

Armadale Masters Swimming Club



RISK MANAGEMENT PLAN Revision 17-1-2011

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ATTACHMENTS

QBE Accident/Illness Claim (6 Pages)	
Marsh Incident Report Form (1 Page)	
Masters Swimming Australia Injury Report Form (1 Page)	
By-Law 10 (Coogee Beach Open Water Swim Training (2 pages)	

INTRODUCTION

Armadale Masters Swimming Club caters for swimmers aged 18 years and over.

All swimmers are required to become members of Masters Swimming WA and Armadale Masters Swimming Club.

All swimmers are required to complete a medical/health form when joining the Club.

Training will primarily be conducted during the summer months at the Armadale Aquatic Centre and during the winter months at St Brigid's College Pool plus Open Water Swims at Coogee Beach.

Activities conducted by the Club include, but are not restricted to:

- ▶ Squad Training
- ▶ Aerobic Swims
- ▶ Club Championships
- ▶ Open Water Swims
- ▶ Skills Sessions and Workshops
- ▶ Club Meetings
- ▶ Social Events

Club members also participate in other activities as a Club or individual which include, but are not restricted to:

- ▶ Be Active Club Challenges
- ▶ Open Water Swimming Events
- ▶ Postal Swims
- ▶ State, National and International events
- ▶ State and National Branch functions

All training sessions at Armadale and St Brigid's pools are supervised by a club Coach (coaching qualification) or a suitably appointed club member (must hold a current Senior First Aid qualification).

All training sessions at Coogee Beach are to be carried out in accordance with By-Law 10 attached and supervised by the Coogee Beach Surf Life Saving Club

A risk analysis has been conducted addressing likelihood and consequences of activities and scenarios. These risks have been rated and risk action plans formulated to address the risks rated " High " and " Extreme "

Action plans have now been assigned to the appropriate club members for implementation and monitoring.

Risk Management Analysis Form

Club: Armadale Masters Swimming Club
Location: Armadale Aquatic Centre, St Brigid's College Pool & Coogee Beach
Date: November 2010 – November 2011

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
Identify a list of potential risks	Likelihood Rating	Consequence Rating	Overall Risk Rating	Controllable	Acceptable	Action Plan
Five areas to consider: 1. Natural Hazards 2. Technological 3. Health 4. Civil/Political 5. Social/Personal	Rate the risk of something happening 1. Rare 2. Unlikely 3. Possible 4. Likely 5. Most Likely	Rate the consequences if something does happen 1. Very Minor 2. Minor 3. Moderate 4. Major 5. Disastrous	Likelihood x Consequence 1 – 5 Low 6 – 10 Moderate 11 – 15 High 16 – 25 Extreme	Is there or are you able to put in place measures to control the risks? Yes or No	Is the degree of RISK acceptable given your planning and control measures? Yes or No	Risks rated Extreme or High must have an Action Plan. A NO response in the controllable/acceptable columns means the activity must be reviewed. Low and Moderate risks are generally addressed by the good management of the event.
Disorderly Conduct Alcohol/Drug Affected Persons: Club Members Public	2 3	2 3	4 L 9 M	Yes Yes	Yes Yes	Prevention / Preparedness No drugs (other than prescribed medication) permitted. Alcohol consumption at Club social functions to be monitored and responsible. Club members and public monitored. Club member/s not permitted to participate if required. Response / Recovery Club President notified for Club Members. Pool Supervisor notified regarding members of the public. Complete attached QBE, Marsh and MSA forms. <u>Monitoring: Squad Supervisor / Club Committee</u>

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
Criminal Activity and/or Asset Damage: Club Members Public	2 3	2 3	4 L 9 M	Yes Yes	Yes Yes	<p>Prevention / Preparedness Appropriate code of conduct by members. Members asked not to bring valuable items to the venues. Personal belonging are the responsibility of the individual member.</p> <p>Response / Recovery Any criminal activity to be reported through Club Committee and/or Pool Supervisors. Asset damage to be reported to Club Committee.</p> <p>Monitoring: Club Committee</p>
Inclement / Extreme Weather: Armadale St Brigid's Coogee Beach	3 3 3	2 1 4	6 M 3 L 9M	Yes Yes Yes	Yes Yes Yes	<p>Prevention / Preparedness Weather monitored prior to and during activities. Safety brief to include evacuation procedure, water consumption and attire. Members asked to bring a full water bottle to training. Alternate arrangements prepared and implemented if required.</p> <p>Response / Recovery Remove swimmer from the water as required. Electrical Storm – Swimmers must be removed from the water. Activity cancelled if required. Do not enter the water until centre staff has given clearance (Armadale/St Brigid's). First aid provided as required.</p> <p>Monitoring: Squad Supervisor / Safety Officer</p>

