach would be to settle on the higher risk level being considered. Assessing the risk level is important. However, regardless of the assessed level of risk, we always have an obligation to do what is reasonably practicable to eliminate the risk, or if that is not possible, to minimise the risk to an acceptable level.

RISK ANALYSIS MATRIX						
		Consequences				
		Insignificant Loss of life: Nil. Injury/Illness: No medical attention required.	Low Loss of life: Nil. Injury/Illness: Medical attention required.	Medium Loss of life: Nil. Injury/Illness: Minor medical or hospitalisation required with no long term effects.	Major Loss of life: A fatality. Injury/Illness: Serious hospitalisation has occurred. Some ongoing treatment required.	Severe Loss of life: Fatalities have occurred. Injury/Illness: Significant injury/illness has occurred requiring hospitalisation and ongoing treatment.
Likelihood	Almost Certain Expected to occur in most circumstances.	M-10	H-20	H-30	E-40	E-50
	Likely Will probably occur in most circumstances.	M-8	M-16	H-24	E-32	E-40
	Possible Might occur at some time.	L-6	M-12	M-18	H-24	E-30
	Unlikely Could occur at some time but it is improbable.	L-4	L-8	M-12	M-16	H-20
	Rare May occur only in exceptional circumstances.	L-2	L-4	L-6	M-8	M-10

Each risk level has been grouped into categories, E = Extreme, H = High, M = Moderate, L = Low, and given a score between 2 and 50.

For further explanations of the risk analysis matrix refer to the ScoutSafe Risk Assessment Handbook available from the Queensland Branch website



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What are the activities, tasks or work hazards?	What are the risks	Risk Level before mitigation (Refer Risk Analysis matrix)	Mitigation strategies: What controls are proposed to remove or reduce the risk?	Risk Level after mitigation (Refer Risk Analysis matrix)	*Refer to Branch? High or Extreme risk after mitigation?



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Team Leaders approval <i>(Refer to qualifications chart):</i>		
<input type="checkbox"/>	Approved as submitted	
<input type="checkbox"/>	Approved with the following conditions :	
<input type="checkbox"/>	Not approved for the following reasons :	
<input type="checkbox"/>	Requires submission to Queensland Chief Commissioner and branch team because it contains high and extreme risks that require approval	
Name :		Appointment :
Signed :		Date :
Monitor and review <i>(To be completed during or after activity)</i>		
	YES	NO
Are the control methods still effective ?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes ?	<input type="checkbox"/>	<input type="checkbox"/>
Are any further action required ?	<input type="checkbox"/>	<input type="checkbox"/>
Details :		
Name :		Appointment :
Signed :		Date :