

Lithuanian Scouts Australia

Policies and Procedures

Risk Assessment Document



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Philosophy Statement

Lithuanian Scouts Australia recognises the importance of culture, connection to world, wellbeing, confidence in learning, effective communication, belonging and sharing common interests. The aim of scouting is to encourage social, physical, intellectual, emotional, and spiritual development of young people, who learn from their older “brothers and sisters”. We are committed to upholding Lithuanian heritage, language, songs and sharing our culture with families of those Lithuanians living in Australia.

Lithuanian Scouts Australia provides a learning environment where everyone is encouraged to participate in activities, regardless of ability; where everyone is supported and respected. *Lithuanian Scouts Australia* helps children and families develop a sense of belonging by creating an environment where they can build connections with peers, leaders, community, and their natural environment. All scouts and volunteers value and respect each other, and the contributions they make to create a cohesive team.

We recognise our responsibility to maintain these values and teach younger generations to do the same. We provide a learning environment where children learn and develop by exploring their world through stimulation and challenging activities. We promote development in physical health and mental wellbeing, in the realms of social, emotional, language and cognitive, and spiritual. *Lithuanian Scouts Australia*’s philosophy upholds Australia’s workplace Code of Ethics.

COVID Health Questionnaire (Sample)

NAME:

EMAIL:

DATE:

PHONE:

Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)?	Yes No Please circle
Have you been directed to a period of 14 day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?	Yes No Please circle

If you answered YES to either of the above questions you should not attend Scout Camp until advised by the Department of Health and Human Services that you are released from isolation or until your 14 day quarantine period is complete.

If you answered **NO** to the above questions, proceed to the symptom checklist below.

Are you experiencing these symptoms? (*Please circle Yes or No reply*)

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if it shows above 37.5C	Yes	No
Chills	Yes	No
Cough	Yes	No
Sore Throat	Yes	No
Shortness of Breath	Yes	No
Runny Nose	Yes	No
Loss of sense of Smell	Yes	No

If you answered YES to any of the above questions you should Not enter the Camp Site.

If you answered NO to all the above questions you Can enter the Camp Site.

If you develop symptoms on the day of the camp, Stay at home and see further advice from the 24 hour coronavirus hotline on 1800 675 398 or, contact your general practitioner.

Personal Information Record (Sample)

 LITHUANIAN SCOUTS - AUSTRALIA PERSONAL INFORMATION RECORD <small>(Please fill in the details with dark coloured ink)</small>	
Event: _____ Date/s of Event: _____	
NAME: Surname: _____ Given / Preferred Name: _____ HOME ADDRESS: _____ Email: _____ Suburb: _____ Postcode: _____ Telephone No. _____ PERSONAL: Date of Birth: _____ Age at Activity: _____ Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Medicare No: _____ Ancillary Benefits Cover: Yes <input type="checkbox"/> No <input type="checkbox"/> Family sequence No. _____ Medicare Card expiry date: ____/____/____ Ambulance Ins Number _____ Private Health Insurer: _____ Private Health Ins Number _____ GROUP DETAILS SECTION _____ GROUP _____ DISTRICT _____ REGION _____	
EMERGENCY USE: Details of the Parents/Guardians where they can be contacted during the activity NAME: _____ Relationship: _____ ADDRESS: _____ Suburb: _____ Mother's Mobile: _____ Home: _____ Postcode: _____ Father's Mobile: _____ Business: _____ In an emergency, if we cannot contact you, whom else can we contact? Name & Relationship: _____ Phone: _____	
HEALTH STATEMENT <i>If the participant suffers from any chronic or recurrent ailment, allergy or physical incapacity, it should be disclosed so that we are aware of the fact</i>	
A. Does the participant suffer from any physical or other disabilities or ailments?	<input type="checkbox"/> Yes / <input type="checkbox"/> No If yes, please specify: _____
B. Does the participant suffer from Asthma? <input type="checkbox"/> Severe / <input type="checkbox"/> Mild Diabetes? <input type="checkbox"/> Type 1 / <input type="checkbox"/> Type 2 Epilepsy? <input type="checkbox"/> Severe / <input type="checkbox"/> Mild Dizzy Spells or Black outs? _____ Bed Wetting? _____ Sleep Walking? _____ Travel Sickness? _____ Migraine Headache? _____	<input type="checkbox"/> Yes / <input type="checkbox"/> No <input type="checkbox"/> Yes / <input type="checkbox"/> No <input type="checkbox"/> Yes / <input type="checkbox"/> No <input type="checkbox"/> Yes / <input type="checkbox"/> No <input type="checkbox"/> Yes / <input type="checkbox"/> No <input type="checkbox"/> Yes / <input type="checkbox"/> No <input type="checkbox"/> Yes / <input type="checkbox"/> No <input type="checkbox"/> Yes / <input type="checkbox"/> No Explanation/Medication: _____
C. Does the participant have any known Allergies? ie Penicillin, bee sting, bites, egg, hay fever, other food, drug or other environmentally related allergy.	<input type="checkbox"/> Yes / <input type="checkbox"/> No If yes, please specify: _____
D. Does the participant have any Medications on this activity? ie Injection/tablet/capsule Penicillin, Insulin, Ventolin, Epipen®, other drugs	<input type="checkbox"/> Yes / <input type="checkbox"/> No Name of Drug: _____ Dosage: _____ Reason or Cause: _____ How Often Administered: _____ Administered by Whom: _____
In the case of a Youth Member, please hand the medication—CLEARLY labelled with the child's name & dosage instructions—to the Leader in Charge of the Youth Member	
E. Is there any further information you consider to be important and about which we have not asked above and of which we should be aware (including special dietary requirements) : <input type="checkbox"/> Yes / <input type="checkbox"/> No If Yes, please specify _____	
F. Analgesics : In the event of your child requiring the administration of an analgesic (eg. Panadol), do you HEREBY CONSENT to your child being given the recommended child dosage of Paracetamol or Panadol? <input type="checkbox"/> Yes / <input type="checkbox"/> No If YES, please sign here: _____	
G. Details of last Anti-Tetanus injection: Year of Original Injection _____ Year of last booster injection _____	
I hereby Authorise the Leader in Charge of the above activity, in circumstances where it is not possible or it is impracticable to communicate with me, to seek for my child, such Surgical, Medical or Dental treatment as a qualified Surgeon, Medical or Dental Practitioner may consider to be necessary (including the transfusion of blood) and I hereby Consent to such treatment. I have read and understand the Privacy Notice overleaf. Date : _____ Signed: _____ (Parent / Guardian) This form is to be filled out by participant if over 18 years old, or by Parent/Guardian, taken to the event or handed to the Leader in Charge before you leave.	

