

Curriculum activity risk assessment

Swimming, Recreation

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Activity scope

This document relates to student participation in Recreational Swimming as a curriculum activity. Other swimming activities are the subject of separate guidelines. These guidelines relate to regular sized classes. There are various locations where this activity may be conducted.

Venues may include:

- clear, shallow, calm and confined swimming areas at natural venues, examples are dams and non-surf beaches
- clear, deep and/or flowing swimming areas, examples are lakes, rivers and deep non-surf beaches and dams
- bodies of water exposed to currents, strong winds, large waves and/or access to open waters, examples are beaches exposed to rip and swell conditions, and lakes or rivers exposed to currents.



Risk Level

This document is a guideline, the actual risk level will vary according to the specific circumstances of the activity and these **must** be considered when assessing the inherent risk level and planning the activity. As a starting point, ask the following questions:

- Which students will be involved?
- What will the students be doing?
- What will the students be using?
- Where will the students be?
- Who will be leading the activity?

Inherent risk level		Action required/approval
<input type="checkbox"/>	High Likely chance of a serious injury requiring medical treatment in the event of an incident	<input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> is required to be completed. <input checked="" type="checkbox"/> Principal or head of program (e.g. DP, HOD, HOSES) approval prior to conducting this activity is required. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> . <input checked="" type="checkbox"/> Obtaining parental permission is recommended.

Teachers/leaders:

Activity description:

Start date:

Finish date:

No. of students (approx):

Class groups:

Supervision ratio (approx):



Queensland Government

Uncontrolled copy. Refer to *HLS-PR-012: Managing Risks in School Curriculum Activities* at <http://education.qld.gov.au/strategic/eppr/health/hlspr012/> for master.

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Summertime, File #: 1814650
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Listed below are the minimum recommendations for this type of activity. For any items ticked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

Minimum supervision

At least two adults are to be present.

In determining appropriate qualification requirements and supervision ratios consider:

- size, depth and shape of the aquatic environment
- type of location and water conditions, visibility, beach conditions, creek, currents, etc
- lines of sight in and around the water
- age and number of students
- swimming ability and specific needs of students e.g. behaviour, physical requirements
- nature of the swimming activity
- features of the venue, e.g. recreational equipment such as dive towers slides, flotation devices, inflatables, etc.

If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. [Blue Card](#) requirements **must** be adhered to.

- At least one adult **must** hold the minimum qualifications as outlined below, under Minimum Qualifications.
- At least one adult **must** be ready at all times to enter the water to assist a student. At no time should an adult leader rely solely on students to effect the recovery of a swimmer in difficulty.
- Lifeguard/lifesaving service on duty if at a patrolled beach.

Further information:

Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

At least one adult present has current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or immediate access to first aid facilities, including qualified personnel.

Blue Card requirements met.

For the adult leading the activity:

[Bronze Medallion](#) or equivalent (e.g. Pool Lifeguard)

OR

A statement of attainment from a registered training organisation or governing sporting body covering the following unit of competency

- SISACU202A Perform basic water rescue or equivalent

OR

Competence (demonstrated ability) in the teaching of recreational swimming.

A teacher could demonstrate a reasonable level of competence by two or more of the following:

- knowledge of the activity and the associated hazards and risks
- experience (i.e. previous involvement) in undertaking the activity
- demonstrated ability and/or expertise to undertake the activity
- possession of qualifications related to the activity.

In circumstances where one person holds **both** the Bronze Medallion and CPR qualification and is involved in an emergency situation, another adult present will be required to ensure students exit the water safely and manage effective supervision of students.

Further information:

