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| **18.1 WHS Risk assessment form (5x5 for Leaders of Adults)** |
| Activity or event being assessed: | Sausage Sizzles SAMPLE RISK ASSESSMENT version 23/7/20 |
| Assessed by: | Scouts NSW | Date: | Group: |
| Consulted: | Group: | Leader in Charge or Manager’s name: | Group: |
| Group, site or event name: | Group: | Leader in Charge or Manager’s Signature: | Group |



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|  **L = Likelihood****Almost Certain (A):** Expected to occur during the activity**Likely (B):** Will probably occur during the activity**Possible(C):** Might occur during the activity**Unlikely (D):** Not likely to occur during the activity**Rare (E):** Exceptional circumstances. | **C = Consequence****Insignificant (1) :** No injuries**Minor (2):** First aid treatment only**Moderate (3):** Medical treatment only**Major (4):** Long term illness or serious injury**Catastrophic (5):** Death or permanent disability*Hint: Select the most ‘’realistic’’ consequence, rather than the ‘’worst possible’’ consequence.* | ***Risk Level*** |
| ***Consequence →******Likelihood* ↓** | **Insignificant (1)** | **Minor (2)** | **Moderate (3)** | **Major (4)** | **Catastrophic (5)** |
| ***Almost Certain (A)*** | Significant(S) | Significant(S) | High(H) | High(H) | High(H) |
| ***Likely (B)*** | Moderate(M) | Significant(S) | Significant(S) | High(H) | High(H) |
| ***Possible(C)*** | Low(L) | Moderate(M) | Significant (S) | High(H) | High(H) |
| ***Unlikely (D)*** | Low(L) | Low(L) | Moderate(M) | Significant(S) | High(H) |
| ***Rare (E)*** | Low(L) | Low(L) | Moderate(M) | Significant(S) | Significant(S) |

| **Identify the hazards** 🡪 | **Assess the risk**  🡪 | **Mitigate the risk**  🡪 | **Re-assess the risk** | 🡪 **Assign responsibility** |
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| Task or activity being assessed – step by step | Hazards associated with each task or activity  | What is the risk level - Low, Moderate, Significant or High | What reasonable steps are suggested to reduce the risk further? Are any new hazards introduced?  | Revised Risk Level (only proceed if risk level is acceptable) | Person responsible  |
| --- | --- | --- | --- | --- | --- |
| Planning | Inappropriate choice of location leading to injury  | Low | * Scouts will be either invited to run the sausage sizzle at the ‘host’ site eg Bunnings, or Scouts will seek permission to run it at the host location.
* The BBQ leader must successfully complete the required training.
* Public liability certificate or currency downloaded from Scouts website.
* Obtain the required procedures from the host. During the COVID-19 pandemic, this must include risk control measures for the virus for the BBQ team and customers.
* Enlist sufficient adults and vehicles to carry ice, eskies, etc
 | Low | Group Leaders to provide this risk assessment to Coordinator on the Parent Committee |

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| Task or activity assessed | Hazards associated with the task or activity  | What is the current risk level - Low, Moderate, Significant or High | What reasonable steps are suggested to reduce the risk further? Are any new hazards introduced?  | Revised Risk Level (only proceed if risk level is acceptable) | Person responsible  |
| Setting up on the day | Inadequate set up, work flow, manual handling & ergonomic hazards  | Moderate  | * Make sure you have sufficient Scouts adult or youth helpers. Comply with the Charitable Fund Raising Act (see section in Scouts O&I).
* During the COVID-19 pandemic, this must include maximum numbers and the appropriate PPE and marquee set up.
* Follow any briefings or set-up procedures from the host (if provided).
* Weather conditions – eg wind, rain, extreme heat. Control hazards accordingly. Do not allow items to blow away in high wind.
* Wear sunscreen, enclosed shoes, aprons as appropriate. Masks if required under public health orders.
* Ensure the appropriate physical distancing requirements (eg 1.5 m)
* Provide drinking water
* Set up appropriately to assist in work flow.
 | Low | Parent Committee |
| Cooking, Selling  | Slips, trips, fallsCash security Food safety, hygiene issuesBurns from hot BBQ plateBurns from splashing oilFire from using inappropriate method for swapping of gas supply | Moderate | * Competent person only to cook on BBQ or change gas supply. **Note** - For BBQ’s run by a host (eg Bunnings) there might be requirements you must follow in regard to ONLY adults cooking on BBQ
* Take care with amount of oil used to avoid hot oil splashes – every BBQ drains oil differently!
* Ensure ignition source is off and that gas is turned off whist swapping gas supply. Note - there may be a requirement that only staff from the host (eg Bunnings) may change gas supply.
* Helpers suffering cold, flu, other known infectious diseases must not attend.
* Secure cash through the day, & away from public sight. Consider periodic cash pick-ups by treasurer through the day
* Apply the required food hygiene standards eg. separate cash handlers (no gloves), QR codes, from food handlers (gloves).
* Remove trips hazards from work area, no electrical cords. Immediately clean up spills especially ice and onions!
 | Low | Parent Committee |
| Packing up | Slips, trips, fallsReputational risk if site not left tidy | Moderate | * The host (if applicable) will brief Scouts on the close down procedures
* Leave site tidy – same condition as how you found it - or better!
* Pack the vehicles to return unused food and utensils to Scout Hall for washing, refrigeration, storage etc
 | Low | Parent Committee |