

West Lakes Aquatic Centre



Risk Management Package

**Also please see the DECD, Sport Swimming & Aquatics Unit
Child Safety & Identified Risks- Aquatics**

www.decd.sa.gov.au/swimmingandaquatics/pages/ICsandSchools/ICchilsafety

www.decd.sa.gov.au/swimmingandaquatics/pages/ICsandSchools/identifiedrisksaquatics



Government of South Australia

Department for Education and
Child Development

WEST LAKES AQUATIC CENTRE EMERGENCY PROCEDURES RATIONALE

Each school attending West Lakes Aquatic Centre is first given a safety talk. This includes information on what a P.F.D. is, the different types and the correct method of wearing one. Also the importance of doing what your told, when your told, and what to do if and when the Instructor blows their whistle.

After being split into groups of approximately six, each group is numbered and students are sent to their allocated activity.

Students are then made aware that each activity has its own emergency procedures and potential hazards, and what is expected of them in these situations.

Emergencies in the outdoors all differ, from the activity and location, to the number of Instructors available to give assistance, therefore each activity has its own emergency procedure and way of implementing them.

Staff discussions involving the fabrication of possible emergency situations and the possible solutions to these situations has been established and is an effective method of in-service for Instructors in handling emergencies.

INSTRUCTOR DUTIES AND EXPECTATIONS

1. To be responsible for safety and duty of care of the children in their classes.
2. To be responsible to the centre manager, for the standard of instruction and the conducting of lessons.
3. Must sight and consider each child's medical information form and act accordingly, ***before they enter the water.***
4. To ensure children in their classes are aware of the appropriate emergency procedures ***before they enter the water.***
5. To be able to conduct a rescue for the activity being taught.
6. To practice the appropriate emergency procedures with children in their classes.
(This is for students rather than Instructors).
7. To be familiar with all aspects of the Centre's emergency procedures including location and use of phones and first aid kits.
8. To be ultimately responsible to the Manager – Sport Swimming and Aquatic Unit.
9. To be punctual and well prepared.
10. To be correctly attired to teach aquatics. (*refer to administration guidelines kept in the W.L.A.C. Office*)
11. To be prepared to go into the water to teach classes. Demonstration is an excellent method of teaching and you cannot do that from the shore all the time. Personal investment in wetsuit(s) is expected. Being prepared to go into the water is one condition of employment.
12. To always carry a whistle for emergencies.
13. To provide students with a positive role model. This includes no smoking and bad language in front of students. Similarly the DECS Sun smart Policies, (slip, slop, hat, wrap, cover up), are to be followed by all instructors as well as students.

DUTY OF CARE, ROLES AND RESPONSIBILITY

What is "Duty of Care"?

Duty of care is a legal obligation imposed on an individual requiring that they adhere to a standard of reasonable care while performing any acts that could foreseeably harm others.

Where does the Teachers' "Duty of Care" lie?

Teachers retain "Duty of Care" for their students at all times during the swimming and aquatics program by monitoring their health, well being and learning outcomes whilst accessing the expertise of the DECS Instructors.

Where does the Instructors' "Duty of Care" lie?

You have a "Duty of Care" during a swimming and aquatics class. Instructors support the teachers' duty of care by providing expertise and reasonable care in the provision of a DECS approved program.

What are the teachers' roles and responsibility during swimming and aquatics lessons?

Teachers must:

- Ensure all students in their care have parental consent and complete medical information (and medication if applicable) before they allow them to attend and/or participate in a swimming and aquatics program.
- Provide support for instructors in managing the behavior and medical issues related to the student group.
- Be involved in decision making on issues related to student behavior, injury and learning program in conjunction with the Instructor in Charge.
- Provide direct and appropriate supervision of their students for the following aspects of the program.
- All travel to and from the centre.
- All aspects of changing and accessing toilet during the program (students behavior in change rooms including situations where the general public may be accessing these facilities' at the same time).
- Monitoring the behavior of instructors in relation to students.
- Supervision of the students and instructors during the swimming and aquatics lesson. This may include providing additional support in the water; accompany the class in a "rescue boat" and performing safety watch duties for a specific medical condition.
- All other times when students are not directly involved in the Swimming or Aquatic activities. The decision making process and expectation in situations involving instructors in classes should be discussed in advance between the instructor in charge (or instructor where there is no IC) and the teacher. This will minimize the chance of conflict.

