

**BDSSS 13-19yrs**  
**CURRICULUM ACTIVITY RISK ASSESSMENT**

<b>School/College</b>	BDSSS INTER-SCHOOL SWIMMING CARNIVAL		
<b>Curriculum Activity</b> <small>(Attach the EQ Activity Guidelines to this document)</small>	SWIMMING		
<b>Risk Level</b>	MEDIUM		
<b>Details of Activity</b>	SWIMMING CARNIVAL		
<b>Teachers / Leaders of Activity</b>	VARIOUS – 1 X TEACHER PER TEAM		
<b>Year Levels Involved</b>	7 TO 12		
<b>Start Date</b>	8 / 03 / 2024	<b>End Date</b>	8 / 03 / 2024
<b>Approximate Supervision Ratio</b>	1:25		
<b>Venue</b>	NORVILLE PARK POOL		
<b>Minimum supervision requirements met</b> <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>A registered teacher will be present to take overall control</b>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Minimum qualification requirements met</b> <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel</b>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Blue Card requirements met</b>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Minimum Equipment / Facilities Requirements met</b> <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>If NO for any of the above, risk will be managed through the following</b>	3 X LIFESAVERS ARE ON DUTY THROUGHOUT THE EVENT		
<b>Suggested control measures have been met</b> <small>(as per Education Queensland Curriculum Activity Risk Management Guideline)</small>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>If NO, risk will be managed through the following</b>			
<b>Is parental permission required for this activity?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If YES has it been gained?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does the Venue holding the Competition/Trials have a Covid-19 Safe Plan</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If NO (and it is a School), does the Principal of that School approve the use of their school and comply with the Covid-19 Safety measures</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Extra Information</b>	SCHOOLS TO PROVIDE OWN FIRST AID WHERE REQUIRED		
<b>Submitted by</b>	M MCDONALD	<b>Date</b>	20 / 03 / 2024

APPROVAL	
<input checked="" 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: Daniel McMahon	Designation: BDSSS Chair
Signed: 	Date: 21 / 02 / 2024

Teachers / Leaders of this activity who have been trained in these procedures and read the relevant Education Queensland Activity Guidelines.	
M MCDONALD	

Monitor and Review	
Are the control measures still effective?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have there been any changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are further actions required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details:	
Completed By	<div> <div></div> <div>Date</div> <div>/ /</div> </div>

# Swimming in pools

Guideline review date: 28 October 2021

This guideline is provided to support schools in implementing the [managing risks in school curriculum activities procedure](#) External link.

The [CARA planner \(DOCX, 600KB\)](#) External link must be used for the specific school context in conjunction with this guideline considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations

For activities beyond the scope of this guideline, complete a CARA record using the [CARA generic template \(DOCX, 488KB\)](#) External link.

## Activity scope

This guideline relates to student participation in water safety and swimming education activities (e.g. [water safety and swimming education program](#), stroke correction activities, skill practice sessions) as an activity to support curriculum delivery.

Activities that pose an unacceptable risk to students are not recommended as part of a swimming education program. These activities include, but are not limited to, unstructured free-swim activities and breath-holding/underwater games.

For swimming activities in natural environments (e.g. beaches, dams), use the CARA guideline for [swimming in locations other than pools](#).

Depending on the scope of this activity, other risk assessments may be required when planning. Curriculum activities encompassing more than one CARA guideline (e.g. swimming in pools while [camping](#)) must comply with the requirements of all CARA guidelines appropriate to the activity.

For activities conducted at a non-Department of Education venue, and/or when engaging external expertise, request written risk assessment advice and attach it to this CARA record.

For activities conducted off-site, schools must comply with the [school excursions procedure](#) External link.

For activities conducted as part of representative school sport programs, schools should consult with [Queensland School Sport](#) External link.

### High risk

Water safety and swimming education activities in a municipal, commercial or school swimming pool.



## Activity requirements

If any requirement cannot be met, the activity must not occur.

If any other safety recommendation cannot be met, modify the activity (or elements of it) and/or identify and use the [hierarchy of controls](#) to implement alternative control measures to meet or exceed the minimum safety standard.

Prior consultation is required with local authority (e.g. venue manager, lifeguard) for local advice, emergency support mechanisms and additional supervision requirements to ensure participant and public safety. Inform the pool operator of participants' level of confidence and skills in the water.

Prepare a supervision plan to prevent drowning that considers the advice provided in this CARA guideline.

