



Australian Government

Department of Education, Employment and Workplace Relations

SISXRSK301A Undertake risk analysis of activities

Release: 2

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Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to undertake a risk-management process in relation to an activity and in accordance with an organisation's risk-management policies and procedures. In this context, the risk-analysis process is conducted using structured analysis methodology according to the current Australian and New Zealand standard.

Application of the Unit

This unit applies to those who work in a range of roles and settings in the sport, recreation or fitness industry. This may include those working in after-school or holiday-care programs in a range of locations, in coaching activities or those undertaking a role in outdoor recreation activities, such as camps and other guided activities as well as indoor recreation and fitness activities.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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|---|---|
| <p>1. Establish the context of the risk analysis.</p> | <p>1.1. Access the organisation's <i>equipment maintenance procedures and history</i> for the activity and location as required.</p> <p>1.2. Obtain applicable technical documentation.</p> <p>1.3. Access and clarify <i>risk-evaluation criteria</i>, as determined by the organisation's risk-management policy and plan.</p> |
| <p>2. Identify risks associated with an activity.</p> | <p>2.1. Identify and document <i>potential sources of risk</i> for the specific activity and location according to <i>relevant legislation</i> and <i>organisational policies and procedures</i>.</p> <p>2.2. Consider and document areas of impact on the organisation.</p> <p>2.3. Consider and document possible causes of risk and hazards according to organisational policies and procedures.</p> |
| <p>3. Conduct risk analysis of an activity.</p> | <p>3.1. Determine existing organisational controls for each risk according to <i>occupational health and safety legislation</i>.</p> <p>3.2. Assess the likelihood of any given risk turning into an accident, injury or loss.</p> <p>3.3. Assess the consequences of particular incidents in order to determine the degree of emphasis to be placed on the risk.</p> <p>3.4. Analyse the likelihood and consequences of particular risks and <i>classification of risk</i> according to organisational procedures.</p> |
| <p>4. Undertake risk assessment of an activity.</p> | <p>4.1. Compare the level of risk established during the analysis process with previously established risk-evaluation criteria according to organisational procedures.</p> <p>4.2. Rank or prioritise risks for further action, taking</p> |

ELEMENT**PERFORMANCE CRITERIA**

- account of the wider context of the risk.
- 4.3. Consider the objectives of the organisation and the extent of opportunity which could result from taking the risk.
- 4.4. Accept risks that fall into the low or acceptable categories without further treatment, and monitor and periodically review to ensure they remain acceptable.
5. Treat risks associated with an activity.
- 5.1. Identify specific *risk-treatment options* applicable to risks that fall outside the low or acceptable categories.
- 5.2. *Evaluate* risk-treatment options according to the organisation's *risk-management plan*.
- 5.3. Document the activity-specific *risk-treatment plan*.
- 5.4. Implement the risk-treatment plan prior to and during the activity, according to organisational policies and procedures.
6. Monitor and review the risk management of an activity.
- 6.1. Document risk analysis, evaluation and treatment options according to organisational procedures.
- 6.2. Monitor risks and the effectiveness of the risk-treatment plan, strategies and management system.
- 6.3. Repeat the risk analysis of the activity regularly to ensure the risk-treatment plan remains relevant.
- 6.4. Make changes to the conduct of an activity, where required, in accordance with review recommendations.
- 6.5. Implement recommendations of the organisation's risk audit in future risk analysis of the activity.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- problem-solving skills to:
 - identify and assess hazards, level of risk and treatment options
 - develop appropriate strategies to manage risks for an activity, within the parameters of the organisational risk-management plan
- planning and organising skills to:
 - develop, implement and monitor a systematic risk-management plan for an activity
 - make changes in response to risk-management plan
- literacy and numeracy skills to:
 - access and analyse required risk-assessment information
 - document a risk-management plan for a specific activity
- communication skills to:
 - contribute to risk-management review
 - consult with relevant personnel to implement review recommendations.

