# cssa CSSA Primary & Secondary State Swimming - Risk Assessment Checklist

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| Event  | CSSA Primary State SwimmingCSSA Secondary State Swimming |  | Assessment Date |  |
| Assessed By  | **Linda Heslehurst** |  | Carnival Date  |  |

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| Locations  | **SOPAC – Sydney Olympic Park Aquatic Centre** |  | Activities |  |
| **Sydney Olympic Park** |  | **State Swimming Carnival** |

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| **1** | INDOOR HAZARDS |  |  | **5** | HAZARDS ON HILLS AND MOUNTAINS |  |
| **1.1** | Inappropriate lighting |  |  | **5.1** | Slips & trips on grass, mud, rock |  |
| **1.2** | Temperature |  |  | **5.2** | River crossings |  |
| **1.3** | Insufficient or unsuitable space |  |  | **5.3** | Remote locations |  |
| **1.4** | Untidiness – causing trip / fire hazard |  |  | **5.4** | Difficult communication – weather / distance |  |
| **1.5** | Stairs – dark / steep / no handrail |  |  | **5.5** | Falling debris |  |
| **1.6** | Lack of fire escapes / extinguishers / procedures |  |  | **5.6** | Extra work imposed by terrain type / angle |  |
| **1.7** | Slip / trip / fall hazards | Y |  | **5.7** | Lack of shelter |  |
| **1.8** | Inadequate ventilation |  |  | **5.8** | Separation of group members |  |
| **1.9** | Inhalation of dust |  |  | **5.9** | Getting lost |  |
| **1.10** | Poor surfaces for activities – slips / trips / impact |  |  | **5.10** | Falls from height |  |
| **1.11** | Electrical hazards |  |  | **5.11** | Extremes of weather |  |
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| **2** | SPORTING ACTIVITY HAZARDS  |  |  | **6** | PEOPLE & ORGANISATIONAL HAZARDS |  |
| **2.1** | Uneven playing surface |  |  | **6.1** | Lack of information, training or instruction | Y |
| **2.2** | Playing surface too hard or soft |  |  | **6.2** | Poor activity planning or preparation | Y |
| **2.3** | Hard or sharp objects on pitch |  |  | **6.3** | Poor activity delivery or organisation  | Y |
| **2.4** | Sliding on Astroturf or tarmac |  |  | **6.4** | Ignorance of rules and / or procedures | Y |
| **2.5** | Collisions / Conflict with surrounding objects or people | Y |  | **6.5** | Unsafe behaviour or attitude | Y |
| **2.6** | Impact from sports equipment |  |  | **6.6** | Lack of appropriate first aid equipment and experience | Y |
| **2.7** | Contact sport injury |  |  | **6.7** | Medical conditions of participants | Y |
| **2.8** | Personal injury – fracture / sprains / cuts  |  |  | **6.8** | Poor safety control from group leaders | Y |
| **22.22** | USE BY UNTRAINED PERSONS NAUGHTY  | YE |  | **6.9** | Poor safety awareness from participants | Y |
| **3** | HAZARDS ON COASTS & COASTAL WATERS |  |  | **6.11** | Lack of cooperation within group |  |
| **3.1** | Falls from cliffs, piers, sea walls |  |  | **6.12** | Differing skill levels within group |  |
| **3.2** | Struck by falling objects from cliff |  |  | **6.13** | Low level of physical fitness / strength |  |
| **3.3** | Slips & falls on slopes / loose surfaces |  |  | **6.14** | Aggression between participants |  |
| **3.4** | Quick sand & mud |  |  | **6.15** | Aggression from crowd / public |  |
| **3.5** | Access problems due to steep angle of beach slope |  |  | **6.16** | Contact between participants increasing risk |  |
| **3.6** | Collisions between water users |  |  | **2.22** | USE BY UNTRAINED ERSONS NAUGHTY | ES |
| **3.7** | Swept away by wave surges |  |  | **7** | EQUIPMENT AND OTHER HAZARDS  |  |
| **3.8** | Being washed against rocks / piers |  |  | **7.1** | Cash handling |  |
| **3.9** | Low water temperatures |  |  | **7.2** | Transport to and from your activity | Y |
| **3.10** | Communication problems from waves / swell / distance  |  |  | **7.3** | Food poisoning | Y |
| **3.11** | Struck by objects in water |  |  | **7.4** | Hazardous substances |  |
| **3.12** | Stranded by tides |  |  | **7.5** | Equipment with moving / hot parts |  |
| **3.13** | Swept away by currents |  |  | **7.6** | Heavy equipment |  |
| **3.14** | Rip tides |  |  | **7.7** | Electrical hazards from equipment |  |
| **3.15** | Longshore drift |  |  | **7.8** | Noise from equipment  |  |
| **3.16** | Conflicts between beach users |  |  | **7.9** | Risk of trapping body / clothing in equipment  |  |
| **22.22** | UNTRAINED PERSONS NAUGHTY  | YE |  | **7.10** | Inadequate environment for equipment operation |  |
| **4** | HAZARDS ON STILL / MOVING WATER |  |  | **7.11** | Inadequate protective equipment |  |
| **4.1** | Getting swept away from equipment or people |  |  | **7.12** | Equipment in unsuitable condition |  |
| **4.2** | Collision with rocks in and to sides of rivers |  |  | **22.22** | USE BY UNTRAINED PERSONS NAUGHTY | YS |
| **4.3** | Striking / trapping by submerged obstacles |  |  | **8** | OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY |  |
| **4.4** | Being dragged down by undertow |  |  | **8.1** | Venue does not meet safety standards | Y |
| **4.5** | Restricted or impossible access to / from water |  |  | **8.2** | Students/Spectators unfamiliar with emergency procedures | Y |
| **4.6** | Access problems – rescue / getting kit into water |  |  | **8.3** | Child Protection | Y |
| **4.7** | Falls from drops in level at weirs / waterfalls |  |  | **8.4** | Inadequate Supervision | Y |
| **4.8** | Getting out of depth |  |  | **8.5** | Dehydration/Exhaustion | Y |
| **4.9** | Low water temperature |  |  | **8.6** |  |  |
| **4.10** | Separation from other people |  |  | **8.7** |  |  |
| **4.11** | Slips / trips on steep banks or uneven surfaces |  |  | **8.8** |  |  |
| **4.12** | Difficult communications |  |  | **8.9** |  |  |
| **4.13** | Drowning due to medical condition whilst swimming  | Y |  | **8.10** |  |  |