Last Updated - 2021 (Džiugo Tuntas)

Injury Report Form (Sample)

Injury Report Form

SECTION 1: Details of Injured Person

Family Name:	First Name:
Leaders Name:	

SECTION 2: Details of Injury/Illness

Date of Injury/Illness:	Time of Injury/Illness: am/pm
Name of Injury/Illness: Nature of injury/illness:	

Bodily Location of Injury/Illness: Add to Attachment

Exaction location at time of injury:

Describe how the injury/illness was sustained:

Was any equipment involved in the injury/illness? <i>If Yes, please provide details</i>	Yes/No (Please circle your response)

Injury Report Form (Sample) (continued)

SECTION 3: Witnesses

Were there any witness to the injury/illness? Yes/No (please circle your response) If Yes, please list the witnesses' full name as well as a contact number for each.	
<i>Name of Witness/es</i>	<i>Contact Number</i>

SECTION 4: Follow Up

Was the injury/illness reported to a Leader/First Aider?	Yes/No (please circle your response)
Was any treatment provided? If Yes please provide details	Yes/No (please circle your response)

SECTION 5: Details of Person making this entry

Family Name:	First Name:
Position:	
Signature:	Date:
If you are not the injured person- did you witness the injury/illness? Yes/No (please circle your response)	

SECTION 6: To be Completed by Leader/First Aider

Has an investigation been conducted into the incident:	Yes/No (please circle your response)
What, if any, controls were implemented to ensure the incident doesn't happen again?	

SECTION 7: Confirmation

I, (print name), of

Lithuanian Scouts Australia hereby confirm receipt of this notification.

Signature:..... Date:.....

Illness Report Form (Sample)

Illness Report Form

Illness

Circumstances surrounding child / participant becoming ill, including apparent symptoms:

.....
.....

Time of illness: Date:

Action taken

Details of action taken, including first aid administration of medication:

.....
.....

Medical personnel contacted: Yes / No if yes, provide details:

.....

Details of completing this record

Name:

Signature:.....

Time record was made: Date record was made:

Notifications (including attempted notifications)

Parent/ guardian: Time:.....am/pm Date:

Other:

Parent acknowledgement:

I (Name of parent)

have been notified of my child's illness.

Signature:..... Time: Date:.....

Additional notes/ follow up:

.....
.....

Medication Record Form (Sample)

Medication Record Form

Child's name:

Child's age:

Name of medication:

Medication supplied by Signature..... date.....

Last administered (time and date).....

To be administered (frequency or circumstances to be administered):

.....

Dosage to be administered:

Method to be administered:

Medication Record Form (Sample) (continued)

Time and date of Medication administered	Dosage administered	Method of administration	Name of leader administering	Signature of leader administering	Name of witness leader	Signature of witness

Emergency Evacuation List (Sample)

Emergency Evacuation List

Name of the Camp Leader.....

Signature of Leader in charge.....

Date Conducted

List	Contact person/ Person in charge obtaining it and keeping it	Phone number	Address
• Medical (trained first aider on camp)			
• Fire Marshall (in charge on camp)			
• Fire Brigade close to campsite			
• Doctors surgery close to camp			
• Hospital close to camp			
• List of all participants of camp			
• Enrolment forms and next of kin lists			
• Evacuation plan			
• Meeting point map			
• Camp map			

In an EMERGENCY dial 000 or 112

Emergency Drill Record Form (Sample)

Emergency Drill Record Form

Date of Drill:

Time of Drill:

Names of Scouts participating in the drill:

1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

Emergency Drill Record Form (Sample)

(continued)

Emergency Drill Record Form

PLEASE CIRCLE

1. Are your emergency procedures clearly displayed at the main hall? yes/no
2. Did you discuss the importance of taking participants information and emergency contact numbers in the event of evacuation? yes /no
3. Did you go through fire and evacuation procedure? yes/ no
4. Does everyone know where to assemble in the event of evacuation? yes/no
5. Did you appoint people to be in charge of :
 - Attendance book + computer yes/no
 - Mobile phone yes/no
 - Children's medication (Asthma pump/ Epipen / other) yes/no
6. 6.Did you go through lockdown procedure? yes/no
7. 7.Did you go through medical Emergency procedure? yes/no
8. 8. Were there any other aspects of the drill that would make it difficult to implement? Yes/no
9. 9. If YES, what changes will you make?

.....
.....

Camp leader/lecturer's name: _____ Signature_____

Activity Participants Form (Sample)

Name/Type of activity:

Activity Brief:

.....

.....

Date..... Time leaving camp.....

Name of Leader in Charge:

.....

Signature of Leader in Charge:

.....

Copy left with/sent to:

Full Name of EVERY participant (Adults and Children)	Present at check point on Departure from camp (yes/no)	Time of Activity Commencement / Departure	Checked to be present during activity (yes/no)	Checked for Departure From Activity (yes/no)	Time of Activity Conclusion / Return

*Apply additional rows as needs be. (Note this is a sample)

COVID Safe Plan - Camp Protocols

Lithuanian Scouts, via the web site www.lietuviuskautai.com.au will advise all scouts, volunteers and guests of the following protocols:

- Everyone arriving at the camp is required to scan the QR code and complete the COVID-19 Health Questionnaire and the Personal Information Record as per the attachment at the camp registration desk;
- All arrivals are to wear the appropriate protective elements: i.e. masks for everyone of 12 years or older, required as per Victorian Government restrictions, hand sanitising along with current social distancing ruling of 4m². per person;
- Lithuanian Scouts will have appropriate signage throughout the halls and living areas advising all to adhere to these rules, with accessible hand sanitizing stations;
- Leaders will also encourage scouts, volunteers and guests to regularly sanitise their hands prior to and after meals, activities, and other points of contact;
- Camp sites will have appropriate and visible signage for all to adhere to health and safety requirements;
- Scout Marshalls will direct and advise on all matters relating to COVID health regulations. Marshalls will be patrolling the camp site ensuring that social distancing is upheld and that scouts, volunteers and guests are behaving in an appropriately COVID safe manner. If the wearing of masks indoors is still mandatory, this will naturally be continued to be upheld (unless a lawful exception applies);
- If face masks are dirty or wet during any period of the camp's duration, the wearers will be directed to replaced their masks with new, fresh and clean masks immediately. Scouts will need to have a sufficient supply for the duration of their stay, Lithuanian Scouts will not be issuing any masks;

COVID Safe Plan - Camp Protocols

(continued)

- If any scout, volunteer or visitor, intending to attend (i.e. prior to their arrival at camp), or are already attending the camp (i.e. throughout the camp's duration) begins to feel unwell and develops any of the following symptoms: fever, runny nose, sore throat, cough, chills, shortness of breath and loss of sense of smell or taste; Lithuanian Scouts urges and strongly encourages such persons to not attend camp even if the symptoms are **very** mild, but to undertake a COVID-19 test, isolate until a negative result is attained, and stay at home if unwell nonetheless, following the Victorian Chief Health Officer's guidelines;
 - If anyone attending the camp begins to feel unwell at any point throughout the camp's duration, they are to immediately inform a leader and first-aider, be taken to a testing station, return to their place of residence, and isolate -- acting as per the Victorian Chief Health Officer's guidelines.

