

# RISK MANAGEMENT OVERVIEW



## INTRODUCTION:

The NSW Department of Education & Training has set out the requirements for the conduct of excursions and school sport, in the **Excursions Policy** (PD/2004/0010/V05) and the **Guidelines for the Safe Conduct of Sport & Physical Activity in Schools** (PD/2002/0012/V02), including **Water Safety Guidelines for Unstructured Aquatic Activity**.

To ensure all school groups are familiar with DET's policies and their role in managing risks, the Sydney Olympic Park Aquatic & Athletic Centres (SOPAC) provide the following information on risk management issues for the consideration of schools. Specific areas of the Excursion Policy addressed by SOPAC are referred to in *(parentheses & italics)* throughout this document.

The Sydney Olympic Park Aquatic, Athletic and Archery Centres are managed and operated by The Sydney Olympic Park Authority. The management of these icon venues is in accordance with the following standards:

Integrated Management System	SOPAC Quality Management System	Ongoing
Integrated Management System	SOPAC Environmental Management System	Ongoing
Integrated Management System	SOPAC Occupational Health & Safety Management System	Ongoing
Guidelines for Safe Pool Operations	Royal Life Saving Society of Australia (RLSSA)	Audited Annually
Public Swimming Pool & Spa Pool Guidelines	NSW Department of Health	Ongoing
HACCP	Hazard Analysis & Critical Control Points Food Safety – NSW Department of Health	Accreditation ongoing

## VENUE FACILITIES & EQUIPMENT:

Both the Aquatic and Athletic Centres are designed to accommodate special needs groups (*Inclusivity 6.2*). Accessible change rooms, seating areas, pool hoists; tactile tile floor indicators, Braille door signage and hearing loops are fitted throughout.

First Aid Rooms are located on level 1 of both venues. Each is fully equipped to manage primary care medical incidents, including but not limited to oxygen equipment, spinal boards, cervical collars, defibrillators and first aid kits. These rooms are accessible by all patrons when accompanied by a SOPAC staff member.

All first aid equipment is subject to daily operational checks and external servicing where required. Logs on equipment checks are maintained in accordance to the relevant legislative requirements for that equipment.

Schools are responsible for ensuring that students are familiar with sun protection measures, as outlined in DET's Student Welfare: Protection from the Sun (97/152).

Food outlets and concessions are operated by SOPAC Catering and is in accordance with the requirements of HACCP food safety program.

The following table provides outlines of the attributes of the venues to assist in meeting the requirements of the specific sports activities that schools participate in at SOPAC (PD/2002/0012/V02).

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Sport or Recreational Activity	Event	Venue	Attributes
Athletics	Running Events	Sydney Olympic Park Athletic Centre	<ul style="list-style-type: none"> <li>☞ Synthetic running track – reduced incidences of foot and ankle injuries;</li> </ul>
	Long Jump	Sydney Olympic Park Athletic Centre	<ul style="list-style-type: none"> <li>☞ Sand pits covered when not in use and inspected for foreign objects prior to use.</li> <li>☞ Take-off boards are white, clearly visible, and level with surrounding track areas.</li> </ul>
	High Jump	Sydney Olympic Park Athletic Centre	<ul style="list-style-type: none"> <li>☞ Stable high jump uprights.</li> <li>☞ Landing mats held together firmly with straps and covered by a one-piece spike resistant overlay.</li> <li>☞ Circular fibreglass high jump bars used.</li> </ul>
	Throwing Events - Shot Put - Discus - Javelin - Hammer	Sydney Olympic Park Athletic Centre	<ul style="list-style-type: none"> <li>☞ Shots stored in sturdy containers.</li> <li>☞ Protective netting provided.</li> </ul>
Soccer		Sydney Olympic Park Athletic Centre	<ul style="list-style-type: none"> <li>☞ Goal posts and crossbars are installed and anchored to ensure stability.</li> <li>☞ Goal posts are fitted with nets.</li> <li>☞ Corner and other markers used are of safe non-injurious materials.</li> <li>☞ Fields are marked using purpose specific marking paints.</li> </ul>

