



# Risk Analysis and Management

|                        |                               |                    |
|------------------------|-------------------------------|--------------------|
| Date:                  | Class level:                  | Teacher in Charge: |
| No. of children:       | No. of helpers:               | No. of staff:      |
| Day/Time of departure: | Day/Time of return to school: | Approved by:       |

## Group members requiring special consideration:

|            |
|------------|
| Health:    |
| Behaviour: |
| Other:     |

| Pre-activity checklist                              | On the day  | Comments |
|---|---|----------|
| Off-site venue visited. <input type="checkbox"/>    | Students list and contacts <input type="checkbox"/> |          |
| Trip application approved. <input type="checkbox"/> | Medication <input type="checkbox"/>                 |          |
| Permission slips returned. <input type="checkbox"/> | First Aid kit <input type="checkbox"/>              |          |
| Medical records checked. <input type="checkbox"/>   | Cell phone <input type="checkbox"/>                 |          |
| RAMS form to all teachers <input type="checkbox"/>  | Intentions left at office. <input type="checkbox"/> |          |
|   | Equipment checked. <input type="checkbox"/>         |          |



# Risk Analysis and Management

| What could go wrong?            | What would cause this?  | How to prevent this from happening  | Whose responsibility is this?  | When/where will preventative measures be taken?  | Emergency plan  |
|---------------------------------|---|---|--|--|---|
| Personal accident or injury     | <ul style="list-style-type: none"> <li>• Person not looking where they are going.</li> <li>• Person falls over.</li> <li>• Person pushing or shoving another.</li> <li>• General carelessness</li> <li>• Not following pool rules</li> </ul>                  | <ul style="list-style-type: none"> <li>• Ensure supervision and adherence to pool rules at all times.</li> <li>• Being aware of slippery/uneven ground or sections of walkways.</li> <li>• No running in pool complex.</li> <li>• Being considerate of other public.</li> </ul>   | <p>All supervisors of visiting group</p> <p>Students</p>                   | <ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to the pools.</li> <li>• Reminders given while at the pools.</li> </ul>  | <ul style="list-style-type: none"> <li>• Supervisor notifies pool staff of accident or injury.</li> <li>• <b>This action MUST be taken even if supervisor is a qualified first aider and situation is under control.</b></li> <li>• First Aid administered by qualified pool or school first aider.</li> <li>• Pool medical emergency procedure followed if injury is moderate or serious.</li> <li>• Incident report to be completed before supervisor leaves the pool.</li> </ul> |
| Person is lost or unaccompanied | <ul style="list-style-type: none"> <li>• Inadequate supervision</li> <li>• Inadequate supervisor-student ratio</li> <li>• Person's lack of awareness of risk in such a situation</li> </ul>   | <ul style="list-style-type: none"> <li>• Ensure students are made aware of the requirement to remain in view supervisor at all times.</li> <li>• Ensure that supervisors personally conduct regular and careful headcounts.</li> </ul>  | <p>All supervisors of visiting group</p> <p>Students</p>                   | <ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to the pool.</li> <li>• Reminders given while at the pool.</li> </ul>  | <ul style="list-style-type: none"> <li>• Contact pool staff. Pool Staff to follow procedures to locate missing person.</li> <li>• When located missing person will be returned to reception area to be collected.</li> </ul>  |
| Drowning                        | <ul style="list-style-type: none"> <li>• Inadequate supervision</li> <li>• Person not aware of pool depth</li> <li>• Person's lack of awareness of risk in such a situation</li> <li>• Horse play</li> <li>• Inadequate supervisor – student ratio</li> </ul> | <ul style="list-style-type: none"> <li>• Ensure students are made aware of the requirement to remain in view supervisor at all times.</li> <li>• Ensure that supervisors personally conduct regular and careful headcounts.</li> <li>• Ensure students are aware of which pools can be used for swimming individual swim ability.</li> <li>• Lifeguards to supervise all pools that are in use.</li> <li>• Ensure supervisors are in correct ratio and are actively supervising.</li> </ul> | <p>All supervisors of visiting group</p> <p>Students</p> <p>Lifeguards</p> | <ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to the pool.</li> <li>• Reminders given while at the pool.</li> <li>• In case of emergency /accident.</li> </ul> | <ul style="list-style-type: none"> <li>• Person rescued from pool.</li> <li>• First Aid administered by qualified pool or school first aider.</li> <li>• Pool 'medical emergency' procedure followed if injury is moderate or serious.</li> <li>• Incident report to be completed before supervisor leaves the pool.</li> </ul>   |

