

Curriculum activity risk assessment

Swim: Training

clever • skilled • creative

Activity scope

This document relates to student participation in Swimming Training as a curriculum activity. The following applies to coaching and training sessions for competitive swimmers of programs conducted by schools as a school activity or by a school swimming club.

A swimming squad is one where the focus is on improving stroke technique. These are often called mini squads or junior squads and are mainly for swimmers transitioning from swimming and water safety lessons to a training squad.

A training squad is often called a senior squad and has a focus on improving all aspects of the Swimmer to improve performance. A multifaceted approach to improving stroke technique, fitness levels, mentality, nutrition etc, will be utilised by the Coach.

The following information is based on the [Workplace Health and Safety Queensland](#), Department of Justice and Attorney-General information guide for owners, operators and controllers of public swimming pools.

Facilities include municipal, commercial or school swimming pools. A pool is defined as an artificially created pool of water, either indoors or outdoors with a water-filtering/circulation system.



Risk level

This document is a guideline, 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?

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



Queensland Government

Teachers/leaders:		
Activity description:		
Start date:	Finish date:	No. of students (approx.):
Class groups:		Supervision ratio (approx.):

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, except in the situation outlined below (*).

Minimum supervision ratios are outlined below. In determining whether additional adult supervision is required, consider:

- size, depth and shape of the pool
- lines of sight in and around the pool
- age and number of students using the pool
- swimming ability and specific needs of students e.g. behaviour, physical requirements
- nature of the swimming activity.

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.

* Provided that students have been trained to respond correctly in an emergency in Years 8-12, one teacher may be sufficient to fulfil both recovery and supervision roles required of an emergency procedure. Their correct response should include clearing the water and providing adequate assistance, such as seeking adult help, summoning an ambulance and/or acting in a support role in resuscitation, if necessary.

- At least one adult **must** hold the minimum qualifications as outlined under "Minimum qualifications".
- At least one adult **must** be ready at all times to enter the water and competent to assist a student. At no time should an adult leader rely solely on students to recover a swimmer in difficulty.

Prior to the commencement of the school swimming program, a safety induction session outlining risk management for the activity should be conducted with adults involved in the delivery of the program.

An adult to student ratio of 1:25 is recommended for this activity for groups which contain only swimmers.

If all participants are competent swimmers in a familiar environment with a great deal of prior experience between the swimmers and the coach, much larger ratios can be safely managed, however, the actual levels should be set based on a prudent risk management assessment.

Should one or more swimmers be classified as a Learner or "non-Swimmer", then the ratios must default to the level of the least capable student. Refer to [Swim: Learn to Swim and Water Safety guideline](#).

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.

[Blue Card](#) requirements met.

For the adult taking overall responsibility for swimming and water safety:

Bronze Medallion or equivalent (e.g. Pool Lifeguard)

OR

A statement of attainment from a registered training organisation or governing sporting body covering the following unit of competency

- SISCAQU202A Perform basic water rescue or equivalent

OR

Competence (demonstrated ability) to recognise, prevent and respond to emergency in, on and around the swimming pool.

A teacher could demonstrate competency through all of the following:

- current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or immediate access to first aid facilities, including qualified personnel
- identify a rescue plan and appropriate rescue aids
- identify a person in difficulty
- demonstrated capacity to undertake a non-swimming and swimming rescue exercise at the facility or comparable aquatic environment (e.g. rope throw rescue, swim to the centre of the pool and retrieve a weighted object from the deepest part of the pool).

Competency is assessed annually and considers the aquatic environment that the activity is taking place in to ensure currency and relevancy

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.

For the adult leading the activity :

A statement of attainment from a registered training organisation or governing sporting body covering the following unit of competency:

- SISSSWM301A Teach the competitive strokes of swimming

OR

Competence (demonstrated ability/experience to undertake the activity) in the coaching of swimming.

