



Government of South Australia

Department for Education

Risk Assessment for Victor Harbor D.E. Aquatics 2021

Site: Horseshoe Bay
Date Amended: September 2021

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



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Loading of equipment/Manual Handling</u></p> <p>Risk Level: Extreme</p> <p>Implementation of Risk Control</p> <p>New Risk Level: Low</p>	<p>Possible C</p> <p>Determined by:</p> <ul style="list-style-type: none">❑ Time available❑ No. of craft❑ Type of craft and equipment❑ Uneven surface to be carried over❑ Conditions on the day❑ Access in and around trailers❑ Physical size and coordination❑ Listening skills of people involved	<p>Major (4)</p> <ul style="list-style-type: none">❑ Injury to students, instructors (back, arm, feet, head, leg, torso because of weight distribution or position	<p>Good</p> <ul style="list-style-type: none">❑ All manual handling is supervised by instructors❑ 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❑ Safe practices to be observed by instructors at all times when carrying equipment❑ Students to be informed on correct way to carry equipment they are to use for aquatics activities such as bodyboards, surfboards, snorkelling gear, etc <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>



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Medication</u></p> <p>Risk Level: Extreme</p> <p>Implementation of Risk Control</p> <p>New Risk Level: Low</p>	<p><u>Possible C</u></p> <p>Determined by:</p> <ul style="list-style-type: none">❑ Student needing medication for diagnosed medical problem or past problem recurring	<p><u>Major (4)</u></p> <ul style="list-style-type: none">❑ Need for immediate use of their medication or urgent medical assistance to alleviate symptoms from becoming extreme	<p><u>Good</u></p> <ul style="list-style-type: none">❑ Instructor in charge to ascertain whether there are any medical issues with supervising teacher and inform instructors❑ Medical forms are checked thoroughly by instructors visually and clarified if the need arises❑ Medication is sighted and placed into coloured medication bags assigned to each activity group❑ Aquatics instructors are responsible for alerting fellow instructors to any issues and to passing on medication when students change activities❑ Assessment sheets are marked according to medical condition alongside the name of the person requiring medication to assist instructors with check list❑ Asthma kit / first aid kit / mobile phone readily available at all times❑ Emergency numbers are in the top of the first aid box❑ First aid equipment is maintained and checked by 2 I/C as routine maintenance❑ 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❑ All instructors on duty have current First Aid, Asthma and Surf Rescue qualifications❑ Students are warned of dangers such as beestings, cuts to feet by unknown objects and are advised in the uses of footwear



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Rocks</u></p> <p>Risk Level: Extreme Implementation of Risk Control New Risk Level: Low</p>	<p>Possible C Determined by:</p> <ul style="list-style-type: none">❑ performing activities in close proximity to rocks❑ submerged rocks❑ climbing on rocks (to view seals, explore, etc)❑ slipping from rocks	<p>Major (4)</p> <ul style="list-style-type: none">❑ Injury to persons due to cuts, abrasions, falls, stubbing toes, etc	<p>Good</p> <ul style="list-style-type: none">❑ Keep a safe distance from rocks especially if waves are surging❑ Make students aware the rocks can be just beneath the sand and they need to lift their feet to avoid stubbing toes❑ students to climb on rocks only under supervision by qualified instructor and after students have been informed of safe practices❑ Conduct activities in areas where there are no rocks wherever possible❑ Conduct regular site checks to check for rocks and keep everyone informed



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p>Rubbish</p> <p>Risk Level: Extreme</p> <p>Implementation of Risk Control</p> <p>New Risk Level: Low</p>	<p>Possible C</p> <p>Determined by:</p> <ul style="list-style-type: none">❑ The amount of use and clientele using the reserve and surrounding areas	<p>Major (4)</p> <ul style="list-style-type: none">❑ Possibility of needle or stick injury caused by inappropriate disposal❑ Injury caused by cuts to feet by sharp objects such as broken glass, tin lids etc❑ Injury caused to body by fall, tripping over etc	<p>Good</p> <ul style="list-style-type: none">❑ Site inspection by instructors before activities commenced❑ Continual observation of site during stay❑ Correct disposal of rubbish❑ Communication with council on negative aspects of rubbish build up and poor facility maintenance❑ Observance and reinforcement of good housekeeping procedures and policies (children/students pick up rubbish)