Required knowledge

- organisational risk-management procedures to enable risks associated with activities to be assessed and addressed so that activities can be undertaken safely
- legislation and organisational policies and procedures to enable risk identification and assessment for relevant activities and identification of the legal responsibilities associated with risk management
- hierarchy of controls to enable the most appropriate and viable risk-treatment options to be applied to activities
- hazards associated with specific activities and locations to enable effective risk-treatment options to be identified for the activity and location
- risk-assessment principles and methodology
- common risk-management terminology, such as risk, risk management, hazard, risk analysis and risk-management plan
- equipment design limits and effects of operating outside design limits
- risk-evaluation criteria to enable level of risk to be assessed accurately.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- works effectively and professionally within organisational risk-management systems and objectives and complies with legislative requirements to undertake risk assessments that are appropriate for specific activities and locations
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- works within parameters of own job role and responsibilities to assess, select and where appropriate resource viable risk-treatment options; and develops and implements a risk-treatment plan within required timeframes and activity
- documents and monitors the risk-management plan and contributes to the review of processes and outcomes
- accesses and clarifies information to inform application of risk-analysis procedures.

Due to issues such as differences in risk associated with different client groups, different equipment, different locations and different environmental conditions, this unit of competency must be assessed through the analysis of risk associated with more than one activity (or one activity with different client groups and or in different locations) in order to ensure consistency of performance over the range statement and contexts applicable to risk analysis of activities.

Context of and specific resources for assessment

Assessment must ensure development and implementation of a risk-treatment plan for specific activities relevant to the candidate's current or intended work environment to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- an environment or facility appropriate to the specific activity
- support staff, locations and resources to implement risk-control measures
- organisational policies and procedures related to risk

analysis of activities

- organisational reporting requirements.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of applying organisational risk-analysis procedures to activities and locations
- oral and or written questioning to assess the knowledge of risk-analysis techniques and evacuation skills in relation to risk-assessment methodologies
- third-party reports from a supervisor detailing work performance over multiple applications
- portfolio of records and reports documenting risk-treatment plans and outcomes.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXCAI303A Plan and conduct sport and recreation sessions

or

- SISFFIT304A Instruct and monitor fitness programs

or

- SISOODR303A Guide outdoor recreation sessions

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Equipment maintenance procedures and history may include:

- frequency of equipment maintenance
- schedule of maintenance
- incident reports
- failure reports.

Risk-evaluation criteria may include:

- legislation
- regulations
- Australian standards
- organisational policies, aims and objectives
- operating procedures and guidelines.

Potential sources of risk may include:

- physical
- chemical
- environmental
- psychological
- financial, commercial and legal
- behavioural.

Relevant legislation may include:

- occupational health and safety
- equal opportunity
- privacy
- duty of care
- industrial relations
- licensing.

Organisational policies and procedures may include:

- occupational health and safety
- equipment use and maintenance
- reporting and record keeping
- communication protocols.

Occupational health and safety legislation includes:

- hazards and risks
- emergency response
- consultation and participation.

Classification of risk may include:

- diseases
- economic perils
- environmental
- financial
- human perils
- natural perils

- occupational health and safety
 - product liability
 - professional liability
 - property damage
 - public liability
 - security
 - technology.
- Risk-treatment options* may include:
- avoid the risk
 - reduce the risk
 - transfer the risk
 - finance the risk
 - retain the risk.
- Evaluate* may include:
- extent of risk reduction
 - extent of benefits or opportunities created
 - taking into account the risk-evaluation criteria.
- Risk-management plan* may include:
- objectives
 - equipment and resources
 - contingencies.
- Risk-treatment plan* may include:
- implementation details
 - responsibilities
 - schedules
 - expected outcome
 - budgeting
 - performance measures
 - review process.

Unit Sector(s)

Cross-Sector

Competency Field

Risk Management and Security