

## SACPSSA **SWIMMING CARNIVAL** RISK ASSESSMENT

### WORKPLACE:

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

### DATE:

**DESCRIPTION OF EVENT:** **SACPSSA SWIMMING CARNIVAL**

**LOCATION:** **George Bolton Swimming Centre, Corner Greenhill Rd & Howard Terrace, Hazelwood Park SA 5066 (Sections 1 & 2); South Australia Aquatic and Leisure Centre, 443 Morphett Road, Oaklands Park, SA, 5046 (Sections 3-8); The Valleys Lifestyle Centre, 180 Main North Road, Clare, SA, 5453 (Section Mid North/Yorke Peninsula).**

### DATE OF EVENT:

### TIME OF THE EVENT:

### NUMBER OF STUDENTS:

**YEAR LEVEL:** 3-6 inclusive

**CONTACTS:** SACPSSA **Swimming** Carnival Coordinator – Darren Elliott

**SITE SUPERVISOR:**

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

### VOLUNTEERS:

**Volunteers attending:** Yes/No **(Please see section in risk assessment regarding volunteer details)**

### **EVENT SUMMARY:**

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

**Risk Assessment Authorised By: Date:    /    /20**

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

# SACPSSA Risk Assessment

<b>Date of assessment:</b>	<b>Assessment By:</b>	<b>Site</b>
<b>Department/Area:</b>		
<b>Identify/describe activity, equipment, area or event you are assessing:</b>		
<b>SWIMMING CARNIVAL</b>		

<b>Step 1: Identify the hazard/s:</b>  What do you believe are the hazards? (Refer hazard sheet 1)	<b>Step 2: Assess the risks:</b>  What do you believe are the risks? (Refer hazard sheet 2)	<b>Step 3: Reducing the risk:</b>  What do you believe can be done to reduce the risk? (Refer hazard sheet 3)
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What could cause harm?	What could go wrong?	Controls
Students traveling to and from event by bus Road accident Breakdown	Minor Major injuries to passengers Fatalities	Accreditation of the bus company re vehicle safety / driver / accident cover Designated waiting areas. Child seat ratio / seat belts Radio contact with base Staff Members to have mobile phone available.
<b>Accountability on / off the buses</b>		<b>Signatures are required at designated times during the day of the event for arrival &amp; departure. Assessment to be signed and returned to the School sites WHS coordinator on completion of the activity at the end of the day. Refer to table at end of assessment.</b>
Travel to and from Event by private car Road accident Breakdown	Injury sustained while traveling in the car Minor / Major injuries Fatalities	Accreditation of staff member / volunteers' driver's License has been sighted - vehicle safety / driver / accident cover is confirmed. Responsibility of specific sites. Driver / staff member / volunteer has completed the driver declaration form. Parent / caregiver permission has been received. Designated waiting areas. Child seat ratio / seat belts Driver of vehicle to have mobile phone available.
Travel sickness	Feeling / becomes ill	Information included on medical forms. Permission for all students received prior to departure.
Slips, trips & falls on boarding and alighting from bus. Uneven ground Wet slippery steps	Falls Laceration Sprains Strains	Students clearly informed of safety rules on boarding / alighting bus. Site Staff / Volunteers supervise access & egress to the venue from designated drop off / pick up area. Designated waiting areas.

What could cause harm?	What could go wrong?	Controls
		Visual vigilance, direction given to students prior to departure and on arrival. Students to move in an orderly fashion on designated footpaths at all times.
Congestion	Struck by moving vehicle Death Major injury to pedestrians Damage to other vehicles	Students arrive / depart by bus at designated times. Students to remain under the supervision of School staff at all times. Permission slips for all students to be received before attending the event is the responsibility of the School. Some students to be delivered / collected by parent / caregivers in private car. Designated arrival and departure areas sign posted.
Emergency / Induction	Intruders Fire Explosion	Orientation / Induction on arrival for Staff, Volunteers & Students. Emergency procedures and assembly area explained prior to event starting. Entrances & exits must be clear of equipment at all times. Location of 1 <sup>st</sup> aid – student personal medication is the responsibility of each site supervising staff member. Provision for access & egress of emergency vehicles through pedestrian traffic. Staff / road monitors to supervise Location of toilets. No smoking. No Smoking signs displayed on buildings. Attendance record sheet used for accountability in the event of an emergency. Responsibility of each attending school. <b>In the event of an emergency students to assemble in school groups supervising staff member to complete roll call. Report any missing person to identified Deputy Warden.</b>
Student supervision / Abduction	Lost student Student removed against their will	Correct ratio of staff to students 1: 10 Buddy system for all present. Students to remain in designated areas. Students to remain in grandstand / shaded area when not participating. Students instructed (time provided) to use facilities prior to departure. Staff to supervise own students use of toilets. Buddy system in place for use of toilets. Staff member to have access to mobile phone at all times. Use of whistle for crowd control. Students briefed stranger awareness interaction with the public. Appropriate behaviour guidelines explained and carried out. Roll call at recess & lunch breaks and end of day. To assist with accountability.
Medical condition	Anaphylactic reaction Asthma Allergies	Permission slips obtained from parents. Prior to departure. Relevant medical forms to be accessible. 1st aid officer available at all times.

