

Risk Management Guidelines

This document and the associated forms are designed to be read in concert with the WOSM “Safe from harm” policies for youth and adults, all relevant sections of Scouts Australia P & R and all relevant Scouts WA documents. Information within should be considered in light of those policies and the AS/NZS ISO 31000:2018 for risk management.

Why use a Risk Management process?

Risk is an inherent part of our organisation, and a part of life. We decide to accept risks all the time. Many Scout activities are risky, but we accept a level of risk because the activity is fun or educational and contributes to the aims of Scouting.

Society has expectations of how we plan to look after our members. Scouts WA also has many expectations. The risk must be acceptable to Scouts WA and to the general population. Over the years the level of acceptable risk has decreased, so please keep in mind the expectations of parents and society when you are applying controls to manage the residual risk rating.

The worst possible scenario is if someone is badly hurt or killed. You might be called upon to explain to a coroner what you did to control the risk.

Which Form do I need?

There are two forms which cover most Scouting events and activities. Very Large Branch events may be required to complete a full Risk Management Plan.

R1 – A general purpose form to be used for most Group activities and some District and Region activities. Typically limited to a few Groups or a couple of Districts. Available as an online Google Sheet and a fillable PDF version via MyScout. The fillable PDF can be handwritten.

R2 – this is used when the activity has multiple activities or needs some other special setup. For example, it may be a Branch or an International event. Usually requires Branch level sign-off.

R1 forms are available through MyScout. For R2, please contact the Scouts WA Events Coordinator who will create a personalized version for your event. Email events@scoutswa.com.au

Risk Scope – What do I need to include?

When planning an activity, most of the focus by youth and Leaders will be on health and well-being. This is also the focus of the R1 & R2. Other Scouts WA people may need to be aware of environmental, financial, property, security, reputation and other risks. Your role in the movement will determine what risks you need to consider. It is a good idea to discuss all of the types of risk that might be part of an activity, but for the R1 or R2 the focus is on health and well-being.

Some Scout activities are no different to the normal daily activities of the youth member, the Leader or their friends and associates. For example, catching the train, crossing the road, buying food at a take-away restaurant. These types of risks don't need to be listed, as we, (as a society and an organisation), have accepted the level of risk involved in that activity.

Some risks are so unlikely they don't need to be listed on the form. For example, while space debris is a major risk for astronauts, we don't need to list it on our forms because the **likelihood** is so low.

Similarly, some activities have no significantly risky **consequences**, so they don't need to be listed.

Hierarchy of Controls

We use "Controls" to minimize the possibility of someone getting hurt.

Start with the most effective (#1)!

1. Eliminate - Don't do it
2. Substitute - Do it some other way
3. Isolate - Do it somewhere else, put it in a different place
4. Engineering - Do it with something else. Add a guard or interlock
5. Administrative – Follow instructions - do it the way you have been taught
6. "PPE" - Do it but wear some protection

Control the **Likelihood** first, whenever possible, and then the **Consequence**. Compare the Consequence of one activity against another to be sure that it makes sense. Do the same with the Likelihood. Use the phrases in the risk matrix as a guide.

Risk Tolerance - ALARP

A common risk management phrase is "ALARP" - which means "As Low As Reasonably Practicable". For some activities there will always be a residual risk of High; the risk of drowning may fall into this category. However, we are prepared to accept that level of risk because the controls that would be required to reduce it further would require unreasonable levels of effort or change. For example, to completely remove the risk of drowning, no water-based activities would be allowed. At all! This is not acceptable because we want to enjoy the water activities and will therefore accept the level of risk as being "ALARP".

Roles

Person in Charge means a person in charge of the activity who will be in attendance for the duration of the activity. This may be another Leader, Youth member, Parent or a commercial operator.

Leader Responsible means an Adult Member of Scouting who holds a current 'Certificate of Proficiency'. Their responsibility is to ensure that the Person in Charge is capable of running the event and has completed all the tasks necessary for the safe conduct of the event or activity.

Formation Leader means a next-level Leader of the Leader Responsible. For large events, the Formation Leader may be more than one level higher.

These examples below be used as a guide.

Activity participants	Person in Charge	Leader Responsible	Formation Leader
One section from one Group only	Patrol Leader, Unit Leader, Section Leader, or External Provider	Rover (If has COP), Section Leader, Group Leader, or District Commissioner	Group Leader
Multiple sections; one Group only			Group Leader
One section of two or more Groups			District Commissioner if within the same District or Regional Chief Commissioner
District Event			Relevant Regional Chief Commissioner
Branch Event	Event Team Lead	Event Team Lead (If has COP), WARC Program Officer, or Branch Commissioner	Relevant Deputy Chief Commissioner or Regional Chief Commissioner

Workflow

The **Person in Charge** or the **Leader Responsible** completes the Activity Information, prepares the Risk Assessment and references or attaches separate Safe Operating Procedures for any/all Adventurous Activities being conducted during the activity.

