



MSLSC CYRMS Risk Management Plan for Activities & Events

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PURPOSE

To provide guidance for the Risk Assessment of activities or special events that involves children or young people under 18 years of age. These activities or special events due to their nature will require extra planning and supervision.

Risk management involves identifying potential risks and taking steps to mitigate (Remove or minimise to a safe level) them. Due to the nature of children or young people under 18, risks associated with their care need to be taken into account and form part of your risk assessment.

SCOPE

This policy is for use for all events and activities that include children or young people under the age of 18 and forms part of MSLSC CYRMS.

POLICY AND PROCEDURE

In addition to occupational health and safety concerns, a child and youth management strategy should analyse the risk of “harm” to children and young people. “Harm” is defined as including physical, sexual, psychological, emotional, cultural abuse and neglect.

There are six steps to consider in the development of an effective risk management plan:

- Describe the activity
 - i) What is it
 - ii) Where is it, consider environmental factors (Rain, sun etc)
 - iii) Identify participants (staff, parents, children etc)
 - iv) Identify and plan from start to finish
- Identify all the risks
 - i) Involve additional people to identify all risks (Brainstorm), this may include venue operators
 - ii) Associated risks are WH&S processes and also consider risks associated with children or young people, these can include such factors as, physical, emotional, sexual and cultural. Including risks from other children, someone outside the organisation, an employee or volunteer and themselves
 - iii) Questions to ask?
 - (1) How might the harm occur
 - (2) Why might the harm occur
 - (3) When might the harm occur
- Analyse the risks
 - i) Risk analyse is about the likelihood of it occurring and the associated consequence if it occurs, to both the participant and the event



MSLSC CYRMS Risk Management Plan for Activities & Events

- ii) Refer to the table in this document for an outline in how to rate the identified risks.
- Mitigate the risks
 - i) Put measures in place to remove the risk altogether, or reduce the risk to a low acceptable level e.g Outside Temperature is 40 Deg C, move or change event to inside cooled venue
- Analyse the risk after mitigation
 - ii) Once all measures have been put in place to mitigate or remove the risks, carry out the evaluation process again to ensure all items are covered.
- Review as required
 - iii) You will be required to continually carry out risk assessments during the activity as variables change e.g weather, venue and mix of participants.

DEFINITIONS

CYRMS – Child and Youth Risk Management Strategy

REFERENCES

- SLSQ Enterprise Risk Management and Resilience Principle – ADM01
- SLSA Regulations - Appendix C of the SLSA policy 6.05 – Member Protection and section 5.2b

Appendix

- **A – Risk Management Calculator Tool**



MSLSC CYRMS Risk Management Plan for Activities & Events

Appendix A

- 1) Identify or determine the risk/s to your participants in the activities
- 2) Determine the Likelihood and Consequences using the table below
- 3) Using both ratings calculate the risk rating eg. H (high risk), M (medium risk), or L (low risk)
- 4) Identify if mitigation is required, and if so the mitigation strategies (control measures) to reduce the risk to your participants
- 5) Recalculate the Risk Rating after implementing the control measure eg: M (medium risk) or L (low risk)

| RISK IDENTIFICATION | | RISK ASSESSMENT | | | RISK MITIGATION | | | |
|---------------------------------|----------------|-----------------------------|-------------------------------|--|-------------------------------------|--------------------------|--|---------------------------|
| Describe the Event/ Activity | Identify Risks | Likelihood A,B,C,D,E | Consequences 1,2,3,4,5 | Risk Rating H, M, L [see risk chart below] | Requires Risk Mitigation Y/N | Risk Mitigation Strategy | Risk Rating H, M, L [see risk chart below] | Completed [signed off] |
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MSLSC CYRMS Risk Management Plan for Activities & Events

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| Consequences | Likelihood | | | | |
|------------------|---------------------|-------------|---------------|---------------|-------------|
| | A Almost Certain | B Likely | C Possible | D Unlikely | E Rare |
| 1. Catastrophic | HIGH RISK | HIGH RISK | HIGH RISK | MEDIUM RISK | MEDIUM RISK |
| 2. Major | HIGH RISK | HIGH RISK | MEDIUM RISK | MEDIUM RISK | LOW RISK |
| 3. Moderate | HIGH RISK | MEDIUM RISK | MEDIUM RISK | LOW RISK | LOW RISK |
| 4. Minor | MEDIUM RISK | MEDIUM RISK | LOW RISK | LOW RISK | LOW RISK |
| 5. Insignificant | MEDIUM RISK | LOW RISK | LOW RISK | LOW RISK | LOW RISK |

Risk Rating -

- High Risk:** Immediate correction required, consider discontinuing
- Medium Risk: Attention needed, correction required
- Low Risk: Perhaps acceptable level of risk

Mitigation Strategies (Control Options) -

1. Eliminate the Hazard
2. Minimise the Risk
 - i. Substitution
 - ii. Modification
 - iii. Isolation
 - iv. Engineering Controls
3. "Back Up" Controls
 - v. Administrative Controls
 - vi. PPE (Personal Protective Equipment)