

# Curriculum activity risk assessment

## Swimming, Recreation

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### Activity scope

This document relates to student participation in Recreational Swimming as a curriculum activity. These guidelines relate to regular sized classes. This activity could be conducted in a variety of locations, including dams, creeks, estuaries, beaches and pools.



### Risk Level

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

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

Inherent risk level		Action required / approval
<input type="checkbox"/>	<b>High</b>	Likely chance of a serious incident and injury requiring medical treatment <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> must be completed.</li> <li><input checked="" type="checkbox"/> Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment.</li> <li><input checked="" type="checkbox"/> Obtaining parental permission is recommended.</li> <li><input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i>.</li> </ul>

Teachers/leaders:

Activity description:

Start date:

Finish date:

No of students (approx.):

Class groups:

Supervision ratio (approx.):



Queensland Government

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

## Minimum supervision

At least two adults are to be present.

In determining whether additional adult supervision is required, consider:

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

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

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

Further information:

## Minimum qualifications

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

- At least one adult present has current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or immediate access to first aid facilities, including qualified personnel.
- In circumstances where one person holds both the Bronze Medallion and CPR qualifications and is involved in an emergency situation another adult present will be required to ensure students exit the water safely and manage effective supervision of students.
- [Blue Card](#) requirements met.

### For the adult leading the activity:

- Bronze Medallion or equivalent
- OR**
- Swim Australia™ Teacher, Swim Australia™ Teacher of Competitive Swimming; Swim Australia™ Teacher of Learners with Disability, Bronze Silver or Gold Coaching Licence
- OR**
- Certificate of the Australian Council for the Teaching of Swimming and Water Safety. Please refer to the [AUSTSWIM](#) website for further information

## Minimum qualifications

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

### OR

- competence (demonstrated ability) in the *teaching* of recreational swimming.

A teacher could demonstrate their competency through their:

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

Further information:

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

Governing bodies/associations	Yes	No
Guidelines/codes of practice are established for this activity. See <a href="#">Get Active Queensland</a> ; <a href="#">Swim Australia</a> ; <a href="#">Royal Life Saving</a> ; <a href="#">AUSTSWIM</a> Australian Swimming Coaches and Teachers Association Have these been considered during the planning of this activity?	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

## Hazards and suggested control measures

All persons engaging in this activity should:

- identify the hazards, including any additional hazards not mentioned here
- assess their significance
- manage the potential risks.

