

Risk Assessment Hazard Checklist – Student Activities

Event	AICES Swimming	
Assessed By	Greg Aitken	

Locations	SOP Aquatic	Activities	Swimming Carnival
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1 INDOOR HAZARDS		
1.1	Inappropriate lighting	
1.2	Temperature	
1.3	Insufficient or unsuitable space	
1.4	Untidiness – causing trip / fire hazard	
1.5	Stairs – dark / steep / no handrail	
1.6	Lack of fire escapes / extinguishers / procedures	
1.7	Slip / trip / fall hazards	Y
1.8	Inadequate ventilation	
1.9	Inhalation of dust	
1.10	Poor surfaces for activities – slips / trips / impact	
1.11	Electrical hazards	

5 HAZARDS ON HILLS AND MOUNTAINS		
5.1	Slips & trips on grass, mud, rock	
5.2	River crossings	
5.3	Remote locations	
5.4	Difficult communication – weather / distance	
5.5	Falling debris	
5.6	Extra work imposed by terrain type / angle	
5.7	Lack of shelter	
5.8	Separation of group members	
5.9	Getting lost	
5.10	Falls from height	
5.11	Extremes of weather	

2 SPORTING ACTIVITY HAZARDS		
2.1	Uneven playing surface	
2.2	Playing surface too hard or soft	
2.3	Hard or sharp objects on pitch	
2.4	Sliding on AstroTurf or tarmac	
2.5	Collisions / Conflict with surrounding objects or people	Y
2.6	Impact from sports equipment	
2.7	Contact sport injury	
2.8	Personal injury – fracture / sprains / cuts	

6 PEOPLE & ORGANISATIONAL HAZARDS		
6.1	Lack of information, training or instruction	Y
6.2	Poor activity planning or preparation	Y
6.3	Poor activity delivery or organisation	Y
6.4	Ignorance of rules and / or procedures	Y
6.5	Unsafe behaviour or attitude	Y
6.6	Lack of appropriate first aid equipment and experience	Y
6.7	Medical conditions of participants	Y
6.8	Poor safety control from group leaders	Y
6.9	Poor safety awareness from participants	Y
6.11	Lack of cooperation within group	
6.12	Differing skill levels within group	
6.13	Low level of physical fitness / strength	
6.14	Aggression between participants	
6.15	Aggression from crowd / public	
6.16	Contact between participants increasing risk	

3 HAZARDS ON COASTS & COASTAL WATERS		
3.1	Falls from cliffs, piers, sea walls	
3.2	Struck by falling objects from cliff	
3.3	Slips & falls on slopes / loose surfaces	
3.4	Quick sand & mud	
3.5	Access problems due to steep angle of beach slope	
3.6	Collisions between water users	
3.7	Swept away by wave surges	
3.8	Being washed against rocks / piers	
3.9	Low water temperatures	
3.10	Communication problems from waves / swell / distance	
3.11	Struck by objects in water	
3.12	Stranded by tides	
3.13	Swept away by currents	
3.14	Rip tides	
3.15	Longshore drift	
3.16	Conflicts between beach users	

7 EQUIPMENT AND OTHER HAZARDS		
7.1	Cash handling	
7.2	Transport to and from your activity	
7.3	Food poisoning	
7.4	Hazardous substances	
7.5	Equipment with moving / hot parts	
7.6	Heavy equipment	
7.7	Electrical hazards from equipment	
7.8	Noise from equipment	
7.9	Risk of trapping body / clothing in equipment	
7.10	Inadequate environment for equipment operation	
7.11	Inadequate protective equipment	
7.12	Equipment in unsuitable condition	

4 HAZARDS ON STILL / MOVING WATER		
4.1	Getting swept away from equipment or people	
4.2	Collision with rocks in and to sides of rivers	
4.3	Striking / trapping by submerged obstacles	
4.4	Being dragged down by undertow	
4.5	Restricted or impossible access to / from water	
4.6	Access problems – rescue / getting kit into water	
4.7	Falls from drops in level at weirs / waterfalls	
4.8	Getting out of depth	
4.9	Low water temperature	
4.10	Separation from other people	
4.11	Slips / trips on steep banks or uneven surfaces	
4.12	Difficult communications	
4.13	Drowning due to medical condition whilst swimming	

8 OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY		
8.1	Venue does not meet safety standards	Y
8.2	Students/Spectators unfamiliar with emergency procedures	Y
8.3	Child Protection	Y
8.4	Inadequate Supervision	Y
8.5		
8.6		
8.7		
8.8		
8.9		
8.10		

Risk Assessment – Student Activities



Association	AICES	Number of persons involved	1000+
Nature of Activity	Swimming Carnival	Frequency of Activity	Yearly

