



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SRXRIK001A Undertake risk analysis of activities**

**Release: 1**

## **SRXRIK001A Undertake risk analysis of activities**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Descriptor**

This unit provides basic knowledge and skills to apply a risk analysis *process* in the context of a recreation activity in accordance with an organisation's risk management procedures.

### **Application of the Unit**

Not Applicable

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

### **Employability Skills Information**

Not Applicable

## Elements and Performance Criteria Pre-Content

Elements define 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.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1. Establish the context

- 1.1 Organisations' activity/location/equipment maintenance and operational procedures are obtained
- 1.2 Activity/location/equipment operating and maintenance history is obtained including relevant incident and failure reports
- 1.3 Applicable occupational health and safety and environmental standards are researched
- 1.4 Applicable technical documentation is obtained
- 1.5 Risk criteria, as determined by the organisation's risk management policy and plan, are accessed and clarified

#### 2. Identify risks

- 2.1 A comprehensive list of sources of risks within the particular activity is generated, including risks that are not under the control of the organisation
- 2.2 Areas of impact on the organisation are taken into consideration
- 2.3 Possible causes of risks are considered
- 2.4 Sources of risk and areas of impact are documented in a clear and concise manner

#### 3. Conduct risk analysis

- 3.1 Analysis is completed using appropriate methodology in accordance with organisations' and/or activity requirements
- 3.2 Existing control, likelihood and consequences are determined

**ELEMENT****PERFORMANCE CRITERIA**

- 3.3 Level of risk is compared to previously established risk criteria
4. Undertake risk assessment
- 4.1 Level of risks are compared against previously established risk criteria and decisions made as to whether risks can be accepted
- 4.2 Risks are prioritised, taking account of the wider context of the risk
- 4.3 Consideration is given to the tolerability of the risks borne by parties other than the organisation that benefits from it
- 4.4 Risks that fall into the low or acceptable categories may be accepted without further treatment, monitored and periodically reviewed to ensure they remain acceptable
- 4.5 Risks that fall outside the low or acceptable category are treated using a range of options
5. Treat risks
- 5.1 Risk treatment options are identified such as retaining the risk, reducing the likelihood of occurrence, reducing the consequence or transferring the risk
- 5.2 Risk treatment options are evaluated in accordance with the organisation's risk management plan, on the basis of the extent of risk reduction, the extent of benefits or opportunities created and taking into account the risk criteria previously established
- 5.3 Risk treatment plans are prepared identifying responsibilities, schedules, the expected outcome of treatments, budgeting, performance measures and the review process set in place
- 5.4 Risk analysis and treatment options are documented, in accordance with the organisation's procedures
- 5.5 Risk treatment plans are implemented prior to and during the conduct of an activity
6. Monitor and review the risk management plan
- 6.1 Risks and the effectiveness of control measures are monitored in accordance with the organisation's risk management plan to ensure changing circumstances do

**ELEMENT****PERFORMANCE CRITERIA**

not alter risk priorities

6.2 The risk analysis is repeated regularly to ensure the risk treatment plan remains relevant

6.3 Changes to the conduct of an activity are made, where required, in accordance with review recommendations

6.4 Recommendations in accordance with the organisation's risk audit are implemented in future risk analysis of activities

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

#### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively perform task skills; task management skills; contingency management skills and job/role environment skills as outlined in elements and performance criteria of this unit

These include knowledge of:

- Common risk management terminology
- The role of risk as a reason for participating in or using recreation activities
- Factors that affect an individual's perception of risk
- Effect of legislation on procedures and practices in the recreation industry
- Causes of accidents, incidents and losses, in a recreation context
- Impact of high profile accidents/incidents/losses
- Legal responsibilities in risk management
- Knowledge of the activity for analysis
- Equipment design limits and effects of operating outside design limits

#### *Essential skills:*

- Application of incident scenarios logically and structurally
- Analysis and documentation of research
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## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

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

Assessment must confirm sufficient knowledge of relevant occupational health and safety regulations, statutory legislation and organisational safety procedures and risk management plan

Assessment must confirm the ability to apply knowledge of the organisations' emergency procedures, techniques and operating parameters to conduct a risk analysis of individual activities in accordance with the organisation's risk management procedures, taking into account all categories of the range of variables statement applicable to the learner's work environment

In particular, assessment must confirm the ability to effectively implement a structured analysis methodology to a particular recreation activity and clearly and concisely document analysis results and recommendations

*Interdependent assessment of units*

This unit must be assessed after attainment of competency in the following unit(s):

- Nil

This unit must be assessed in conjunction with the following unit(s):

- Nil

For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s):

- Nil

## EVIDENCE GUIDE

<i>Resource implications</i>	<p>Assessment of this competency requires access to case studies, scenarios and incident reports</p> <p>Assessment of this competency will require human resources consistent with those outlined in the Assessment Guidelines</p>
<i>Consistency in performance</i>	<p>Competence in this unit must be assessed over a period of time in order to ensure consistency of performance over the range of variables and contexts applicable to a recreation workplace</p>
<i>Context for assessment</i>	<p>Competency must be demonstrated on-the-job or in a realistic simulated work environment</p> <p>Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on underpinning knowledge and skills and consideration of required attitudes</p> <p>In cases where the learner does not have the opportunity to cover all relevant categories of the range of variables statements in the work environment, the remainder should be assessed through realistic simulations, projects, previous relevant experience or oral questioning on "What if?" scenarios</p> <p>Where performance is not directly observed and/or is required to be demonstrated over a "period of time" and/or in a "number of locations", any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons</p>

## Range Statement

### 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. Add any 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.

#### *Areas of impact*

- Asset and resource base of the organisation and including personnel
- Revenue and entitlements
- Costs of activities both direct and indirect
- People/community
- Performance
- Timing and schedule of activities
- The environment
- Intangibles such as reputation, goodwill, quality of life
- Organisational behaviour



## RANGE STATEMENT

### *Classification of risk*

- Diseases affecting humans, animals and plants
- Economic perils (eg, currency fluctuations, interest rates, share market)
- Environmental (eg, noise, contamination, pollution)
- Financial (eg, contractual risks, misappropriation of funds, fraud, fines)
- Human perils (eg, explosions, riots, strikes, sabotage)
- Natural perils (eg, climatic conditions, earthquakes, bushfires, vermin, volcanic activity)
- Occupational health and safety (eg, inadequate safety measures, poor safety management)
- Product liability (eg, design error, substandard quality control, inadequate testing)
- Professional liability (eg, wrong advice, negligence, design error)
- Property damage (eg, fire, water damage, earthquakes, contamination, human error)
- Public liability (eg, public access, egress and safety)
- Security (eg, cash arrangements, vandalism, theft, misappropriation of information, illegal entry)
- Technology (eg, obsolescence, advances and failure)

### *Risk analysis applies to*

- Support equipment
- Personnel safety
- Environmental impact
- Processes

## **RANGE STATEMENT**

### *Sources of risk*

- Commercial and legal relationships between the organisation and other organisations (eg, suppliers, subcontractors, lessees)
- Economic circumstances of the organisation, country, internationally as well as factors contributing to those circumstances (eg, exchange rates)
- Human behaviour of both those involved and those not involved in the organisation
- Natural events
- Political circumstances including legislative changes and factors which may influence other sources of risk
- Technology and technical issues both internal and external to the organisation
- Management activities and controls
- Individual activities

### **Unit Sector(s)**

Not Applicable