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
Fire Building / Temporary Structure	2	3	6 M	Yes	Yes	<p>Prevention / Preparedness Train at suitable aquatic venues. Swimmers supervised at all times. Discuss evacuation plan / emergency flow chart with swimmers.</p> <p>Response / Recovery Signal emergency. Evacuate swimmers as per centre procedures and emergency flow chart. Head count. First aid treatment as required. Follow centre procedures. Complete attached QBE, Marsh and MSA forms Monitoring: Squad Supervisor / Club Members / Safety Officer</p>
Drowning	1	5	5 M	Yes	Yes	<p>Drowning: Refer to Action Plan Monitoring at pool: Squad Supervisor / Club Members Monitoring at Coogee Beach: Coogee Beach Surf Life Saving Club / Club Members Complete attached QBE, Marsh and MSA forms</p>
Technical Power Failure	3	2	6 M	Yes	Yes	<p>Prevention / Preparedness Train at suitable aquatic venues. Discuss evacuation plan with swimmers.</p> <p>Response / Recovery Stop the activity. Evacuate swimmers from the water. Arrange alternative activities if required.</p> <p>Monitoring: Squad Supervisor / Club Members</p>

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
Technical						<p>Prevention / Preparedness Train at suitable aquatic venues. Swimmers supervised at all times. Discuss evacuation plan / emergency flow chart with swimmers.</p> <p>Response / Recovery Signal emergency. Evacuate swimmers as per centre procedures and emergency flow chart. Head count. First aid treatment as required. Follow centre procedures. Complete attached QBE, Marsh and MSA forms Monitoring: Squad Supervisor / Club Members</p>
Chlorine/Gas Leak	2	3	6 M	Yes	Yes	
Structural Collapse	1	4	4 L	Yes	Yes	
Litigation Against Club	2	4	8 M	Yes	Yes	<p>Litigation Against Club: Refer to Action Plan Monitoring: Club Committee</p>

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
Club:						<p>Prevention / Preparedness Treasurer appointed to Club Committee. Funds monitored and reviewed by Club Committee.</p> <p>Response / Recovery Advice sought from Masters Swimming WA.</p> <p>Monitoring: Club Treasurer and Club Committee</p>
Lack of Funds	3	3	9 M	Yes	Yes	

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
Club: Significant Decline in Membership	3	3	9 M	Yes	Yes	Significant Decline in Membership: Refer to Action Plan Monitoring: Club Committee
Health / First Aid: Minor Injury / Illness Dehydration Exposure Related Burns	3	2	6 M	Yes	Yes	Prevention / Preparedness Risk management plans prepared and implemented. Medical/Health Form completed for all members. Safety brief to include first aid points and procedures. First aid officer and facilities on site. Swimmers monitored during activities. Sunscreen provided. Swimmers aware of sun protection, hydration and appropriate clothing for different weather conditions. Response / Recovery Member to stop activity. Provide first aid as required. All first aid to be reported to Safety Officer and Complete attached QBE, Marsh and MSA forms Monitoring: Squad Supervisor and Safety Officer

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
Health / First Aid: Major Emergency Cardiac Emergency Reparatory Distress / Emergency Coronial	2 3 3 2	4 4 3 5	8 M 12 H 9 M 10 H	Yes Yes Yes Yes	Yes Yes Yes Yes	<p>Major Emergency: Refer to Action Plan</p> <p>Cardiac Emergency: Refer to Action Plan</p> <p>Respiratory Emergency: Refer to Action Plan</p> <p>Complete attached QBE, Marsh and MSA forms</p> <p>Coronial: Refer to Action Plan</p> <p><i>Monitoring: Squad Supervisor and Safety Officer</i></p>
Key Personnel No Show	3	2	6 M	Yes	Yes	<p><i>Prevention / Preparedness</i> All key personnel briefed and aware of timings, roles and responsibilities. Flexibility in program of activities to provide for alternative activities. Contact list of key personnel maintained. Assistant coach/supervisor prepared.</p> <p><i>Response / Recovery</i> Alternative activities implemented. Key personnel immediately located and alternatives arranged.</p> <p><i>Monitoring: Squad Supervisor and Club Committee</i></p>