Assessed By	Greg Aitken		

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Low/Medium/High Risk	Further Controls Required?	Who By	Target date
1.7	Injury from running & slipping on the pool deck	SOPAC staff on duty to monitor movement Signage already erected to instruct swimmers not to run. Staff on pool deck to help SOPAC staff monitor student movement.	Medium			
2.5	Collision during warm-up	Swimmers instructed to keep to the left of their lane	Medium			
4.13	Drowning	SOPAC Lifeguards on duty	Low			
6.1	Injury/Drowning	Individual associations/schools responsible for preparation of swimmers	Low			
6.2, 6.3	Injury/Drowning	Use of accredited officials and experienced staff. Hard copy of instructions issued to each official.	Low			
6.4, 6.5, 6.8, 6.9	Injury/Drowning	Procedures and rules outlined in the program. This was sent to schools and is also available on the website and on the night. Team managers responsible for their own team members.	Low		GA	7/3/06
6.6	Poor treatment of injuries	SOPAC Staff on duty	Low			
6.7	Drowning due to medical condition	Associations responsible for their own team.	Low			
8.2	Injury	SOPAC to provide documentation	Low		GA	Prior 7/3/06
8.2	Injury	SOPAC to announce procedures at the start of the carnival	Low		GA	Prior 7/3/06 and on day
8.3	Child Protection	All staff present at the event are understood to have undergone Working With Children check with SOPAC, NSW Swimming or Individual Schools	Low			
8.4	Inadequate Supervision	Associations responsible for their own teams – including all transport organisation	Low			

SOPAC HAS PROVIDED THE FOLLOWING RISK ASSESSMENT DETAILS

INTRODUCTION:

The NSW Department of Education & Training has set out the requirements for the conduct of excursions and school sport, in the **Excursions Policy** (PD/2004/0010/V002) and the **Guidelines for the Safe Conduct of Sport & Physical Activity in Schools** (PD/2002/0012/V001).

To ensure all school groups are familiar with DET's policies and their role in managing risks, the Sydney Olympic Park Aquatic & Athletic Centres (SOPAC) provide the following information on risk management issues for the consideration of schools. Specific areas of the Excursion Policy addressed by SOPAC are referred to in *(parentheses & italics)* throughout this document.

The Sydney Olympic Park Aquatic & Athletic Centres are managed and operated by the Sydney Cricket & Sports Ground Trust. The management of these icon venues is in accordance with the following standards:

AS/NZS ISO 9001:2000	Quality Management Systems	Ongoing
AS/NZS ISO 14001:2004	Environmental Management Systems	Ongoing
AS/NZS 4801:2001	Occupational Health & Safety Management Systems	Ongoing
Guidelines for Safe Pool Operations	Royal Life Saving Society	Audited 2004
Public Swimming Pool & Spa Pool Guidelines	NSW Department of Health	Ongoing
HACCP	Hazard Analysis & Critical Control Points Food Safety – NSW Department of Health	Accreditation ongoing

VENUE FACILITIES & EQUIPMENT:

Both the Aquatic and Athletic Centres are designed to accommodate special needs groups (*Inclusivity 6.2*). Accessible changerooms, seating areas, pool hoists, tactile tile floor indicators, Braille door signage and hearing loops are fitted throughout.

First Aid Rooms are located on level 1 of both venues. Each is fully equipped to manage primary care medical incidents, including but not limited to oxygen equipment, spinal boards, cervical collars, defibrillators and first aid kits. These rooms are accessible by all patrons when accompanied by a SOPAC staff member.

All first aid equipment is subject to daily operational checks and external servicing where required. Logs on equipment checks are maintained in accordance to the relevant legislative requirements for that equipment.

Schools are responsible for ensuring that students are familiar with sun protection measures, as outlined in DET's Student Welfare: Protection from the Sun (97/152).

Food outlets and concessions operated by Eurest Catering in accordance with the requirements of their accredited HACCP food safety program. All suppliers to Eurest Catering are also HACCP accredited.

The following table provides outlines of the attributes of the venues to assist in meeting the requirements of the specific sports activities that schools participate in at SOPAC (PD/2002/0012/V001).

Sport or Recreational Activity	Event	Venue	Attributes
Athletics	Running Events	Sydney Olympic Park Athletic Centre	☞ Synthetic running track – reduced incidences of foot and ankle injuries;
	Long Jump	Sydney Olympic Park Athletic Centre	☞ Sand pits covered when not in use and inspected for foreign objects prior to use. ☞ Take-off boards are white, clearly visible, and level with surrounding track areas.
	High Jump	Sydney Olympic Park Athletic Centre	☞ Stable high jump uprights. ☞ Landing mats held together firmly with straps and covered by a one-piece spike resistant overlay. ☞ Circular fibreglass high jump bars used.