Open wound management must occur before, during and after the activity. Consult [infection control guidelines](#) (PDF, 630KB) and Queensland Health's [exclusion periods for infectious conditions poster](#) (PDF, 1.6MB) External link for first aid and hygienic practices.

Additionally, for swimming carnivals, participation in events must be appropriate to students' current swimming competence. Consult the sequence of competency found in the [water safety and swimming education program](#) for guidance at each year/band level.

[Collapse all](#)[Expand all](#)

### Students

Schools must consider age, maturity and skill level of students when planning curriculum activities. Ensure participants' current level of confidence and skills in the water have been tested. Consult the sequence of competency found in the [water safety and swimming education program](#) for guidance at each year/band level. Adjustments are required for [students with disability](#) to support access and participation in the curriculum. Consult with the parents/carers of students with disability, or when appropriate the student, to ensure risks related to their child's participation in the activity are identified and managed.

Schools must consult current student medical information and/or health plans in accordance with the [managing students' health support needs at school procedure](#) External link. Record information about any student condition (e.g. physical or medical, such as [epilepsy](#) External link) that may inhibit safe engagement in the activity and include specific support measures within emergency procedures.

### Emergency and first-aid

Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. rescue process, provision of CPR and [first aid](#)) and incorporate the advice from local authorities.

Adult supervisors must have:

- emergency contact details of all participants
- a medical alert list and a process for administering student medication

- communication equipment in waterproof containers suitable to conditions (e.g. mobile phone) and a process for obtaining external assistance and/or receiving emergency advice.

Safety procedures must be determined for the location (e.g. water entry, out of bounds areas) and incorporate advice from off-site facility, if relevant.

Ready access is required to buoyant and rescue aids at various locations within the venue (e.g. lightweight poles, water noodles or ropes with a float attached).

Access is required to [first aid equipment](#) (DOCX, 479KB) and consumables suitable for foreseeable incidents.

An adult with current emergency qualifications is required to be quickly accessible to the activity area. Emergency qualifications include:

- [HLTAID009](#) External link Provide cardiopulmonary resuscitation (CPR) or equivalent; and
- [HLTAID011](#) External link Provide first aid or equivalent competencies.

### **Induction and instruction**

Induction is required for all adult supervisors on emergency procedures (e.g. hand up for assistance, rescue process), safety procedures (e.g. active and direct supervision for each supervisory role, hand up for assistance, water entry/exit) and correct techniques. If the activity is conducted at an off-site facility, induction is to be informed by advice provided in consultation with expertise at the venue.

Instruction is required for students on safety procedures and correct techniques (e.g. buddy up, water entry). Rule-reminders are to be provided during the activity.

### **Consent**

[Parent consent](#) (DOCX, 306KB) External link is required for all activities conducted off-site.

## **Supervision**

Principals make final supervision decisions for the activity. Sufficient adult supervision must be provided to manage the activity safely (including emergency situations).

For activities with students with a medical condition or disability that may impact on safety during the activity, consultation with parents is required prior to allocating supervision to determine the impact of students' medical condition or disability on safety during the activity.

The number of adult supervisors required to fulfil emergency and supervision roles must consider the nature of the activity, students' ages, abilities and specialised learning, access and/or health needs.

Supervision ratios are determined in consultation with the swim teaching class ratios [from the Australian Swimming Coaches and Teachers Association](#) External link. In some instances, the supervision ratio may be 1:1.



Specific roles for supervisors must include recovery, emergency and general supervision roles. All adults assigned recovery and/or emergency roles (e.g. lifeguard) are to be easily identifiable e.g. through use of clothing or similar.

At least 2 adult supervisors are required. Final supervision required to fulfil recovery, emergency and supervision roles must consider the nature of the activity, students' ages, swimming competence and specialised learning, access and/or health needs.

For activities with a class group of students in years 7–12 who are determined to be water-safe in the activity location (e.g. [surf survival certificate](#) External link), 1 registered teacher may be sufficient to fulfil recovery, emergency and supervision roles for activities. In this situation, students must be inducted to respond correctly in an emergency by clearing the water, assembling in a safe area and providing assistance (e.g. seeking adult help, summoning an ambulance and/or acting in a support role in resuscitation).

Participants must adhere to all rules and advice communicated by local lifeguard service, facility operator/owner and any safety signage at the facility/location.

Before the activity, all adult supervisors:

- must be familiar with the contents of the CARA record
- must assess [weather conditions](#) External link prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers.

