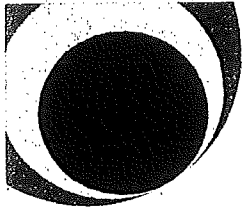




Swimming Pool and Water Park Based Aquatic Activities

Procedures and checklists

*Key points and best practice procedures for the safe
and effective coordination of swimming pool and
water park based aquatic activities*



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

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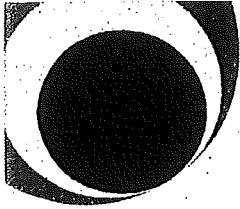
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Swimming Pool and Water Park Based Aquatic Activities
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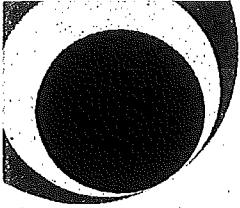
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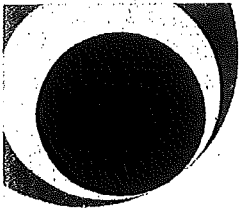


Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Introduction

The ACT Education and Training Directorate recognises the importance of providing students with opportunities to participate in school based aquatic activities, such as swimming lessons, swimming carnivals, and the important role they play in developing students' confidence in and around water, capacity to improve health and fitness and contribution to a positive school culture. The *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists*, and associated Policy, aims to encourage participation of all students in aquatic activities in a safe and supportive environment.

The following document provides a list of mandatory procedures that schools are required to follow and a range of supporting materials for planning swimming pool and water park based aquatic activities:



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Swimming Pool and Water Park Based Aquatic Activities Procedures

Mandatory Procedures

These mandatory procedures must be implemented for all swimming pool and water park based aquatic activities.

- Ensure that selected venues for swimming pool or water park based aquatic activities are Royal Life Saving Society ACT (RLSSACT) 5 star approved, or able to provide evidence of compliance with, or audit against, the Royal Life Saving Society (RLSS) Australia Guidelines for Safe Pool Operation
- Identify which aquatic activities are considered unstructured, including those utilising specialised water play equipment
- Complete Directorate Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Risk Management Plan
- Determine appropriate staff supervision ratios for activities
- Obtain informed consent and medical information for all students participating in the Swimming Pool or Water Park Based Aquatic Event
- Induct staff, including ensuring all staff understand their obligations in maintaining Duty of Care
- Induct students
- Complete Principal mandatory checklist
- Conduct proficiency tests for students participating in unstructured aquatic activities in at or above waist deep water and classify students as either proficient or non-proficient swimmers
- Ensure tested students are provided with appropriate identification to differentiate whether they are proficient or non-proficient swimmers
- Ensure Proficiency Test results are recorded on MAZE

Supporting Material

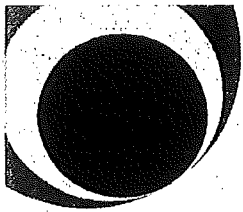
These are included to provide guidance and support schools when planning and conducting swimming pool and water park based aquatic activities.

More information is available on the Royal Life Saving Society ACT website at:
<http://www.royallifesaving.com.au>

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

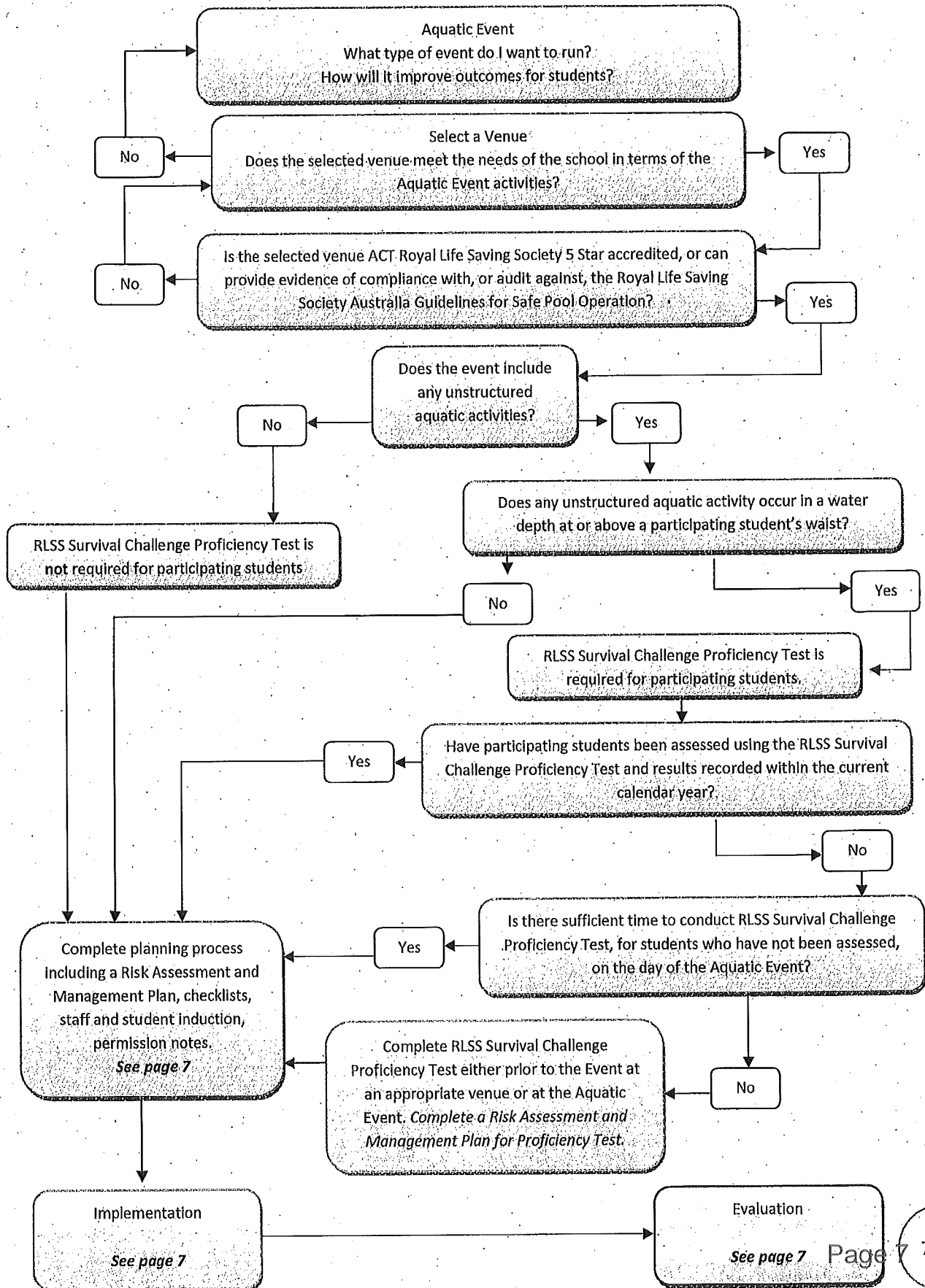
Definitions

Activity leader	<ul style="list-style-type: none"> • Is the teacher in charge of a specific activity
Aquatic activity	<ul style="list-style-type: none"> • is a water based activity
Aquatic event	<ul style="list-style-type: none"> • is a school program that involves one or more water based activities at a swimming pool or water park
Aquatic Activity Coordinator	<ul style="list-style-type: none"> • is the teacher designated to coordinate the planning and implementation of swimming pool and water park based aquatic activities
Duty of Care	<ul style="list-style-type: none"> • Is a legal duty that requires teachers to take all reasonable measures to prevent harm to any school student under their care. • this duty of care arises whenever a student-teacher relationship exists
Emergency	<ul style="list-style-type: none"> • is any incident that may lead to injury or death of a student or staff member that requires an emergency response
First Aid Officer	<ul style="list-style-type: none"> • is a responsible adult who holds a current Senior First Aid Certificate
Informed consent	<ul style="list-style-type: none"> • means that parents/carers give agreement to their child's participation in the activity after they have been made aware of the details of the activity including its associated risks and costs
Non-proficient swimmer	<ul style="list-style-type: none"> • Is a student who has not successfully passed the five stage Royal Life Saving Society Survival Challenge Proficiency Test
Parents	<ul style="list-style-type: none"> • refers to adults with parental responsibilities, including carers
Proficient swimmer	<ul style="list-style-type: none"> • Is a student who has successfully passed the five stage Royal Life Saving Society Survival Challenge Proficiency Test
Risk Assessment and Management Plan	<ul style="list-style-type: none"> • is the directorate planning template to support identification and analysis of risk
Royal Life Saving Society Survival Challenge Proficiency Testing	<ul style="list-style-type: none"> • Is a proficiency test that assesses a student's aquatic skill level against predetermined criteria
Specialised water play equipment	<ul style="list-style-type: none"> • Is any apparatus, such as inflatable aqua run equipment and water balls, used as part of an aquatic activity
Supervision ratio	<ul style="list-style-type: none"> • refers to the maximum supervisor to student ratio: <ul style="list-style-type: none"> ○ 1 teacher : 20 students ○ 1 lifeguard : 100 students
Swimming pool	<ul style="list-style-type: none"> • is a commercially operated venue used for aquatic based activities and includes provision for formal swimming race events. • The definition excludes a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
Unstructured Aquatic Activity	<ul style="list-style-type: none"> • Is an activity that is non-directed and does not include planned activities. • Free swim time, and unstructured pool play are considered unstructured aquatic activities. • Participating students in unstructured activities in water depth at or above waist deep water must have undertaken and passed the <i>Royal Life Saving Society Survival Challenge Proficiency Testing</i>.
Venue	<ul style="list-style-type: none"> • is any swimming pool or water park as defined in this table
Water Park	<ul style="list-style-type: none"> • is a commercially operated venue used for aquatic based activities that may or may not include provision for formal swimming race events. • The definition excludes a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.



Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists

Planning and Implementation



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Complete the Directorate Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Management Plan
Include actions to be taken in the event of an emergency

Establish appropriate staff supervision ratios for all activities based on risk assessment
The industry standard of one lifeguard per 100 students must be met

Obtain Informed consent including medical information for participants

Induct staff prior to the event
Include:

- showing the ACT Directorate Survival Challenge Proficiency Test DVD
- venue information
- emergency procedures
- roles and responsibilities – Activity Leaders, supervising school staff and venue staff
- outline program – including unstructured activities

Induct students prior to the event
Include:

- showing the ACT Directorate Survival Challenge Proficiency Test DVD
- venue information
- emergency procedures
- roles and responsibilities – Activity Leaders, supervising school staff and venue staff
- outline program – including unstructured activities

Complete Principal's Mandatory Checklist

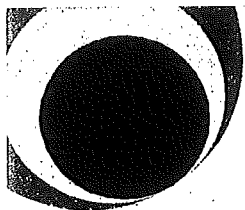
Ensure correct roll marking procedures are undertaken
Ensure attendance is taken before the start of the event and before leaving the venue
Attendance may be taken at other times as deemed necessary

Conduct five step Survival Challenge Proficiency Test for all students participating in unstructured aquatic activities in at or above waist deep water

Classify students as proficient or non-proficient swimmers. Provide clear identification for students to differentiate their status as proficient or non-proficient swimmers

Ensure Survival Challenge Proficiency Test results are recorded on MAZE following the event

Debrief with staff and file recommendations for next swimming pool or water park based aquatic event



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Mandatory Procedures

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Implementation Procedures for Swimming Pool and Water Park Based Aquatic Activities

Schools are required to implement the Directorate Swimming Pool and Water Park Based Aquatic Activities Procedures to ensure a safe environment for all participants.

1. Select an approved venue

Schools are required to select an aquatic venue that:

- has been approved by RLSSACT, or can provide evidence of compliance with, or audit against, the RLSS Australia Guidelines for Safe Pool Operation
- has been approved by the Principal
- meets the needs of the school.

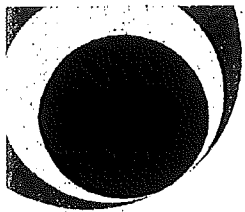
Royal Life Saving Society ACT provides Aquatic Facility Safety Assessments which audit aquatic facilities on an annual basis to ensure they provide the minimum industry safety standards. A list of '5 star approved venues' that are compliant with these industry standards is available from Royal Life Saving Society ACT on (02) 6260 5800 or at: www.act.royallifesaving.com.au

Prior to booking a venue, schools are required to liaise with the pool operator to ensure the venue can cater to the policy requirements of the school visit. Issues to be discussed with the pool operators include:

- the industry standard of one lifeguard per 100 students is met.
- planned activities, including specific unstructured activities
- procedures and risk management around individual activities
- Proficiency Test procedures
- out-of-bound areas

2. Classify planned activities at Swimming Pool and Water Park Based Aquatic Events

Determine which planned activities are unstructured, including activities involving specialised water play equipment.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Use of aqua runs and other specialised water play equipment

Consideration for using Aqua Runs or other specialised water play equipment as part of an aquatic activity must be based on general staff supervision considerations coupled with specific issues related to the equipment.

The type of specialised water play equipment that constitutes an aqua run varies considerably. Aqua runs that allow for students to exit the run at undefined points and/or contain 'blind spots' constitute a higher risk than those with a single exit point and/or do not contain 'blind spots'.

The decision to include the use of and risk management around specialised water play equipment must be documented within the Risk Assessment and Management Plan.

3. Complete Directorate Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Management Plan

All schools are required to complete the Risk Assessment and Management Plan prior to conducting swimming pool and water park based aquatic activities.

Risk Assessment and Management Plans must include actions to be taken in the event of an emergency at swimming pool and water park based aquatic activities.

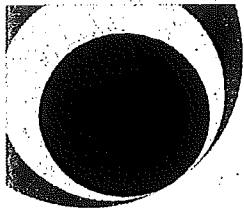
A sample Risk Assessment and Management Plan is provided in the appendices to adapt as needed to suit individual school and event contexts.

4. Determine appropriate staff supervision ratios for activities

Where appropriate appoint an Aquatic Activity Coordinator to oversee the process of organising and conducting the swimming pool or water park based aquatic event. The accompanying support materials may provide a useful resource for staff considering undertaking this role.

Activity Leaders may also be appointed to manage individual activities at swimming pool or water park based aquatic events. Activity Leaders should be inducted by Aquatic Activity Coordinators.

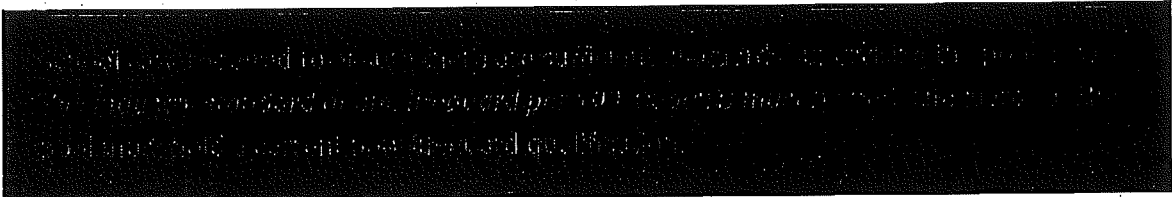
Schools are required to arrange for sufficient staff to supervise both dry land and water activities. Planned supervision arrangements should be recorded on a supervision roster and communicated to staff.



Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists

Adequate supervision should be provided as follows:

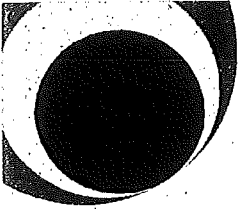
- all students must be supervised **at all times** during swimming pool and water park based aquatic events
- all teachers at swimming pool and water park based aquatic activities must be aware of their collective and individual responsibilities, including obligations in maintaining Duty of Care
- determining appropriate supervision ratios for activities should be based on:
 - ✓ activity type
 - ✓ assessment of water depth and conditions
 - ✓ general conditions at the venue, including weather
 - ✓ visibility
 - ✓ students' age and height
 - ✓ students' ability to understand and follow instructions
 - ✓ students' physical ability and swimming proficiency
 - ✓ any medical conditions
- a maximum ratio of 1:20 applies



5. Obtain informed consent including medical information for participants

Schools are required to obtain informed consent and relevant medical information for all students attending the event.

Sample consent forms are provided in the appendices. The appendices also contain sample consent forms in the seven most commonly spoken languages other than English across Canberra schools.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

6. Induct staff

Schools are required to induct staff prior to swimming pool and water park based aquatic activities.