Who is responsible for parents and others that attend to watch students?

Parents and others that may accompany or attend the program to watch should be advised prior to the event that they are there in private capacity. The school will need to provide them with clear guidelines regarding their attendance, briefing prior to attendance regarding role, behavior and responsibilities and ensure they remain in a position where they do not distract the class or interfere with the instructor during a class. All communication regarding parents not following these guidelines must be directed to the Instructor in Charge and/or teacher not directly to the parent unless immediate harm is evident. However during such programs as "SWD extended swimming program" there will be some instances that the student will not be accompanied by a teacher so the parent/caregivers will retain the duty of care. Parents will need to be briefed by the IC on their roles and responsibilities during the lesson. In this instance the "Duty of Care" will be with this person in the active role and responsibility as previously mentioned in the Teacher section.

SAFETY TALK CHECKLIST

INTRODUCTION

- Introduce self
- Introduce the centre (change rooms, office, location of equipment, water fountain)
- Intro to instructors
- Expectation of students behaviour
- Student behaviour in the change rooms
- Valuables and storage of gear (select a place for school)
- Areas out of bounds (eg. balcony area etc.)

PERSONAL EQUIPMENT

- hats (prefer wide brim or legionnaires)
- shoes (strongly recommended)
- shirts (no singlets)
- shorts and bathers (avoid jeans and Tracksuits)
- 30spf sunscreen
- sunglasses (optional)
- medication
- pfd's (3 types, explain differences, sizes, snug fit and wear at all times)
- appropriate clothing for hot and cold weather
- the importance of drink & food

EMERGENCY PROCEDURES

- Location of emergency evacuation point (main lawn)
- Self rescue (international distress signals)
- One whistle blast stop/look/listen
- Continual whistle blasts emergency situation
(each activity to have it's own emergency procedure or on land emergency evacuation point)

DANGERS OF THE LAKE

- The beach (rough beach areas, sharp rubbish)
- Pontoons and walls (dangers of barnacles and mussels)
- Other groups and water craft on the lake
- Marine creatures eg. (Blue ringed octopus, crabs, muscles etc. description, why dangerous, leave them and all other marine creatures alone)
- No diving from shore or from any of the equipment. If falling from equipment, fall flat as possible.

GENERAL

- Not allowed on the water or to use equipment without instructor present
- No chewing or eating on the water
- No loose jewellery
- Students are responsible for their own property
- No running around centre, particularly concrete areas
- Safety in cars around the centre for students who drive
- Washing of gear & hanging up equipment at the end of each session

ADDITIONAL INFORMATION FOR PRIMARY GROUPS

- Divide students into groups of six (fives or sevens if necessary) – get assistance from teachers
- Group numbers
- Teacher to collect puffer bags from office and sign out
- Location of signs and where to meet instructors

DON'T RUN No need to run (dangers of slipping)

EMERGENCY PROCEDURES

IMMEDIATE ACTION

1. EMERGENCY SIGNAL:

CONTINUOUS BLASTS ON WHISTLE, AIR HORN OR SIREN

2. ENSURE ALL STUDENTS LEAVE THE WATER IMMEDIATELY

3. DELEGATION OF DUTIES

<u>PERSON A</u>	<u>PERSON B</u>	<u>PERSON C</u>
ATTENDS VICTIM	CLEARs AREA	CALLS & DIRECTS AMBULANCE
Danger Response Airway Breathing Circulation	Takes Charge of Students	Crowd Control

4. INSTRUCTOR PRESENT, TAKES CONTROL OF THE SITUATION.

5. 2 I/C, SENIOR INSTRUCTORS / OR INSTRUCTOR IN CHARGE TAKES CONTROL OF THE SITUATION

6. ONLY THE INSTRUCTOR IN CHARGE OR PRINCIPAL TALKS TO THE MEDIA.

BEACH UNIT PROCEDURES

- 1. The two way radio must be taken to the beach for all lessons and worn by an instructor at all times. A radio and battery check must be carried out during each lesson.**

There are two emergency alarm signals in place at the beach.

- Loud horn blast.
 - Extended whistle blasts.
- (If emergency alarm is signalled, exit water as quickly and calmly as possible.)

