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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, falls  Cash security  Food safety, hygiene issues  Burns from hot BBQ plate  Burns from splashing oil  Fire 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, falls  Reputational 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 |