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#  Risk Assessment – Student Activities cssa

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| **Association**  | CSSA | **Number of persons involved** | **500+** |
| **Nature of Activity** | State Swimming Carnival | **Frequency of Activity** | **One Off** |

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| **Assessed By** | Linda Heslehurst | **Date** |  |
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| **Hazard Ref.** | **Potential Effect** | **Existing Controls in Place** | **Score****Low/Medium/High Risk** |
| 1.7 | Injury from running & slipping on the pool deck | SOPAC staff on duty to monitor movementSignage 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 due to medical condition whilst swimming | SOPAC Lifeguards on duty  | Low |
| 6.1 | Lack of information, training or instruction : Injury | Information relating to the Secondary State Swimming Carnival ie. rules/regulations has been sent out to all CSSA schools via email. This information can also be obtained from the CSSA website : [www.cssa.net.au](http://www.cssa.net.au) The CSSA Code of Conduct can also be downloaded from the website. Schools are responsible for preparation of swimmers ie train their students to an acceptable standard & have a good understanding of the rules/regulations prior to the meet | Low |
| 6.2, 6.3 | Poor activity planning or preparation : injuryPoor activity delivery or organisation : injury | The convener & carnival referee have considerable experience organising swimming carnivals, and leading groups in similar environments. The state swimming carnival will be coordinated by Mrs Linda Heslehurst. Use of accredited officials and experienced staff. Hard copy of program containing carnival rules issued to each official. | Low |
| 6.46.56.86.9 | Ignorance of rules and / or procedures: injuryUnsafe behaviour or attitude : injuryPoor safety control from group leaders: injuryPoor safety awareness from participants: injury | Procedures and rules outlined in the program. Information relating to the Primary & Secondary State Swimming Carnivals ie. rules/regulations has been sent out to all CSSA schools via email. This information can also be obtained from the CSSA website : [www.cssa.net.au](http://www.cssa.net.au) The CSSA Code of Conduct can also be downloaded from the website. Zone Team managers /individual schools are responsible for their own team members. | Low |
| 6.6 | Poor treatment of injuries | 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. A First Aid Room is located on level 1. It 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. The room is accessible by all patrons when accompanied by a SOPAC staff member. | Low |
| 6.7 | Drowning due to medical condition | Zone Team managers/individual school are responsible for their own team members. | Low |
| 7.2 | Transport to and from your activity | Responsibility is with the students school and or parents. | NA |

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| 7.3 | Food Poisoning | A canteen will be available for students to purchase food & drink. All care has been taken to ensure proper control & handling procedurers are followed. Purchasing food at these outlets is done at their own risk. Food outlets and concessions operated by SOPAC Catering in accordance with the requirements of their accredited HACCP food safety program. All suppliers to SOPAC are also HACCP accredited. | Low/Medium |
| 8.1 | Venue does not meet safety standards: Injury | SOPAC to provide documentation | Low |
| 8.2 | Students/Spectators unfamiliar with emergency procedures: Injury  | SOPAC to announce procedures at the start of the carnivalSOPAC provide qualified 1st Aid attendants . | Low |
| 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 | Individual schools responsible for their own teams – including all transport organisation | Low |
| 8.5 | Dehydration/Exhaustion : Injury | The swimming program has been designed to ensure that competitors receive rest periods between events. Individual schools to ensure that water bottles are available to all participants. | Low/Medium |

**Change Rooms**

CSSA recognises that children are particularly vulnerable in change rooms and that measures must be put in place to ensure that children are able to safely get changed without fear of intrusion or fear for their safety.