The induction should address:

- venue layout, rules and regulations
- procedures in the event of an emergency
- roles and responsibilities of venue staff, including lifeguards
- roles and responsibilities of school staff, including Aquatic Activity Coordinators and Activity Leaders, where applicable
- Survival Challenge Proficiency Test DVD and process, if required
- Swimming Pool and Water Park Based Aquatic Activities program, identifying any unstructured activities planned
- obligations for staff in maintaining Duty of Care

7. Induct students

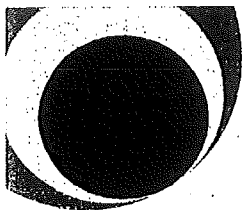
Schools are also required to induct students in the same way as staff are inducted.

The student induction should include:

- venue layout, rules and regulations
- procedures in the event of an emergency
- roles and responsibilities of venue staff, including lifeguards
- roles and responsibilities of school staff, including Aquatic Activity Coordinators and Activity Leaders, where applicable
- Survival Challenge Proficiency Test DVD and process, if required
- Swimming Pool and Water Park Based Aquatic Activities program, identifying any unstructured activities planned

8. Complete Principal's Mandatory Checklist

Refer to page 19.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

9. Ensure correct roll marking procedures are undertaken

Schools are required to ensure that attendance is recorded:

- before the start of the swimming pool or water park based aquatic event
- before leaving the venue

Schools may record attendance at other times during the day as deemed necessary.

10. Where appropriate conduct Survival Challenge Proficiency Test

The Survival Challenge Proficiency Test should be completed prior to or on the day of the swimming pool or water park based aquatic event where unstructured aqua activities at or above waist depth water are planned.

Students must successfully complete the following steps to be provided with clear identification as a proficient swimmer and may participate in unstructured activities in water at or above waist height:

1. perform a slide-in-entry and walk through 5 metres of water with acceptable stability and coordination
2. swim continuously for 25 metres using an action that resembles a stroke
3. perform survival skull, float or tread water for 1 minute in deep water. Call for help once within the minute
4. exit water unassisted, and
5. perform a voice rescue to a buddy who is pretending to be in trouble. Reassure the victim and encourage them to a point of safety. Call for assistance.

Students who cannot complete all those steps may only participate in unstructured activities in water at or below waist height.

The Survival Challenge Proficiency Test is not a learn-to-swim program. Contact Royal Life Saving Society ACT on (02) 6260 5800 for more details.

11. Ensure all students are clearly distinguishable as proficient and non-proficient swimmers

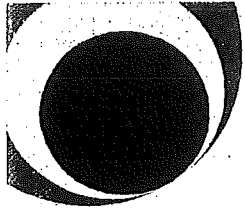
Ensure students are provided with identification that clearly distinguishes them as proficient or non-proficient swimmers where unstructured aqua activities at or above waist depth water are planned.

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

**12. Ensure Survival Challenge Proficiency Test results are recorded
on MAZE**

The results of the Survival Challenge Proficiency Test must be recorded on MAZE following the Swimming Pool or Water Park Based Aquatic Event.

The Education and Training Directorate is currently engaged in ongoing discussion with Royal Life Saving Society ACT around the length of time Survival Challenge Proficiency Testing remains current.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Procedures for Non-Proficient Swimmers Engaged in Unstructured Aquatic Activities at Swimming Pool and Water Park Based Aquatic Events

All of these procedures MUST be followed:
❖ Ensure non-proficient swimmers do not participate in unstructured aquatic activities in water at or above waist height.
❖ Identify areas for conducting unstructured activities for non proficient swimmers at the venue prior to the commencement of aquatic activities in consultation with swimming pool or water park venue staff.
❖ Provide appropriate staff supervision ratios for unstructured activities involving non-proficient swimmers.

Staff Qualifications

At least two of the adults present at swimming pool and water park based aquatic activities (including pool and water park supervisory staff) are required to have the ability to:

- effect a recovery of a student from the water at the venue
- perform first aid (hold a current Senior First Aid Certificate), and
- perform cardio pulmonary resuscitation (hold a current CPR Award).

Equipment

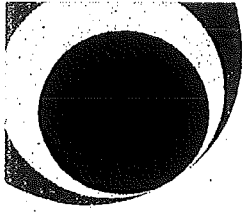
Equipment at the venue must include the following:

- life saving aids readily available within the venue – teachers supervising swimming activities must know their whereabouts and be confident to use them
- first aid kit
- safe storage of starting pistols and caps
- public address system (if the venue does not have one Aquatic Activity Coordinators can borrow one from School Sport ACT), and
- SPF30+ sunscreen for staff and students.

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Policies and Documents Related to Organising Swimming Pool and Water Park Based Aquatic Activities

- Swimming Pool and Water Park Based Aquatic Activities Policy
- Excursions Policy
- First Aid Policy
- Sun Protection Policy
- Physical Education and Sport
- Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Management Plan
- Safety and Emergency Contingency Plan
- The Directorate's Risk Management Framework



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Appendices



Mandatory Checklist for Swimming Pool and Water Park Based Aquatic Activities

Principal to complete

Action	Date achieved	Initials
1. Selected venue for the event is RLSSACT '5 Star' approved, or is able to provide evidence of compliance with, or audit against, the RLSS Australia Guidelines for Safe Pool Operation		
2. Activities planned for the swimming pool or water park based aquatic event have been outlined and unstructured activities identified		
3. The Directorate Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Risk Management Plan completed and retained at the school		
4. Arrangements for Survival Challenge Proficiency Test if planning any unstructured activities		
5. Appropriate staff supervision ratios for all planned activities determined and represented on a supervision roster		
6. Informed consent and relevant medical information for students attending the event obtained		
7. All staff briefed on their responsibilities. All staff understand their obligations in maintaining Duty of Care. Reviewed emergency procedures with staff		
8. All students briefed on the format and safety issues and emergency procedures at the swimming pool or water park based aquatic event		
9. Ensure the Survival Challenge Proficiency Test DVD is shown and discussed with all staff and students (if applicable)		
10. Sign Principal's checklist and retain a copy at the school		

Principal's Signature: _____

Date: ___/___/_____



ACT
Government

Education and Training

Insert School Logo Here

Swimming Pool and Water Park Based Aquatic Activities Student Permission Form

Click here to enter a date

Dear Parents and Carers

The following details relate to an educational excursion to click here to enter venue.

The teacher in charge of this event will be Click here to enter teacher in charge name.

IMPORTANT INFORMATION:

Event: Click here to enter event title

Venue: Click here to enter venue details

Date: Click here to enter a date

Time: Click here to enter departure and arrival times

Transport: Click here to enter mode of transport

Cost: Click here to enter total cost of excursion

Food: Click here to enter food requirements including canteen details

Clothing: Click here to enter clothing and sunscreen requirements

Safety/Emergency procedures

If needed, the school can be contacted at Click here to enter pool venue. In an emergency the school has access to all pool facilities and the appropriate emergency services.

It is important that staff are aware of your child's swimming ability prior to the event. Please ensure you carefully complete the attached permission note indicating your child's swimming ability.

Kind Regards

Click here to enter Principal's name

School Principal

Click here to enter school name **Swimming Pool or Water Park Based Aquatic Event**

Permission for Aquatic Activities

As a part of this assessment and to help ensure the safety of your child, please provide the following information:

1. Name of Child: _____

2. School Year: _____

3. My child can swim: No
 Yes

4. Distance my child can confidently swim:
 10m
 25m
 50m
 100m

5. I agree to my child taking part in swimming / aquatic activities associated with this excursion.

Name of Parent / Carer: *(please print)* _____

Signature: _____

Date: _____

Click here to enter school name **Swimming Pool or Water Park Based Aquatic Event**

Permission Note

Ledger Code: Click here to enter ledger code

I give permission for my child _____ in class _____
to attend the Enter school name here swimming pool or water park based aquatic event at Enter
venue name here on Click here to enter a date travelling by Enter mode of transport here.

I enclose Nominate amount of \$

Code of Conduct and Parental Agreements:

Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities. Unacceptable behaviour will be treated as it is normally treated at school, (reminders, time out in a designated spot, and exclusion from an activity) but with the additional factor that the student may be returned to school should the behaviour be extreme or overly persistent.

Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.

I agree to my child participating in the swimming/aquatic activities mentioned previously. I have discussed with my child the need for sensible behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child's attending this event.

I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency. I agree to provide any relevant medical information to the school to the excursion.

Name of Parent / Carer: (please print) _____

Signature: _____

Date: _____

This form requests information about students which will be held by the school. This information may be disclosed to government or private medical or para-medical staff and other relevant officers in the event of an accident or emergency. The information is collected as a lawful administrative function of the ACF Education and Training Directorate.



