

## Risk management plan proforma

### Health and Safety Directorate

<p><b>Name of workplace: NAME OF SCHOOL</b></p> <p><b>Risk Assessment Focus:</b> School Water Safety Program Excursion:  <b>Location of Excursion:</b> Public Swimming Pool</p> <p><b>Risk Matrix Score:</b> For information on the calculation of the risk matrix score please refer to: Risk Matrix Score Name of Accompanying Staff and Phone Number:</p>	<p><b>Name of workplace manager:</b></p> <p><b>Program Date:</b></p> <p><b>Class:</b></p> <p><b>Excursion Coordinator:</b></p> <p><b>Accompanying Staff and Phone Number:</b></p>
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#### Risk assessment focus:

Location/activity	Hazard identification type/ Causes	Current Controls	Risk Matrix Score	Elimination or Control Measures	Who	When
School preparation	Misinformation / misadventure	Instructors employed to conduct program have recognised qualifications such as AUSTSWIM, ASCTA  Program developed in collaboration with aquatic industry experts	4	Excursions Policy Implementation Guidelines  Liaison with key stakeholders in communication of program procedures and requirements: School Swimming & Water Safety Staff Venue Management Transport company School staff Students Parents/carers and community	School staff	Prior to Program
Program delivery	Student/s experiencing difficulty in the pool	Program scope and sequence, testing measures and delivery standard - program lesson and safety tips	4	All SSWS Staff have AUSTSWIM qualification  SSWS Staff regularly receive updates on Learn To Swim techniques	Program staff  Program management	Annually assessed for best

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	for a variety of reasons	Staff trained in first aid, CPR, emergency care, anaphylaxis and aquatic emergency response procedures		Staff regularly receive professional learning on water safety and rescue techniques	Program management	practice standards
				Students are taught within their own ability group	Program staff	
				Students regularly assessed to ensure maximum progression within ability level	Program staff	
				Ensure students with medical conditions are identified by school staff	Program staff School staff	
				Carry appropriately packed first aid kits including epi-pens and designated first aid kit stations and at first aid station at _____	School staff	
				Ensure an Emergency Asthma Kit is available which includes puffers and spacer.	School staff	
				Medical and health care plans provided for appropriate students	Program staff	
				Identify students with known medical conditions and appropriate medication/treatment is available	School staff	
				Ensure students are aware of emergency procedures	Program staff	
				Monitor students closely for signs and symptoms of known allergies and medical conditions	School staff	
	Students swimming in clothes	Instructors employed to conduct SSWS have recognised qualifications such as AUSTSWIM, ASCTA	4	Students are assessed in 1st lesson & divided into ability groups with average teaching ratio of 1:15	SSWS staff	
		All staff have training in aquatic emergency response procedures		Groups are taught in appropriate water depth/ lessons adjusted to suit available water space		

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Program groupings	Student/s fear or discomfort	Instructors employed to conduct SSWS have recognised qualifications such as AUSTSWIM, ASCTA  All staff have training in aquatic emergency response procedures	5	Students are assessed in 1st lesson & divided into ability groups with average teaching ratio of 1:15  Groups are taught in appropriate water depth/ lessons adjusted to suit available water space  Additionally required school staff are given skill cards & instruction on teaching Learn to Swim  Progressive/continuous assessment throughout the program	SSWS Staff  All Staff All Staff  School staff  All staff	Prior & During program, During programs  During program  During program
Venue	Venue or equipment safety breach	Pool has Public Liability Cover  Equipment and pool checked prior to commencement of lessons  Suitable provisions to protect from sun  Water quality & pool deck safely maintained  Emergency procedures in place at the venue	5	Ask for & review venue risk management plan  Inspect areas for hazards prior to starting lessons  Emergency management plans in place and staff are aware of procedures  As needed and dependent on water quality students to wear goggles for face in activities	School's Staff  SSWS Staff  All Staff	Prior to and during program daily
Student Supervision/Behaviour	Lost student  Student misadventure  Insufficient supervision of students	Staff adhere to program guidelines  <a href="#">Sport Safety Guidelines</a>  Participating school supervising teacher	5	No. of students attending _____  No. of staff attending _____  Supervisory ratio does not exceed 1:12  Teacher to student ratio meets the guidelines for the activity that is being undertaken – <a href="#">Sports Safety Guidelines</a>	School's Staff  School's Staff  All Staff  All Staff	Prior  Prior  During program During program