Generally, the expectation of CSSA is that **Member School Staff** and **Member School Volunteers** would appropriately supervise change rooms in accordance with NSW Department of Education guidelines. The same goes for **CSSA Staff** and **CSSA Volunteers** who may be required to supervise change rooms in the course of supervising **CSSA Representatives** at **Non-CSSA Events**.

Those guidelines are that change rooms should be supervised and supervisors should adhere to the following guidelines:

* give explicit instructions and guidelines for behaviour in change rooms
* set a routine for going into change rooms and keep to it
* announce to students when entering the change room and allow time for students to cover up, and
* do not stand in change rooms while students are changing as students have a right to privacy.

While the issue of a supervisor of either sex supervising the change rooms of both sexes poses some difficulties, some suggestions for supervisors in this situation include:

* give explicit rules about what is expected of students' behaviour in the change rooms
* ensure that students know that if there is an emergency you will enter the change room
* choose two student representatives to report to you about any problems in the change rooms
* ask the students to come out of the change room if there is any disturbance
* if for some reason the students remain in the change room seek a person of the appropriate sex to go in, and
* if there is an emergency, let students know you are coming in and give a warning to cover up before going in.

**CSSA does not provide Personal/Accident Insurance Cover**

**As a competing school we are aware that all teachers/parents/volunteers that we send to a carnival or sporting event have completed a “Working with Children” prohibited employment form**

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| **Risk Warning under section 5M of the *Civil Liability Act 2002* (NSW)on behalf of CSSA and its Member Schools****Sporting Activities**Christian Schools Sports Association (CSSA) administers and convenes CSSA inter-school sporting activities in which many students from Member Schools participate. Students participating in these sporting events take part in practice, trials and competitions.CSSA and its Member Schools expect students to take responsibility for their own safety during sporting activities by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds. CSSA and its Member Schools also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the CSSA Code of Conduct and to set a good example for the students.While CSSA and its Member Schools take measures to make the sporting activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.Parents, spectators and officials could also be injured or suffer loss.Injury can occur while the student, parent, spectator or official is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or from equipment failure.On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student, parent, spectator or official has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.Students, parents, spectators and officials could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.CSSA does not provide Personal or Accident Insurance Cover. |

**SWIMMING** Date:

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| **Level of Competition** (tick appropriate) | Intra School |  | Inter School |  |  |
| **Year level/s** (tick appropriate) |  |
| Infants ( K-2) |  | Junior Primary (Yrs 3-4) |  | Senior Primary (Yrs 5-6) |  |
| Junior High (Yrs 7-8) |  | Middle High (Yrs 9-10) |  | Senior High (Yrs 11-12) |  |

**General**

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|  | **Yes** | **No** | **NA** |
| Permission has been obtained from parents/guardians for all students participating |  |  |  |
| Adequate teachers are attending providing appropriate levels of supervision for the activity and spectators. |  |  |  |
| Parents have been notified of location of venue, transport arrangements and time involved |  |  |  |
| First Aid Kit Available |  |  |  |
| Water is available for students at the venue |  |  |  |
| Students have been advised of personal sun protection requirements |  |  |  |
| Students suffering from Asthma have been advised to carry their puffer to all events |  |  |  |
| Staff issued with infectious diseases policy |  |  |  |
| Form provided for record of injuries/incidents |  |  |  |
| Access available for emergency vehicle |  |  |  |
| A Risk Assessment has been completed |  |  |  |

**Participants & Officials**

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| Instructors are adequately experienced or qualified, details on file and have passed Child Protection checks |  |  |  |
| Students have been made aware of safety procedures for behaviour at pool |  |  |  |
| At least 1 supervising staff to have CPR and Emergency Care qualifications |  |  |  |
| A life guard is on duty |  |  |  |
| Students have been educated in safety procedures and are aware that underwater swimming for extended periods of time is not permitted (Hypoxia) |  |  |  |
| All attending are made aware of emergency procedures and exits |  |  |  |

**Equipment / Grounds**

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| The pool is appropriate for the activity |  |  |  |
| The water quality and temperature is appropriate |  |  |  |
| Safety Rules and First Aid Information is clearly visible |  |  |  |
| Rescue Equipment is readily available |  |  |  |
| Spectator areas are clearly marked |  |  |  |
| Public facilities and buildings which are to be used have been checked |  |  |  |

**Environmental**

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| Weather conditions appropriate for the safe conduct of the event e.g. electrical storm |  |  |  |