Risk Register

Swimming & Water Activities

1. Hazard Classification	2. Description of Risk	3. Current Risk Control/s Measures Implemented at our School	4. Risk Rating Refer to OHS Risk Management Procedure			5. Further Control/s to be Implemented Measures to be taken by our school to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk level		Consequence	Likelihood	Risk level
Environment	**Description:** There is a risk of injury to a participant due to the water environment **Causes:** • Deep or turbid water • Rips • Currents • Tides • Big or Strong Waves • Cold water beneath surface	➢ Staff will brief participants on the signs/symptoms and causes of heat and cold related illness and how to avoid these, as appropriate. • Pre-activity planning will consider whether the planned swimming session and venue matches the maturity and abilities of the group. • At least one staff member will be familiar with local conditions. • The pre-session briefing with the students will identify these hazards before students enter the water and will outline essential communications, boundaries and expectations for the particular venue. • Rescue devices will be available.	Major	Unlikely	Medium				

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Environment	**Description:** There is a risk of injury to a participant due to the weather conditions **Causes:** Hit by lightning High UV Levels Hypothermia Dehydration	➢ Staff briefing participants on these risk and preventative action that can be taken. ➢ Enforce SunSmart policies ➢ Have regular drink breaks ➢ If Thunderstorm approaches, remove students from water if flash to bang is within 30 seconds of each other. Seek shelter and wait for the storm to pass. ➢ Students must wear covered shoulder t-shirts, hats and sunscreen. • Staff will consider the skills, age, experience and maturity of students and staff when determining the activity, season and venue. • A change of clothing appropriate for the weather and season should be taken, including a towel for drying before changing. • Staff will plan and/or adjust the activity in response to foreseeable and prevailing weather conditions. • The emergency response strategy will define responses for when students and/or staff are affected by heat or cold.	Minor	Possible	Medium				
Environment	**Description**: A group is caught in severe weather or a thunderstorm resulting in injury. **Causes**:	• The chosen venue, activity and season will be appropriate to the group. • Staff will obtain regular Bureau of Meteorology weather forecasts for the specific area they will be in and, if necessary, adjust the activity. • Staff will observe the weather before and during the activity and adjust the activity accordingly. • Staff will consider exposure to tree and lightning hazards. • The emergency response strategy will include possible responses should severe weather or a	Major	Unlikely	Medium				

Date Reviewed:

		thunderstorm occur.							
Collision with an Object	**Description:** There is a risk of injury to participants due to a collision with an object **Causes:** Diving into shallow water Hitting a submerged object Hit by another participant	➢ Staff provide safety briefing to participants prior to activity ➢ Supervise students when swimming ➢ As required, appropriate footwear to be worn at all times ➢ Assess area for hazards and modify activity accordingly. • At least one staff member will be familiar with local conditions. • Staff will assess the presence of local hazards, which may include a physical check. Staff will be aware of the potential for spinal injury and very carefully assess the appropriateness of any diving activity. • The use of recreational swinging ropes in natural swimming venues will be avoided. • The pre-session briefing will identify hazards before students enter the water and outline essential safe practices for the particular venue	Major	Unlikely	Medium				
Slips and Trips	**Description:** This is a risk of injury due to participant slipping or tripping **Causes:** Slippery surface Jumping Uneven surface	➢ Staff provide safety briefing to participants prior to activity ➢ As required, appropriate footwear to be worn at all times ➢ Assess area for hazards and modify activity accordingly.	Moderate	Unlikely	Medium				

Date Reviewed:

People	**Description**: A pre-existing medical condition results in injury or illness during the excursion. **Causes**:	• Staff will collect and then review current confidential medical information for all students and staff. Where uncertainty exists, additional information will be sought. • At least one staff member will have a minimum of a level two first aid qualification and a first aid kit, which is appropriate to the activity and the environments to be encountered. • Medical information will be carried by staff on the excursion and referred to as necessary. • At the start of the excursion, staff will ensure that there is no new illness that may have an impact on the ability of the affected student(s) or staff to participate. Consideration will also be given as to whether that illness might spread to others in the group. • The emergency response strategy will include communication and evacuation procedures.	Major	Rare	Medium				
People	**Description**: Staff or student fatigue results in incident and/or injury. **Causes**:	• During the planning phase, staff will consider the skills and experience of students and staff and make sure that the activity is suitable. • The group will adopt appropriately timed rest breaks. Food and water breaks will match the activity intensity, weather conditions and the group's abilities. • Food and water intake will be monitored during the excursion to ensure all participants are eating and drinking adequately. • Staff will monitor each student and consider strategies to support the group and individuals. This may include altered intensity and loads, changing the activity, obtaining	Moderate	Possible	Medium				

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		outside support, evacuations or cancellation of the activity.							
People	**Description**: There is ineffective communication with the group during the activity resulting in exposure to risks. **Causes**: • Ineffective communication	• Staff will wear brightly coloured vests or other identifiable clothing so they can be easily located. • Staff members will carry a whistle or other device for signaling to swimmers and other staff. • In the pre-session safety briefing, staff will explain the necessary communication signals and boundaries.	Major	Unlikely	Medium				
Sensitised Response	**Description**: A student or staff member suffers a bite or sting causing illness or death. **Causes**:	• Students and staff will have clear and relevant clothing/equipment lists, which reflect the possibility of bites or stings, and have appropriate first aid equipment. • Staff will carry current and confidential medical information for all students and staff participating in the activity. Staff will ensure there are appropriate medications available and an emergency response strategy to support a worsening condition.	Major	Unlikely	Medium				

Date Reviewed:

DET Acceptability Chart

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to *As Low As Reasonably Practical* (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

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Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
Severe	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

Likelihood	Description	Indicative Frequency
Almost Certain **(>95%)**	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
Likely **(66 - 95%)**	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Possible **(26 – 65%)**	May occur at some stage	May occur several times across DEECD or a region over a period of time
Unlikely **(5 – 25%)**	Would be surprising	May occur somewhere within DEECD over an extended period of time
Rare **(<5%)**	May never occur	May occur somewhere, sometime ("once in a life time / once in a hundred years")

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.

2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows.)

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