



# Risk Assessment for Victor Harbor DE Aquatics 2021

**Subject: Site**

**Site: Encounter Lakes (C M Thorpe Reserve) Bartel Boulevard**

**Date Amended: September 2021**

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<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Aquatics &amp; Swimming activities</u></p> <p><b>Risk Level: Extreme</b> <b>Implementation of Risk Control</b> <b>New Risk Level: Low</b></p>	<p><u>Possible C</u> Determined by:</p> <ul style="list-style-type: none"><li>❑ Bottom of lake dropping off into deep water quickly</li><li>❑ Knowledge, fitness and skill of persons accessing water</li><li>❑ Supervision provided</li><li>❑ Clarity of water determining visibility of a submerged person or objects being used in the water</li></ul>	<p><u>Major (4)</u></p> <ul style="list-style-type: none"><li>❑ Person drowning or suffering injury due to unsuitable depth of water for their skill or fitness</li></ul>	<p><u>Good</u></p> <ul style="list-style-type: none"><li>❑ All swimmers entering lake must wear PFD and be supervised by qualified personnel eg aquatics instructor who holds a surf rescue qualification and is able to perform rescue</li><li>❑ All students are aware of and have acknowledged that they understand safety signals demonstrated and have agreed to cooperate with them when used by instructors</li><li>❑ Boundaries are given to students eg buoys, cones, and are reinforced with hand signals, whistles and voice</li><li>❑ All instructors are to wear whistles when on duty</li><li>❑ Teachers are advised that during lesson breaks and lunch breaks no swimming or use of equipment is allowed</li><li>❑ Swimming is to be conducted in a safe area which does not increase risk factor for other activities or other programs on the lake</li></ul>



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Loading of equipment/ manual handling</u></p> <p><b>Risk Level: Extreme</b></p> <p><b>Implementation of Risk Control</b></p> <p><b>New Risk Level: Low</b></p>	<p><b>Possible C</b></p> <p>Determined by:</p> <ul style="list-style-type: none"><li>❑ Time available</li><li>❑ No. of craft</li><li>❑ Type of craft and equipment</li><li>❑ Uneven surface to be carried over</li><li>❑ Conditions on the day</li><li>❑ Access in and around trailers</li><li>❑ Physical size and coordination</li><li>❑ Listening skills of people involved</li></ul>	<p><b>Major (4)</b></p> <ul style="list-style-type: none"><li>❑ Injury to students, instructors (back, arm, feet, head, leg, torso because of weight distribution or position</li></ul>	<p><b>Good</b></p> <ul style="list-style-type: none"><li>❑ All manual handling is supervised by instructors</li><li>❑ If task is determined by instructor to be outside safe risk control, safe strategies are developed eg correct ratio for carrying objects or craft, correct techniques for lifting and carrying, correct path to and from the trailer eg<ol style="list-style-type: none"><li>1. Minimum 4 people per canoe</li><li>2. 2 people per kayak</li><li>3. 4 people per sail boat</li><li>4. 2 people per windsurfer</li><li>5. 1 person per windsurfer rig</li><li>6. 2 people per sea kayak</li></ol></li></ul> <p>NOTE: people assigned for tasks must be of suitable physical size and condition. If not the ratio must be increased or people are to be substituted. (These ratios could increase in adverse conditions on the day)</p>