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Stranger Danger</u></p> <p>Risk Level: Extreme</p> <p>Implementation of Risk Control</p> <p>New Risk Level: Low</p>	<p><u>Possible C</u></p> <p>Determined by:</p> <ul style="list-style-type: none">❑ The need to share facilities with the public eg toilets and surrounding areas❑ Possibility of unwanted contact with undesirable persons by students	<p><u>Major (4)</u></p> <ul style="list-style-type: none">❑ Possibility of abduction or interference by known or unknown person resulting in injury or adverse psychological effects on students or instructors	<p><u>Good</u></p> <ul style="list-style-type: none">❑ Students are supervised at all times by teacher or instructor❑ If line of sight needs to be broken eg use toilets and change rooms, students do not access them alone (need to be accompanied by teacher or other student)❑ Site safety is continually monitored and minimum time (use of toilets) is reinforced throughout the day



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Surf Lifesaving (PESLC) and Facilities</u></p> <p>Risk Level: Extreme Implementation of Risk Control New Risk Level: Low</p>	<p><u>Possible C</u> Determined by:</p> <ul style="list-style-type: none">❑ surf lifesaving members using equipment from their sheds❑ site conditions❑ extra vehicles, trailers, equipment sharing site❑ blocking doorways	<p><u>Major (4)</u></p> <ul style="list-style-type: none">❑ Injury to person performing duties or person in surrounding area eg behind trailer while reversing, unseen due to inattention or high volume of traffic❑ PESLC personnel unable to access building	<p><u>Good</u></p> <ul style="list-style-type: none">❑ Safety sign displaying presence of children is erected in clear view of venue users❑ Students are always supervised by instructor or teacher when entering danger zones, eg high traffic areas, trailers, equipment❑ safe areas marked out by cones❑ doorways to be kept free for easy access❑ instructors to liaise with PESLC members



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Traffic Accident</u></p> <p>Risk Level: Extreme Implementation of Risk Control New Risk Level: Low</p>	<p><u>Possible C</u> Determined by:</p> <ul style="list-style-type: none">❑ having to cross access track to get aquatics equipment❑ Possibility of play equipment going on to the road/car park area and the need for its retrieval❑ toilets being quite a distance from aquatics site and accessed by walking through car park area	<p><u>Major (4)</u></p> <ul style="list-style-type: none">❑ Injury to students or instructor caused by collision with vehicle	<p><u>Good</u></p> <ul style="list-style-type: none">❑ Safety sign displaying the presence of children is erected in clear view of oncoming traffic❑ Orange cones placed strategically around higher traffic areas❑ Students are always supervised by instructor or teacher when entering danger zone eg trailers❑ Instruction is given on procedure if any play equipment is enters danger zone (road/car park) and needs to be retrieved❑ Students are to be supervised by teacher when to accessing toilets or shop❑ Students/ teachers/supervisors are advised to use path in front of car park to access toilets and change rooms❑ Boundaries (encounter Lakes policy) are defined and known by all parties involved (students, teachers, instructors)❑ Students MUST inform Aquatics staff or Supervisors if they need to go to toilet/shop/etc



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



<u>Risk</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Control</u>
<p><u>Walking to Lady Bay</u></p> <p>Risk Level: Extreme</p> <p>Implementation of Risk Control</p> <p>New Risk Level: Low</p>	<p><u>Possible C</u></p> <p>Determined by:</p> <ul style="list-style-type: none">❑ Uneven surfaces❑ Submerged rocks or sharp objects	<p><u>Major (4)</u></p> <ul style="list-style-type: none">❑ Injury to persons, cuts, abrasions, stubbed toes, twisted ankle, etc	<p><u>Good</u></p> <ul style="list-style-type: none">❑ Students are to be accompanied and supervised at all times❑ Students are informed of risks of injury due to uneven surfaces and the need to take care to watch where walking❑ Be mindful of rocks or other sharp objects just below surface of sand. Pick up feet when walking❑ Wear appropriate footwear to minimise injury❑ Instructors to have first aid kit, medication and mobile phone readily available



<p><u>Snakes</u></p> <p>Risk Level: Extreme Implementation of Risk Control New Risk Level: Low</p>	<p><u>Possible (C)</u> Determined by:</p> <ul style="list-style-type: none"><input type="checkbox"/> Weather<input type="checkbox"/> Environment	<p><u>Major (4)</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Snake bite	<p><u>Good:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> All personnel must be educated about the variety of snakes frequenting the area.<input type="checkbox"/> First Aid<input type="checkbox"/> Instructors are to inspect the site prior to students arriving and reinforce snake awareness during intro talk eg. If a snake is sighted observe & remain still until snake has moved.<input type="checkbox"/> Communicate with group about sighting<input type="checkbox"/> Snake bite emergency no: 131126
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