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Diving	Diving Events	Sydney Olympic Park Aquatic Centre	<ul style="list-style-type: none"> <li>☞ Diving boards and platforms meet FINA requirements.</li> <li>☞ Diving pool meets FINA requirements.</li> </ul>
Swimming	Swimming Events  Learn-to-Swim	Sydney Olympic Park Aquatic Centre	<ul style="list-style-type: none"> <li>☞ Appropriate rescue equipment available.</li> <li>☞ Hoist available for students with disabilities.</li> <li>☞ Depth adjustable pool floor providing shallow water for learn-to-swim programs.</li> <li>☞ Water quality monitored to ensure compliance to Dept. of Health Guidelines.</li> </ul>
Water Polo		Sydney Olympic Park Aquatic Centre	<ul style="list-style-type: none"> <li>☞ Water polo goals comply with standards and are maintained in good repair.</li> </ul>
Archery		Sydney Olympic Park Archery Centre	<ul style="list-style-type: none"> <li>☞ Archery Targets in designated marked field area.</li> <li>☞ Archery shooting lines marked for participants.</li> <li>☞ All group activity supervised by SOPAC staff.</li> </ul>

### STAFF QUALIFICATIONS & TRAINING:

SOPAC staff hold a current Senior First Aid Certificate. Additionally, staff hold current qualifications identified as essential to their role, such as Pool Lifeguard Licence, Advanced Resuscitation with Oxygen Equipment, Bronze Medallion, Austswim: Teacher of Swimming & Water Safety and Group Fitness Accreditation. Both venues are Asthma Friendly Facilities, with qualified staff and equipment to manage emergency asthma care.

An extensive monthly in-house training schedule is in place to ensure all staff maintain their qualifications and practise emergency management principles.

In accordance with the Child Protection (Prohibited Employment) Act 1998, all SOPAC staff is subject to a Working with Children Checks approved by the NSW Department of Sport & Recreation, prior to commencement of employment (*Child Protection 6.5.1*). This check is extended to the Centres' contract catering and cleaning staff.

Schools are responsible for ensuring that each excursion group is accompanied by a staff member who holds current CPR and emergency care qualifications (*Duty of Care 6.3.1*).

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### SUPERVISION – SOPAC & SCHOOL:

Staff are rostered across all SOPAC venues according to booked events, group visits, training sessions and expected daily attendance. At the Aquatic Centre, Pool Attendants are rostered in accordance to the Guidelines for Safe Pool Operations, as established by RLSSA. Dedicated staff are not supplied to a school group unless requested prior to the visit and there is an acceptance of the additional costs.

*The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations. (Policy Statement 5.5). Teachers retain the ultimate responsibility for supervision (Parents, caregivers & volunteers 6.4.1).*

Schools are responsible for ensuring that the standard teacher to student supervisory ratio is maintained during their visit to the venues (*Teacher to student ratio 6.3.2*). For standard activities this is a 1:20 ratio. Please note that SOPAC recommends a 1:10 ratio for all water-based activities such as recreational swimming.

Schools are responsible for ensuring that coeducational groups are provided male and female supervisors during their visit (*Overnight excursions 6.3.3*). Teachers are responsible for the supervision of students within change rooms.

SOPAC provides background information on the conditions of entry and use of the venue to every school booked for an event, recreational or school sport activity. SOPAC recommends that all accompanying supervisors be briefed in this information and the Centres' expectations, prior to arriving at the venue (*Parents, caregivers & volunteers 6.4.1*).

### INCIDENT MANAGEMENT:

Should an incident involving a student or teacher occur during your visit, SOPAC staff will manage all first aid and emergency services contact requirements. SOPAC staff will complete the relevant internal reports, which are maintained on site in accordance with the NSW State Records Act. Copies of internal reports will not be provided to the school, unless the matter is litigated (*WorkCover Incident reporting 9.2.1*).

### RISK MANAGEMENT:

An Integrated Management System (IMS) operates at SOPAC, which encompasses Quality Assurance, Environmental Management and Occupational Health & Safety Systems. The IMS ensures risk management strategies are in place, timely action is taken and continuous improvements are made. The risk management strategies include extensive hazard identification activities, ongoing risk assessment, and the implementation of appropriate and effective risk controls.

Hazard identification activities include workplace inspections, hazard reporting, and task analysis.

The Centre's Risk Management Systems do not remove or limit the requirements for schools in regard to risk management. Schools are responsible for ensuring they have completed an appropriate risk assessment including the method of transporting students to and from the venues (*Risk Management 6.6*).

### MORE INFORMATION?

Teachers arranging excursions and events should refer their queries to DET Student Services for further information.