PROCEDURE FOR CROSSING MILITARY ROAD AND WALKING TO AND FROM THE BEACH

1. Minimum of 2 instructors for every 20 students is required to escort classes to and from the beach unit. For 7 or less students one instructor and one additional adult is required
2. Footwear is highly recommended to all students.
3. Students must stay in a group.
4. Students must stay on the footpath and walkways, not on the road, in the dunes or on local residents private front yards.
5. All road crossings must take place between the gap in the trees just south of Rowing club driveway (gates) or directly adjacent the aquatic centre. Be sure to cross only in a place where vision of possible oncoming traffic can be seen without interference from buses or other vehicles parked on the roadside.
6. Students must be warned of possible dangers before leaving the Aquatic Centre building area. Motor vehicles, Hot ground, Snakes, broken glass and sharp objects
7. Students must be told the correct crossing procedure before leaving the centre.
8. Crossing the road must only take place when traffic is far enough away to give ample crossing time. Be aware of vehicles possibly exceeding the legal speed limit.

Crossing Procedure

Instructor explains to students:

1. The importance of crossing the road with care and following instructor guidance.
2. Firstly students will move up to and stand as a group on the footpath
3. Crossing permission will not be given until all students are paying attention and are ready to cross.
4. Before crossing the road, one instructor/teacher must first go to the centre of the road (median strip) and check traffic is clear, before crossing permission is given.
5. No one leaves the curb until the Instructor gives the all-clear to **walk** to the traffic island in the middle of road and **stop**. Students will stand in the middle of the middle (in line with the palms). Instructor will then check traffic and give the all clear to cross to the other side.

SANITATION OF SNORKELLING EQUIPMENT

After speaking to Peter Bond from the Department of Human Services, Environmental Health Services Division, regarding an economical and effective method of sanitising snorkelling equipment, he has recommended the following.

After each use, the snorkels and masks are:

1. **Rinsed with reticulated water containing mild detergent and scrubbed (lightly using a nylon brush)**
2. **Soaked for at least 10 minutes in a solution containing 500 ml of sodium hypochlorite in 40 L reticulated water.**
3. **Rinsed in fresh reticulated water.**

An alternative source of disinfectant is 'liquid swimming pool chlorine' containing approximately 10% (100g/L) sodium hypochlorite. To maintain the concentration, use 200mL to 40 L reticulated water.

It is safest to always add the chemical to the water.

All containers of water and the chlorine-based solution should be appropriately discarded at the end of each day.

FIRST AID (All Instructors are first aid officers)

All staff are required to,

- hold a current Senior First Aid and CPR certificate.
- check and maintained all First aid equipment regularly..
- provide first aid as required
- record all first aid provided to staff or students.
- arrange for the adequate safe disposal of waste products eg. tissues, dressings all blood products etc

