

**SACPSSA SWIMMING CARNIVAL RISK ASSESSMENT YEAR \_\_\_\_\_**

**WORKPLACE:** SACPSSA & Swimming Centres as listed below.

**ASSESSOR'S NAME(s):** Darren Elliott

**DATE:** to be reviewed 02/2019

**DESCRIPTION OF TASK:** SACPSSA Swimming Carnivals

**LOCATION:** Burnside Swimming Centre (George Bolton Pool), Magill Swimming Centre & Westminster Swim Centre

**DATE OF EVENT:** \_\_\_\_\_ (8:45am – 3:00pm)

**NUMBER OF STUDENTS:** – 16 schools per day (8 schools per half day carnival)

**YEAR LEVEL:** 4-7 inclusive

**CONTACTS:** Supervisor: SACPSSA Swimming Coordinator – Darren Elliott 0419815956

**MODE OF TRANSPORT:** Each school responsible for their own transport to and from the swimming carnivals.

**VOLUNTEERS:**

**Volunteers attending:** Yes/No (Please see section on volunteer details)

**EVENT SUMMARY:**

- Site Induction conducted by SACPSSA Swimming Coordinator – Darren Elliott
- Program of events.
- PA system and walkie talkies to be provided at the event.

**Risk Assessment Authorised By:** . . . . . **Date:** / /

**Signed:** \_\_\_\_\_

## SACPSSA SWIMMING CARNIVAL RISK ASSESSMENT YEAR \_\_\_\_\_

Q1 Hazard Identified	Q2 Likelihood/ Consequence	Person/s Responsible	Q3 Current Controls	Q4 Effective Yes/No	Q5 Risk Rating	Q6 New/Additional Controls Required	Q7 Re-rate Risks
<b>SITE INDUCTION:</b>							
<b>Injury or incident resulting from lack of Site information</b>	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Moderate	SACPSSA Swim Coordinator / site supervisor	<input type="checkbox"/> Site Induction to be conducted by Event coordinator at commencement of event including: - Location of first aid facilities. - Location of toilets. - No smoking. - Emergency Procedures	Y	H	<u>Ambulance called if required by any person</u>	L
<b>TRANSPORT TO VENUE:</b>							
<b>Walking to and from transport</b>	<u>Likelihood:</u> Catastrophic/ Unlikely to occur, but could happen.	Staff supervisors from each school	<input type="checkbox"/> Teachers attending to supervise the entry from busses into the centre  <input type="checkbox"/> <input type="checkbox"/> Brief participants on rules and behaviour  <input type="checkbox"/> Ensure bus drops-off and picks-up children in the area adjacent to the entrance path  <input type="checkbox"/> Remain on pedestrian pathways and utilise pedestrian crossings at all times	Y	E	<input type="checkbox"/> Students to walk in controlled lines on the footpaths or areas as directed by the teacher.	M
<b>SUPERVISION:</b>							
<b>Child not supervised and is lost or abducted from venue.</b>	<u>Likelihood:</u> Catastrophic/ Unlikely to occur but could happen.	Staff supervisors from each school	<input type="checkbox"/> Each school and their staff are responsible for their own students. This includes all students and parents who accompany their school.	Y	E	<input type="checkbox"/> Police called immediately if security is breached.	L
<b>Watching and waiting for events- Exposure to sun, wind, rain and dehydrations</b>	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> catastrophic	Participants and staff supervisors from each school	<input type="checkbox"/> Staff, students and volunteer encouraged <input type="checkbox"/> Schools encouraged to adhere to their sunsmart policy <input type="checkbox"/> Schools to bring extra shade marquees <input type="checkbox"/> Remind children to drink fluids	Y	E	Prior to event Leadership to negotiate with parents regarding their students attendance/responsibility to collect if issue arises.	M

## SACPSSA SWIMMING CARNIVAL RISK ASSESSMENT YEAR \_\_\_\_\_

Q1 Hazard Identified	Q2 Likelihood/ Consequence	Person/s Responsible	Q3 Current Controls	Q4 Effective Yes/No	Q5 Risk Rating	Q6 New/Additional Controls Required	Q7 Re-rate Risks
<b>PARTICIPATING IN SWIMMING EVENTS:</b>							
<b>Risk of drowning</b>  <b>Diving into shallow water</b>  <b>Weak swimmers in deep water</b>  <b>Injuries while participating</b>	<u>Likelihood:</u> Minor/Likely to occur at some time. <u>Consequence:</u> Catastrophic	Supervising teachers	<input type="checkbox"/> Supervisors and teachers are in full view of pool at all times. <input type="checkbox"/> All swimmers must be competent to swim 25m as stated in SACPSSA guidelines. <input type="checkbox"/> Ensure that dive entries are only conducted from the deep end of the pool; swimmers are to start in the pool at shallow end (relays). <input type="checkbox"/> Follow centre rules <input type="checkbox"/> Brief participants on rules and behavior at the commencement of the carnival <input type="checkbox"/> Teachers to fully supervise their students	Y	E		L
<b>MOVEMENT IN AND AROUND THE SWIM CENTRE:</b>							
<b>Running on wet surfaces</b>  <b>Injuries while participating</b>	<u>Likelihood:</u> Minor / Likely to occur at sometime	Supervising teachers	<input type="checkbox"/> First Aid to be provided by each school <input type="checkbox"/> Senior First Aid personnel have current certification. (School's responsibility)	Y	M	School will provide first aid kits and asthma packs.	L
<b>Access/ Egress – easily accessible in the event of fire or other emergency</b>	<u>Likelihood:</u> Unlikely to occur, but could <u>Consequence:</u> Moderate	SACPSSA Swim Coordinator / site supervisor	<input type="checkbox"/> Clear signs to EXITS – bring to attention during briefing. <input type="checkbox"/> Entrance/Exits must be clear of equipment at all times. <input type="checkbox"/> Emergency Assembly area and site plan available.	Y	M	Emergency vehicles met at front gate and escorted in	L
<b>Traffic flow - emergencies</b>	<u>Likelihood:</u> Unlikely to occur, but could <u>Consequence:</u> Moderate	SACPSSA Swim Coordinator / site supervisor	<input type="checkbox"/> Provisions for safe passage of emergency and other vehicles through pedestrian traffic. Staff will supervise area.	Y	M	P.A. used to clear area and call staff for assistance.	L
<b>VOLUNTEERS</b>							
<b>Volunteers injured or unwell</b>	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Moderate	School staff	<input type="checkbox"/> All volunteers supplied by participating schools and are required to have CEO Police Checks. <input type="checkbox"/> Volunteers identified by SACPSSA attire.	Y	H		H