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<b>Animal bites/diseases</b> <ul style="list-style-type: none"> <li>• Stone fish</li> <li>• Other aquatic animals</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure everyone always wears enclosed footwear with thick soles when swimming in creeks, dams, estuaries etc. due to possible presence of stonefish. – <b>STINGS CAN BE FATAL</b> – Refer to: <a href="#">Australian Institute of Marine Sciences – Stone Fish</a>. For information on other dangerous marine animals within Australia, refer to <a href="#">Australian Institute of Marine Sciences</a>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>○ Adhere to the <a href="#">Surf Life Saving Queensland Marine Stinger Risk Management Guidelines</a>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>○ Adhere to <a href="#">HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions</a>.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• Consider the use of goggles.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<p><b>conditions</b></p> <ul style="list-style-type: none"> <li>• Temperature</li> <li>• Weather conditions</li> <li>• Water visibility</li> <li>• Rips</li> </ul>	<ul style="list-style-type: none"> <li>○ Assess weather conditions before and during activity (e.g. temperature, storms).</li> <li>○ Obtain advice from lifeguards or club members about local conditions and potential hazards.</li> <li>○ Cease activities where conditions are unfavourable or where beaches have been closed by lifeguards.</li> <li>○ Ensure that appropriate sun safety equipment is used.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<p><b>Heights/falling objects</b></p> <ul style="list-style-type: none"> <li>• Jumping/diving off banks, cliffs etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the Board of Swimming Australia Pool Depth guidelines are followed:           <ul style="list-style-type: none"> <li>○ less than 0.9 metre – no dives</li> <li>○ 0.9 metre to less than 1 metre – concourse dive (providing concourse is not more than 0.2 metre above the water surface)</li> <li>○ 1 metre to less than 1.2 metres – concourse or platform dive (providing concourse or platform is not more than 0.4 metre above the water surface)</li> <li>○ 1.2 metres or more – platform dive (as long as the platform is not more than 0.75 metre above the water surface).</li> </ul> </li> <li>• Check depth of water.</li> <li>• Check for logs and other debris under surface.</li> <li>• Consider not allowing jumping/diving.</li> </ul>	<input type="checkbox"/>                 <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>                 <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<p><b>Physical exertion</b></p> <ul style="list-style-type: none"> <li>• Strains, sprains</li> <li>• Fatigue and exhaustion</li> </ul>	<ul style="list-style-type: none"> <li>• Have appropriate warm-up and warm-down activities.</li> <li>• Have ice packs available.</li> <li>• Follow progressive and sequential skills development.</li> <li>• Continuously monitor students for signs of fatigue and exhaustion.</li> </ul>	<input type="checkbox"/>          <input type="checkbox"/>	<input type="checkbox"/>          <input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<b>Students</b> <ul style="list-style-type: none"> <li>• Special needs</li> <li>• High risk behaviours</li> <li>• Medical conditions</li> <li>• Student numbers</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain parental permission, including relevant medical information.</li> <li>• When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are available (insulin, Ventolin®, EpiPen®, etc.)</li> <li>• Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</li> <li>• Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers.</li> <li>• Ensure there is adequate adult supervision.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Vehicles</b> <ul style="list-style-type: none"> <li>• Boats, cars</li> </ul>	<ul style="list-style-type: none"> <li>• Constantly monitor surroundings for presence of vehicles.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Water</b> <ul style="list-style-type: none"> <li>• Risk of drowning</li> <li>• Quality of water</li> </ul>	<ul style="list-style-type: none"> <li>• Check with local council for presence of water contaminants (blue-green algae etc.) and other dangerous organisms (stonefish, blue-ring octopus, crocodiles etc.)</li> <li>• Adopt signals for assistance required.</li> <li>• Assess students' ability to swim. If non-swimmers are involved in the activity, adhere to the <a href="#">Learn to Swim</a> guideline.</li> <li>• Ensure that there is at least one adult outside water at all times, ready to perform rescue if required. The number of adults required will depend on student numbers.</li> <li>• Constantly monitor students.</li> <li>• Adhere to <a href="#">Guidelines For Managing Risks in Recreational Water</a>.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	

## Additional control measures

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

Hazards/risks	Control measures

**Submitted by:**

**Date:**

List the names of those who were involved in the preparation of this risk assessment.

## Approval

Approved as submitted.

Approved with the following condition(s):

Not approved for the following reason(s):

By:

Designation:

Signed:

Date:

Once approved, activity details should be entered into the *School Curriculum Activity Register* by administrative staff.

Reference no.

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



## Important links

- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>
- HLS-PR-003: First Aid  
<http://education.qld.gov.au/strategic/epr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions  
<http://education.qld.gov.au/strategic/epr/health/hlspr004/>
- Infection Control Guideline  
[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)
- HLS-PR-005: Health and Safety Incident Recording and Notification  
<http://education.qld.gov.au/strategic/epr/health/hlspr005/>
- HLS-PR-013: Developing a Sun Safety Strategy  
<http://education.qld.gov.au/strategic/epr/health/hlspr013/>
- HRM-PR-010: Working with Children Check – Blue Cards  
<http://education.qld.gov.au/strategic/epr/hr/hrmpr010/>
- Get Active Queensland Accreditation Program  
<http://www.sportrec.qld.gov.au/CommunityPrograms/Schoolcommunity/GetActiveQueenslandAccreditationProgram/Courseinformation.aspx>
- Swim Australia  
<http://www.swimaustralia.org.au/>
- Royal Life Saving  
<http://www.royallifesaving.com.au/www/html/7-royal-life-saving-website-home-page.asp>
- AUSTSWIM  
<http://www.austswim.com.au/>
- Swimming Australia  
<http://www.swimming.org.au/>
- Australian Swimming Coaches and Teachers Association  
<http://www.ascta.com/>
- Swimming Queensland  
<http://www.qld.swimming.org.au/>

### Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Assessment Guidelines](#). (See: <http://education.qld.gov.au/strategic/epr/health/hlspr012/index1.html>)

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