For further information about COVID 19 Coronavirus and testing locations visit

coronavirus.vic.gov.au

Working with Children (WWC)

What?

In all Australian states it is a requirement for all Scouts over 18 years old to hold a Working with Children's Card. The card was introduced to protect children in organisations in which youth are in the care of adults e.g. schools, kindergartens, child-care, scouting, youth-groups. The card is essentially an on-going police-check to ensure you do not have any criminal convictions that have, or may place, children at risk.

If you are over 18 years old, you are required to hold a valid Working with Children's card to take part in *Lithuanian Scouts Australia* activities. If you do not have a card, you will not be able to take on a leadership role, nor take part in activities one-on-one involving children.

All Adult scouts attending *Lithuanian Scouts Australia* activities will be inspected to ensure they have a valid Working with Children's card with them.

Working with Children (WWC) (continued)

Obtaining a Working with Children's Check

Visit the Working with Children's Check website to begin this process.

In order to apply for a Working with Children's Check, you will need:

- an email address
- the address of every place you have lived in the last 5 years in Australia
- the name, postal address and phone number in Australia for each organisation you will be doing paid or volunteer child-related work for (see below)
- a printer that will print a legible copy of the Application summary

You can visit your local post-office to obtain a Working with Children's Check for your state.

The application asks you to specifically declare with which organisation you are involved, e.g. these are outlined in sections 11 and 12 for the Vic of the application form.

To obtain a card, you will need identification and some passport photos. Most post offices can take passport photos and have them ready for you at the same time. For a full list of possible identification forms please see the form. Possible ID methods include (and not limited to) Passport, Birth Certificate, Bank Statements, Drivers Licences.

Once complete you will be issued a copy of a receipt of your WWC lodgement. It will take a minimum of four weeks for you to receive your card.

Once you have received your card, scan it and forward it on to your State Leader, which will be filed in the PROCEDURE AND POLICY folder as proof of complying with State Legislation.

Code of Conduct

This Code of Conduct is a personal commitment. Its purpose is to protect all members of Scouting. It applies to all members over the age of 18, regardless of location and role, when engaging with young people and adults in any form. This includes face to face contact and using technology such as on-line formats such as *ZOOM*. Parents and guardians who wish to actively participate in scouting activities must also follow this Code.

Code of Conduct:

I will set an example that I would wish others to follow.

Therefore, I will:

- Respect the dignity of myself and others
- Demonstrate a high degree of individual responsibility
- Recognise at all times that my words and actions are an example to other members of the Movement
- Act at all times in accordance with the *Lithuanian Scouts Australia's* Laws and Principles, thereby setting a suitable example for all
- Not use the Movement to promote my own beliefs, behaviours and practices where these are not compatible with Lithuanian Scouting Laws Principles
- Provide a safe environment for youth members participating in the Scout Program, their parents or guardians and visitors
- Report any conduct seen or heard that does not comply with this Code of Conduct to the appropriate Scouting person

Code of Conduct (continued)

Unacceptable Conduct:

Considering the above mentioned Code of Conduct, I recognise that the following behaviours are never acceptable. I understand that if I demonstrate any of the following behaviours that my conduct will be investigated and I may subsequently be reported, disciplined and/or dismissed from *Lithuanian Scouts Australia*:

- Any form of physical, emotional, psychological, sexual, cultural, racial or religious abuse
- Entering an area where children are changing or showering, or entering youth members' tents or sleeping areas on camp when young people are in bed (without a valid reason, such as an emergency)
- Transporting an individual youth member alone (unless their own child, or in an emergency)
- Communicating one-on-one with youth members outside of Scouts through text messaging or via social media
- Developing special relationships, including one-on-one catch up sessions for missed Scouting activities
- Distributing inappropriate materials via any channel
- Engaging in discussions with young people that are not age-appropriate
- Encouraging the use or consumption of alcohol, smoking, or use of illicit substances by youth members
- Being under the influence of alcohol or illicit substances while undertaking duties as an Adult in Scouting
- Behaving towards a youth member in a manner that makes them uncomfortable

Code of Conduct (continued)

We demonstrate *Integrity* by:

- Acting with honesty, truthfulness and fostering appropriate healthy professional relationships
- Recognising and fulfilling where possible, our obligations to our community
- Taking responsibility for our own actions and developing integrity in others
- Acting with impartiality, truthfulness and honesty respect

We demonstrate *Respect* by:

- Showing consideration to others, recognising each individual's uniqueness and diversity
- Minimising our impact on the environment and seeking to be good caretakers for future generations
- Committing to Scouts well-being and on-going learning through the practice of positive influence, good judgement and empathy in practice Courage

We demonstrate *Courage* by:

- Providing challenging, developmental opportunities to empower young people
- Being good role models in Scouting, demonstrating positive attitudes and willingness to live by the Scout Promise and Law
- Being fair and reasonable

Inappropriate Conduct or Behaviour

Purpose

This purpose of this policy is to provide clear guidance for those involved in the management and leadership of *Lithuanian Scouts Australia* in responding to an allegation of inappropriate conduct or behaviour by an Adult in Scouting.

Scope

This policy applies to all ‘Adults in Scouting’ when acting in an official Scouting capacity on behalf of the *Lithuanian Scouts Australia*.

Policy Statement

It is *Lithuanian Scouts Australia*’s policy that, whilst involved in scouting activities, all ‘Adults in Scouting’ conduct themselves appropriately, within the law-of-the-land, in a manner that meets community expectations. Duties are to be undertaken responsibly and a duty of care exercised in recognition of the responsibility placed on them by *Lithuanian Scouts Australia* and the trust placed in them by the parents of the youth members. It is also *Lithuanian Scouts Australia*’s policy that allegations of inappropriate conduct be investigated and dealt with promptly in a procedurally fair manner.

Responsibilities

Australian Lithuanian Scout Commissioner:

- Ensure that all ‘Adults in Scouting’ who work within the Movement sign a declaration that they have read and agree to carry out the ‘Code of Conduct’
- Respond to allegations of inappropriate conduct promptly and in accordance with the Procedures detailed below

Inappropriate Conduct or Behaviour

(continued)

State Team:

- Provide advice, on request, on the conduct of investigations into allegations of inappropriate conduct.
- Undertake, on request of an Adult in Scouting subject to an investigation finding, an appeal against any action taken under the Procedures detailed below. ‘Adults in Scouting’:
- At all times act responsibly and exercise a duty of care to all members to provide a safe environment and undertake scouting activities in accordance with *Lithuanian Scouts Australia*’s policies, procedures and guidelines.
- Be mindful of any bullying of, or discrimination against, any *Lithuanian Scouts Australia* member.
- Act in good faith and with the best interests of *Lithuanian Scouts Australia* and its members.
- When in a decision-making role or responsibility ensure conflicts of interest are avoided or declared and act in a financially responsible manner. Use information appropriately and respect members’ privacy.
- Exercise due care, diligence and skill: act fairly and impartially, with honesty and integrity.
- Be aware of, and comply with *Lithuanian Scouts Australia* policies, rules, procedures and safety and activity guidelines.