## SACPSSA SWIMMING CARNIVAL RISK ASSESSMENT YEAR \_\_\_\_\_

Q1 Hazard Identified	Q2 Likelihood/ Consequence	Person/s Responsible	Q3 Current Controls	Q4 Effective Yes/No	Q5 Risk Rating	Q6 New/Additional Controls Required	Q7 Re-rate Risks
<b>Weather Conditions – hot weather  wet weather/Storm</b>	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Minor	SACPSSA Swim Coordinator	<input type="checkbox"/> SACPSSA Supervisor to check with Weather Bureau website for weather warning prior to event. If storm threatens SACPSSA Supervisor will cancel event.  <input type="checkbox"/> Water provisions for heat.  <input type="checkbox"/> Sunscreen and hats required and provided by SACPSSA for assisting staff and volunteers.	Y	M	SACPSSA Swimming Coordinators to make decision if temperature exceeds 34 degrees 24 hours or in the case of Monday 72 hours prior to event – event will be postponed/ cancelled if inclement weather.	L
<b>Smoking related injury</b>	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> minor	Site coordinator	<input type="checkbox"/> No Smoking signs displayed on buildings.	Y	M		L
<b>Voice Care injury</b>	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Moderate	SACPSSA Swim Coordinator	<input type="checkbox"/> PA system used at carnivals <input type="checkbox"/> Roving microphone for announcer <input type="checkbox"/> Walkie Talkies <input type="checkbox"/> Mobile phones	Y	H	Water available for all staff. Principal to be advised by staff member if voice issue arises.	L
<b>SACPSSA Assisting Teachers  Injury/incident</b>	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> minor	SACPSSA Swim Coordinator	<input type="checkbox"/> Induction to occur prior to event – Advise of procedures re: supervision, hat, water, sunscreen. <input type="checkbox"/> Sports Trainer services	Y	M	Induction conducted again on the day (if relief teachers are present).	L
<b>Equipment – Injury from Starting gun</b>	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Moderate	SACPSSA Swim Coordinator	<input type="checkbox"/> PPE – wear earmuffs. <input type="checkbox"/> Training in Safe Operating Procedure. – update safe operating procedure re holding the gun <input type="checkbox"/> Storage away from traffic areas.	Y	H		L

# SACPSSA SWIMMING CARNIVAL RISK ASSESSMENT YEAR \_\_\_\_\_

## RISK ASSESSMENT INSTRUCTIONS

This instruction provides a step-by-step guide in the use of the general Risk Assessment document.

Identify the subject of the risk assessment e.g. task, equipment, substance, plant, stress, voice, etc.

- Q1 Identify the hazards e.g. fall from height, workstation design, voice, stress, etc
- Q2 What are the risks/consequences that harm/danger will occur.
- Q3 Identify any current controls in place e.g. scaffolding, ergonomic furniture, amplification systems, etc
- Q4 Decide if the existing controls are effectively controlling the risks, answer Yes or No.
- Q5 Rate each risk using the Risk Calculator, which is located below the risk assessment table (inclusive of current controls).
- Q6 Include any new or additional controls.
- Q7 Re-rate the risks.

Authorised person to sign the form.

Note that if a task etc is performed many times it is only necessary to conduct the one risk assessment unless the task or any circumstances change.

Risk Calculator						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain to occur in most circumstances.	High	High	Extreme	Extreme	Extreme
	Likely to occur frequently.	Medium	High	High	Extreme	Extreme
	Likely to occur at some time.	Low	Medium	High	Extreme	Extreme
	Unlikely to occur, but could happen.	Low	Low	Medium	High	Extreme
	May occur, but probably never will.	Low	Low	Medium	High	High

Definition of Risk	
<b>Low</b>	Action not urgent within 3 months.
<b>Medium</b>	Action as soon as possible – within 1 month.
<b>High</b>	Action within 24 hours.
<b>Extreme</b>	Immediate action.

Hierarchy of Control	
<b>1. Eliminate</b>	Remove the hazard.
<b>2. Substitute</b>	Replace with less hazardous.
<b>3. Isolate</b>	Use guards or barriers.
<b>4. Engineer</b>	Redesign.
<b>5. Administration</b>	Training, information, safe work procedures.
<b>6. Personal Protective Equipment</b>	Gloves, goggles etc.