During the activity, all adult supervisors:

- must be readily identifiable
- must be appropriately dressed to perform an immediate rescue at all times
- must provide active and direct supervision – be constantly vigilant, attentive and rescue ready
- must ensure each student under 5 years of age remains within arm's reach of an adult supervisor at all times
- must closely monitor students with health support needs
- must ensure all students in the water are in sight of at least 1 adult supervisor at all times
- must monitor shared facilities (e.g. change rooms, public access areas)
- must comply with control measures from the CARA record and adapt as hazards arise
- must suspend the activity if the conditions become unfavourable (e.g. overcrowding, extreme temperatures, thunderstorms), if relevant
- must not allow competitive breath-holding or 'no-breath' underwater games
- must not rely on students to recover a person in difficulty at any time.

## Supervisor qualifications

Principals make final decisions in determining supervisor capability (competence, relevance and currency) and are responsible for encouraging and enabling school-based activity supervisors to raise their qualifications to improve safety standards.

All adult supervisors must comply with the [working with children authority – blue cards procedure](#) External link and be able to identify, and respond to, risks or hazards that may emerge during the activity.

A registered teacher **must** be appointed to maintain overall responsibility for the activity.

At least 1 adult supervisor is required to have a current water safety and swimming teacher qualification from a registered training organisation (RTO) or governing sporting body, e.g. [AUSTSWIM](#) External link, and demonstrate capacity to perform an appropriate rescue procedure including using appropriate rescue aids.

## For water safety and swimming education activities

Qualifications for the adult supervisor leading the activity:

- a registered teacher with demonstrated ability to perform rescues appropriate to the location. Examples of demonstrated ability include:
  - competence (knowledge and skills) in water safety e.g. current professional development from Royal Lifesaving, such as [Swim and Survive](#) External link
  - a water safety and swimming instructor qualification from an RTO governing sporting body covering [SISCAQU002 – Perform basic water rescues](#) External link unit of competency
  - a current bronze medallion appropriate to the activity environment
  - or another method determined by the principal

or

- an adult supervisor, working under the direct supervision of a registered teacher, with a statement of attainment from an RTO or governing sporting body covering [SISSS00112 – Swimming and Water Safety Teacher](#) External link skill set or equivalent.

## For stroke correction activities and skill practice sessions

Qualifications for the adult supervisor leading the activity:

- a registered teacher with demonstrated ability to perform an appropriate rescue. Examples of demonstrated ability include:
  - qualifications in physical education or equivalent demonstrated capability
  - a water safety and swimming instructor qualification from an RTO governing sporting body covering [SISCAQU002 – Perform basic water rescues](#) External link unit of competency
  - a current bronze medallion appropriate to the activity environment
  - another method determined by the principal

or



- an adult supervisor with accreditation as a [development coach](#) External link with Swimming Australia.

### **Additionally for activities with students less than 5 years old**

One adult supervisor with a statement of attainment from an RTO or governing sporting body covering [SISCAQU011 – Foster the development of infants and toddlers in an aquatic environment](#) External link unit of competency or equivalent

### **Additionally for activities with students with a medical condition or disability that may impact on safety in the water**

One adult supervisor with a statement of attainment from an RTO or governing sporting body covering [SISCAQU012 – Assist participants with a disability during aquatic activities](#) External link unit of competency or equivalent.

## **Facilities and equipment**

The qualified adult supervisor of the activity, in consultation with the principal, determines the requirements for facilities and equipment appropriate to the local context.

Location must be suitable for the activity being undertaken to ensure safe participation and that safety rules and procedures can be followed. Undertake a reconnaissance of new or infrequently used venues to ascertain suitability.

Venue with appropriate toilet and change facilities, accessible to students with disability as required. Consult the [health and safety checklist – swimming pools](#) (DOCX, 357KB) for guidance in identifying hazards.

A working emergency signal (e.g. whistle, air horn) must be readily available.

A clearly defined swimming area (e.g. using lane markers) of an appropriate depth considering student age and ability. Consult the [water safety and swimming education program](#) External link for guidance at each year/band level.

If used, lifejackets and/or personal flotation devices that are fit for purpose and appropriate to students' size and weight (e.g. conforming to Australian Standards AS 4758).

Follow the [school's sun safety strategy](#), including appropriate swimwear (e.g. swim shirts), sun protection (e.g. sunscreen) and shade facilities when outside.

Each student must provide their own towel.

Where a facility is able to provide additional services such as a trained lifeguard, schools are to:

- obtain written confirmation of any bookings for these services
- supply a copy of the curriculum activity risk assessment to the service provider prior to the activity and address any queries the provider may have.