Inappropriate Conduct or Behaviour

(continued)

Managing Allegations of Inappropriate Conduct or Behaviour

Procedures:

- If the allegation relates to any form of conduct towards a youth member such as physical abuse, emotional abuse, sexual abuse, grooming, neglect, exposure to domestic violence or any other form of child abuse must be reported to the Leadership Group of each State.
- If the allegation is of a nature that could be a breach of criminal law, the person reporting it should be encouraged to also report the matter to the relevant State Police. This would not necessarily preclude a Scout's investigation being conducted in regard to possible breaches of the Code of Conduct.
- Any allegation that may be a breach of criminal law must be reported to the Australian Lithuanian Scout Commissioner for further direction before any further action under this policy is continued.
- If an allegation is made against an Adult in Scouting the State Leader, dependent on the organisational location of the Adult in Scouting, will, considering the information available at the time, determine whether the Adult in Scouting is to:
 - a) Remain in their current role.
 - b) Be temporarily placed in another role, or
 - c) Be stood down from scouting duties.

If the alleged incident has occurred during a special activity, e.g. Day outing or camp, the nominated leader-in-charge will make the decision.

Inappropriate Conduct or Behaviour

(continued)

The State Leader, considering the allegation must not permit an Adult in Scouting, who is the subject of an allegation, to continue carrying-out any scouting duties unless and until the State Leader is satisfied that it has been established that there is no material risk of a future breach occurring by reason of the Adult in Scouting continuing to carry-out their duties.

- An Adult in Scouting may only be stood down with the express permission of the Australian Commissioner.
- At any time, an allegation may be referred to the Australian Lithuanian Scout Commissioner may at his or her own initiative, assume responsibility for an allegation. The Australian Lithuanian Scout Commissioner may then deal with the allegation as a discretionary matter.

When dealing with an allegation as a discretionary matter, the Australian Lithuanian Scout Commissioner may give notice, to permit a hearing, or to:

- Withdraw a Leaders participation in Lithuanian Scouting.
- Direct the Leader to undertake refresher training and/or development.
- Direct the Leader that he/she is to conduct Scouting activities only under supervision (this could be for a designated period).
- Advise the Leader that he/she is to be placed in a different role within their current or a different role.
- Take no action.

Bullying and Harassment

Why?

Lithuanian Scouts has a zero tolerance of bullying and harassment and strives to maintain a safe and healthy environment for all Scouts, and Volunteers. This policy outlines how to manage and report bullying and harassing behaviour.

What is workplace bullying?

Bullying has been defined by World Organisation of the Scout Movement (WOSM) as the intimidation or mistreating of weaker people. Bullying is a form of aggressive and harassing behaviour. This anti-social behaviour occurs across geographic, racial, and socio-economic segments of society. Bullying prevents its targets from enjoying a safe, stress-free living learning, and working environment.

What is not bullying?

Reasonable management action taken by Top Leaders or Group Leaders to direct and control the way work or activities are carried out is not considered to be workplace bullying if the action is taken in a reasonable and lawful way.

Bullying and Harassment (continued)

What to do if you see or experience bullying?

If you feel you are being bullied and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue with your Leader or, if you're not comfortable speaking to your Leader about this, then you should speak with another Leader from the *Lithuanian Scouts Australia*. If you witness unreasonable behaviour, you should bring the matter to the attention of your Leader as a matter of urgency.

How a bullying report will be dealt with.

If workplace bullying or unreasonable behaviour is reported or observed, we will take the following steps.

- The responsible Leader will speak to the parties involved as soon as possible, gather information, and seek a resolution to satisfactorily address the issue for all parties.
- If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made.
- All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information.
- There will be no victimization of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith will result in disciplinary action.

When?

- Upon commencement with the Lithuanian Scout Camp.
- As instances of bullying and harassment are identified or reported.

Communication and Consultation

Why?

To ensure that all Scouts and volunteers are consulted and communicated with on health and safety matters. The goal of consultation is to share knowledge and facilitate information exchange between Leaders, and volunteers regarding OHS matters.

Generally, most Scout Regional Groups would not be required to establish a safety committee, however health and safety should be a standing agenda item at team meetings.

What

Communication of safety matters will occur through Zoom meetings, formal regional meetings and on the web site. Where consultation with Scout Members and volunteers on a safety-related matter is considered appropriate it will be conducted through existing communication mechanisms.

When?

Leaders must ensure that consultation is undertaken in the following circumstances:

- When changes that may affect OHS or the welfare of people are proposed to premises such as changes to work practices, plant or substance used e.g. introduction of new plant and equipment;
- When any risk assessment is conducted or when the risk assessment is reviewed.
- When decisions are made about actions to control identified risks.
- When introducing or altering procedures.
- When decisions are made about the adequacy of facilities relating to the welfare of the scouting group.

Risk Management

Why?

All Lithuanian Scouts, leaders and volunteers have a responsibility to participate in the risk management process. This includes identifying and reporting hazards as well as being involved in the assessment of risks. *Lithuanian Scouts Australia* aims to ensure that leaders, scouts, volunteers, and the public are not exposed to uncontrolled hazards and to comply with the *Lithuanian Scouts Australia* Management Policy.

What

The Risk Management process assists in systematically identifying hazards, Leaders, Scouts, and volunteers should refer to the steps and record details on a Risk Assessment template. Risk Impacts (levels) and Risk Priorities are:

1. *Hazard Identification*
2. *Consult*
3. *Risk Analysis*
4. *Risk Assessment*
5. *Risk Treatment or Control*
6. *Risk monitoring or review*
7. *Communicate change*

Assessing risk and identifying and applying controls to minimise loss, damage, or harm. When identifying hazards and assessing risk, *Lithuanian Scouts Australia* leaders, scouts, and volunteers should refer to the above mentioned 7 steps; and record the details on a Risk Assessment Template. Risk Impacts (levels) and Risk Priorities are determined using the 7 steps to eliminate hazards and risks to the Lithuanian Scouting movement.

Risk Management (continued)

When?

A risk assessment should be completed when planning activities and should be recorded on a *Lithuanian Scouts Australia* Risk Assessment template. This must be documented in the following circumstances:

- Prior to any camp, outdoor or indoor activity.
- Prior to adventurous activities e.g. higher risk activities like abseiling etc.
- Prior to overnight activities e.g. hikes etc.

All Leaders, scouts and volunteers should be alert to potential hazards during their normal activities. Formal hazard identification processes e.g. site or workplace inspections should be carried out on a regular basis at all workplaces and campsites. This should also be undertaken as part of the risk management plan for major activities. In addition, risk assessments are to be completed:

When high risk hazards are identified e.g. hazards with a high potential for harm or damage, one will refer to *Lithuanian Scouts Australia's* Risk Management System policy.