What could cause harm?	What could go wrong?	Controls
		<p>Asthma puffers with students. STUDENTS WITH EPIPENS / MEDICATION TO REMAIN WITH STAFF MEMBER. Car as a backup vehicle is available. Responsibility of each site.</p>
<p>Manual handling Lifting Pushing Pulling Holding Restraining</p>	<p>Muscular strain Falls Strains Sprains Bruises</p>	<p>Share the load Rotation of tasks / activities for staff / volunteers setting up areas prior to event commencement. Appropriate trolleys used for transport of equipment around site. Trained staff to set up areas. Erection of tents completed in groups. If applicable / required. School Staff members to assist Volunteers / Students. Clear communication between organizers, staff, students and volunteers.</p>
<p>Electricity</p>	<p>Burns Fires Electric shock Electrocution</p>	<p>Visual Inspection Cord covers Weather proof fittings All electrical equipment has been tested and tagged.</p>
<p>Slips, trips, falls Slippery surfaces</p>	<p>Falls Lacerations Bruising Strains Sprains</p>	<p>No running in Pool area. Appropriate swim wear and footwear worn for activities being participated in. All cords / ropes secured and or attached securely. All students have had sufficient training in events participated in. <b>All equipment used is Australian Standard.</b></p>
<p>Exposure to elements  Extreme Weather  Clothing</p>	<p>Heatstroke Fatigue Dehydration Sunburn</p>	<p>Weather restrictions adhered to. If storms threaten or predicted temperature exceeds 34 degrees according to the Weather Bureau. Coordinators decision made 24 hours prior to commencement of an event. Sun block applied regularly. Students to wear appropriate swimming attire for activities being participated in. Shade provided for each school group &amp; at all event stations. Shaded area / Grandstand if available. All students to bring own water bottle. Regular food and water breaks.</p>
<p>Collision with other participants</p>	<p>Injury to self and others Drowning</p>	<p>Observer dedicated to observation of swimmers in the water. Clearly marked lanes. Lifeguards present at all times.</p>
<p>Diving Drowning</p>	<p>Impact to head or body</p>	<p>Teacher / volunteers supervisor at either end of pool. Relay to commence in shallow end of pool. Dive entries are at the deep end of pool. All participants to competent to swim minimum of 25mtrs.</p>

What could cause harm?	What could go wrong?	Controls
		<p>Students only participate if have experience in swimming event registered for.</p> <p>Lifeguards present at all times.</p> <p>All equipment used reaches Australian standards.</p>
<p>Voice</p> <p>Air horn</p>	<p>Strain</p> <p>Hearing loss</p>	<p>PA system checked prior to the event commencing and used for the duration of the event.</p> <p>Headset walkie talkies for officials use.</p> <p>Staff to use whistles rather than voice for crowd control.</p> <p>Handheld air horn – <b>Instructions 1. Install horn by screwing it on the pressurised container 2. To operate press down the horn 3. Signal horn must always be used in upright position</b></p> <p><b>Do not store the pressurised container in direct sunlight. Do not expose to temperatures exceeding 40o C. Do not pierce or burn, even after use.</b></p> <p>Ear muffs available.</p>
<p>Volunteers</p>		<p>Volunteers have completed NPC, WHS Induction, Mandatory reporting, and are on the current School register. Responsibility of each site. Volunteers with a supervising role must not have siblings attending.</p>
<p>Spectators</p>	<p>Slips, trips, falls</p> <p>Collision with participating students</p> <p>Injury</p>	<p>Designated spectator areas away from participants.</p> <p>The Pool area will only be occupied by participating competitors &amp; officials. Competitors should enter / leave the pool area using designated walkways. Spectators to remain in Grandstand, or on the perimeters of the Pool area behind railings.</p> <p>Grandstand walkways to be kept clear. If applicable.</p>
<p>Dogs</p>	<p>Dog bites</p> <p>Lacerations</p> <p>Contusions</p> <p>Scratches</p> <p>Children knocked to the ground</p>	<p><b>Dogs not permitted to attend school based events.</b></p> <p>Students are not left unsupervised if dogs enter an arena unattended / off lead.</p> <p>Students reminded not to run to or from dogs.</p> <p>Sufficient distance kept between students and dogs.</p> <p>No food to be given to dogs.</p>
<p>Smoking</p>	<p>Allergies</p> <p>Asthma</p> <p>Cancer</p>	<p>ALL EVENTS ARE NON SMOKING</p> <p>No Smoking signs displayed around site.</p>
<p>Waste Management</p>	<p>Pest/vermin</p> <p>Fire</p> <p>Slips, trips and falls</p>	<p>Appropriate number of bins available and regularly emptied.</p> <p>Recycling bins available and regularly emptied.</p> <p>Waste company arranged to collect waste at conclusion of the event.</p> <p>Bins secured overnight.</p>

What could cause harm?	What could go wrong?	Controls
Removal of Student	Illness Behavioural	If student becomes ill parent / caregiver notified. <b>Ambulance called if a medical emergency. All school sites have own Student Ambulance cover.</b> Behavioural specific school site procedure observed. – Parent / caregiver informed / requested to collect Student or School Staff members to collect and return to School.

	Depart School site	Arrive Swimming Carnival	Depart Swimming Carnival	Arrive School site
<b>Student Numbers</b>				
<b>Date</b>				
<b>Time</b>				
<b>Bus No</b>				
<b>Staff Signature</b>				

Completed by (name):

Signature:

Date:

In consultation with (name):

Signature:

Date:

Authorised by (name/position):

Signature:

Date:

Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).

**Step 4: Monitor & review:**  
 (Refer to hazard sheet 4)  
**Please circle Yes or No**

Were the controls effective?	YES	NO	Were there any unforeseen hazards/ incidents?	YES	NO	New controls
DETAILS			DETAILS			DETAILS

**NAME:**

**SIGNATURE:**

**DATE:**