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				<p>Permission notes, with details of activities to be undertaken by students, obtained from all students to attend and participate in program</p> <p>Staff to take required student Behaviour Plans</p> <p>Roll marking to take place at the beginning and end of program</p> <p>Staff to continually observe students and scan areas of supervision</p> <p>Buddy system in place to ensure students are not left alone</p> <p>Behaviour management plans in place where required</p>	<p>School's Staff</p> <p>School's Staff</p> <p>School's Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>	<p>Prior</p> <p>Prior / During</p> <p>During</p> <p>During</p> <p>During</p> <p>During</p>
Health Conditions	Anaphylactic reaction Other health emergency	<p>All program staff hold Current Certifications in e - Emergency Care, Anaphylaxis and CPR</p> <p>All staff have training in aquatic emergency response procedures</p>	3	<p>Staff to bring individual student adrenaline autoinjector and current ASCIA Plan</p> <p>First aid kit with general use adrenaline autoinjector available with general ASCIA Plan</p> <p>Health care plans for student's diagnosed with a health condition are available</p> <p>Student medication taken to event and administered by appropriate staff member who has completed 'The Administration of Prescribed Medications Course.'</p> <p>Land line or mobile phone available for contacting emergency services</p> <p>Emergency plans in place and staff and students briefed on procedures</p>	<p>School's Staff</p> <p>School's Staff</p> <p>School's Staff</p> <p>School's Staff</p> <p>School's Staff</p> <p>All Staff</p>	<p>Prior &amp; During</p> <p>During</p> <p>Prior &amp; During</p> <p>During</p> <p>During</p> <p>Prior</p>

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				<p>Spotters/volunteers are required for each student that has known seizure conditions such as epilepsy or diabetes</p> <p>Spotters are briefed on students who have health conditions</p> <p>Spotters are advised of emergency procedures</p> <p>Staff to know location of First aid facility</p>	<p>School's Staff</p> <p>School's staff</p> <p>School's staff</p> <p>All Staff</p>	<p>During</p> <p>Prior</p> <p>Prior</p> <p>During</p>
First Aid	<p>Incident resulting in injury</p> <p>Allergic Reaction</p> <p>Bites and Stings</p> <p>Asthma Attack</p>	<p>All Staff hold Current Certifications in eEmergency Care, Anaphylaxis CPR</p> <p>All staff have training in aquatic emergency response procedures</p>	3	<p>Supervisory school teacher to carry first aid kit with general use adrenaline autoinjector</p> <p>Supervisory escort teacher to ensure first aid kits are fully stocked</p> <p>Land line or mobile phone available for contacting emergency services</p> <p>Emergency plans in place and all staff and briefed on procedures</p> <p>Staff to know location of First aid facility</p>	<p>School's Staff</p> <p>School's Staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>During</p> <p>During</p> <p>During</p> <p>Prior / During</p> <p>During</p>
Environment	<p>Adverse weather conditions e.g. Electrical Storm, Wet Weather</p> <p>Hyperthermia / Heat Stroke.</p> <p>Hot/Humid</p> <p>Hypothermia</p> <p>Dehydration</p>	<p>Staff and students to wear appropriate clothing and footwear and utilise shelter where possible.</p> <p>Activities to cease as needed due to environmental hazards.</p> <p>School to adhere to <a href="#">DoE Sun Safety Policy</a></p>	1	<p>Weather reports monitored and activity ceased if electrical storm approaching</p> <p>Staff and students advised to wear/take appropriate protective clothing</p> <p>Staff and students advised to wear sunscreen and hats where appropriate</p> <p>Access to appropriate shelter for protection from weather elements available</p>	<p>All Staff</p> <p>All Staff/Students</p> <p>All Staff/Students</p> <p>All Staff/Students</p>	<p>Prior to And Duration of SSWS</p>