Emergency Preparedness

Why?

Every effort should be made to ensure emergencies do not occur on sites or at activities. If they do occur then a planned approach is required to ensure the emergency is well managed. Emergency preparedness reduces the likelihood and consequence of harm being caused to people or property. This section does not detail the response to emergency situations but rather provides guidance on measures that can be taken to prevent or minimise the negative effects of an emergency.

Considerations for planning for Off-Site Activities include:

- Emergency contact details for both Emergency Services and Member's emergency contact details.
- Emergency response equipment.
- Bushfire risks / weather conditions.

Essential safety measures Essential services equipment (fire services, electrical safety measures, emergency response systems etc.). Checking, of emergency response equipment Emergency response equipment must be checked and where necessary tested e.g. torches, alarms etc. Trial emergency evacuations Emergency evacuation trials must be carried out at, campsites. Details of any trials conducted must be recorded. Emergency contact details must be current. Leaders should review and update contact details for:

- Emergency Services.
- Lithuanian Scouts updated participation
- Scout list and their next of kin.

Emergency Preparedness (continued)

When?

- When planning activities off site.
- Regular checking and testing of emergency response equipment in accordance with the relevant Australian Standard.
- Trial evacuations of workplaces should be conducted every annual camp.
- Update emergency contact details at every camp

Incident and Injury Management

4.1 - FIRST AID

Why?

Lithuanian Scouts recognises the importance of providing suitable first aid facilities and appropriately trained First Aid Officer to assist in minimising the initial effects or emergency treatment and life support for people suffering injury or illness.

What?

First Aid Kits Fully fitted kits are to be located within easy access to First Aid Officers. Kits must be suitable for the level and nature of first aid that is likely to be applied, including:

- Personal Kits
- Patrol Kits
- Group Kits (Scout Halls)
- All first aid kits must be appropriately labelled for easy identification. Responsibility for the kits rests with the First Aid Officer and this includes maintenance of hygiene and supplies. Trained First Aid Officers All nominated First Aider Officers must complete an accredited Level. First Aider Officers qualifications must be current and a record of this is to be recorded on the Lithuanian Scouts Australia web site (www.lietuviuskautai.com.au)
- First Aid Kit contents are to be checked as per the check list on an annual basis
- First Aid Training is to be completed every 3 years to maintain accreditation

Incident and Injury Management (continued)

4.2 - INCIDENT REPORTING AND RECORDING

Why?

Incidents must be reported so that all hazards can be identified and appropriately managed. Serious incidents are required to be reported to Australia's Lithuanian Scout Commissioner.

What?

Scouts Reportable Incidents Reportable Incident include, but are not limited to, any of the following during an official Scouting activity/event:

- Misconduct – sexual offense, bullying, harassment including verbal and physical of other Leaders, youth or public
- Serious negligence
- Behaviour which endangers others
- Striking or violence against any scout, Leader or member of the public.
- Alcohol or drug misuse
- Any injury, illness or circumstance which requires medical intervention
- Death of a member

When?

All incidents must be recorded on the injury document or Incident Report form within 24 hours of the incident occurring.

Outdoor Activities

Why?

Extreme weather events can impact significantly on the health and safety of Lithuanian Scouts, volunteers during activities. In most circumstances this risk will be managed as part of the standard preparation for an activity. Ultraviolet radiation (sun exposure) can also have a significant impact when spending time outdoors.

What?

Lithuanian Scouts and volunteers are responsible for giving due consideration to extreme weather events prior to activities and events, including:

- Extremes of temperature
- Potential for flooding
- Extreme wind
- Hail storms
- Lightning
- Ultraviolet radiation
- Bush fire conditions

Leaders must modify outdoor activities where the risks from extreme weather conditions cannot be adequately managed as part of the preparations. Leaders are responsible for ensuring personal protection measures are used when scouts, volunteers are engaged in outdoor activities e.g. provision of shade where there is none, wearing appropriate protective or thermal clothing, eye protection, sunscreen (SPF30 or more) and hats. Leaders should also ensure that exposure to direct sunlight during peak UV radiation periods is avoided.

Outdoor Activities (continued)

Leaders must obtain authorisation to proceed, from the **Leader-In-Charge**, if extreme weather conditions are forecast for an activity.

When?

It is the responsibility of Leaders and all scouts and volunteers to ascertain the forecast weather conditions and take them into account when planning outdoor activities. The Leader must cancel, reschedule or relocate a Scouting activity if the activity is to take place.

Where?

- An extreme weather event warning or advice is issued by a Government authority
- An extreme weather warning or advice is given by the Government which recommends not travelling to the area
- A fire danger rating of “Extreme” or “Code Red” is declared

Relevant Forms

See:

- Activity Participants form (page 13)
- Risk Assessment Document (page 58)

Sun Protection

Purpose

An essential component of *Lithuanian Scouts Australia's* programme is participation in outdoor activities, and as a consequence, there is a risk of over exposure to ultraviolet radiation (UV) and sunburn. The purpose of this policy is to minimize the risk associated with exposure to the sun as part of Lithuanian Scouts duty of care to all those involved in its programs.

Scope

This policy applies to Scout Leaders, scouts, and volunteers when participating in a *Lithuanian Scouts Australia* camp or activity. Sun protection measures should be used for all outdoor activities whenever UV levels are three or higher – typically from mid-October to end of April. Sun protection measures should also be considered for snow and water activities where reflection increases UV exposure. Personal circumstances of members should be taken into consideration when applying this policy.

Context

Too much of the sun's UV can cause sunburn, skin and eye damage, and skin cancer. Exposure to the sun's UV during childhood and adolescence is associated with an increased risk of skin cancer in later life.

Policy Statement

It is *Lithuanian Scouts Australia's* policy that all those participating in outdoor scouting activities and events be aware of the need for adequate sun protection and avoiding too much UV exposure, by using a combination of sun protection measures. Leaders are to encourage and support young scouts develop independent sun protection skills.

