

SOP 6.02 – Risk Assessment and Management

Section 6 – Occupational Health and Safety

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Effective Date – 1 September 2018

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Electronically Controlled Document

Purpose

To provide a standard approach to managing risk in a lifesaving environment.

Scope

The Risk Assessment and Management approach applies to all members and all areas of Life Saving Victoria activities.

Procedures

Risk management is the term given to the systematic identification of hazards, the assessment of risk posed by the hazards and the control of those risks.

Risk exists in all aspects of lifesaving, the level of risk faced at any one time is a combination of the likelihood of an event occurring and the consequences if it were to occur.

Risk Management and Assessment Process

The Risk Management and Assessment process outlines the steps as set out in the *Australian Standard AS/NZS ISO 31000:2009, Risk Management – Principles and Guidelines*:

1. **Communication and Consultation** – with members, club management and team leaders on each of the following steps
2. **Establishing the Context** – A risk management plan needs to be developed to identify the purpose, principals, scope, people involved, their roles and the implementation schedule
3. **Identify the Risks** – Through observation by all members, monitoring injury records and information gathered via the health and safety inspections.
4. **Risk Analysis and Evaluation** – Use the Risk Score Matrix to evaluate likelihood of an injury occurring and consequence of the injury. Use the Club Hazard Register to develop a Safety Action Plan
5. **Control the Risk** – Use the Hierarchy of Controls to identify the most practical option to control a risk – eliminate where practical; use PPE as a last resort.
6. **Monitor and Review** – Ask questions like: Where the controls effective? Is there any follow up action required?
7. **Documenting the process** – Regularly check to guarantee continuous improvement

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Table 1 – Likelihood

Descriptor	Description
Rare	The event may occur only in exceptional circumstances.
Unlikely	The event could occur at some time.
Possible	The event might occur at some time.
Likely	The event will probably occur in most circumstances.
Almost Certain	The event is expected to occur in most circumstances.

Table 2 – Consequences

Descriptor	Description
Insignificant	No injuries, Low financial cost, little impact
Minor	First aid treatment, Medium financial loss.
Moderate	Medical treatment required, High financial loss, lower level political
Major	Extensive injuries, Major financial loss, medium level political
Catastrophic	Death, High financial loss, high level political embarrassment

Table 3 – Levels of Risks

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	L	L	M	S	S
Unlikely	L	L	M	S	H
Moderate	L	M	S	H	H
Likely	M	S	S	H	H
Almost Certain	M	S	H	H	H

Legend

H	High Risk	Detailed research and management plan
S	Significant Risk	Senior Management action needed
M	Medium Risk	Management responsibility must be specified
L	Low Risk	Manage by routine procedures

Refer to the [SLSA Guidelines for Safer Surf Clubs](#) – Risk Assessment and Management document for further information and a sample Health and Safety Inspection Form and a sample Risk Assessment Matrix

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