The **Leader Responsible** should work with the **Person in Charge** and other relevant members to complete the form together. This is especially important if the **Person in Charge** is a youth member or is not experienced with the activity or event. In some cases, the completion of the Risk Assessment might be delegated to a specific person within the organizing committee.

Leader Responsible forwards completed Risk Assessment form(s) to the Formation Leader who must approve all activities and sign accordingly.

Record Keeping

For Section and Group events/activities the signed form is to be forwarded along with a copy of the program to the District Commissioner and risk@scoutswa.com.au for filing. If registrations have not been completed through MyScout a participant list should also be included.

For District, Region and Branch Events the signed form is to be forwarded along with a copy of the program to the relevant Regional Chief Commissioner and risk@scoutswa.com.au for filing. If registrations have not been completed through MyScout a participant list should also be included.

Dos and Don'ts?

- *Do be aware of the timeframes for planning and running activities.*
- *Do know what the program is that the Leaders or youth are planning. Don't assume.*
- *Do be clear about the difference between the hazard (what will cause the problem) and the injury/danger (who will get hurt and how).*
- *Do remember that harm can be both physical and mental/emotional.*
- *Do understand the hierarchy of controls – this provides a framework for what controls work best. The most effective control is to not do the activity. Surprisingly to many, protective equipment is considered the least effective.*
- *Do be aware that you can control the Consequence or the Likelihood or both.*
- *Do ask others for advice and draw on your previous knowledge of the event or location.*
- *Do update your controls for the latest conditions. ALWAYS! This can be weather, season, location or even the age and behaviour of the youth.*
- *Do remember to brief your team on what the controls are and how they will be invoked. The controls mean nothing if the team on the day don't know what you have planned.*
- *Do meet up after the event as part of Plan Do Review.*
- *Do pass on your experience to others*
- *Don't go overboard on detail. Minor injuries such as cuts, scratches, grazes and bruises can all be referenced with one entry if they are a result of similar hazards.*
- *Don't set the Consequence and Likelihood values to be the same before and after the controls have been applied! Your controls must have an effect, otherwise why have them?.*

Scouts WA Incident and Severity Table

Severity / Impact on Strategic Priorities	Work Health & Safety	Reputation and image per issue	Environmental	Mental Health (includes disclosure or threat of any nature to self and others inc. suicide ideation)	Child Safety / Safeguarding
Insignificant A	First aid or equivalent only	Non-headline exposure, not at fault; no impact	Negligible environmental impact, managed within operating budgets	An existing mental health condition, which is ongoing, and not requiring any action, or causing any concern for the person or group. Condition disclosed for information only.	Youth to Youth (under 18) inappropriate actions (may include electronic or face to face), no physical contact. No adult involved in the incident, except reporting. No disclosure of abuse.
Minor B	Routine medical attention required (up to 2 wks incapacity)	Non-headline exposure, clear fault settled quickly; negligible impact	Environmental damage, managed within operating budgets	No serious injury, do not require medical attention. Person has a known condition and/or has the ability to control the symptom by self or with little support from group. Home sick, panic attack, behavioural and emotional disorders in youths, autism, etc.	Youth to youth (under 18) emotional abuse, verbal abuse. No adult involved in the incident except reporting Deviation of Two Deep Policy (unintentionally) adult must spend one on one time with a youth due to unforeseen circumstance.
Moderate C	Increased level medical attention (2 wks to 3 mths incapacity)	Repeated non-headline exposure; slow resolution; Ministerial enquiry/briefing	Short-term (less than 1year) environmental damage requiring additional budget (<\$50,000) to rectify	Threat to cause serious injury. Person can not control symptom by self or with little support from group. Suicide ideation, behavioral/emotional disorder. No physical contact or weapons involved. Psychologist/Medical attention required. <u>A psychological evaluation will be required before return to Scouts activities.</u>	Youth to youth (under 18) physical abuse, intent to harm, behavioral. No adult involved in the incident except reporting. Concern for a youth member youth discloses information to another member (youth or adult) e.g. domestic violence. Adult to youth inappropriate actions (may include electronic), no physical contact.
Major D	Severe health crisis (incapacity beyond 3 mths)	Headline profile; repeated exposure; at fault or unresolved complexities; ministerial involvement	Medium-term (1-3 years) environmental damage.	Serious Injury, Disclosure or Threat. Person has ability, shows intent and makes attempt to cause serious injury or impact to self or others. If made would cause immediate serious professional medical or psychologist attention. There is a disclosure with evidence of an incident having occurred. <u>A psychological evaluation and appointed support person will be required before return to Scouts activities.</u>	Adult to Youth physical assault, emotional abuse (include electronic). WWCC negative notice
Catastrophic E	Multiple severe health crises/injury or death	Maximum high level headline exposure; Ministerial censure; loss of credibility	Long term environmental damage (5years or longer).	Refer to Child Safety or Behavioural for response at this level.	Adult to Youth criminal offence Child abuse (Sexual, grooming, etc) inappropriate touch and/or handle a youth (under 18 according to Scouts WA Child Safety Policy).