Swimming Pool and Water Park Based Aquatic Activities Medical Information and Consent Form

Dear Parents and Carers,

I am attaching a Swimming Pool and Water Park Based Aquatic Activities Medical Information and Consent Form and request that you complete and return it to the school as soon as possible.

The information you are requested to give on the attached form will be used to record the student's medical, accident and other details. The contents and use of this form meet the requirements of the *Privacy Act 1998 (Cwth)* and will be treated as confidential. This information will be made available to government or private medical or paramedical staff and other relevant officers in the event of an accident or emergency.

You have the right to keep certain medical information private, provided that the omitted information will not affect the provision of appropriate medical care. You are also entitled to check the record processed from the information you have provided, and to correct any inaccuracies.

To ensure that the information on this form is accurate and current, you are requested to advise the school immediately of any changes that should also be reflected on the General Medical Information and Consent form kept at the school and arrange to update the form.

Management of Medical Conditions

The Directorate is committed to providing a safe and healthy environment for students. While school staff have a duty of care to students to provide first aid assistance when required, parents will be aware that schools cannot be responsible for the general management of medical conditions.

In special circumstances, staff may be able to assist with the administration of medication. In these cases, Directorate policies require Principals to ensure that a comprehensive written authority is obtained from the student's parents and also seek from them a written statement from the student's doctor authorising a member of staff to administer the prescribed medication.

First Aid Plans for Anaphylaxis, Asthma, Diabetes and Epilepsy

You are asked to indicate on the attached Excursion Medical Information and Consent form if the student suffers from any of these conditions. For students who are known sufferers of asthma, anaphylaxis, diabetes, or epilepsy, Emergency Treatment Plans must be completed, signed by both parents/carers and the student's doctor and provided to the school. Proformas for these plans are available at the school's front office. In the absence of a written and signed Emergency Treatment Plan, only standard first aid can be given in an emergency.

Emergency Treatment of an Asthma Attack

Please read this section carefully and seek clarification from your family doctor if necessary. These plans will be followed where students require first aid treatment for their condition. If the student should suddenly collapse at school and/or have difficulty in breathing, as with all medical

emergencies, professional help will be sought immediately.

Where indicated, a bronchodilator inhaler device ("puffer") will be administered while awaiting medical assistance, whether or not the student is known to have a pre-existing asthma or other health problems. This treatment could be life saving and ACT Health (Department of Thoracic Medicine, The Canberra Hospital) advises that bronchodilator inhalers are safe and are accepted as a first line therapy to be used in the emergency procedures for asthma.

Anaphylaxis – Administration of Adrenaline by EpiPen or Similar Device

If your child suffers from anaphylaxis, you should obtain a written Anaphylaxis Treatment Plan signed by your doctor and yourself as parent or carer. In the absence of a written and signed Anaphylaxis Treatment Plan, only standard First Aid can be given in an emergency and staff will be unable to administer adrenaline. If your child is given adrenaline to treat an isolated anaphylaxis attack, it can help the anaphylaxis and is unlikely to cause any significant side effects.

Medical Services for Students attending ACT Government Schools

ACT Health advises that the following arrangements apply to students in ACT public schools involved in school accidents requiring ambulance transportation and/or treatment in accident and emergency sections of either public hospital in the ACT.

Ambulance Transportation

Students injured while under supervision at school or in a school-related situation are transported free of charge to the emergency section of either public hospital in the ACT. Parents and carers of students who participate in excursions and other school trips outside the ACT should note that free ambulance transportation only applies in the ACT. Free ambulance cover does not apply to students in the Jervis Bay area of the ACT.

Parents and carers are reminded to check their health cover for ambulance transportation outside the ACT.

Casualty Treatment

1. Under the Medicare arrangements no charges are raised for services provided at the accident and emergency sections of ACT public hospitals.
2. If a student is subsequently admitted to hospital after receiving treatment in the accident or emergency section, s/he will be automatically classified as a Medicare patient and no charge will be raised.
3. If you elect to have the student treated by a doctor of your choice, a hospital charge will apply. The doctor may also charge for their services. You are advised to have medical insurance if you wish to choose this option.

Your cooperation in completing and returning the attached form promptly would be appreciated.

Yours faithfully

School Principal

Date: / /



ACT
Government

Education and Training

Swimming Pool and Water Park Based Aquatic Activities

Medical Information and Consent Form

This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student on an excursion to a swimming pool and water park based aquatic event.

A copy of each student's form must be taken on the excursion.

The Directorate collects the information contained in this form to provide or arrange first aid and other medical treatments for students. The information collected will be held at your child's school and will be made available to staff of the school and to medical or paramedical staff in the case of an accident or emergency. The information contained in the form is personal information and it will be stored, used and disclosed in accordance with the requirements of the *Privacy Act 1998 (Cwth)*. Parents note that in the absence of a specific Plan, standard First Aid will be administered.

Student's Surname/Family name: _____ Given/preferred name: _____

Date of Birth: ___/___/___ Sex: M F

School: _____ School Year: _____ Camp/Excursion: _____

Parent/Carer: _____

Address: _____

Contact Telephone Nos - Business Hours: _____

After Hours: _____ Mobile: _____

Other Contact for Emergency: _____ Telephone No: _____

Name of Student's Doctor: _____ Telephone No: _____

Medicare No: _____ Private Health Fund: _____ Membership Number _____

Ambulance Fund: **Note:** Parents are responsible for ambulance costs outside the ACT.

Please tick if your child suffers any of the following:

Anaphylaxis *

Allergies

Fits or Blackouts

Nose bleeds

Asthma *

Blood pressure

Hay fever

Reaction to drugs

Diabetes *

Eczema

Headaches

Sight/hearing problems

Epilepsy *

Fainting

Heart condition

Sun screen sensitivity

Other _____

Describe what happens for any of the conditions ticked above:

If you have ticked any of the boxes above, does your child require specific first aid treatment (that is, specific instructions provided by your child's doctor) in addition to standard first aid treatment?

Yes No

If Yes, a *General First Aid Plan* is to be completed and provided to the school along with specific instructions provided by doctor. This form is available from the school.

Note: For anaphylaxis*, asthma*, diabetes* or epilepsy* conditions, please ask the school for the appropriate First Aid Plan for completion. In the absence of a specific First Aid Plan, standard first aid will be given in an emergency.

Date of last tetanus injection: ___/___/___

Has the student suffered from any acute illness or injury or been treated by a medical practitioner for an illness or injury during the last four weeks? Yes No

If YES, please state nature of illness/injury and obtain a report from the doctor that the student is fit to undertake the camp/excursion _____

Is the student presently taking any medication? Yes No

If Yes, please state name of medication, dosage, etc: _____

NB. If this information should be reflected on the General Medical Information and Consent form kept at the school, please inform the school of the changes and arrange to update the form.

Parents must give written permission and directions for the administration of any medication taken during the excursion.

The teacher in charge must be informed about the management of any medication prior to leaving on an excursion. Arrangements need to be agreed on the transport, storage and administration of medication. In all cases medication must be labelled with the student's name, dosage and frequency

I consent to my child receiving paracetamol for temporary pain relief. Yes No
of administration.

Are you aware of any physical or psychological limitations of your child? Please give details.

Is there any other information which you believe may help us to provide the best possible care?

Consent to medical attention. In the case of my child requiring medical treatment or in the case of a medical emergency, I/we consent to the school providing first aid or treatment as outlined in a specific First Aid Plan and I/we further authorise the school, where it is impracticable to communicate with me/us, to arrange for him/her to receive such medical or surgical treatment as may be deemed necessary. I/we also undertake to pay any costs which may be incurred for the medical treatment, ambulance transport and drugs.

Signed (Parent/Carer): Date: ___/___/___

Signed (Parent/Carer): Date: ___/___/___

This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student whilst on the excursion.

