

SOP 6.02 – Risk Assessment & Management

Section 6 – Occupational Health and Safety

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Effective Date – 10 December 2020

Review Date – 10 December 2022

Electronically Controlled Document

Purpose

To describe the procedure to be followed by applicable agency personnel involved in managing risk in the lifesaving environment.

Scope

This standard operating procedure (SOP) applies to all Life Saving Victoria (LSV) personnel (i.e., paid staff, officers and volunteer members) where engaged in risk assessment and management.

Policy Statement

LSV requires all members to adhere to the established policies, procedures and guidelines to ensure safe and effective practices relating to risk assessment and management.

Definitions

Name	Definition
LSV	Life Saving Victoria



Procedure

‘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, and 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 31000:2018, 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, principles, scope, people involved, their roles and the implementation schedule.
3. **Identify the Risks:** Via 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 the 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 and use Personal Protective Equipment (PPE) as a last resort.
6. **Monitor and Review:** Ask questions like were the controls effective? Is there any follow-up action required?
7. **Documenting the process:** Regularly check to guarantee continuous improvement.

Table 1. Likelihood

Descriptor	Description
Rare	The event may occur only in exceptional circumstances.
Unlikely	The event could occur at some point in time.
Possible	The event might occur at some point in 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 embarrassment.
Major	Extensive injuries, major financial loss, medium-level political embarrassment.
Catastrophic	Death, catastrophic financial loss, high-level political embarrassment.

Table 3. Risk level.

Likelihood	Consequences				
	<i>Insignificant</i>	<i>Minor</i>	<i>Moderate</i>	<i>Major</i>	<i>Catastrophic</i>
<i>Rare</i>	L	L	M	S	S
<i>Unlikely</i>	L	L	M	S	H
<i>Moderate</i>	L	M	S	H	H
<i>Likely</i>	M	S	S	H	H
<i>Almost Certain</i>	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, a sample Health and Safety Inspection Form and a sample Risk Assessment Matrix.

Reference	
Related Documents	SLSA guidelines for Safer Surf Clubs - Version 4 May 2020
	SLSA Policy 6.09 - Risk Management Procedure
	Australian Standard AS/NZS ISO 31000:2018, Risk Management – Principles and Guidelines



Review	
Date of Issue	10 December 2020
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Date to be Reviewed	1 July 2022
Date to Cease	10 December 2022

Authority
The Life Saving Operations Council Executive has approved this SOP under section 8.3.6(e) of the Life Saving Victoria By-laws, 2019.