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<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Medication</u></p> <p><b>Risk Level: Extreme</b> <b>Implementation of Risk Control</b> <b>New Risk Level: Low</b></p>	<p><u>Possible C</u> Determined by:</p> <ul style="list-style-type: none"> <li>❑ Student needing medication for diagnosed medical problem or past problem recurring</li> </ul>	<p><u>Major (4)</u></p> <ul style="list-style-type: none"> <li>❑ Need for immediate use of their medication or urgent medical assistance to alleviate symptoms from becoming extreme</li> </ul>	<p><u>Good</u></p> <ul style="list-style-type: none"> <li>❑ Medical from are checked by instructors visually and clarified if the need arises</li> <li>❑ Medication is sighted and dispensed into bum bags which are for each activity group</li> <li>❑ Group’s medication monitor is appointed with shared responsibility in group for transfer of medication to each activity</li> <li>❑ Assessment sheets are marked with M alongside the name of the person requiring medication to assist instructors with check list</li> <li>❑ Asthma kit / first aid kit / mobile phone is with emergency numbers and medical forms in red box at side of leak</li> <li>❑ Emergency numbers are in the top of the first aid box</li> <li>❑ First aid equipment is maintained and checked by 2 I/C as routine maintenance</li> <li>❑ If first aid equipment is used it must be dated and logged in note book in first aid box and reported to 2 I/C for replenishment</li> <li>❑ All instructors on duty have current First Aid, Asthma and Surf Rescue qualifications</li> <li>❑ Students are warned of dangers of beestings, cuts to feet by unknown objects and are advised in the uses of footwear</li> </ul>
<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>



<p><b><u>Rubbish</u></b></p> <p><b>Risk Level: Extreme</b> <b>Implementation of Risk Control</b> <b>New Risk Level: Low</b></p>	<p><b><u>Possible C</u></b> Determined by:</p> <ul style="list-style-type: none"><li>❑ The amount of use and clientele using the reserve and surrounding areas</li></ul>	<p><b><u>Major (4)</u></b></p> <ul style="list-style-type: none"><li>❑ Possibility of needle or stick injury caused by inappropriate disposal</li><li>❑ Injury caused by cuts to feet by sharp objects such as broken glass, tin lids etc</li><li>❑ Injury caused to body by fall, tripping over plastic bags etc</li></ul>	<p><b><u>Good</u></b></p> <ul style="list-style-type: none"><li>❑ Site inspection by instructors before activities commenced</li><li>❑ Continual observation of site during stay</li><li>❑ Correct disposal of rubbish</li><li>❑ Communication with council on negative aspects of rubbish build up and poor facility maintenance</li><li>❑ Observance and reinforcement of good housekeeping procedures and policies (children/students pick up rubbish)</li><li>❑</li></ul>
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<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Stranger Danger</u></p> <p><b>Risk Level: Extreme</b> <b>Implementation of Risk Control</b> <b>New Risk Level: Low</b></p>	<p><u>Possible C</u> Determined by:</p> <ul style="list-style-type: none"><li>❑ The need to share facilities with the public eg toilets and surrounding lake area (reserve)</li><li>❑ Possibility of unwanted contact with undesirable persons by students is possible</li></ul>	<p><u>Major (4)</u></p> <ul style="list-style-type: none"><li>❑ Possibility of abduction or interference by known or unknown person resulting in injury or adverse psychological effects on students or instructors</li></ul>	<p><u>Good</u></p> <ul style="list-style-type: none"><li>❑ Students are supervised at all times by teacher or instructor in and around the toilet area and surrounding Encounter Lakes reserve</li><li>❑ If line of sight needs to be broken eg use toilets, students do not access it alone (need to be accompanied by teacher or other student)</li><li>❑ Site safety is continually monitored and minimum time (use of toilets) is reinforced throughout the day</li></ul>



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Traffic accident</u></p> <p><b>Risk Level: Extreme</b> <b>Implementation of Risk Control</b> <b>New Risk Level: Low</b></p>	<p><u>Possible C</u> Determined by:</p> <ul style="list-style-type: none"><li>❑ Road access to venue</li><li>❑ Need to cross the road to access shop or equipment (kayaks) or to go snorkelling</li><li>❑ Possibility of play equipment going on to the road and the need for its retrieval</li><li>❑ Close proximity of trailers to the road and the need to access PFD's and wetsuits etc</li></ul>	<p><u>Major (4)</u></p> <ul style="list-style-type: none"><li>❑ Injury to students or instructor caused by collision with vehicle</li><li>❑ Uneven surfaces eg kerbs causing loss of balance resulting in an accident</li></ul>	<p><u>Good</u></p> <ul style="list-style-type: none"><li>❑ Safety sign displaying the presence of children is erected in clear view of oncoming traffic</li><li>❑ Orange cones are erected alongside kerb to highlight its existence</li><li>❑ Students are always supervised by instructor or teacher when entering danger zone eg trailers</li><li>❑ Instruction is given on procedure if play equipment is thrown and enters danger zone (road)</li><li>❑ Students are to be supervised by teacher when crossing road to access shop</li><li>❑ Boundaries (Encounter Lakes policy) are defined and known by all parties involved (students, teachers, instructors)</li></ul>