Scouts WA Likelihood Table

Point	Level	Occurrence rate
A	Very unlikely	Might occur once in six - 10 years
B	Unlikely	Might occur once in four - five years
C	Possible	Might occur once in two - three years
D	Likely	Likely to occur once - four times per year
E	Very Likely	Likely to occur five times or more per year or immediately

Scouts WA Risk Matrix

		Incident and Severity				
		Insignificant - A	Minor - B	Moderate - C	Major - D	Catastrophic - E
LIKELIHOOD	Very Unlikely A	AA - Risk acceptable	AB - Risk acceptable	AC - Risk acceptable	AD - Review at appropriate times	AE - Review at appropriate times
	Unlikely B	BA - Risk acceptable	BB - Risk acceptable	BC - Review at appropriate times	BD - Review at appropriate times	BE - High priority
	Possible C	CA - Risk acceptable	CB - Review at appropriate times	CC - Review at appropriate times	CD - High priority	CE - Unacceptable Risk, immediate action required
	Likely D	DA - Risk acceptable	DB - Review at appropriate times	DC - High priority	DD - Unacceptable Risk, immediate action required	DE - Unacceptable Risk, immediate action required
	Very Likely E	EA - Review at appropriate times	EB - High priority	EC - Unacceptable Risk, immediate action required	ED - Unacceptable Risk, immediate action required	EE - Unacceptable Risk, immediate action required

Scouts WA Action Table

Colour	Risk Rating	Action
	Urgent/ Very High	Proposal Rejected - immediate remedial action
	High	High priority remedial action Proceed with extreme caution with Manager and qualified expert present at all times. Implement additional (secondary) controls immediately. Review within 7 days. Emergency control measures shall be in place.
	Medium	Take remedial action at appropriate time Proceed with care. Additional control is advised.
	Low	Risk acceptable: Residual risk If possible, risk reduction should be further considered, particularly severity. There are no imminent dangers. Frequent review shall be in place especially changes in procedures, materials or environment.

Frequently Asked Questions

- I can't decide what is a risk and what is a hazard.
 - Imagine it happening to you. You can't suffer an injury called "The sun" or "Poor food handling", but you can suffer an injury called "sunburn" or "diarrhoea". "What" is the hazard, but "who" is the effect of the injury on the person.
- There is water nearby. Surely the consequence of falling in the water is always a 4 or 5?
 - Not necessarily. Good swimming ability and/or a well-fitted PFD will mean the person won't be under water for as long and therefore won't suffer as much.
- Scouts and Cubs are always falling over. Do I always have to list "slips, trips and falls"?
 - List it if there are hazards that are out of the ordinary compared to living at home. Don't list it if the location and activity is very unlikely to lead to slips, trips and falls.
- We want to run an event at The Water Park/Paintball Place, but they want us to sign an indemnity form/waiver. Can we run the event?
 - Yes you can. There are very few commercial organisations that do not have an acceptable risk management process, even if they insist on a waiver. If in doubt please email events@scoutswa.com.au.
- We are likely to be interacting with the general public. How do I control the risk?
 - Be alert and use the Buddy system
- We want to run a water activity at Group camp. Are there any special requirements?
 - Most water activities fall under the Adventurous Activities guidelines. The Boating Council's "Branch Rules for Water Activities" is available on MyScout.
- We are having a camp at MAC. Why do we need to fill in an R1?
 - MAC SOPs are available on MyScout, but you need to provide an R1 for the overall event and any specific risks that are not covered by a SOP.
- There are 20 rows. Do I have to list that many hazards?
 - No, just use as many rows as needed to make an effective Risk Assessment. If you need more rows email events@scoutswa.com.au, you may need an R2 form.