Sun Protection (continued)

Responsibilities:

- **Person-in-charge (of activity)**

- To assist with the implementation of this policy, scout leaders are encouraged to access the daily local sun protection times via the free SunSmart app or at www.sunsmart.com.au
- As part of the planning process, assess the availability of shade and, where necessary, provide temporary shelter
- Advise all participants in the activity of the need to bring appropriate sun protection items such as headwear, sunglasses, protective clothing and sunscreen
- Make sure sunscreen is available during the activity
- Monitor the use of protective measures by participants during the activity, especially their use by Youth Members, and regularly reinforced and promote 'SunSmart' messages. All participants in an outdoor Scouting activity
- Bring and use appropriate sun protection items including Lithuanian Scouts work cap or alternatively a scout can bring their own wide brimmed hat, sunglasses, protective clothing and sunscreen

- **Leaders and Adult Members**

- Set an example to young scouts of appropriate 'SunSmart' behaviours

- **Event Organiser**

- Ensure that any clothing for an event is SunSmart and has appropriate UV protection

Sun Protection (continued)

- **Procedures Provision of Shade**

- The availability of shade is to be considered when planning outdoor activities.
Where it is likely that insufficient shade is available, and it is practical to do so, temporary shelters are to be provided
- Shade or temporary shelters are to be provided where there is expected to be queuing or waiting
- Where possible, outdoor activities should be conducted in the shade

- **Protective Clothing**

- All Leaders, Scouts and volunteers are to wear a Lithuanian Scout cap which protects their face
- All Leaders, scouts and volunteers are to wear suitable protective clothing when outside in the sun (for example, Lithuanian Scouts work shirt, not singlets).
- When swimming, everyone is to wear suitable protective clothing e.g., lycra-tops or t-shirts and shorts)
- Where practical, close fitting, wrap-around sunglasses should be used

Sun Protection (continued)

- Sunscreen
 - Lithuanian Scouts will provide an SPF30 sunscreen, however scouts should bring their own SPF30 or higher broad-spectrum sunscreen for outdoor activities
 - The Leaders in charge of the activity must also have at hand SPF30 or higher broad-spectrum sunscreen for the use of Scouts participating in activities.
 - Sunscreen should be applied 20 mins before going outdoors and re-applied every two hours if outdoors
 - Leaders are to actively remind Scouts to apply sunscreen at regular intervals and monitor the use of sunscreen

Privacy

Lithuanian Scouts are committed to protecting and maintaining the privacy, accuracy and security of all personal information; especially on the following fronts:

- Personal information shall only be collected where the information is reasonably necessary for the functions and activities of Lithuanian Scouts and for the health, wellbeing and protection of its Members
- Lithuanian Scouts will take all reasonable steps to ensure that the personal information it collects is accurate, up to date and complete
- It is Lithuanian Scouts policy that all Scouts and volunteers are required to respect the confidentiality of Scouts, custodial parents, volunteers, and supporters' personal information and the privacy of individuals. Lithuanian Scouts will take all reasonable steps to protect the personal information of all its Scouts and volunteers from misuse, interference, loss, unauthorized access, modification, or disclosure.
- Lithuanian Scouts will not sell personal information, including mailing address databases, to others
- Individuals have the right to access to any personal information which Lithuanian Scouts holds about them and advise Lithuanian Scouts of any perceived inaccuracy
 - Scouts and volunteers will generally be able to access and update their information through their custodial parents and/or guardian and/or carer, but Scouts 16 years of age or above may seek access and correction themselves

Risk Assessment Template – *On Camp Grounds (Sample)*

1. Background Information			
organization:	Lithuanian scouts	Date:	13 TH Sep 2021
Title of Assessment:	Pax Hill Scouts Camp, Ballarat	Name of person conducting assessment:	Lina Hansen

2. Risk Assessment				
Identify and list Hazards		List Current Risk Controls	Risk Rating	List Additional Controls <i>(if any - where current controls are not adequately managing the level of risk)</i>
1	Weather- Sun	Supply Suncream and remind everyone about sun protection and heat. Display Sunsmart signs Supply lots of water, remind everyone to take water bottles everywhere with them	Medium-high	
2	Weather – fire, smoke	Listen to news update, follow advice of local government	high	

2. Risk Assessment				
Identify and list Hazards		List Current Risk Controls	Risk Rating	List Additional Controls (if any - where current controls are not adequately managing the level of risk)
		Be vigilant Have evacuation plans in place		
3	Weather- storm: Strong dusty winds: asthma and falling over Flying equipment: hitting people Falling big branches: hitting people Flood: slippery surfaces, water danger	Make sure everyone's tents are set up properly Keep area tidy Have evacuation plans in place Carry asthma preventers Educate everyone about the danger	Medium-high	
4	Nature: insects bugs, bee- allergic reaction, getting sick	First aid officer on grounds Medical forms collected from everyone	High	Encourage people to bring bug spays that they trust
5	Nature: spider bite, snake bite	Inspection of grounds before activity by leader First aid officer on grounds Leaders of groups to have their mobile phone on them to call emergency Leader for hiking to have access for emergency	Extreme	Make sure to charge the phones, supply chargers Make sure everyone knows emergency number and procedure

2. Risk Assessment				
Identify and list Hazards		List Current Risk Controls	Risk Rating	List Additional Controls <i>(if any - where current controls are not adequately managing the level of risk)</i>
6	Nature: other animals, live creatures	<p>First aid officer on grounds</p> <p>Leaders of groups to have their mobile phone on them to call emergency</p> <p>Leader for hiking to have access for emergency</p>	Medium	Talk to children about respecting animals
7	Nature: heat and cold	<p>Provide shade and at least one area cooled.</p> <p>Provide shelter with heating in at least one hall.</p> <p>Have spare blankets and ice</p>	Medium	
8	Cars	<p>Mark area properly for cars to drive carefully, and make sure access is blocked once the camp has started</p> <p>Supervise children</p>	High	Talk to children about crossing roads and leaving camp dangers
9	<p>Nature: poisonous plants</p> <p>Rash or reaction</p>	<p>Inspect area- eliminate</p> <p>First aid office available</p>	Medium	Talk to children to not consume any plants
10	Environment- stairs, floor, furniture, light fittings, kitchen equipment	<p>Contact camp ranger- raise concerns, ask everything to be fixed and checked</p> <p>Inspect upon arrival</p> <p>Inspect regularly over camp days- fix</p>	Medium	Each camp to be different contacts

2. Risk Assessment				
Identify and list Hazards		List Current Risk Controls	Risk Rating	List Additional Controls (if any - where current controls are not adequately managing the level of risk)
		<p>immediately or eliminate</p> <p>Have a numbers of handyman, electrician and Ranger handy</p>		
11	<p>Equipment: sturdiness</p> <p>Falling off, slipping of it</p>	<p>Inspection on :Age appropriate activities, weight limits, Rainy days, chips and sharp edges, soft landing</p>	Medium	
12	Kitchen equipment	<p>Switch off after use</p> <p>Clean before and after use</p> <p>Electrical cords away from walkways</p> <p>To be used only by kitchen staff</p> <p>Take safety measures</p> <p>Keep cleaning products away from reach to public</p> <p>Take safety precautions when using it</p> <p>Train the staff</p>	Medium	Put sign- kitchen staff only

1. Consequence - Evaluate the consequences of a risk occurring according to the ratings in the top row

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

2. Likelihood - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime (“once in a life time / once in a hundred years”)
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

3. Risk Matrix – Using the matrix calculate the level of **risk** by finding the intersection between the likelihood and the consequences

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

4. Risk Level/Rating and Actions

Descriptor	Definition
Extreme:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken immediately. Cease associated activity.
High:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken within 48 hours of notification.
Medium:	Notify Nominated employee, HSR / HSC . Nominated employee, OHS Representative / HSC is to follow up that corrective action is taken within 7 days.
Low	Notify Nominated employee, HSR / HSC . Nominated employee, HSR / HSC is to follow up that corrective action is taken within a reasonable time.