|                                |   |   |                                     |   |   |
|--------------------------------|---|---|-------------------------------------|---|---|
| Weather related hazards        | <ul style="list-style-type: none"> <li>Lack of adequate protection against:               <ul style="list-style-type: none"> <li>- dehydration - heat - cold</li> <li>- rain - wind - UV radiation</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Visitors must check the weather forecast and ensure every student is suitably protected from the elements, particularly wind and sun protection when using outdoor pool and facilities.</li> </ul> | All supervisors of visiting groups  | <ul style="list-style-type: none"> <li>At discussion meeting with entire group before departure to the pool.</li> <li>Reminders given while at the pool.</li> </ul>                                 | <ul style="list-style-type: none"> <li>Supervisor notifies pool staff of person's condition.<br/><b>This action must be taken.</b></li> <li>First aid administered by qualified pool or school first aider.</li> <li>Pools 'Medical Emergency' procedure followed if injury is of concern.</li> <li>Incident report to be completed before supervisor leaves the pool.</li> </ul> |
| Sick person                    | <ul style="list-style-type: none"> <li>Lack of medication</li> <li>Pre-existing condition</li> </ul>  | <ul style="list-style-type: none"> <li>Please ensure that all required medications (for asthma, allergies etc.) are readily at hand and that pre-existing conditions are notified, and that provision has been made for this.</li> </ul>  | All visiting supervisors            | <ul style="list-style-type: none"> <li>Discussed with supervisor prior to arrival at the pool.</li> <li>As and when necessary</li> <li>Upon the arrival of qualified first aid personnel</li> </ul> | <ul style="list-style-type: none"> <li>Supervisor notifies pool staff of person's condition.<br/><b>This action must be taken.</b></li> <li>First aid administered by qualified pool or school first aider.</li> <li>Pool 'Medical Emergency' procedure followed if moderate or serious.</li> <li>Incident report to be completed before supervisor leaves the pool.</li> </ul>   |
| Special needs not catered for. | <ul style="list-style-type: none"> <li>Individual needs of visitors (e.g., intellectual, mobility, medical, behavioural) are not acknowledged and/or lack of awareness of these needs.</li> </ul>                         | <ul style="list-style-type: none"> <li>Supervisors need to be informed of any students in their care that require and special requirements.</li> </ul>  | All supervisors of visiting groups. | <ul style="list-style-type: none"> <li>Ensure supervisors have appropriate equipment and are trained to meet individual needs.</li> </ul>   | <ul style="list-style-type: none"> <li>Not an emergency situation.</li> </ul>   |
| Burns                          | <ul style="list-style-type: none"> <li>Accidental spillage of hot drinks</li> <li>Accidents around BBQ area</li> </ul>  | <ul style="list-style-type: none"> <li>Students to be supervised by adults in the café area.</li> <li>Students to be supervised by adults in BBQ area.</li> </ul>   | All supervisors of visiting groups. | <ul style="list-style-type: none"> <li>Supervising adults will be instructed by group leader of their responsibilities.</li> </ul>  | <ul style="list-style-type: none"> <li>Supervisor notifies pool staff of person's condition.<br/><b>This action must be taken.</b></li> <li>First aid administered by qualified pool or school first aider.</li> <li>Pool 'Medical Emergency' procedure followed if injury is of concern.</li> <li>Incident report to be completed before supervisor leaves the pool.</li> </ul>  |

|                 |  |   |  |  |  |
|-----------------|--|---|--|--|--|
| Toilet accident | <ul style="list-style-type: none"> <li>• Excitement</li> <li>• Waiting till last minute</li> <li>• Not knowing toilet location</li> <li>• Not taking toilet breaks when offered.</li> <li>• Person with bladder problem</li> </ul> | <ul style="list-style-type: none"> <li>• Supervisors to familiarise themselves with the location of toilet facilities around pool.</li> <li>• Use toilets at the entrance of the pool in changing rooms upon arrival.</li> <li>• Remind / point out toilet facilities during briefing.</li> </ul> | <p>All supervisors of visiting group</p> <p>Students</p>                                   | <ul style="list-style-type: none"> <li>• At discussion meeting with entire group before departure to the pool.</li> <li>• Reminders given while at the pool.</li> </ul>                              | <ul style="list-style-type: none"> <li>• Supervisors are responsible to be prepared for and take action if soiling event occurs.</li> <li>• Pools staff will implement Faecal accident procedure if the incident is in the water.</li> </ul> |
| Fire            | <ul style="list-style-type: none"> <li>• Deliberate, accidental, careless activity</li> </ul>  | <ul style="list-style-type: none"> <li>• Care with use of tools and accelerants.</li> <li>• Care with BBQ and gas bottles.</li> <li>• Reporting suspicious behaviour.</li> </ul>  | <p>All supervisors of visiting groups</p> <p>All pool staff and visiting contractors.</p>  | <ul style="list-style-type: none"> <li>• As and when utilising tools, facilities, and ignition systems around the pool facility.</li> <li>• As and when suspicious behaviour is reported.</li> </ul> | <ul style="list-style-type: none"> <li>• Pool staff will implement 'Fire Emergency' procedure.</li> <li>• All visitors will follow directions of pool staff.</li> </ul>  |
| Earthquake      | <ul style="list-style-type: none"> <li>• Natural Process</li> </ul>  | <ul style="list-style-type: none"> <li>• Unpreventable</li> </ul>   | <p>Swimmers will be moved out of the pool by staff member using 3 short sharp whistles</p> | <ul style="list-style-type: none"> <li>• Heeding predictions</li> </ul>  | <ul style="list-style-type: none"> <li>• Pool staff will implement 'Earthquake' procedure.</li> <li>• All visitors to follow directions of pool staff.</li> </ul>  |
|                 |  |   |  |  |  |
|                 |  |   |  |  |  |

\*Please be aware the above risks are facility managed only; you are responsible for assessing the risks of your individual groups depending on the activities you will be undertaking onsite.