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	Sun Exposure			Staff to monitor students' conditions throughout Program	All Staff/Students	
Equipment	Trips/falls, injury, misuse	<p>Appropriate equipment available for all levels of ability</p> <p>Equipment maintenance check conducted daily</p> <p>Equipment and storage area kept tidy</p>	1	<p>Sufficient suitable equipment to be used for floatation &amp; teaching aids must be available</p> <p>All equipment must be regularly checked for safety and regularly maintained</p> <p>Equipment must be stored so that unauthorised use is prevented</p> <p>Correct sized equipment must be used for each age group</p> <p>Rescue equipment available for each group</p>	<p>Program Staff</p> <p>Program Staff</p> <p>Program Staff</p> <p>Program Staff</p> <p>Program Staff</p>	<p>During</p> <p>Prior / During</p> <p>During/after</p> <p>During</p> <p>During</p>
Infection Control/Hygiene	<p>1. Blood transmitted diseases</p> <p>Drinking out of someone else's drink bottle.</p> <p>Transmit germs</p>	<p>1a. Student leaves the pool/pool deck area immediately</p> <p>2a. Students bring own drink bottle to venue</p> <p>3a. Spitting or clearing of nasal or respiratory secretions not permitted at any time..</p> <p>3b. Students are expected to stay away from school if unwell and not attend program</p>	<p>2</p> <p>4</p> <p>3</p>	<p>1a. When bleeding has stopped, teacher to wear gloves and provide waterproof band aid to area. Discard gloves after use.</p> <p>1b. Student cannot return to pool if blood remains clothing or skin.</p> <p>1c. Equipment to be cleaned if signs of blood on them. Use a new piece of equipment</p> <p>1d. confirm / clean any blood on pool deck</p> <p>2a. Teachers remind students to label drink bottle and store in the school bag.</p> <p>3a student removed from pool and not return for lesson</p> <p>3b. Students to wash or sanitise their hands before and after participating.</p> <p>3d. Teachers to phone parents if students appear to be unwell</p> <p>3e. Student to not take part in activity if suddenly showing signs of being unwell</p>	<p>School staff</p> <p>Program safety officer</p> <p>Program safety officer / pool staff</p> <p>School staff</p> <p>School Staff</p> <p>School staff</p> <p>School staff</p>	<p>During</p> <p>Prior / During</p> <p>Prior / During</p> <p>Prior/ During</p> <p>During</p>

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Infection Control/Hygiene	Transmit germs from toilets	4a. Washing hands after toilets.	3	4a. Teachers from each school to have hand sanitiser in school area for use. 4b. Teachers to only send two students to the toilet at a time.	School staff School staff	During During
	Transmit germs from using equipment	5a. Program safety officer and staff to ensure equipment is cleaned between groups.	4	5a. Program to ensure sufficient equipment is in rotation to allow for cleaning between session	Program staff	During
Social Distancing	Contract COVID19 COVID-19 transmission and prevention	1a. Students to sit in school groups and practise social distancing. 1b. No parents permitted to attend program	4	1a. Students sit in school groups within designated areas away from other schools 1b. School teachers maintain an attendance record of teachers at venues each day. 1c. Teachers will maintain a roll of their students from their school as per the usual manner.	School staff	During
					School staff	During
					School staff	During
General - COVID 19	Covid 19 transmission and prevention	School Sport Guidelines <a href="#">School sporting activities</a>  COVID Safe plan  <a href="#">physical distancing</a>  <a href="#">safe health practice guidelines</a> <a href="#">Infection Control</a>  Australian Department of Health COVID-19 infection control training module	Unlikely / Mild 3-4	Designated area of use as determined in pool bookings  Exclusive use of designated areas  No parent involvement (ie. Attendance as spectators)  Change-room use limited where possible. Schools encouraged to ensure students are in their swimwear prior to arrival and only need change-room access at conclusion of session. Venue cleans change room between sessions  Appropriate social distancing implemented by supervising staff and students  <a href="#">physical distancing</a>  Hand sanitizer available at all session for use by al	Venue / program staff  School  All  All  All  All  School / program staff  Program staff	All communicated to school, venue and staff prior and managed during and after each session