Schools will always call an ambulance if your child's medical condition requires emergency medical assistance



Translations of letter for permission for swimming and aquatic activities

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

ARABIC

إخطار موافقة الأنشطة المائية المنظمة
<p>فيما يتعلق بالأنشطة المائية المنظمة المقترحة (يرجى وضع دائرة على أحد الخيارين التاليين):</p> <p>أسمح لولدي بالنزول في الماء لا أسمح لولدي بالنزول في الماء</p> <p>توقيع الوالد أو مقدم الرعاية</p>
<p>أسمح لولدي بالنزول في الماء (يرجى وضع دائرة على أحد الخيارين التاليين):</p> <p>غير قادر على السباحة: ولدي لا يستطيع السباحة ضعيف في السباحة: ولدي يستطيع السباحة بشكل مزيج ورائق في المياه الضحلة قليلة العمق ولكنه لا يستطيع السباحة بشكل جيد يستطيع السباحة بشكل معتدل: ولدي يستطيع السباحة بشكل معقول ولكنه لا يستطيع السباحة بشكل قوي أو ورائق في المياه العميقة يستطيع السباحة بشكل قوي: ولدي يستطيع السباحة بشكل قوي ورائق في المياه العميقة</p> <p>توقيع الوالد أو مقدم الرعاية</p>

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

CHINESE

许可通知:自由水上活动

自由水上活动是在庆祝日或发奖日和学校竞赛日进行的自由游泳活动。

自由 - 水上活动 - 回答

在以下两项中, 请用画圈方式明确选择其中一项回答:

我允许我的孩子下水

我不允许我的孩子下水

如果您允许您的孩子下水 (请画圈选择下面一项回答):

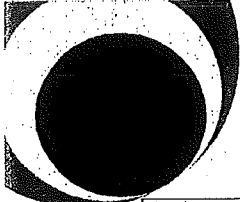
我的孩子会游泳*

我的孩子不会游泳*

.....

父母/监护人签名

(*请注意: 不会游泳的孩子只允许在浅水(齐腰)区内活动。会游泳的孩子允许进入深水区)



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

许可通知：有组织的水上活动

有关提议中的有组织的水上活动(请画圈选择下面一项回答)：

我允许我的孩子下水

我不允许我的孩子下水

.....

父母/监护人签名

.....
.....

我允许我的孩子下水(请画圈选择下面回答)：

完全不会游泳：我的孩子完全不会游泳

不大会游泳：我的孩子可以在浅水区活动，但不大会游泳

一般游泳水平：我的孩子游泳水平一般，但在深水区游泳能力不强或信心不足

游泳水平高：我孩子具备高水平游泳能力而且在深水区游泳的信心十足。

.....

父母/监护人签名

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

HINDI

तैराकी और जलीय गतिविधियों के लिए अनुमति

शिक्षकों को हर बच्चे की तैराकी की क्षमता का आकलन करना आवश्यक है। वे एक भ्रमण जहां तैराकी या जलीय गतिविधियों के लिए पानी है, पर बच्चे को ले जाएगा।

तैराकी का मूल्यांकन और अपने बच्चे की सुरक्षा को सुनिश्चित करने के लिए, कृपया निम्नलिखित जानकारी दें:

1. बच्चे का नाम: _____

2. स्कूल वर्ष: _____

3. मेरे बच्चे तैर कर सकते हैं?

नहीं

हां

4. मेरे बच्चे विश्वास के साथ तैर कर सकते हैं:

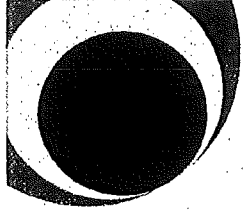
10 मीटर

20 मीटर

30 मीटर

40 मीटर

5. मैं सहमत हूँ कि मेरे बच्चे स्विमिंग / जलीय इस कार्यक्रम / भ्रमण के साथ जुड़े गतिविधियों में भाग ले सकते हैं.

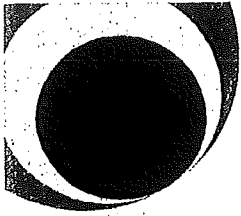


Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

पिता / माता / अभिभावक/ अभिरक्षक के नाम: _____

हस्ताक्षर: _____

दिनांक: _____



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

KOREAN

허가 확인서 : 수영장내 비계획적 활동

비계획적 수영이란 기념일 혹은 상급으로 받는 날 등에 하는 자유로운 감독 받지 않는 수영
활동입니다.

비계획적 - 수영장내활동 - 아래 사항에 응답하십시오.

정확하게 동그라미 표기 하십시오.

내 아이가 물에 들어 가는 것을 허가합니다.

내 아이가 물에 들어 가는 것을 허가하지 않습니다.

내 아이가 물에 들어 가는 것을 허가한다면 (아래 중 한가지에 동그라미 표기 하십시오)

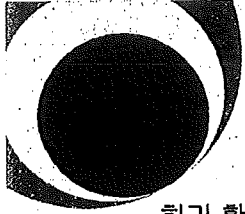
내 아이는 수영 능력이 있습니다.

내 아이는 수영 능력이 없습니다.

..... 부모 / 대리인 서명

(인지사항 : 수영 능력이 없는 아이들은 얇은 물에만 들어 갈 수 있습니다 (허리 정도 수위).

수영 능력이있는 아이들은 깊은 물에 들어 가도록 허락됩니다.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

허가 확인서 : 수영장내 계획적 활동

계획되고 감독받는 수영장내 활동에 관련하여(아래 중 한가지에 동그라미 표기 하십시오):

내 아이가 물에 들어 가는 것을 허가합니다.

내 아이가 물에 들어 가는 것을 허가하지 않습니다.

----- 부모 / 대리인 서명

내 아이가 물에 들어 가는 것을 허가한다면 (아래 중 한가지에 동그라미 표기 하십시오)

수영 능력이 없음 : 내 아이는 전혀 수영할 수 없습니다.

약간의 수영이 가능함 : 내 아이는 얇은 물에서는 잘 놀지만 수영 능력이 별로 없습니다.

보통 수영이 가능함 : 내 아이는 어느 정도 수영할 수 있지만 깊은 물에서는 자신있게 수영할 수
없습니다.

수영 능력이 강함 : 내 아이는 수영 능력이 강하고 깊은 물에서도 잘 할 수 있습니다.

----- 부모 / 대리인 서명

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

SINHALESE

පිහිනුම් සහ ජලාශ්‍රිත ක්‍රීඩා සඳහා අවසර

පිහිනුම් සහ ජලාශ්‍රිත ක්‍රීඩා ඇතුළත් වැඩසටහන්වලට සහභාගීවන හැම දරුවකුගේම පිහිනීමට ඇති හැකියාව ගුරුවරුන් දැන ගත යුතුයි.

මෙම වාර්තාවේ කොටසක් ලෙස සහ ඔබේ දරුවාගේ ආරක්ෂාව තහවරු කිරීමට කරුණාකර පහත සඳහන් විස්තර සපයන්න

1. දරුවාගේ නම: _____

2. පාසලේ වසර: _____

3. මගේ දරුවාට පිහිනීමට නොහැකිය
 හැකිය

4. මගේ දරුවාට පහසුවෙන් පිහිනීමට හැකි දුර:

10m

25m

50m

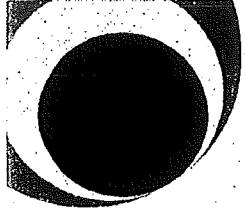
100m

5. මෙම වැඩසටහනට ඇතුළත් පිහිනුම් සහ ජලාශ්‍රිත ක්‍රීඩා වලට සහභාගීවීමට මගේ දරුවාට අවසර දෙමි.

දෙමව්පිය/භාරකරු නම (පැහැදිලි අකුරින්) _____

අත්සන: _____

දිනය: _____



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

SUDANESE (Dinka)

Päl në kuaŋ ku kä ye ke looi në pŋu yiic

Dupiöc aakoor bik kë them bik kä ke kuaŋ yenne meth kuaŋ lööm në piöc koor ben piöc ke kuaŋ ke den de piöc cök të wen nōŋ pŋu yenneke kuaŋ/ka kä yenneke kuaŋ.

Në biäk de ye themë ku kuony ku tiit në kë bë meth yök, ku yin thiëc ba kee ka ciëen ke bëi.

1. Rink e meth-----
2. Ruönde thukul-----
3. Mehndië e kuaŋ Acii lëu Alëu
4. Kaam lëu binnë mehndië kuaŋ:

- 10 m
- 25 m
- 50 m
- 100 m

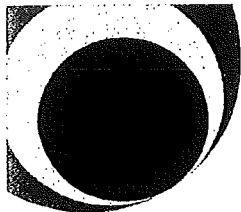
5. Aya gam ke mehndië bi bande looi ne kuaŋic në ke thiäak kennë yee ajuiëerë.

Rink kë kociit ke meth/Dugël/Raan tiët nyin

Rinku-----

Thäanydu-----

Peei nin-----



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

VIETNAMESE

Thư Cho Phép: Những Hoạt Động Dưới Nước Không Hoạch Định

Việc bơi lội không hoạch định là việc tổ chức bơi lội tự do hay vào những ngày bạn thường và liên hoan của trường.