<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><b><u>Trailers and accessories</u></b></p> <p><b>Risk Level: Extreme</b> <b>Implementation of Risk Control</b> <b>New Risk Level: Low</b></p>	<p><b><u>Possible C</u></b> Determined by:</p> <ul style="list-style-type: none"><li>❑ Ratio of persons performing duties eg hitching, reversing etc</li><li>❑ Site conditions</li><li>❑ Climatic conditions</li><li>❑ No. Of trailers, vehicles involved</li><li>❑ Experience of persons performing duties</li></ul>	<p><b><u>Major (4)</u></b></p> <ul style="list-style-type: none"><li>❑ Injury to person performing duties or person in surrounding area eg behind trailer while reversing</li></ul>	<p><b><u>Good</u></b></p> <ul style="list-style-type: none"><li>❑ 2 persons minimum to perform duties of reversing and unhitching trailer (one directing driver and making area safe)</li><li>❑ Jockey wheels to be maintained and checked for correct fitting eg height, tightened correctly when hitching and unhitching</li><li>❑ Coupling to ball must be engaged properly and checked before towing</li><li>❑ Fitting must be in the engaged position immediately after unhitching to prevent injury</li><li>❑ Safety chains must be hooked up correctly</li><li>❑ Lights must be connected and be working correctly</li><li>❑ Load must be secured and checked for wear of fastening devices</li><li>❑ Regular maintenance checks on trailers at each term break eg bearings, lights etc</li></ul>



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><b><u>Bee Sting or snake bite</u></b></p> <p><b>Risk Level: Extreme</b> <b>Implementation of Risk Control</b> <b>New Risk Level: Low</b></p>	<p><b><u>Possible C</u></b> Determined by:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> If reserve has been recently mowed</li><li><input type="checkbox"/> Site conditions</li><li><input type="checkbox"/> Climatic conditions</li></ul>	<p><b><u>Major (4)</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Possible allergic reaction</li></ul>	<p><b><u>Good</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Warn all participants in program of possibility of a sting/bite</li><li><input type="checkbox"/> Ensure medication is accessible at all times</li><li><input type="checkbox"/> Ensure bags and other equipment is closed</li></ul>



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Snake bite</u></p> <p><b>Risk Level: Extreme</b> <b>Implementation of Risk Control</b> <b>New Risk Level: Low</b></p>	<p><b>Possible C</b> Determined by:</p> <ul style="list-style-type: none"><li>❑ Ratio of persons performing duties eg hitching, reversing etc</li><li>❑ Site conditions</li><li>❑ Climatic conditions</li><li>❑ No. Of trailers, vehicles involved</li><li>❑ Experience of persons performing duties</li></ul>	<p><b>Major (4)</b></p> <ul style="list-style-type: none"><li>❑ Injury to person performing duties or person in surrounding area eg behind trailer while reversing</li></ul>	<p><b>Good</b></p> <ul style="list-style-type: none"><li>❑ 2 persons minimum to perform duties of reversing and unhitching trailer (one directing driver and making area safe)</li><li>❑ Jockey wheels to be maintained and checked for correct fitting eg height, tightened correctly when hitching and unhitching</li><li>❑ Coupling to ball must be engaged properly and checked before towing</li><li>❑ Fitting must be in the engaged position immediately after unhitching to prevent injury</li><li>❑ Safety chains must be hooked up correctly</li><li>❑ Lights must be connected and be working correctly</li><li>❑ Load must be secured and checked for wear of fastening devices</li><li>❑ Regular maintenance checks on trailers at each term break eg bearings, lights etc</li></ul>



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