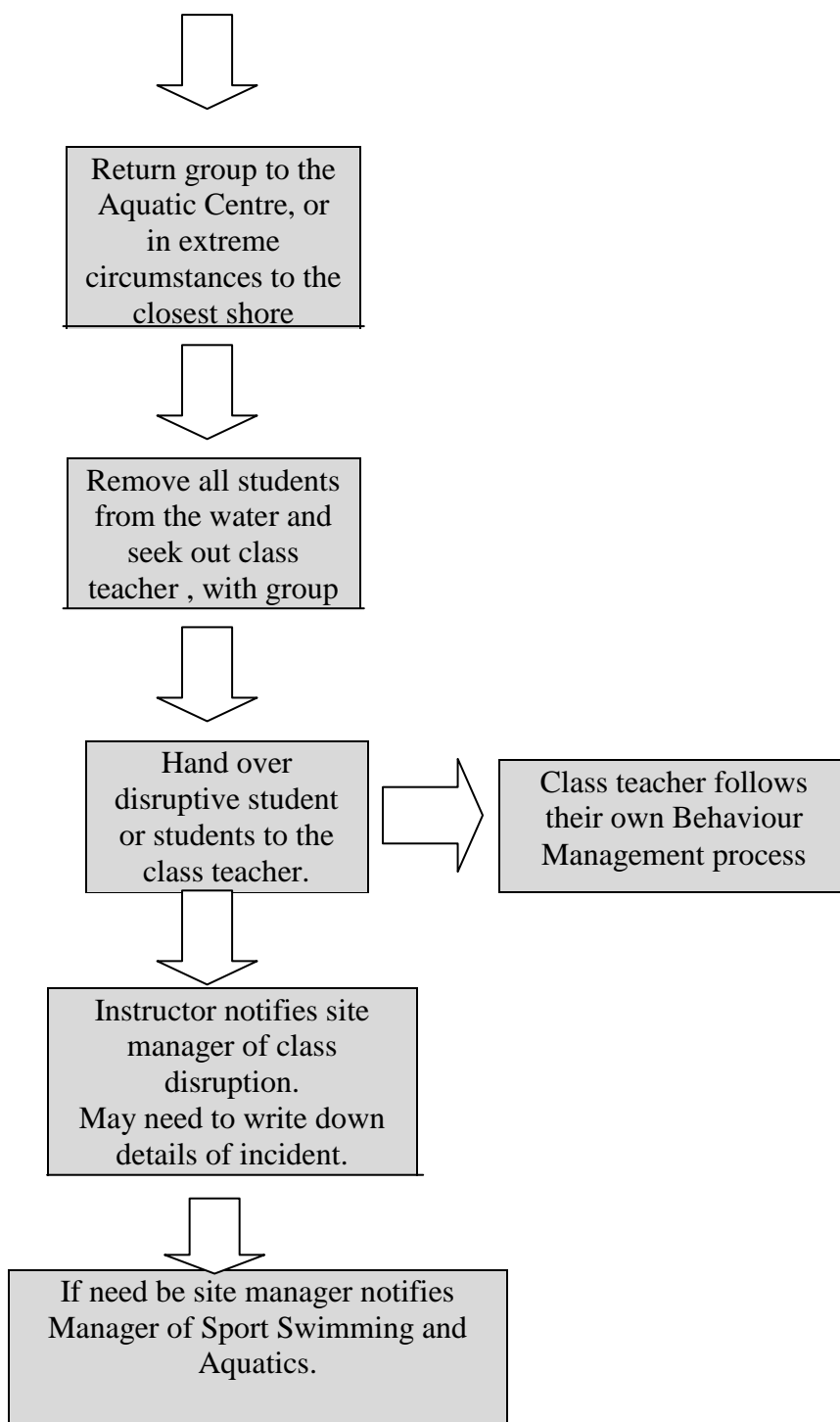
Behaviour Management

An Instructor is expected to have a range of strategies to manage student behaviour. If an Instructor finds a student unmanageable the student should be personally returned to the teacher. Do not hesitate to seek assistance from other staff and if necessary the class activity may have to cease while the appropriate action is taken to resolve any problem.

BEHAVIOUR MANAGEMENT **PROCESS**

EXTREME DISRUPTIVE BEHAVIOUR

- Endangering others safety or learning



Risk Management Plan

Shark Safety Strategies

Risk Management Plan - Shark Safety Strategies

Safety and an enjoyable visit to the beach can be enhanced by using common sense as to where one swim and what activities they undertake whilst in the water and being aware of what may invite or provoke an attack.

The following safety points highlight some considerations that may help minimise the risk:

- Do not swim, dive or surf where dangerous sharks are known to congregate.
- Always swim, dive or surf with other people (the presence of a companion may deter a potential attack and your companion can assist you if you get into trouble or are bitten by a shark).
- Do not swim in dirty or turbid water (there is little chance of seeing a shark in these conditions).
- Avoid swimming at dusk, dawn or at night (many sharks are more active during these times and in low light conditions you may not be able to see an approaching shark).
- Avoid swimming well offshore, near deep channels or along drop-offs to deeper water (sharks are more likely to inhabit the deeper water).
- Avoid entering the ocean near a river mouth, especially after a rainstorm (rain can wash potential food items into the sea that might attract fish and sharks).
- If schooling fish congregate in large numbers, leave the water (sharks can be feeding on the baitfish schools).
- Do not swim near people fishing or spear fishing (as these activities can attract sharks).
- Dolphins in the area do not indicate the absence of sharks (dolphins and sharks sometimes feed together and some sharks feed on dolphins).
- Kayakers should raft up together if a large shark is seen in the area (this makes for a larger object that a shark may not be interested in).
- Do not swim with pets and domestic animals (sharks can be attracted to non-aquatic animals in the water).
- Look carefully before jumping into the water from a boat or wharf (people have jumped on top of sharks) and be aware that Wobbegong sharks are known to hide amongst the kelp in shallow water. Be careful wading through shallow water as you could accidentally step on one and get bitten without knowing it was there.
- Wearing shiny jewellery can reflect light that resembles the sheen of fish scales (sharks can be attracted to the reflected light).
- If a shark is sighted in the area leave the water as quickly and calmly as possible.

