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| **18.1 WHS Risk assessment form (5x5 for Leaders of Adults)** |
| Activity or event being assessed: | Christmas Tree sales SAMPLE RISK ASSESSMENT – please download and edit for your own group |
| Assessed by: | T Perrin & R Batistoni | Date: | 2/12/20 |
| Consulted: |  | Leader in Charge or Manager’s name: |  |
| Group, site or event name: |  | Leader in Charge or Manager’s Signature: |  |

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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  |
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| During COVID-19 Pandemic | Spreading or contracting Coronavirus | Significant | * Consider pre-sales as an alternative or partial alternative.
* If you provide any additional services, make sure you manage COVID-19 risks appropriately and add the details into this risk assessment.
* Display Scouts NSW posters at minimum:
	+ Max capacity for the space (1 per 4 sqm up until 7/12. After 7/12, it is 1 person per 2 sqm) (adding your calculated capacity)
	+ Stay at home if you feel unwell
	+ Posters are available [here](https://www.nsw.scouts.com.au/members-services/health-and-safety/scouting-guide-to-coronavirus/posters/) or on the Scouts NSW website
* During COVID-19, provide hand sanitizer, cleaning spray and cloths. Exclude anyone who is feeling unwell.
* Wipe down the table etc every hour or so.
* Avoid sharing equipment and sanitize hands regularly.
 | Moderate | Parent Committee |
| **PLANNING** Selecting the site | Inappropriate choice of location leading to injury eg* vehicular hazards
* blocking public pathways,
* inadequate shelter etc
 | High | **Select the location carefully:*** Face to face sales are not recommended in areas with active COVID-19 cases
* Obtain the relevant permission from owner or council
* Public liability certificate or currency downloaded from Scouts website.
* Must be sufficient parking for customers
* Vehicles must be physically separate from sales area. You will want heaps of space to account for traffic movements
* Must not block public access/ obstruct building emergency exits etc
* Adequate space for setting out trees
* Shelter, or else space to put up marquee for shelter. Use weights on the marquee.
* Availability of toilets nearby
* Comply with the Charitable Fund Raising Act (see section in Scouts O&I
 | Moderate | 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  |
| Offering additional servicesSausage sizzle, Delivery / collection etc | Overstretching resourcesRisk to Scouts reputation if you don’t do the right thing!! KEEP IT REAL! |  | * Considering running additional activities such as sausage sizzle?
* Only do it if there is sufficient space, resources, supervision and ensure activities are sufficiently segregated.
* Offering delivery and pick up after Xmas/? Think about the logistics carefully and you must be willing to pick up the old trees and dispose of them RESPONSIBLY. If you collect people’s phone numbers and addresses, you are in effect holding private information and there are laws around this that you’ll need to comply with.
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| SIGNAGEPutting up advertising and directions | Blocking public access, signs blowing away and causing injury or blowing into storm drains, blocking visibility of drivers, public  | Significant | * Obtain the relevant permission.
* Select the location of each sign carefully and secure well, consider high wind
* Keep to the footpath - Do NOT stand on the road while putting up signs!
* Use fabric signage in preference to rigid
* Do not block pedestrian access (including wheelchairs, prams) or driver visibility at intersections
* Assign someone to check all signs daily
* Remove the signs afterwards
 | Low | Parent Committee |
| SETTING UP on the day | Manual Handling injuryWeather conditionsExhaustion | Moderate  | * Leader to provide safety briefing, rules etc including COVID-19 rules
* The supplier should deliver on site. Make sure you have sufficient Scouts helpers who can safely pick up and move trees to the sales area.
* Weather conditions – eg wind, rain, extreme heat. Control hazards accordingly. Do not allow items to blow away in high wind. Take down the marquee if threatened by very high winds and secure all loose items including signage
* Wear sunscreen, hat, enclosed shoes etc,gloves (if needed)
* Provide drinking water
* Follow requirements of the owner if provided
 | Moderate | Parent Committee |
| SALESSelling treesHandling cash | Manual Handling injuryCash security  | Moderate | * During COVID-19, use cashless payment in preference to cash. If accepting cash, provide a way to disinfect.
* Secure cash through the day, & away from public sight. Sellers to carry a bum bag or similar bag. Consider periodic cash pick ups by treasurer through the day
* Assist customers to carry trees and assist to secure in / onto vehicle as appropriate, but do not proceed with an action if you feel unsafe.
 | Low | Parent Committee |
| PACKING UP | Manual Handling injuryReputational risk if site not left tidy | Moderate | * If tree sales are continuing next day, pack trailer for overnight storage at the pre-determined location. Ensure trailer load is secure and covered appropriately. Only registered trailer to be used, driver must be competent.
* Leave site tidy – same condition as how you found it - or better!
* Remove all advertising and COVID-19 signage
 | Low | Parent Committee |