ACTION PLANS TO ADDRESS RISKS

RISK ACTION PLAN

ITEM:	<i>DROWNING</i>		
Initial assessment	Likelihood - 1	Consequence – 5	Result - Low
Final assessment	Likelihood - 1	Consequence - 4	Result - Low

PREVENTATIVE & PREPERATION ACTIONS
<ul style="list-style-type: none"> • Swimmers supervised at all times. • Swimmer competency assessed prior to joining. • Safety briefs conducted as appropriate.

RESPONSE & RECOVERY ACTIONS
<ul style="list-style-type: none"> • Signal emergency. • Effect the rescue and provide first aid as required. • Ensure the safety of other swimmers. • Follow Life Guard system as per centre procedures. • Complete attached QBE, Marsh and MSA forms

Resource requirements:	<ul style="list-style-type: none"> • Rescue Aid • First Aid equipment
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Responsibilities:	<ul style="list-style-type: none"> • Coach/Supervisor and Centre Staff
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Timing:	<ul style="list-style-type: none"> • Immediate response process implemented
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Reporting:	<ul style="list-style-type: none"> • Through the Coach / Supervisor to Pool Supervisor
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Monitoring:	<ul style="list-style-type: none"> • Squad Supervisor and Club Members
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RISK ACTION PLAN

ITEM:	LITIGATION AGAINST THE CLUB		
Initial assessment	Likelihood - 2	Consequence – 4	Result - Moderate
Final assessment	Likelihood - 1	Consequence - 3	Result - Low

PREVENTATIVE & PREPERATION ACTIONS
<ul style="list-style-type: none"> • All members are to be registered with Masters Swimming WA and Armadale Masters Swimming Club. • Risk management plans prepared and implemented. • All activities undertaken are authorised by Masters Swimming or Armadale Masters Swimming Club. • All coaches or supervisors are holders of appropriate and recognised qualifications (minimum is Senior First Aid).

RESPONSE & RECOVERY ACTIONS
<ul style="list-style-type: none"> • No correspondence or admissions of liability to be made. • Club Committee informed. • Legal advice sought through Masters Swimming WA. • Complete reports as required.

Resource requirements:	<ul style="list-style-type: none"> • Forms as required
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Responsibilities:	<ul style="list-style-type: none"> • Club Committee
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Timing:	<ul style="list-style-type: none"> • Immediate response process implemented
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Reporting:	<ul style="list-style-type: none"> • Through Club Committee to Masters Swimming WA
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Monitoring:	<ul style="list-style-type: none"> • Club Committee
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RISK ACTION PLAN

ITEM:	MAJOR EMERGENCY		
Initial assessment	Likelihood - 2	Consequence – 4	Result - Moderate
Final assessment	Likelihood - 2	Consequence - 3	Result - Moderate

PREVENTATIVE & PREPERATION ACTIONS
<ul style="list-style-type: none"> • Risk Management Plans prepared and implemented. • Medical/Health Form completed for all members. • All activities undertaken under supervision. • Supervisor to hold a minimum of a Senior First Aid Certificate. • First aid equipment on site. • Maintenance of contact numbers for emergency services in area of operation.

RESPONSE & RECOVERY ACTIONS
<ul style="list-style-type: none"> • Stop activity. • Signal emergency. • Clear swimmers from the water. • Follow centre procedures, safety plans and emergency flow chart. • First aid provided. • Emergency personnel called as per centre procedures. • Complete attached QBE, Marsh and MSA forms.