Risk Assessment Template – *Sleepover in Scout Hall* (Sample)

Name of Leader in Charge:

Date of Risk Assessment:

Signature of Leader in Charge:

Task or Activity being assessed- step by step	Hazards associated with each Activity	Risk level Low, Moderate, High	What reasonable steps are suggested to reduce the risk further? Are any new hazards introduced?	Person Responsible
No Smoke Alarm/s at the hall, fire-fighting equipment not maintained	<ul style="list-style-type: none"> • Fire • Smoke • Equipment burnt • Personal injuries 	Moderate	<ul style="list-style-type: none"> • Leader to confer with Group Leader to make sure that the area is covered with smoke alarms • Have them installed along with a current fire safety Certificate • Fire extinguisher testing must be up to date • Log fires extinguished prior to sleep 	Group Leader
Emergency Exists	<ul style="list-style-type: none"> • Blocked by bedding or other gear 	Medium	<ul style="list-style-type: none"> • Exists to be clear at all times • Exit signs are always lit (where fitted) • Bedding and gear away from doors • Leaders to have list of names of all people sleeping in the hall 	Leader
Showering	<ul style="list-style-type: none"> • Risk – unhygienic as youth not showering. Inappropriate contact if same gender using facilities. <u>Reason</u> – not enough showers or toilets available or only mixed showers/cubicles available 	Medium	<ul style="list-style-type: none"> • Ensure all adults and youth are aware of the policy requirements • Designate times (roster) • Clear signs indicating no co-ed usage • Clear markings of male and female toilet/showers • Leaders to shower after the youth 	Leader
Youth sleeping in designated areas	<ul style="list-style-type: none"> • Risk – inappropriate contact <u>Reason</u> – youth muddled up with where they put their bedding (wanting to be near their mates of the opposite sex) <u>Reason</u> – Adults unclear on rules • Risk – child protection policy not followed – breach of policy <u>Reason</u> – youth not following instruction given by adults – Adults unclear on rules 	Medium	<ul style="list-style-type: none"> • All adults be familiar with Code of Conduct Policy • All adults to be made aware of rules re separate sleeping areas and sleeping bags for different genders • All adults to have up to date, verified WWCs • All adults sleeping at hall overnight to have a buddy • Clear, simple instructions for sleeping arrangements to be given to adult and youth members • Females to one side of the hall, Males to the other • Everyone sleeps in their own sleeping bag • Promise and Law and Code of Conduct applies at all times 	Leader

Task or Activity being assessed- step by step	Hazards associated with each Task or Activity	Risk level Low, Moderate, High	What reasonable steps are suggested to reduce the risk further? Are any new hazards introduced?	Person Responsible
Access to toilets at night and day	<ul style="list-style-type: none"> Risk – slips trips or falls due to poor lighting or blocked pathway <u>Reason</u> – passage blocked through the night by bedding to the toilets Unlit area No signs on what toilet is allocated to what gender 	Medium	<ul style="list-style-type: none"> Adults to complete a compliance check “trial run” to remove obstacles Make sure area is accessible at all times Have a light on overnight in that area Have clearly marked signage for Males/Females 	Leader
Lighting (throughout the night)	<ul style="list-style-type: none"> Youth members afraid of the dark Visibility throughout the night Safety 	Minor	<ul style="list-style-type: none"> Leave a designated light on, i.e. in the toilet area or kitchen Use the emergency exit lights for nightlights inside the main hall 	Leader
Emergency Assembly Points	<ul style="list-style-type: none"> No notice or fire drills Confusion on where to go 	Medium	<ul style="list-style-type: none"> Evacuation plan displayed on wall Make it one of the first things you mention when starting the sleep over Awareness of emergency exits and meeting point 	Group Leader And Leader
Parent Helpers	<ul style="list-style-type: none"> Risk – inappropriate screening leading to unsuitable adults in charge/bad decision making/inappropriate supervision of youth <u>Reason</u> – doing their own thing instead of what they said they would volunteer/help with Not following instructions Think the camp is for them as well Invalid WWCC 	Medium	<ul style="list-style-type: none"> Ensure all adults are aware of policy and procedures Ensure all adults helpers are not alone Make sure that they DO have a current WWCC Ensure that they are aware of the program and rules that apply to them as much as the leaders Help and supervise inexperienced adults where needed 	Leader

Risk Assessment Template – *Kitchen Usage* (Sample)

Name of Leader in Charge:

Signature of Leader in Charge: Date of Risk Assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Date When Completed
Slips and Trips	Kitchen/food service staff and customers may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> • Good housekeeping – work areas kept tidy, goods stored suitable etc. • Kitchen equipment maintained to prevent leaks onto floor • Equipment faults leading to leaks quickly reported to manager • Drainage channels and drip trays provided where spills more likely • Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry • Suitable cleaning materials available • Good lighting in all areas including cold storage areas • No trailing cables or obstruction in walkways • Steps and changes in level highlighted 	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Date When Completed
Manual handling Handling heaving items such as flour sacks, ingredients, boxes of meat, trays of crockery, kegs etc.	Kitchen staff and food service staff may suffer injuries such as strains or bruising in handling heavy/bulky objects	<ul style="list-style-type: none"> • Ingredients bought in package sizes that are light enough for easy handling • Commonly used items and heavy stock stored on shelves at waist height • Suitable mobile steps provided and staff trained to use them safely • Handling aids provided for movement of large/heavy items • Sink at good height to avoid stooping • Staff trained in how to lift safely 	
Contact with steam, hot water, hot oil and hot surfaces	Kitchen staff and food service staff may suffer scalding or burns injuries	<ul style="list-style-type: none"> • Staff trained in risks of hot oils and procedure for emptying/cleaning fryers • Water mixer taps provided • All staff told to wear long sleeves • Heat-resistant gloves/cloths/aprons provided 	
Knives	Staff involved in food preparation and service could suffer cuts from contact with blades	<ul style="list-style-type: none"> • Staff trained to handle knives • Knives suitably stored when not in use • First Aid box provided and nominated first aider always on site 	
Food Handling	Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies	<ul style="list-style-type: none"> • Where possible and sensible, staff use tools (cutlery, tongs and scoops, etc.) to handle food rather than hands • Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems, e.g. salad washing, vegetable peeling and fish filleting • Where handling cannot be avoided, hands are ringed promptly after finishing the task 	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Date When Completed
Contact with bleach and other cleaning chemicals	<p>Prolonged contact with water, particularly in combination with detergents, can cause skin damage.</p> <p>Staff cleaning premises risks skin irritation or eye damage from direct contact with bleach, and other cleaning products.</p> <p>Vapour may cause breathing problems.</p>	<ul style="list-style-type: none"> • All containers clearly labelled • Where possible, cleaning products marked “irritant” not purchased and milder alternatives bought instead • Long-handled mops and brushes, and strong rubber gloves, provided and used • Staff wash rubber gloves after using them and store them in a clean place 	
Gas Appliances	<p>Staff and customers could suffer serious/fatal injuries as a result of explosion/release of gas.</p>	<ul style="list-style-type: none"> • Daily check of gas appliance controls • Inspection, service and test carried out by Gas Safe registered engineer every 12 months • Staff know where main isolation tap is and how to turn supply off in an emergency 	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Date When Completed
Electrical	Staff could suffer serious/fatal injuries as a result of electric shock.	<ul style="list-style-type: none"> • Manager visually inspects the system once a year and is competent to do so • System inspected and tested by an electrician every five years • Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment • Staff know where fuse box is and how to safely switch off electricity in an emergency • Plugs, sockets etc. suitable for kitchen environment • Access to fuse box kept clear • Residual current devices (RCD's) installed on supplies to hand-held and portable appliances 	
Fire	Staff or customers could suffer serious/fatal injuries from burns/smoke inhalation	<ul style="list-style-type: none"> • Fire risk assessment completed and necessary action taken 	
Machinery	Staff risk serious injury from contact with dangerous or moving parts or machinery	<ul style="list-style-type: none"> • Staff trained in cleaning, assembly and operating procedures • All dangerous parts to machinery suitably guarded • Daily checks of machinery guards before use • Staff trained to spot and report any defective machinery • Safety-critical reports carried out by competent person • Operating instructions easy to locate 	