Minimum equipment/facilities	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
Communication system: <input type="checkbox"/> phone-line at location <input type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies/UHF radio <input type="checkbox"/> student/adult messenger Other:		
Sun safety equipment (hat, sunscreen, shirt, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
Enclosed sandals when swimming in natural water areas	<input type="checkbox"/>	<input type="checkbox"/>
Whistle	<input type="checkbox"/>	<input type="checkbox"/>
Flotation and reaching aids (reaching aids may include light-weight poles, noodles or ropes with a float attached)	<input type="checkbox"/>	<input type="checkbox"/>
Schools should seek confirmation regarding the provision of water quality or conditions advice, emergency action plans, rescue processes and roles, and availability and qualifications of supervisory personnel on site or by contacting the relevant authority.	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Governing bodies/associations	Yes	No
Guidelines/codes of practice are established for this activity. See Safety in Recreational Water Activities Bill 2011 , Guidelines for Managing Risks in Recreational Water , Training.gov.au (TGA). Have these been considered during the planning of this activity?	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
Vehicles <ul style="list-style-type: none"> Boats, cars 	<ul style="list-style-type: none"> Constantly monitor surroundings for presence of vehicles. 	<input type="checkbox"/>	<input type="checkbox"/>	
Heights/falling objects <ul style="list-style-type: none"> Jumping/diving 	<ul style="list-style-type: none"> Check depth of water. Water depth must be appropriate for the activity. Check for logs and other debris under surface. Consider not allowing jumping/diving. 	<input type="checkbox"/>	<input type="checkbox"/>	
Physical exertion <ul style="list-style-type: none"> Strains, sprains Fatigue and exhaustion 	<ul style="list-style-type: none"> Have appropriate warm-up and warm-down activities. Have ice packs available. Follow progressive and sequential skills development. Continuously monitor students for signs of fatigue and exhaustion. 	<input type="checkbox"/>	<input type="checkbox"/>	
Students <ul style="list-style-type: none"> Special needs High risk behaviours Medical conditions Student numbers 	<ul style="list-style-type: none"> Obtain parental permission, including relevant medical information. When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are available (insulin, Ventolin®, EpiPen®, etc). Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents. Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers. Students must not enter the water until instructed. Ensure there is adequate adult supervision. 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
	<ul style="list-style-type: none"> Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures should be put in place to ban, dissuade or protect (e.g. tape) the wearing of jewellery accordingly. 	<input type="checkbox"/>	<input type="checkbox"/>	
Water <ul style="list-style-type: none"> Risk of drowning Quality of water 	<ul style="list-style-type: none"> Check with local council for presence of water contaminates (blue-green algae, etc) and other dangerous organisms (stonefish, blue-ringed octopus, crocodiles, etc). Define the boundaries of the safe swimming area. Depending on the venue, it is recommended that rope floats or anchored buoys links with ropes be used. In open waterways a pontoon, boat or float should be in the water in close proximity to students. Adopt signals for assistance required. Assess students' ability to swim. If non-swimmers are involved in the activity, adhere to the Learn to Swim and Water Safety guideline. Ensure that there is at least one adult outside water at all times, ready to perform rescue if required. The number of adults required will depend on student numbers, venue, conditions and activity type. Constantly monitor students. Refer to Guidelines For Managing Risks in Recreational Water. 	<input type="checkbox"/>	<input type="checkbox"/>	

Additional control measures

These would relate to the specific student needs, location and conditions in which you are conducting your activity.

Hazards/risks	Control measures

Submitted by:	Date:
List the names of those who were involved in the preparation of this risk assessment.	

Approval	
<input type="checkbox"/>	Approved as submitted.
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	Reference no.

Monitor and review <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

Important links

- HLS-PR-003: First Aid
<http://education.qld.gov.au/strategic/epr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions
<http://education.qld.gov.au/strategic/epr/health/hlspr004/>
- Infection Control Guideline
http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf
- HLS-PR-005: Health and Safety Incident Recording and Notification
<http://education.qld.gov.au/strategic/epr/health/hlspr005/>
- HLS-PR-013: Developing a Sun Safety Strategy
<http://education.qld.gov.au/strategic/epr/health/hlspr013/>
- HRM-PR-010: Working with Children Check – Blue Cards
<http://education.qld.gov.au/strategic/epr/hr/hrmpr010/>
- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>
- Australian Swimming Coaches and Teachers' Association
<http://www.ascta.com/>
- AUSTSWIM
<http://www.austswim.com.au/>
- Get Active Queensland Accreditation Program
<http://www.communities.qld.gov.au/sportrec/community-programs/education-and-training/get-active-queensland-accreditation-program/course-information>
- Guidelines For Managing Risks in Recreational Water
<http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/eh38.pdf>
- Recreational Diving, recreational Technical Diving and Snorkelling Code of Practice 2010
http://www.deir.qld.gov.au/workplace/resources/pdfs/divingrecreational_code_2010.pdf
- Royal Life Saving
<http://www.royallifesaving.com.au/www/html/7-royal-life-saving-website-home-page.asp>
- *Safety in Recreational Water Activities Bill 2011 (Qld)*
<http://www.legislation.qld.gov.au/Bills/53PDF/2011/SafeRecWAB11.pdf>
- Swim Australia
<http://www.swimaustralia.org.au/>
- Swimming Australia
<http://www.swimming.org.au/>
- Training.gov.au
<http://training.gov.au/>

Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012: Managing Risks in School Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Management Guidelines](#).

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.