FURTHER ADVICE AND INFORMATION

Any sightings from the beach or shoreline should be made direct to Police via 131 444 who will then contact other necessary agencies as required - eg Surf Life Saving SA, Councils etc.

Any off-shore sightings should be made to Fisheries FISHWATCH on 1800 065 522

WET WEATHER AND THUNDERSTORMS POLICY

- No more than 20 per cent of any program may be used for “dry” lessons such as showing films, playing games or safety talks. If weather conditions do not improve lessons must be cancelled.
- In the event of a thunderstorm the following procedure is recommended by the Bureau of Meteorology.
- When the thunder becomes easily audible the storm is within 15 to 28 kilometres. Depending on atmospheric and wind conditions the storm can arrive at your position in as little as 5 minutes.
- As soon as thunder becomes easily audible, remove students from the water and immediately proceed to **dry ground**. Seek Shelter in a **hard top** building or vehicle.
- Avoid small structures such as fabric tents, and single or small groups of trees.
- Do not touch or move close to metal structures such as fences or metal clotheslines.
- If your hair stands on end or you hear buzzing from nearby rocks and fences, move to a new position immediately.
- Do not handle long or metallic objects in the open.
- If in the open away from shelter, crouch down, preferably in a hollow with feet together, and remove any metal objects from head and body. Do not lie down but avoid being the highest object in the vicinity.
- If boating, get ashore as soon as possible. If unsafe to do so, Seek protection beneath a high structure such as a bridge or jetty.
- Avoid the use of telephones if possible, because the telephone system can become highly charged. If an emergency call is necessary, make it brief.

No more than 20 per cent of any program may be used for “dry” lessons such as showing videos, playing games or safety talks. If weather conditions do not improve lessons must be cancelled.

Should schools cancel lessons due to wet weather then adequate notice should be given to the instructor in charge. Should less than one hour’s notice be given then the school may be asked to reimburse the Department for Education and Children’s Services for the cost of instructors.

EMERGENCY INFORMATION and PHONE NUMBERS

Nearest Phones Are At:-

W.L.A.C. Office (upstairs SARA building).

Emergency Phone Numbers:

Police:	000	
	(Henley Beach)	83562555
	(Port Adelaide)	82076444

POLICE GENERAL ENQUIRIES -	131444
POLICE WATER OPERATION DUTY CREW –	0418 859295

Ambulance: 000

School:	(West Lakes Shore Primary.)	84497255
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Aquatic Centre	(West Lakes)	84493342
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Instructor in Charge	(Ross Ogilvie Mobile)	0401121085
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Beach Mobile		0401121084
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Medical Assistance:	(Q.E.H.)	82226000
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Medical Centre:

Primary Old Port Road Medical Centre	84470000
1202 Old Port Road	Bulk Billing
Royal Park	

Qualified First Aid Personnel	All Instructors
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Site of First Aid Kit	* Staff room on top of grey filing cupboard.
	* Under development records bench. (Black Box)
	* In box at front of beach trailer.

Statement of Emergency Procedures

- * Emergency signal is extended whistle blasts.
- * Emergency instructions are given to students in each individual activity.

FISHERIES –	1800 065522
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AQUATIC CENTRE EVACUATION PLAN

Warning: **Continued long blasts of the Fire and Burglar Alarm.**

Warning: **Continued long blasts of whistle.**

Action:

- a) In the event of fire / emergency, evacuate ground level through either exit, or evacuate the upper level through doors or windows to balcony.
- b) Assemble at the front lawn assembly area (Emergency Evacuation Point)
- c) Check toilet area's (male and female)
- d) If any students are elsewhere collect them and direct to the same area
- e) Seat group together
- f) Instructors are to conduct a head count, and report any missing students / staff to Instructor in Charge and visiting teachers
- g) Keep groups together, and await further instruction