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			<p><a href="#">safe health practice guidelines Infection Control</a></p> <p><a href="#">safe health practice guidelines</a></p> <p>Students and staff who are unwell should not attend No more than 20 students in a group</p> <p>Designated waiting areas for school groups if there is a crossover</p> <p>Cleaning of equipment after each session by designated program staff member</p> <p>All program staff have completed the Australian Department of Health COVID-19 infection control training module</p>	<p>Program staff</p> <p>Pool / program staff</p> <p>Program staff</p> <p>Program staff</p> <p>Program staff</p>	
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<p>Relevant additional information reviewed and attached:      Yes      No</p> <p>Plan prepared by: _____ Position: _____</p> <p>Prepared in consultation with: _____</p>	<p>Date: _____</p> <p>Communicated to: _____</p>
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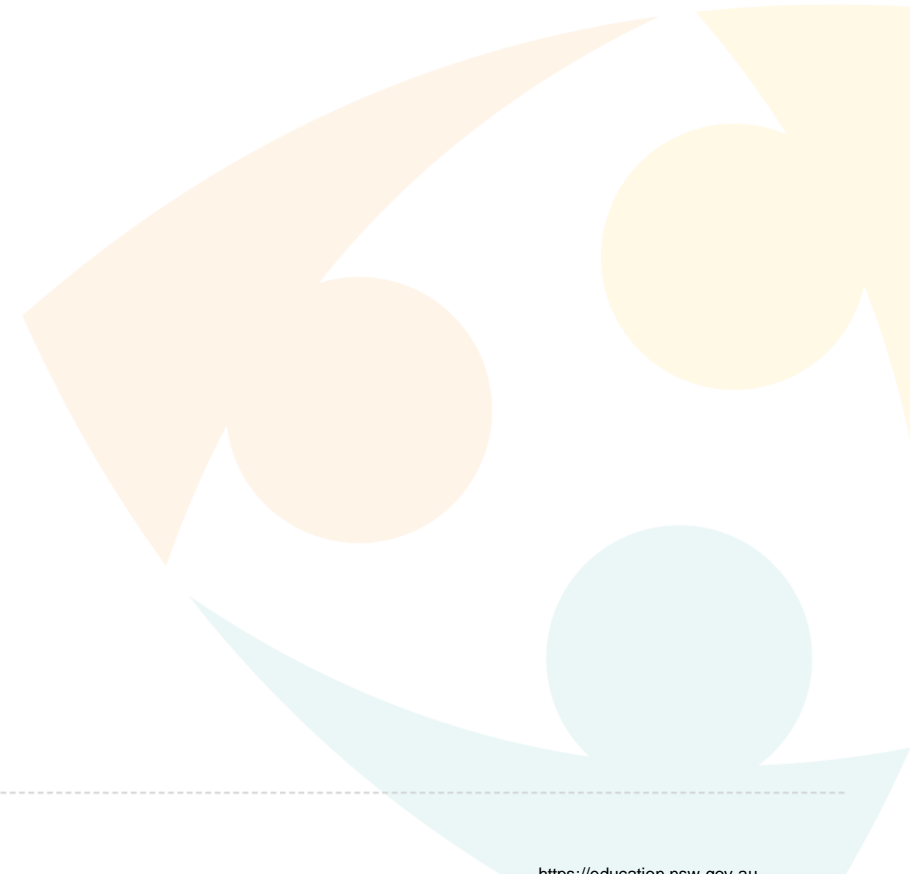
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**Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.**

\*Note assessments of risk vary with the particular circumstances (eg. nature of the workplace, student group)



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