**Note:** That securing these services does not absolve the school of any supervision requirements.

## Common hazards and controls

Further to those listed, include any additional hazards and control measures considering the local context of the activity.

Environmental hazards	Control measures
<b>Biological hazards</b> Body fluids (e.g. blood, saliva, sweat)	Follow appropriate cleaning and hygiene management practices when using shared equipment (departmental staff search 'practical subjects cleaning equipment' in OnePortal).
<b>Environmental conditions</b> Weather, sun, humidity	Follow the <a href="#">managing excessive heat in schools guidelines</a> when participating in very hot or extreme heat conditions.
Facilities and equipment hazards	Control measures
<b>Activity location</b>	Check facility for adequate lighting and water temperature and depth.
<b>Electricity</b> Electrocution	If power is required on the pool deck: <ul style="list-style-type: none"><li>• use portable safety switches where there are no residual current devices installed</li><li>• do not use extension leads, electrical equipment and cords</li><li>• use battery powered or non-powered equipment.</li></ul>
<b>Instructional aids</b>	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 learn to swim platform (if used). Closely monitor the area around and under the platform.

<p><b>Manual handling</b> Lifting equipment, manipulating/moving students</p>	<p>Use correct manual handling processes when <u>lifting</u> (DOCX, 149KB), lowering, pushing, pulling or carrying (e.g. hoists, wheelchairs).</p>
Student considerations	Control measures
<p><b>Deep water</b> Risk of drowning, submersion</p>	<p>Allocate safe swimming areas (e.g. shallow water, next to the pool edge) for non-confident or reluctant swimmers. Provide learning experiences appropriate to swimming confidence, age and competence.</p> <p>Ensure depth of water is appropriate to swimming competence and age.</p> <p>Ensure students with health conditions participate in an easy access area (e.g. outside lane) in case an emergency procedure is required.</p> <p>Closely monitor students in deep water.</p> <p>Only allow competent swimmers to swim underwater. Restrict underwater swimming to short-duration activities under close supervision. Note: the water safety and swimming education program begins using breaststroke approach to swim down and touch bottom in the year 3 and 4 band.</p>
<p><b>Swimming attire</b></p>	<p>Wear swimming caps if hair poses a hazard.</p> <p>Remove accessories (e.g. jewellery, lanyards) before participating.</p> <p>Do not allow students to misuse swimming caps or equipment e.g. do not pull swimming caps over faces, do not use rescue ropes for any purpose other than rescue or simulation.</p>
<p><b>Hyperventilation</b></p>	<p>Encourage participants to take a full/deep breath before submerging. Closely monitor students for involuntary multiple, shallow breaths.</p>



<p><b>Physical exertion</b> Exhaustion and fatigue</p>	<p>Do not allow competitive breath-holding or 'no-breath' underwater games.</p> <p>Conduct <u>warm-up/cool-down</u> (PDF, 152KB) activities.</p> <p>Continually monitor participants for signs of fatigue and exhaustion.</p> <p>Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks.</p>
<p><b>Student issues</b> Student numbers, special needs, high risk behaviours, medical conditions, separation from the group</p>	<p>Implement procedures (e.g. buddy system, roll marking mechanisms) to account for all participants before, during and after the activity.</p> <p>Limit the number of students in the water when close supervision is required.</p>
<p><b>Water entry</b></p>	<p>Closely monitor all dive entries. Consult the water safety and swimming education program for guidance on safe water entry at each band of years.</p> <p>Only allow students deemed competent in dive technique to progressively perform pool deck dive entries. All pool deck dive entries to be closely supervised. Note the water safety and swimming education program begins head first entry progressions from the pool deck in the year 5 and 6 band.</p> <p><b>For swimming carnivals:</b></p> <p>Follow the shallow water starts in competition guidelines outlined in Swimming Australia's facilities rules – <u><a href="#">dive entry for competitive swimming policy</a></u> External link when conducting relay races.</p>
<p><b>Visibility</b></p>	<p>Strongly encourage students to have high-visibility swimming attire and a swimming cap that does <b>not</b> match the pool colour. Ensure staff can easily recognise those students with health support</p>

needs (in and out of the water) and are familiar with their needs.

## Additional links

- [Managing risks at publicly accessible pools guideline \(PDF, 213KB\)](#) External link
- [Royal Life Saving Society](#) External link
- [Swimming Australia](#) External link
- [Australian Water Safety Council](#) External link
- [Epilepsy Queensland](#) External link
- [Water safety and swimming education program](#) External link

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