



Australian Government

SISXRSK301A Undertake risk analysis of activities

Release: 3

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Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
3	Reduction of repetition. No changes to competency outcome.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to undertake a risk-analysis 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, fitness and recreation 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

Not applicable.

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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| <ol style="list-style-type: none"> 1. Establish the context of the risk analysis. 2. Identify risks associated with an activity. 3. Conduct risk analysis of an activity. 4. Undertake risk assessment of an activity. | <ol style="list-style-type: none"> 1.1. Access the organisation's <i>records</i> for the activity and location. 1.2. Obtain applicable technical documentation. 1.3. Access and clarify <i>risk-evaluation criteria</i>, as determined by the organisation's risk-management policy and plan. 2.1. Identify and document <i>potential sources of risk</i> for the specific activity and location. 2.2. Consider and document areas of impact on the organisation. 2.3. Consider and document possible causes of risk and hazards. 3.1. Determine existing organisational controls for each risk according to <i>Work Health and Safety legislation</i> and industry best practice guidelines and standards. 3.2. Assess the likelihood of any given risk turning into an accident, injury or loss. 3.3. Assess the consequences of particular incidents in order to determine the degree of emphasis to be placed on the risk. 3.4. Analyse the likelihood and consequences of particular risks and <i>classification of risk</i>. 4.1. Compare the level of risk established during the analysis process with previously established risk-evaluation criteria. 4.2. Rank or prioritise risks for further action, taking 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 |
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ELEMENT	PERFORMANCE CRITERIA
	categories without further treatment.
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.
6. Monitor and review the risk management of an activity.	6.1. Document risk analysis, evaluation and treatment options. 6.2. Monitor risks and the effectiveness of the risk-treatment plan. 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

- organisation risk-management procedures to enable risks associated with activities to be assessed and addressed so that activities can be undertaken safely
- legislation and organisation policies and procedures to enable risk identification and assessment for relevant activities and identification of the legal responsibilities associated with risk-management
- sport, fitness and recreation industry risk-management standards and best practice guidelines for selected activity to inform selection of risk treatment options
- 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 ability to:

- work effectively and professionally within organisation risk-management systems and objectives and comply with legislative requirements to undertake risk assessments that are appropriate for specific activities and locations
- work within parameters of own job role and responsibilities to assess, select and where appropriate resource viable risk-treatment options; and develop and implement a risk-treatment plan consistent with organisation policies and procedures within required timeframes
- document and monitor the risk-treatment plan and contribute to the review of processes and outcomes
- access and clarify information to inform application of risk-analysis procedures.
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- 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 individual'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

- organisation policies and procedures related to risk analysis of activities
- organisation 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.

Guidance information for assessment

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

- SISFFIT304A Instruct and monitor fitness programs
- SISOODR303A Guide outdoor recreation sessions
- SISXCAI303A Plan and conduct sport, and 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.

Records may include:

- equipment maintenance history
- maintenance schedule
- incident reports
- injury statistics or records
- failure reports
- equipment or activity specific policies or procedures.

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.

Work health and safety legislation include:

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

Classification of risk may include:

- diseases
- economic perils
- environmental
- financial
- human perils
- natural perils
- Work Health and Safety product liability
- professional liability
- property damage
- public liability
- security
- technology.

Risk-treatment options may

- avoidance

include:

- reduction
- transfer
- finance
- acceptance.

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.