A teacher could demonstrate a reasonable level of competence by two or more of the following:

- 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 <i>If 'No' is ticked, provide further information.</i>	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
Communication system (indicate at least one or provide further information): <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, sun shirt etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
Flotation aids and reaching aids should be readily available at several locations within the venue. Reaching aids may include light poles or ropes with a float attached.	<input type="checkbox"/>	<input type="checkbox"/>
Schools should seek confirmation from the swimming pool facility regarding the provision of water quality advice, emergency action plans, rescue processes and roles and availability and qualifications of supervisory personnel on site.	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Governing bodies/associations <i>If 'No' is ticked, provide further information.</i>	Yes	No
Guidelines/codes of practice are established for this activity. See: Training.gov.au (TGA), Workplace Health and Safety Queensland , Department of Justice and Attorney-General . Have these been considered during the planning of this activity?	<input type="checkbox"/>	<input type="checkbox"/>
If you are organising competitions or other events, have you referred to Queensland School Sport Unit ?	<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
Health	<ul style="list-style-type: none"> • Adhere to HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions. • Consider the use of goggles. • Consider the use of swimming caps, especially for long hair. 	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous substances • Chemicals	<ul style="list-style-type: none"> • Ensure chemicals and machinery are kept in locked areas away from student access. 	<input type="checkbox"/>	<input type="checkbox"/>	
Physical exertion • Strains, sprains • Fatigue and exhaustion • Cramps	<ul style="list-style-type: none"> • Have appropriate warm-up and warm-down activities. • Follow progressive and sequential skills development. • Have ice packs available. • Avoid lengthy and fatiguing training sessions harmful to a student's health and welfare. • Continuously monitor students for signs of fatigue and exhaustion. 	<input type="checkbox"/>	<input type="checkbox"/>	
Students • Special needs • High risk behaviours • Medical conditions • Student numbers • Safety • Supervision	<ul style="list-style-type: none"> • Obtain parental permission, including relevant medical information. • When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin®, EpiPen®, etc). • Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents. • Ensure there is adequate adult supervision. 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
	<ul style="list-style-type: none"> • Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers. • Ensure that there is at least one adult outside the water at all times, ready to perform rescue if required (the number of adults required depends on student numbers). • Where grouping is used to provide for a wide range of abilities, it is recommended that there be one adult per group. • Build safety checks (e.g. a buddy system or roll checks) into lesson procedures. • Where close supervision is necessary, the number of students in the water at any one time should be limited. • Diving activities must be supervised at all times. • Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures should be put in place to ban, dissuade or protect (e.g. tape) the wearing of jewellery accordingly. 	<input type="checkbox"/> 	<input type="checkbox"/> 	
Environmental Conditions <ul style="list-style-type: none"> • Weather • Surfaces • Surrounds 	<ul style="list-style-type: none"> • Undertake a risk assessment to the appropriateness allowing swimmers to dive into the pool from a flat or elevated (blocks) position. Consider not allowing diving. • Instruct students regarding safe movement around and inside the pool. • Ensure there is a clearly defined emergency procedure that is appropriate to the conditions at each water venue. • Define the boundaries of the safe swimming area. It is recommended that a rope or floats be used. 	<input type="checkbox"/> 	<input type="checkbox"/> 	

Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
	<ul style="list-style-type: none"> Give special consideration to the situation during swimming carnivals when relay swimmers enter the shallow end of the pool. Observe any warnings regarding water quality. 	<input type="checkbox"/>	<input type="checkbox"/>	
Tools, plant or equipment	<ul style="list-style-type: none"> If flotation aids are used, ensure that they are checked for correct fit. Store teaching aids separately from chemical stores and plant rooms. 	<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	
<input type="checkbox"/>	Approved as submitted.
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	Reference no.

Monitor and review <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
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
- 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/>
- HLS-PR-006: Managing risks with chemicals in Department of Education and Training (DET) workplaces
<http://education.qld.gov.au/strategic/epr/health/hlspr006/index1.html>
- FCM-PR-004 School Swimming Pools – operation and management
<http://education.qld.gov.au/strategic/epr/facility/fcmpr004/>
- Get Active Queensland Accreditation Program
<http://www.sportrec.qld.gov.au/CommunityPrograms/Schoolcommunity/GetActiveQueenslandAccreditationProgram/Courseinformation.aspx>
- Australian Water Safety Council
<http://www.watersafety.com.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/>
- Swim Australia
<http://www.swimaustralia.org.au/>
- Australian Swimming Coaches and Teachers Association
<http://www.ascta.com>
- Workplace Health and Safety Queensland – Managing drowning risks at publicly accessible pools
http://www.deir.qld.gov.au/workplace/publications/alerts/drowning_risks/index.htm
- Queensland School Sport Unit
<http://www.learningplace.com.au/en/queenslandschoolsport>

Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in School Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Management Guidelines](#).