Không Hoạch Định - Những hoạt động dưới nước - Câu Trả Lời

Xin khoan rõ câu trả lời:

Con tôi được phép xuống nước

Con tôi không được phép xuống nước

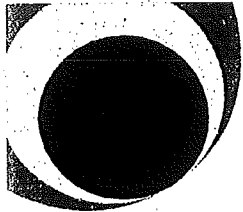
Nếu con quý vị được phép xuống nước (xin khoan rõ câu trả lời):

Con tôi là người biết bơi *

Con tôi là người không biết bơi *

.....
Cha Mẹ/Người chăm sóc ký tên

(*Xin chú ý: Người không biết bơi sẽ chỉ được xuống chỗ nước cạn (sâu đến thắt lưng). Người biết bơi sẽ được xuống chỗ nước sâu).



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Thư Cho Phép: Những Hoạt Động Dưới Nước Được Hoạch Định

Liên quan đến những hoạt động dưới nước được hoạch định trong đề án (xin khoanh vào câu trả lời):

Con tôi được phép xuống nước

Con tôi không được phép xuống nước

..... **Cha Mẹ/Người chăm sóc ký tên**

Con tôi được phép xuống nước (xin khoanh vào câu trả lời):

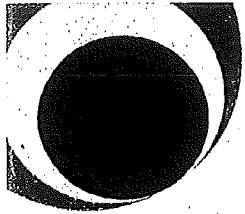
Người không biết bơi: **Con tôi không bơi được**

Người bơi kém: **Con tôi đủ sức và tự tin chỗ nước cạn nhưng không bơi giỏi lắm**

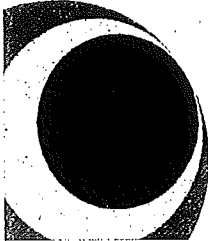
Người bơi trung bình: **Con tôi là người biết bơi vừa phải nhưng không vững hoặc tự tin lắm chỗ nước sâu**

Người bơi vững vàng: **Con tôi là người bơi vững và rất tự tin chỗ nước sâu**

..... **Cha Mẹ/Người chăm sóc ký tên**



Sample Risk Assessment and Management Plan



Risk Assessment and Management Plan

Aquatic Activities

RISK MANAGEMENT PLAN

School	
Activity	School Aquatic Activities
Date	
Time	
Location	
Participants	Students Supervising Staff Parents Volunteers
Interested Parties	Aquatic industries group/ Royal Life Saving Society

IDENTIFYING AND ANALYSING RISK WORKSHEET

Part A

Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (S)strong, (A)adequate, (F)air, (P)oor	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating
Activity involving specialised water play equipment.	3	5	High	Decision to include an activity involving specialised water play equipment and appropriate supervision ratios must be based on assessment of water depth and conditions, general conditions at the venue including weather, visibility at all points of the equipment, and student's age and height, ability to understand and follow instructions, any medical conditions, their physical ability and swimming proficiency.	(L2)(C4) High	Principal	During event planning, immediately prior to and during the activity	

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Aqua Runs		High	<p>(L3)(L3)</p> <p>The type of specialised water play equipment that constitutes an aqua run varies considerably. Aqua runs that allow for students to exit the run at undefined points and/or contain 'blind spots' constitute a higher risk than those with a single exit point and/or do not contain 'blind spots'.</p> <p>Decision to include an activity involving aqua runs and appropriate supervision ratios must be based on the above considerations coupled in association with assessment of water depth and conditions, general conditions at the venue including weather, visibility at all points of the equipment, and student's age and height, ability to understand and follow instructions, any medical conditions, their physical ability and swimming proficiency.</p> <p>When managing risk associated with aqua runs, Principals must work with the pool or water park operator to ensure adequate supervision and structure is in place to the manage risks associated with aqua run equipment.</p>			
Bus accident on the way to or from the venue	3	High	<p>(L1)(C4) Medium</p> <p>Use properly accredited bus operator (A) Bus is appropriate for number of passengers (A) Bus is properly maintained and roadworthy (S)</p>	Bus Driver	During event planning	B
Accident or incident while embarking, disembarking or while in transit on bus involving staff or students	2	High	<p>(L1)(C4) Medium</p> <p>Students are supervised by staff while entering and leaving the bus (S) Student behaviour monitored by staff during transit (S)</p>	All Staff	Throughout transit	D

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

<p>Injury to ETD staff or volunteers during event including needle stick, broken glass, trip hazards etc</p>	<p>4</p>	<p>3</p>	<p>High</p>	<p>Aquatic area inspected for hazards such as discarded syringes, broken glass or foreign material likely to cause injury. (S) Centre Management notified of any hazards found for appropriate action. (A) Trip hazards removed or clearly marked. (A)</p>	<p>(L2)(C3) Medium</p>	<p>Aquatic Centre Management, TIC</p>	<p>Maintenance ongoing responsibility. Allocation of equipment inspection delegated to qualified person prior to event.</p>	<p>D</p>
<p>Student drowning</p>	<p>4</p>	<p>5</p>	<p>High</p>	<p>Staff briefed on responsibilities during event (A) Adequate number of staff to monitor students throughout activity in accordance with Mandatory Procedures (A) Qualified Lifeguards in attendance (S) Note sent home to parents for them to advise what their child's swimming proficiency is. (F) Swimming proficiency testing will be completed and recorded for students electing to participate in any aquatic activity. (S) Students who successfully pass the swimming proficiency test will be identifiable on the day with a blue wristband or similar. (A) Students who do not pass proficiency test will not be allowed to participate in aquatic activity. (F)</p>	<p>(L1)(C5) Medium</p>	<p>Principal, TIC, All Staff</p>	<p>Briefing conducted in lead up to event. Notes from parents required 1 week prior to event Proficiency testing will be conducted on day of carnival.</p>	<p>A</p>

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls. (What are you going to do to prevent or reduce the risk) Risk Control Rating: (S)strong, (A)adequate, (F)fair, (P)oor.	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating
Medical emergency (e.g. participant experiences severe chest pains, asthma attack etc)	3	3	Medium	Some staff members have First Aid training (A) Lifeguards have First Aid training (A) First Aid kits available (A) Medical histories provided by parents (A) Mobile phones available to contact ambulance (A) Ready access for ambulance, if required (S) Emergency contact numbers taken to event(F)	(L3)(C2) Medium	First Aid Officers, All Staff	Teachers to collate prior to activity	B
Student / staff injured during activity (trips, falls, impact from aquatic equipment)	3	2	Medium	Some staff members have First Aid training (A) Lifeguards have First Aid training (A) First Aid kits available (A) Mobile phones available to contact ambulance (A) Ready access for ambulance, if required (S) Equipment kept in safe working order and inspected by venue staff prior to use (S)	(L2)(C2) Low	All Staff, Aquatic Centre Management	Staff with first aid training organised 1 week prior to activity	D
Dehydration	3	2	Medium	Students provided with information briefing/note (F) Reminder to students throughout day with announcements over PA system to rehydrate.(S) Encourage students to bring own water bottles.(A) Water provided at venue.(S)	(L1)(C2) Low	All Staff, Aquatic Centre Management	Designated staff to organise water cooler and cups prior to event.	D

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (S)trong, (A)dequate, (F)air, (P)oor	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating
Extreme heat on the day and risk of sunburn/heatstroke.	4	3	Medium	Remind students throughout day with announcements over PA about water and sunscreen available to participants and officials (A) All participants to wear hats, seek shade whenever possible and re-apply sunscreen (A) Temperature checked prior to and on event day. (A)	(L2)(C2) Low	Principal, TIC	Information sheets in lead up to event. Announcements made throughout the day.	D
Special risks associated with event (e.g. aquatic risks, etc.) e.g. concussion, spinal injury, hyperthermia	4	4	High	Aquatic activity area checked for hazards prior to event (A) No diving rule applies and supported by supervising pool staff and teachers (F) No running around wet areas (F) Students to follow all safety rules and abide by lifeguards instructions. (A) Students monitored by staff and lifeguards (A) First Aid Officers and Lifeguards present (A)	(L2)(C3) Medium	Principal, TIC, Assessors,	Area inspection at start of day. Designated staff supervising students during aquatic activity	B
Inadequate means of communication within event and back to school.	1	2	Low	Senior staff to have mobile phones available (S) Fixed landline at pool (S) School has activity venue phone number if an emergency arises (A) Parents informed of where event will be held (A)	(L1)(C2) Low	All Staff Principal, Aquatic Centre TIC, Aquatic Management	Staff provided with information in lead up to event	E
Other extreme conditions on the day of the event (torrential rain fall, strong winds, etc)	2	2	Low	Check weather forecast several days before and on morning of event. (A) Event may be postponed or cancelled if conditions are considered unfavourable (A)	(L2)(C1) Low	Principal, TIC	During lead up and on morning of activity.	D

