

CYC BURLEIGH – RISK ASSESSMENT

FREE SWIM

LOCATION: Tallebudgera Creek/Beach, Lake Ainsworth, 7 Mile Beach, Lake Cootharaba, Lake Moogerah, CYC Noosa

RATIO: 1:25

Likelihood	Consequence				
	1 – Insignificant	2 – Minor	3 – Moderate	4 – Major	5 – Critical
5 – Almost Certain	Medium	Medium	High	Extreme	Extreme
4 – Likely	Low	Medium	High	High	Extreme
3 – Possible	Low	Medium	High	High	High
2 – Unlikely	Low	Low	Medium	Medium	High
1 – Rare	Low	Low	Low	Low	Medium

Risk level			Action required
<input type="checkbox"/>	Low	Little chance of incident or injury	<ul style="list-style-type: none"> Manage risk through regular planning process
<input checked="" type="checkbox"/>	Medium	Some chance of an incident and injury requiring first aid	<ul style="list-style-type: none"> Manage risk through regular planning process & complete this form Parent/carer consent required for underage participants
<input type="checkbox"/>	High	Likely chance of a significant injury requiring medical treatment	<ul style="list-style-type: none"> Manage risk through regular planning process & complete this form Parent/carer consent required for underage participants Principal or head of program approval is required prior to conducting the activity
<input type="checkbox"/>	Extreme	High chance of a serious incident resulting in a highly debilitating injury	<ul style="list-style-type: none"> Consider conducting an alternate activity or make modifications to the activity that could achieve comparable learning outcomes Manage risk through regular planning process & complete this form Parent/carer consent required for underage participants Principal or head of program approval is required prior to conducting the activity

Supervision requirements

All CYC instructors/leaders/staff:

- will carry first aid kits
- have a current blue card/working with children check
- have been assessed and deemed competent in the respective activity
- have the following qualifications as a minimum:
 - HLTAID006 Provide advanced first aid
 - HLTAID001 Provide CPR
 - SISCAQU002 Perform basic water rescues
 - SISORSC007 Perform basic surf rescues

Teachers are deemed competent to supervise this activity

Equipment/facility requirements

- All CYC instructors/leaders carry mobile phone and or UHF radio for communication
- Emergency vehicle access is available
- All equipment meets Australian standards (where applicable) and is in good working order

Hazards

Environmental hazards	Control measure
Biological hazards Body fluids (e.g., blood, saliva, sweat)	Manage bodily substances (e.g., blood) and open wounds before, during and after the activity. Follow appropriate cleaning and hygiene management practices when using shared equipment
Environmental conditions Weather, Sun, Humidity, Swell	CYC's sun safety strategy must be followed. Assess weather and environmental conditions prior to participating outside. Follow the managing excessive heat in schools guidelines when participating in very hot or extreme heat conditions. Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks. Assess the location for floating debris before each session. Ensure stinger suits and/or footwear is worn in the water when appropriate (e.g., enclosed footwear with thick soles when swimming in creeks or estuaries where dangers such as stonefish may be present). Continuously monitor conditions for emerging rips, strong currents, turbulence and under tows. Cease activities when environmental warnings have been issued (e.g., local government or lifeguard warning).

	Control measures for such conditions could include additional ratio a swimming environment that contains breaking waves 1ft>
Facilities and equipment hazards	Control measure
Entry/exit points	Use the designated swimming areas when conducting the activity on patrolled beaches. Establish appropriate entry and exit points at the water's edge.
Instructional aids	Check instructional aids (e.g., kickboards, water noodles) for damage before and during the activity. Do not use aquatic toys as instructional aids. Prevent participants from swimming under pontoons, boats and platforms.
Manual handling Lifting equipment, manipulating/moving students	Use correct manual handling processes when lifting lowering, pushing, pulling or carrying.
Student considerations	Control measure
Deep water Risk of drowning, submersion	Allocate safe swimming areas (e.g., shallow water for non-confident or reluctant swimmers. Provide learning experiences appropriate to swimming confidence and competence. Closely monitor students in deep water. Restrict access if turbulence may be expected (e.g., where a waterfall empties into deep water).
Entanglement	Wear swimming caps if hair poses a hazard. Remove accessories (e.g., jewellery, lanyards) before participating.
Hyperventilation	Encourage participants to take a full/deep breath before submerging. Closely monitor students for involuntary multiple, shallow breaths. Do not allow competitive breath-holding or 'no-breath' underwater games.
Physical exertion Exhaustion and fatigue	Conduct warm-up/cool-down activities. Continually monitor participants for signs of fatigue and exhaustion. Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks.
Student issues	Implement procedures (e.g., buddy system, roll marking mechanisms) to account for all participants. Have students wear easily identifiable clothing (e.g., high visibility rash vest). Ensure staff can easily recognise those students with health support needs (in and out of the water) and are familiar with their needs.

Student numbers, special needs, high risk behaviours, medical conditions, separation from the group	Limit the number of students in the water when close supervision is required.
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Further control measures

- CYC will make every effort to ensure all participants are included in the lesson. However, it is the responsibility of the participant themselves and/or their teacher/care giver, to decide whether the activity is suitable for the participant in question, taking into consideration the terrain, equipment provided, physical ability of the participant and any other factors that may impact the participant's ability to participate.
- It is the school's responsibility to ensure a supervising teacher/adult remains with any student in need of individual support, at all times.
- Check activity location on the day of the event for unexpected hazards.

When considering 'further controls' start at the top of the following 'hierarchy of control'- the higher on this list the more reliable the control:

- Eliminate – some activities may need to be eliminated if the risks can't be controlled e.g. swimming in a dangerous rock pool
- Substitute - lower risk activity with same outcome e.g. swimming at a patrolled beach between the flags
- Redesign - change or reorder activities e.g. swimming activity changed to a cooler time of day to avoid peak sun exposure
- Isolate – provide clear instructions to participants at the start of an activity e.g. set boundaries to keep participants out of problem areas
- Admin controls – plan & coordinate each action of an activity e.g. clear rules & expectations for activity, supervision roster
- Personal protective equipment – last option that should be considered but, in some cases, the only practical control e.g. approved helmet for horse riding

Review

This workplace health and safety risk assessment is to be reviewed when:

- Review date is reached
- An incident where staff or students are injured
- Any staff member considers the level of risk has become unreasonable
- Circumstances change significantly
- There is new information that may influence the risk assessment

Date created April 2015
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