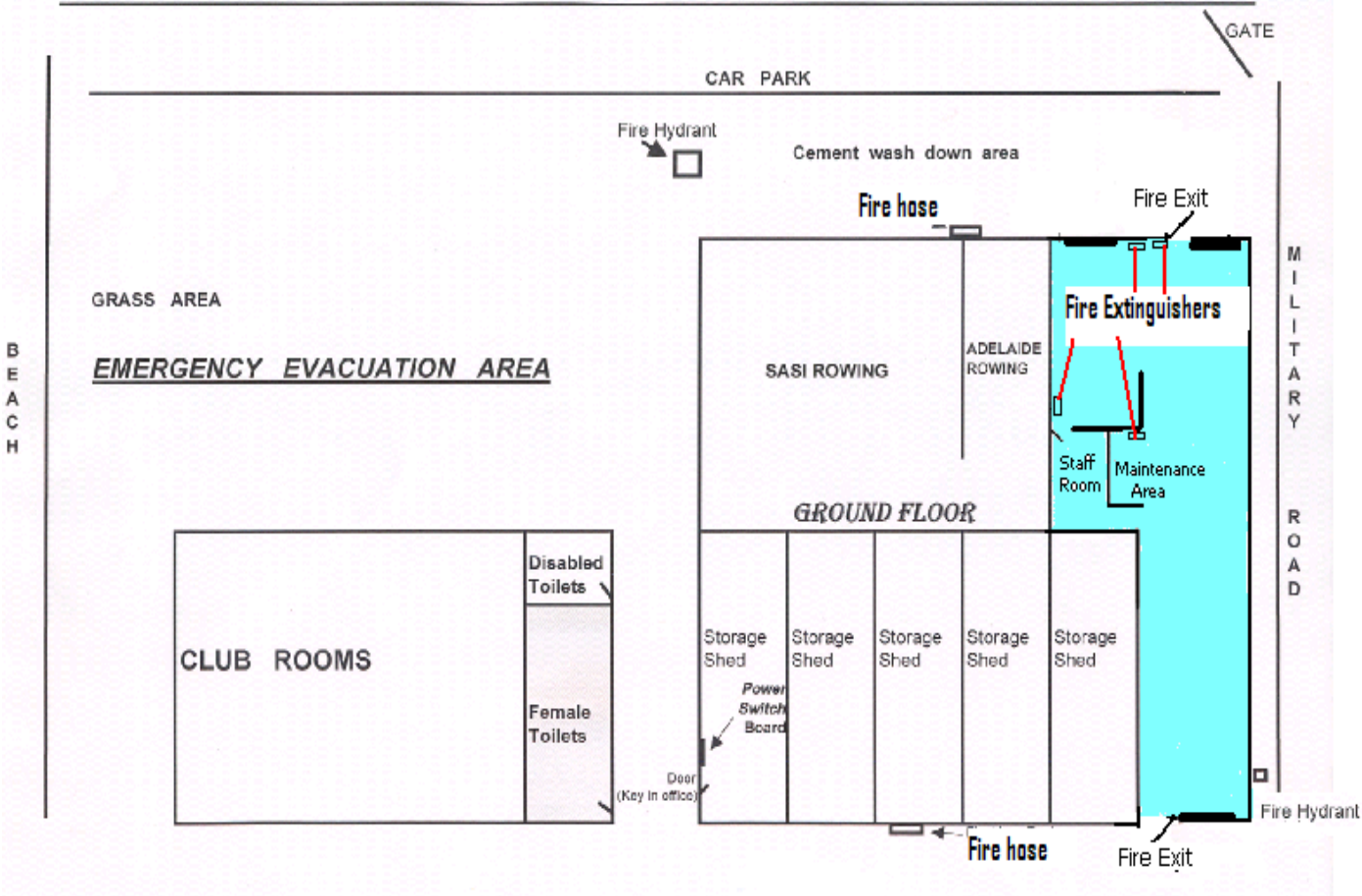
Fire Warden:

Joe Beshara & Scott Hedges (trained Fireman)

- liaise with O.H.S. & W. Representative, re: Emergency Evacuation procedures
organise and run evacuation drills.

Exit and Fire exit points, plus the position of fire extinguishers within the West Lakes Aquatic Centre are marked out on the following centre floor plan page.

Ground



Upper