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (S)strong, (A)adequate, (F)fair, (P)poor.	Residual Risk Rating (After Controls)	Responsible Officer	Timeframe (by/when)	Priority rating
Event poorly managed and run due to inadequate planning	2	3	Medium	Adequate planning prior to event (S) Allow adequate time for planning (A) Principal kept informed (A) Staff know what their jobs and responsibilities are (A) Consultation with aquatic centre management and other relevant staff within school (A)	(L1)(C2) Low	Principal, TIC	In lead up and during event.	C
Additional costs incurred. (permit fees, lost/damaged equipment, etc)	2	3	Medium	Correct costing prior to event based on minimum numbers (A) Have adequate funds available to cover costs. (S)	(L1)(C2) Low	TIC	In lead up and during event.	C
Theft/Vandalism	2	3	Medium	Students/Staff warned to secure valuables. (F) Students closely supervised to prevent vandalism or destructive anti-social behaviour (A)	(L2)(C1) Low	All Staff	In lead up and during event.	C
Visitors, Parents or the public becoming injured/hurt due to event activity	3	3	Medium	Some staff members have First Aid training (A) Lifeguards have First Aid training (A) First Aid kits available (A) Mobile phones available to contact ambulance (A) Ready access for ambulance, if required (S) Equipment inspected prior to use (S)	(L2)(C1) Low	All Staff, Aquatic Centre Management	Staff with first aid training organised 1 week prior to event. Supervision/monitoring during event.	B

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Poor Food Handling Practices	3	4	High	Food storage and handling done in accordance with regulated requirements (S) Some staff members have First Aid training (A) Lifeguards have First Aid training (A) First Aid kits available (A) Mobile phones available to contact ambulance (A) Ready access for ambulance, if required (S)	(L2)(C2) Low	Principal, TIC, Aquatic Centre Management	Arrangements checked during lead up to event. Supervision/monitoring during event.	C
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Risk	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk)	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating
Inadequate supervision of students	2	3	Medium	Risk Control Rating: (S)strong, (A)adequate, (F)air, (P)oor Staff members closely supervise students (A) Duty roster designating staff responsibilities(A) Correct ratio of staff to students for aquatic activities(A) Correct ratio of lifeguards to students (A)	(L2)(C1) Low	Principal, TIC	In lead up and during event Supervision/monitoring during event.	C
Students fail to arrive at activity venue.	3	2	Medium	Staff supervise students on and off buses and ensure all students arrive inside venue (S) Students must have a signed note from parents allowing them to stay at pool after organised events. (A) Homeroom teachers to mark rolls before students leave on buses, at venue and before students leave to get back on bus.(S)	(L1)(C2) Low	TIC	Prior to and at the end of the carnival	B

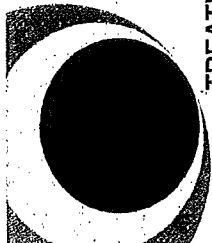
Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Student behaviour during event	4	3	High	Staff members closely supervise students (A) Duty roster designating staff responsibilities(A) Correct ratio of staff to students for aquatic activities(A) School behaviour management policy enforced (A) Students informed through permission note of banned items (S) Parents informed of misbehaviour (F) School student management policy to be followed at all times.(A)	(L2)(C2) Low	Principal, TIC, All Staff	Close supervision by teachers during event	C

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (S) strong, (A) adequate, (F) fair, (P) poor	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating

High or Extreme Residual Risks must be reported to Senior Management and require further detailed treatment plans to reduce/modify the risk. Refer to worksheet Part B.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

TREATMENT PLAN

ACTIVITY/PROJECT: _____ KLA: _____
 COMPLETED BY: _____ DATE: _____
 REVIEWED BY: _____ DATE: _____

Correlating Ref from first risk worksheet	Treatment/Controls to be implemented	Risk rating after treatment/controls	Person responsible for implementing treatment/controls	Expected completion date	for Risk Management & Audit use only		
					Date Completed	Risk and treatment/controls monitored/reviewed	Date completed
					How	When	

Principal	Signed
Date	

RISK ASSESSMENT MATRIX

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
5 Almost certain	High	High	High	High	High
4 Likely	Medium	High	High	High	High
3 Possible		Medium	High	High	High
2 Unlikely			Medium	High	High
1 Remote				Medium	High

Risk Likelihood

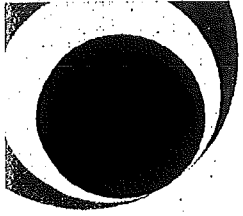
Rating	Scale	Criteria
1	Rare	<ul style="list-style-type: none"> Remote chance of risk event and even then in highly exceptional circumstances
2	Unlikely	<ul style="list-style-type: none"> Risk event unlikely to occur but change of circumstances or situation may create opportunity for risk to arise
3	Possible	<ul style="list-style-type: none"> Foreseeable that risk event may occur, but is not expected to occur
4	Likely	<ul style="list-style-type: none"> Risk event likely to occur at least once
5	Almost Certain	<ul style="list-style-type: none"> Expect frequent occurrences

Risk Consequences

Rating	Description	Remarks
1	Insignificant	<ul style="list-style-type: none"> No Injuries. Negligible community disruption. No environmental or other damage.
2	Minor	<ul style="list-style-type: none"> Small number of injuries. No fatalities. Only first aid required. Some environmental or other property damage
3	Moderate	<ul style="list-style-type: none"> Ambulance / Hospital Treatment required. No fatalities. Some community inconvenience. Some environmental damage (minor long term effect) Other property damage
4	Major	<ul style="list-style-type: none"> Extensive injuries. Significant hospitalisation. Some community displacement. Extensive environmental damage (long term effect) Other extensive property damage
5	Catastrophic	<ul style="list-style-type: none"> Fatalities. Injuries and extended hospitalisation periods. Widespread community displacement. Extensive and widespread property damage. Significant short or long term environmental damage

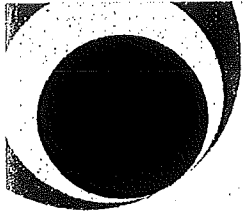
Risk Priority

Description	Priority Ranking
<p>Immediate Requires immediate intervention by Directorate Requires immediate attendance of various emergency services / multiple casualties to hospital</p>	A
<p>High Requires involvement from School Network Leader Requires attendance of emergency service personnel (ambulance, police, fire brigade) or transportation to hospital</p>	B
<p>Significant Requires involvement or attention from principal Requires immediate attention from first aid officer</p>	C
<p>Low Requires assistance by staff on site / Possible attention by first aid officer</p>	D
<p>Negligible Requires no action</p>	E



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Support Materials



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Safety

Key Points for Best Practice

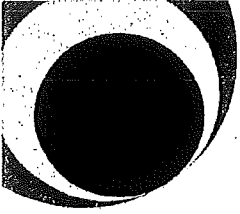
Schools should ensure that:

- qualified lifeguards monitor all swimming events on each side of the pool
- teachers not expected to enter the water to assist students must be briefed on appropriate communication should they observe a student needing assistance (whistles should be used for this purpose)
- safety checks are built into procedures e.g. a buddy system, roll checks
- approved procedures are implemented in the event of an emergency
- sun protection measures such as suitable clothing and hats are promoted to students
- adequate shaded areas are available for students whilst not competing in races or activities
- sunscreen is available for all students and staff in outdoor venues
- regular reminders to use the sunscreen are given during the Swimming Pool or Water Park Based Aquatic Event
- the dangers of ultra violet radiation are repeated throughout the day and included in any advice to parents, and
- a public address system is available.

Personal Safety Issues

Students, teachers and other participants should:

- remove jewellery and other ornaments where it is deemed to present a threat to safety
- secure long hair to avoid interference with sight or breathing, and
- have reached a proficient level of swimming competency to participate in swimming pool and water park based aquatic activities.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Starting Pistols and Caps

Starting pistols and caps represent a significant danger and must be used only by teachers or other adults at the venue. If the school has no-one to act as starters, Swimming ACT ph: (02) 6257 4837, may be able to supply a person for the school, zone/district or ACT swimming carnivals.