Risk Assessment Template – *Transporting equipment, loading/unloading using tools & equipment (Sample)*

Name of Leader in Charge:

Date of Risk assessment:

Signature of Leader in Charge:

Task or Activity being assessed-step by step	Hazards associated with each Task or Activity	Risk level Low, Moderate, High	What reasonable steps are suggested to reduce the risk further? Are any new hazards introduced?	Person Responsible
Transporting tools and equipment to site	<ul style="list-style-type: none"> Back injury from lifting heavy items Items not secured in vehicle or loose trailer loads causing personal injury when braking suddenly 	Moderate	<ul style="list-style-type: none"> Use team lift for heavy items Leader to remind all of correct lifting technique Secure items in vehicle/or trailer properly 	
Using tools and equipment	<ul style="list-style-type: none"> Injury from improper use Injury caused by faulty equipment or tools 	High	<ul style="list-style-type: none"> Workers only to bring equipment that is in proper working order, AND that they are familiar with using If lending tools to others, brief them on safe use Wear appropriate personal protective equipment (PPE)- depends on type of work but might include gloves, long pants, safety boots, hearing protection, eye protection, hat Have a first aid kit on site (and a trained first aider if possible) 	

Task or Activity being assessed-step by step	Hazards associated with each Task or Activity	Risk level Low, Moderate, High	What reasonable steps are suggested to reduce the risk further? Are any new hazards introduced?	Person Responsible
Using chemicals, e.g. cleaners, weed killer, paints	<ul style="list-style-type: none"> • Skin irritation, vapours, allergic reaction • Incorrect use, causing unexpected reaction • Incorrect storage or labelling causing accidental contact or ingestion 	High	<ul style="list-style-type: none"> • Follow safety/environmental instructions on pack/Safety Data Sheet for usage and disposal • Never leave chemicals unattended • Never store chemicals in other containers that could be mistaken as food, drink or other chemicals etc. • Always label the container and keep out of reach of children 	
Using Ladder E.g., for clearing guttering, trimming vegetation	<ul style="list-style-type: none"> • Fall from ladder • Ladder tipping sideways • Ladder or rung failure • Cuts from sharp objects <p>CAUTION! Under WHS obligations, any work involving the risk of failing >2m is classified as HIGH-RISK WORK and a detailed risk assessment must be conducted and documented</p>	High	<ul style="list-style-type: none"> • Consider other methods of doing the job NOT requiring the use of a ladder e.g., use tools with long handles to reach instead • Only use ladder in good condition • Never lean from ladder and only use on solid, level surface • Use 2nd person to steady ladder • Perform a detailed risk assessment if risk of failing >2m • Do not attempt the tasks if risk remains unacceptable, instead, consider paying a professional to do the task 	
Packing Up	<ul style="list-style-type: none"> • Back injury • Loss of load • Piled rubbish posing hazard/nuisance to public • Leaving hazardous items behind 	Moderate	<ul style="list-style-type: none"> • See items under Transporting tools and equipment to site • Remove rubbish on the day or pre-book council clean up. • Pile neatly for collection in sensible location • Secure and cover trailer loads • Remove or safely store/lock up chemicals and equipment 	

Risk Assessment Template – *Excursion Activity - Beeripmo Overnight Hike (Sample)*

Name of Leader in Charge: Petras Surna

Date of Risk assessment: 01/10/2021

Signature of Leader in Charge:

See details of this activity at

https://docs.google.com/document/d/1PYkl_XHfiE4eRFYy8Fup0kQDK2r5aY5PJCLsxnWVlo/edit?usp=sharing

Task or Activity being assessed-step by step	Hazards associated with each Task or Activity	What is the risk level Low, Moderate, High	What reasonable steps are suggested to reduce the risk further? Are any new hazards introduced?	Person Responsible
Hiking along trail	<ul style="list-style-type: none"> Injury – sprain, broken limb, cuts, snake bite, exhaustion, dehydration, sun stroke, hypothermia 	Moderate	<ul style="list-style-type: none"> Take first aid kit with snake bandage Ensure everyone carries 2 litres water Hats compulsory/raincoats Sunscreen must be put on scouts Don't hike over 30 degrees Leader to take mobile phones. (Reasonable reception on trail). Petras to take EPIRB 	Group Leader
Camping at Richards Campground	<ul style="list-style-type: none"> Burns on stove Freezing conditions, hypothermia 	Low	<ul style="list-style-type: none"> Take first aid kit with burn bandages Check sleeping bag suitability prior to leaving. Checks scouts have warm clothes prior to leaving. Cars at this point so exit possible. 	Leaders
Driving to and from hike	<ul style="list-style-type: none"> Leaving people behind 	Low	<ul style="list-style-type: none"> Head count before and after each transport leg 	Leaders
Gear preparation	<ul style="list-style-type: none"> Scouts do not take gear required Insufficient food 	Medium	<ul style="list-style-type: none"> Packs emptied prior to getting in car Food checked on getting into cars 	Leaders

Risk Assessment Template – *Blank-Sample*

Name of Leader in Charge:

Date of Risk assessment:

Signature of Leader in Charge:

Task or Activity being assessed-step by step	Hazards associated with each Task or Activity	Risk level Low, Moderate, High	What reasonable steps are suggested to reduce the risk further? Are any new hazards introduced?	Person Respo- nsible

End Document