Resource requirements:	<ul style="list-style-type: none"> • First aid equipment • Medical/Health Forms • Accident/Incident Forms
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Responsibilities:	<ul style="list-style-type: none"> • Centre staff, Coach/Supervisor, Safety Officer
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Timing:	<ul style="list-style-type: none"> • Immediate response process implemented
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Reporting:	<ul style="list-style-type: none"> • Through the Coach / Supervisor to Pool Supervisor
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Monitoring:	<ul style="list-style-type: none"> • Centre staff, Coach/Supervisor and Safety Officer
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RISK ACTION PLAN

ITEM:	CARDIAC EMERGENCY		
Initial assessment	Likelihood - 3	Consequence – 4	Result - High
Final assessment	Likelihood - 2	Consequence - 3	Result - Moderate
ITEM:	RESPIRATORY DISTRESS / EMERGENCY		
Initial assessment	Likelihood - 3	Consequence – 3	Result - Moderate
Final assessment	Likelihood - 2	Consequence - 2	Result - Low
PREVENTATIVE & PREPERATION ACTIONS			
<ul style="list-style-type: none"> • Medical/Health forms completed for all swimmers. • Swimmers informed to take medication to training sessions. • Squad Supervisor to hold minimum of Senior First Aid. • Supervise swimmers. 			
RESPONSE & RECOVERY ACTIONS			
<ul style="list-style-type: none"> • Stop activity or ensure adequate supervision of remaining members is maintained. • Assist the person to take their prescribed medication. • Notify Pool Supervisor. • Follow established first aid procedures and emergency flow chart. • Complete attached QBE, Marsh and MSA forms. 			
Resource requirements:	<ul style="list-style-type: none"> • First aid equipment • Medical/Health Forms • Complete attached QBE, Marsh and MSA forms 		
Responsibilities:	<ul style="list-style-type: none"> • Coach/Supervisor, Safety Officer, Centre Staff 		
Timing:	<ul style="list-style-type: none"> • Immediate response process implemented 		
Reporting:	<ul style="list-style-type: none"> • Through the Coach / Supervisor to Pool Supervisor 		
Monitoring:	<ul style="list-style-type: none"> • Coach/Supervisor , Safety Officer, Captain 		

RISK ACTION PLAN

ITEM:	CORONIAL		
Initial assessment	Likelihood - 2	Consequence – 5	Result - Moderate
Final assessment	Likelihood - 1	Consequence - 4	Result - Low

PREVENTATIVE & PREPERATION ACTIONS

- **Risk management plans prepared and implemented.**
- **All activities undertaken under supervision.**
- **All equipment utilised well maintained and regularly inspected.**
- **Health/Medical forms completed for all swimmers.**
- **Maintenance of emergency contact numbers.**

RESPONSE & RECOVERY ACTIONS

- **Follow centre procedures, safety plans and emergency flow chart.**
- **Ensure the safety of others Club members.**
- **Emergency contact person notified.**
- **Complete attached QBE, Marsh and MSA forms.**
- **Masters Swimming WA notified.**

Resource requirements:	<ul style="list-style-type: none"> • First aid equipment • Medical/Health Forms • Accident/Incident Forms
Responsibilities:	<ul style="list-style-type: none"> • Coach/Supervisor, Safety Officer, Captain and Centre Staff
Timing:	<ul style="list-style-type: none"> • Immediate response process implemented
Reporting:	<ul style="list-style-type: none"> • Through the Coach / Supervisor to Masters Swimming WA
Monitoring:	<ul style="list-style-type: none"> • Coach/Supervisor, swimmers, Captain, Safety Officer

RISK ACTION PLAN

ITEM:	<i>SIGNIFICANT DECLINE IN MEMBERSHIP</i>		
Initial assessment	Likelihood - 3	Consequence – 3	Result - Moderate
Final assessment	Likelihood - 2	Consequence - 2	Result - Low

PREVENTATIVE & PREPERATION ACTIONS
<ul style="list-style-type: none"> • Effective club planning and goal setting. • Regular promotion of the club and Masters Swimming at training venues and local community. • Have a coach/supervisor on deck during training sessions. • Provide quality training and services to existing members. • Regular club social events. • Keep members informed and involve them in all aspects of the Club and Masters Swimming WA. • Monitor membership numbers and seek early intervention should numbers start to decrease.

RESPONSE & RECOVERY ACTIONS
<ul style="list-style-type: none"> • Intervene early. • Increase promotion and publicity efforts. • Actively engage all members to assist with the process of obtaining new members. • Seek assistance from Masters Swimming WA if required.