Some schools may chose to use whistles to avoid the safety risks associated with starting pistols and caps.

Starting pistols

Starters must use industrial type hearing protection designed for medium to high level noise (above 30 decibels). These may be either ear muffs or ear plugs. No other person is permitted to stand in the immediate vicinity of the starter while the starting pistol is used.

Starting caps

The following safety procedures must be used with starting caps:

- always carry caps in a rigid container; never loose in a pocket or hand
- avoid friction; do not rub together, and
- use of starting caps is prohibited by persons under 18 years.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

**Suggested planning lists for Swimming Pool and
Water Park Based Aquatic Activities**
Approximately 3 – 12 months prior to the Aquatic Event

Action	Date achieved	Initial
1. Choose swimming pool and water park based aquatic activities date and back-up date (when necessary)		
2. Discuss at an Executive team meeting and seek approval		
3. Select and book approved venue		
4. Add date to school yearly planner		
5. Clarify cost of entry for students, teachers and parents		
6. Check if school will have sole access to pool for the day (some pools have public access at lunch time so students are not allowed in the water then)		
7. Book transport		
8. Liaise with pool venue manager to ensure they have:		
<ul style="list-style-type: none"> • RLSSACT 5 Star Approval, or can provide evidence of compliance with, or audit against, the RLSS Australia Guidelines for Safe Pool Operation 		
<ul style="list-style-type: none"> • Lifeguard ratios of 1 lifeguard per 100 students 		
<ul style="list-style-type: none"> • Clear out-of-bound markings 		
<ul style="list-style-type: none"> • Appropriate pool depth for diving starts 		
<ul style="list-style-type: none"> • Shade areas 		
<ul style="list-style-type: none"> • BBQs/tables if required 		
<ul style="list-style-type: none"> • Flotation devices e.g. kickboards, noodles if required 		
<ul style="list-style-type: none"> • Audible loud speaker system 		

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists



Approximately 6 weeks prior to the Aquatic Event

Action	Date achieved	Initial
1. Confirm the venue booking and above approval information		
2. Confirm transport		
3. Advise staff of the date		
4. Liaise with canteen staff to advise date		
5. Publicise the swimming pool or water park based aquatic event to school community		
6. Generate parental permission and medical information forms including alternative language options (check which ones your school needs)		
7. Send forms home to obtain parental permission		
8. Complete the Risk Assessment and Management Plan using the template in the support documents, including emergency procedures		
9. Send the Risk Assessment and Management Plan to Principal for approval		
10. Discuss the Risk Assessment and Management Plan with relevant staff to determine relevant safety and emergency procedures are in place		
11. Check supplies of sunscreen plus other equipment e.g. noodles, whistles		
12. Develop the aquatics activities program - include events for swimmers and non swimmers		
13. Check previous school swimming records		
14. Liaise with staff about official jobs roster		
15. Develop a staff supervision roster		
16. Obtain Principal's approval for roster and then communicate it to staff		
17. Let staff know when to undertake the Survival Challenge Proficiency Test		
18. Organised who is going to be involved in running any Survival Challenge Proficiency testing and ensure they are familiar with the process		

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

19. Arrange for first aid officer to attend the swimming pool or water park based aquatic event

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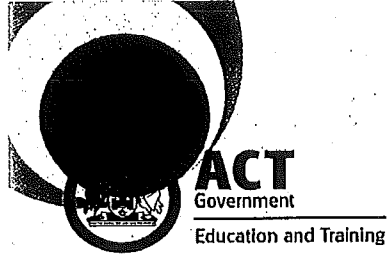


Government
Education and Training

Approximately 2 weeks prior to Aquatic Event

Action	Date achieved	Initial
1. Start collecting money, medical and permission notes		
2. Make program and organisational arrangements available to parents		
3. Organise perpetual trophies if required		
4. Ensure that all arrangements for the swimming pool or water park based aquatic event are discussed at a staff meeting		
5. Communicate program and supervision roster to staff		
6. Brief officials on their roles and responsibilities		
7. Outline a communication plan if swimming pool or water park based aquatic event needs to be cancelled		
8. Organise students to assist with refreshments for officials		

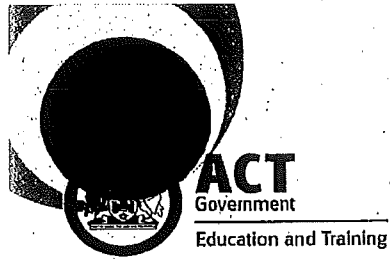
Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists



Approximately 1 week prior to Aquatic Event

Action	Date achieved	Initial
1. Explain emergency procedures to staff		
2. Ensure all permission notes and money have been collected		
3. Make arrangements for students not attending or participating		
4. Recheck transport details		
5. Prepare all programs, results and record keeping sheets		
6. Speak to students about how swimming pool or water park based aquatic event is organised and what the expectations are		
7. Finalise and communicate transport arrangements		
8. Identify which teachers, parents, students will arrive early at the venue to help with set up		

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists



Approximately 2 days prior to Aquatic Event

Action	Date achieved	Initial
1. Check and pack all equipment		
2. Check all attendance marking sheets are ready and distributed		
3. Ensure that all elements of emergency procedures are prepared (e.g. emergency phone numbers)		
4. Brief student helpers		
5. Check weather forecast and remind staff and students about communication arrangements if swimming pool or water park based aquatic event is cancelled		

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

On the day of the Aquatic Event

Action	Date achieved	Initial
1. Set up early to allow time for anticipated problems		
2. Check and supervise staff and parent officials and staff on supervision duty roster		
3. Ensure correct roll marking protocols and procedures are undertaken		
4. Ensure teachers take all medical and permission notes with them		
5. Before running unstructured activities ensure students wishing to participate undertake the Survival Challenge Proficiency Test		
6. Check that Survival Challenge Proficiency Test results are recorded in MAZE and paper records are stored on an official Directorate file		
7. Ensure students who do not pass the Survival Challenge Proficiency Test do not participate in any unstructured activities in water at or above the student's waist		
8. Remind staff and students about emergency procedures and implement as required		
9. Ensure there is a designated area for non-proficient swimmers		
10. Ensure all students and staff have access to sunscreen		
11. Ensure toilets/ change rooms are supervised		

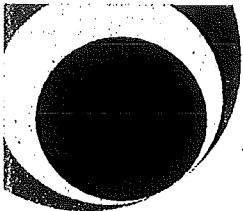
Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists



ACT
Government
Education and Training

Approximately 1 week after Aquatic Event

Action	Date achieved	Initial
1. Make sure all equipment is returned or packed away appropriately		
2. Record student Survival Challenge Proficiency Test results in MAZE		
3. Debrief with staff on swimming pool or water park based aquatic event highlights and issues and record and file recommendations for the next swimming pool or water park based aquatic event		
4. Document any emergency procedures and follow-up actions		

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists**Swimming Carnival –
Sample Primary School Program**

1. Survival Challenge Proficiency Test	
100M	OPEN
1.	Freestyle
2.	Backstroke
3.	Breaststroke
4.	Butterfly
50M FREESTYLE	
5.	8 yrs boys and girls
6.	9 yrs boys
7.	9 yrs girls
8.	10 yrs boys
9.	10 yrs girls
10.	11 yrs boys
11.	11 yrs girls
12.	12/13 yrs boys
13.	12/13 yrs girls
NOVELTY EVENT	
Cork Scramble (non-swimmers)	
50M BACKSTROKE	
14.	10 yrs & under boys
15.	10 yrs & under girls
16.	11 yrs boys
17.	11 yrs girls
18.	12/13 yrs boys
19.	12/13 yrs girls
NOVELTY EVENT	
Wading Race (non-swimmers)	
50M BREASTSTROKE	
20.	10 yrs & under boys
21.	10 yrs & under girls
22.	11 yrs boys
23.	11 yrs girls
24.	12/13 yrs boys
25.	12/13 yrs girls
NOVELTY EVENT	
Over And Under Races (10yrs, 11yrs, 12/13yrs)	
50M BUTTERFLY	
26.	10 yrs & under boys
27.	10 yrs & under girls
28.	11 yrs boys
29.	11 yrs girls
30.	12/13 yrs boys
31.	12/13 yrs girls
HOUSE RELAYS-if time permits	
32.	YEAR 3/4 boys & girls
33.	YEAR 5 boys & girls
34.	YEAR 6 boys & girls