



RISK ASSESSMENT

Form: F31

Issue: 1

Date: 07/13

To be attached to the C5

Activity Description:	Sailing		
Location:	Brownsea Water Activities Center		
Activity Leaders name:		Child Safety Officer's name:	Chris Noonan 0439744201 or Paul Bennett 0409893358 or Brent Cameron 0417784128
Formation:			
Start date and time:	08:00	Finish date and time:	15:00
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 checked="" type="checkbox"/> No <input type="checkbox"/> Sufficient leaders with current First Aid including CPR Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Minimum Equipment/ Facilities for activity	YES	NO	N/A
First Aid Kit Suitable for activity Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun Safe equipment: hats, sunscreen,etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drinking Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable personal clothing and protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accommodation and shelter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Navigation equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Governing Bodies /Associations /Legislation	YES	NO	N/A
Comments / Further information			



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Do guidelines from a governing body exist for this activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QBSI, QLD transport, Colregs
Have they been referred to and followed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scout-specific policies and rules	YES	NO	N/A	Comments / Further information
What sections of P&R, QBSI, QB Adventurous Activities P&P apply?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QBSI:2.15 P&R R12.16

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.



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

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?
Weather Conditions (winds Tides Storms et) create situation leading to an accident	<ul style="list-style-type: none"> • Capsize • Fatigue • Lightning Strike • Group Separation • Potential for Drowning if capsized without well-fitting PFD • With PFD 	E-50	<ul style="list-style-type: none"> • Consider tide impacts • Monitor ratio • Training Progressively all participants • Off Water if lightening present • Maintain Group Spread • PFD to be worn by all 	M-12	No
Sun Exposure creating conditions for sunburn, dehydration, heat exhaustion/ stroke incidents	<ul style="list-style-type: none"> • Sunburn • Dehydration • Heat Exhaustion/stroke 	H-30	<ul style="list-style-type: none"> • Participants to bring sufficient water • Water resistant sunscreen to be applied before going on the water and at various times • If stopping (e.g. lunch) take advantage of the shade • Regularly check on, on water behaviour 	L-6	No
Injury due to collision with markers and other boats in the Bay	<ul style="list-style-type: none"> • Head Injury • Capsize • Damage to Craft 	H-24	<ul style="list-style-type: none"> • Ensure Experienced Sailor in in charge of the craft 	L-4	No



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Injury due to collision with vehicle	<ul style="list-style-type: none">Serious InjuryMinor Injury	H-24	<ul style="list-style-type: none">Keep youth members away from the Ramp while vehicles are reversing down the rampTime the safety briefing for youth members while staff are putting safety boat in the water.Use a spotter when reversing		
Glass or other rubbish contacting foot causing injury	<ul style="list-style-type: none">Foot cut or bleedingWound infected	H-24	<ul style="list-style-type: none">Closed in shoes to be worn by all participants with sufficient protection for contact with glass and other foreign objectsNo running during land breaks	L-8	No
Contact with Jellyfish after capsizing causing discomfort	<ul style="list-style-type: none">Stings causing discomfort	M-12	<ul style="list-style-type: none">Avoid capsizing drill and other skills practice where many jelly fish are apparentHave Ice in Freezer	L-8	No
Ill-fitting PFD providing inadequate flotation due to damage	<ul style="list-style-type: none">Drowning if ill-fitted PFD not worn after capsizing especially in difficult conditions	E-30	<ul style="list-style-type: none">No water activity without well fitted PFDLeader to be assigned to check PFD fitting before going on the waterDuring any capsizing drills (scouts and above only) check how the PFD fits and adjust as requiredAny adult participating in the activity shall model the behaviour "Zip and Clip" in, and around the water.	M-10	No



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Craft not providing positive floatation due to damage	<ul style="list-style-type: none"> Loss of Craft Drowning 	M-18	<ul style="list-style-type: none"> Craft that fill with water are to be tagged out as per Isolation and Tagging Procedure If the craft is damaged the activity leader is accountable for providing an alternate craft fit for use. 	M-12	No
Injury during lifting and carrying boats	<ul style="list-style-type: none"> Potential Arm or Back Injury 	M-18	<ul style="list-style-type: none"> Sufficient participants lifting craft onto transport Participants monitored by Skippers and LIC 	M-16	No
Injury to participant from Boom	<ul style="list-style-type: none"> Potential head injury 	E-40	<ul style="list-style-type: none"> Participants briefed on gybing and following the instruction of skipper to duck Participants briefed on keeping low if the boat runs around Skippers understand how to control the Gybe 	M-16	No
Youth Member becomes entangled in rigging during capsize	<ul style="list-style-type: none"> Risk of drowning during capsize 	E-40	<ul style="list-style-type: none"> Youth members instructed to make sure the all crew are all above water Safety boat goes directly to craft 	M-12	No
Skylarking and poor discipline contributes to injury	<ul style="list-style-type: none"> Serious Injury Minor Injury 	H-24	<ul style="list-style-type: none"> Youth Briefed on expectations Activities monitored and adjusted to minimise potential for skylarking Participants excluded from activity for significant breaches of safety Group management constantly monitored 	M-12	No



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Contact with motorised craft causing injury	<ul style="list-style-type: none"> Serious Injury Minor Injury 	H-24	<ul style="list-style-type: none"> Manage group to exclude contact with motorised craft In channel experienced sailor to in in charge of craft 	M-12	No
Illness or medical condition impairing ability of participants and leading to an incident	<ul style="list-style-type: none"> Flare up of medical condition Serious Injury Minor Injury 	H-24	<ul style="list-style-type: none"> Leaders from Troop/Pack to disclose medical conditions to Leader in Charge 	M-12	No
Power Lines	<ul style="list-style-type: none"> Electrocution 		<ul style="list-style-type: none"> Place physical boundary between craft and any power lines. 	M-12	No
Conflict between participants causing an injury of disrupting the safe operator procedures of the group	<ul style="list-style-type: none"> Injury Emotional issues affecting safe Activities and safe group management 	H-24	<ul style="list-style-type: none"> Brief participants on group dynamics as issues arise Ensure adequate breaks to manage fatigue Employ separation of participants if minor If required stop the activity and have a break on land Exclude participants if a major issue and return to start point 	M-12	No
Public Image Damaged	<ul style="list-style-type: none"> Sailing in the creek could cause Frustration from Craft with a larger Draught Fishermen with lines in from the Jetty 		<ul style="list-style-type: none"> If safe to do so take boats out of the creek 		



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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 :Chris Noonan	
Appointment :Guide Sailing	
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 :	



THE SCOUT ASSOCIATION OF AUSTRALIA, QUEENSLAND BRANCH INC

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Signed :

Date :