Resource requirements:	<ul style="list-style-type: none"> • Risk management Plan
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Responsibilities:	<ul style="list-style-type: none"> • Club Committee
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Timing:	<ul style="list-style-type: none"> • Early Identification required
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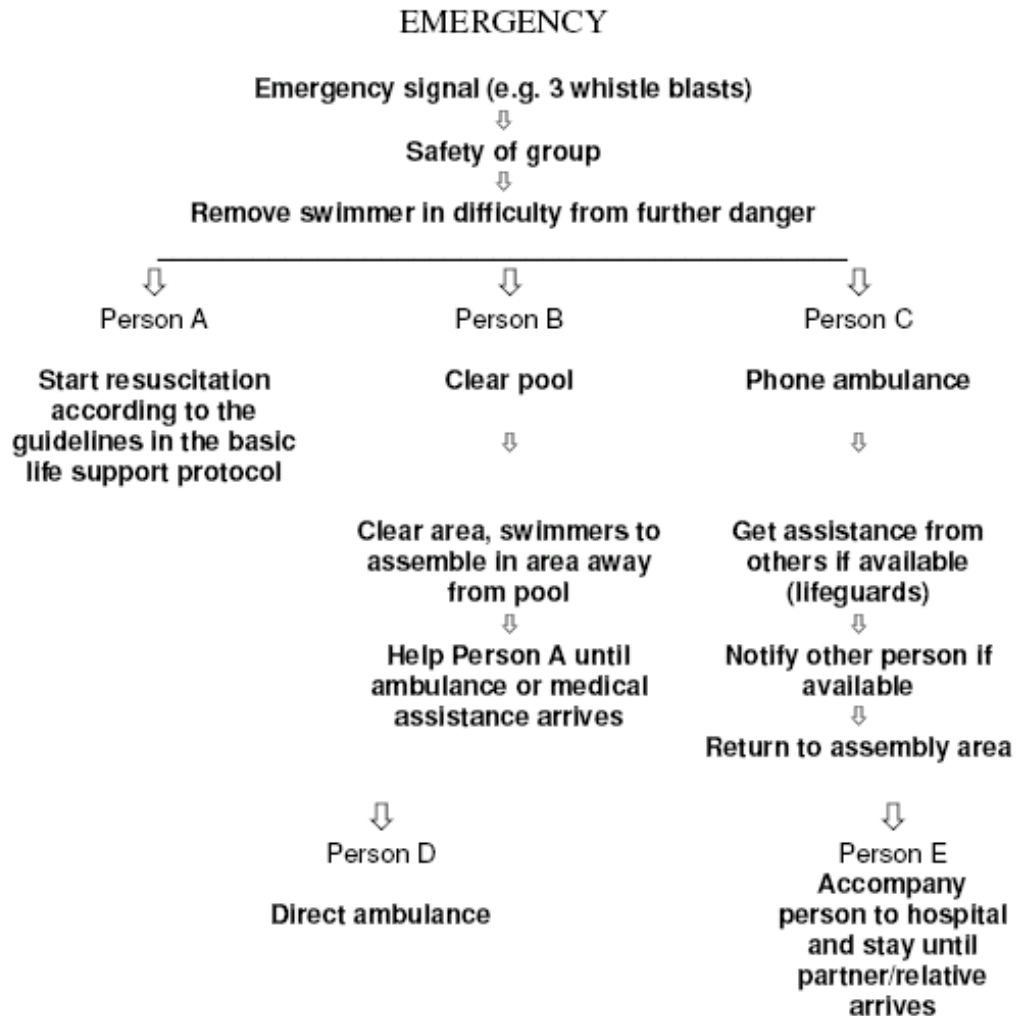
Reporting:	<ul style="list-style-type: none"> • Through Club Committee
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Monitoring:	<ul style="list-style-type: none"> • Club Committee
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11 Emergency Flow Chart

In an emergency dial 000 (Ambulance, Fire, Police) *free call*

The following chart shows the actions that might be taken by 3-4 people in an emergency.



Action after emergency:

- Club Official to phone and advise partner/relative;
- Complete report, including report from witnesses;
- Notify Club Safety Officer.

Club Safety Officer to notify Club President and

- complete report form (include a report from witnesses);
- Forward report to Branch Safety Co-Ordinator and copy to file.