Sport or Recreational Activity	Event	Venue	Attributes
	Throwing Events - Shot Put - Discus - Javelin - Hammer	Sydney Olympic Park Athletic Centre	<ul style="list-style-type: none"> ☞ Shots stored in sturdy containers. ☞ Protective netting provided.
Soccer		Sydney Olympic Park Athletic Centre	<ul style="list-style-type: none"> ☞ Goal posts and crossbars are installed and anchored to ensure stability. ☞ Goal posts are fitted with nets. ☞ Corner and other markers used are of safe non-injurious materials. ☞ Fields are marked using purpose specific marking paints.
Diving	Diving Events	Sydney Olympic Park Aquatic Centre	<ul style="list-style-type: none"> ☞ Diving boards and platforms meet FINA requirements. ☞ Diving pool meets FINA requirements.
Swimming	Swimming Events Learn-to-Swim	Sydney Olympic Park Aquatic Centre	<ul style="list-style-type: none"> ☞ Appropriate rescue equipment available. ☞ Hoist available for students with disabilities. ☞ Depth adjustable pool floor providing shallow water for learn-to-swim programs. ☞ Water quality

			monitored to ensure compliance to Dept. of Health Guidelines.
Water Polo		Sydney Olympic Park Aquatic Centre	☞ Water polo goals comply with standards and are maintained in good repair.

STAFF QUALIFICATIONS & TRAINING:

All SOPAC staff hold a current Senior First Aid Certificate. Additionally, staff hold current qualifications identified as essential to their role, such as Pool Lifeguard Licence, Advanced Resuscitation with Oxygen Equipment, Bronze Medallion, Auswim: Teacher of Swimming & Water Safety and Group Fitness Accreditation. Both venues are Asthma Friendly Facilities, with qualified staff and equipment to manage emergency asthma care.

An extensive monthly in-house training schedule is in place to ensure all staff maintain their qualifications and practise emergency management principles.

In accordance with the Child Protection (Prohibited Employment) Act 1998, all SOPAC staff are subject to a Working with Children Checks approved by the NSW Department of Sport & Recreation, prior to commencement of employment (*Child Protection 6.5.1*). This check is extended to the Centres' contract catering and cleaning staff.

Schools are responsible for ensuring that each excursion group is accompanied by a staff member who holds current CPR and emergency care qualifications (*Duty of Care 6.3.1*).

SUPERVISION – SOPAC & SCHOOL:

Staff are rostered at both venues according to booked events, group visits, training sessions and expected daily attendance. At the Aquatic Centre, Pool Attendants are rostered in accordance to the Guidelines for Safe Pool Operations, as established by RLSSA. Dedicated staff are not supplied to a school group unless requested prior to the visit and there is an acceptance of the additional costs.

The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations. (Policy Statement 5.5). Teachers retain the ultimate responsibility for supervision (Parents, caregivers & volunteers 6.4.1).

Schools are responsible for ensuring that the standard teacher to student supervisory ratio is maintained during their visit to the venues (*Teacher to student ration 6.3.2*). For standard activities this is a 1:20 ratio. Please note that SOPAC recommends a 1:10 ratio for all water-based activities such as recreational swimming.

Schools are responsible for ensuring that coeducational groups are provided male and female supervisors during their visit (*Overnight excursions 6.3.3*). Teachers are responsible for the supervision of students within changerooms.

SOPAC provides background information on the conditions of entry and use of the venue to every school booked for an event, recreational or school sport activity. SOPAC recommends that all accompanying supervisors are briefed in this information and the Centres' expectations, prior to arriving at the venue (*Parents, caregivers & volunteers 6.4.1*).

INCIDENT MANAGEMENT:

Should an incident involving a student or teacher occur during your visit, SOPAC staff will manage all first aid and emergency services contact requirements. SOPAC staff will complete the relevant internal reports, which are maintained on site in accordance with the NSW State Records Act. Copies of internal reports will not be provided to the school, unless the matter is litigated (*WorkCover Incident reporting 9.2.1*).

RISK MANAGEMENT:

An Integrated Management System (IMS) operates at SOPAC, which encompasses Quality Assurance, Environmental Management and Occupational Health & Safety Systems. The IMS ensures risk management strategies are in place, timely action is taken and continuous improvements are made. The risk management strategies include extensive hazard identification activities, ongoing risk assessment, and the implementation of appropriate and effective risk controls.

Hazard identification activities include workplace inspections, hazard reporting, and task analysis.

The Centre's Risk Management Systems do not remove or limit the requirements for schools in regard to risk management. Schools are responsible for ensuring they have completed an appropriate risk assessment including the method of transporting students to and from the venues (*Risk Management 6.6*).