



INFORMATION FOR PRINCIPALS RISK MANAGEMENT PLAN



**EVENT: South West High Schools Champion Schools Swimming Carnivals
2019**

VENUE: South West Sports Centre Hay Park Bunbury

DATE: Tuesday 26th MARCH 2019

South West School Sport presents the following information to Principals to assist in completing the Department of Education and Training Excursion: Off School Site Activities management plan.

THE ENVIRONMENT

- The venue is South West Sports Centre, Hay Park, Bunbury.
- It is a purpose built facility that serves as a swimming stadium.
- The venue provides change rooms and toilet facilities.
- SWSSA, in combination with the South West Sports Centre staff and school staff are responsible for providing a safe and enjoyable competition environment for students.
- Facilities and equipment are maintained and operated at a high level to ensure competitor safety.

TRANSPORT ARRANGEMENTS

- It is a school responsibility to transport students to and from the venue.

STUDENT CAPACITY

- Schools are required to nominate teams for events that are considered to be within the range and scope of known student ability.
- Information related to the students' health is a school responsibility.

THE SUPERVISORY TEAM

- The students will be supervised by qualified teachers appointed from their schools.
- SWSSA have contracted coordinating personnel, all of whom have well demonstrated management capabilities, highly developed sport specific knowledge and are either teachers or civilians who have appropriate police or Working with Children clearance.
- The Pool Management will provide qualified lifesavers to supervise the event.

SUPERVISION STRATEGIES

All participants will

- Be under the immediate supervision of their allocated teacher.
 - Be required to remain on site for the duration of the carnival unless accompanied by their parent/guardian.
- Note: Other qualified teachers will be present as officials and supervisors.

IDENTIFYING CARNIVAL PARTICIPANTS

- All students are required to wear their school uniforms to enable easy identification by their immediate supervisory teachers.

PROVIDE INFORMATION AND SEEK CONSENT

- Parents/guardians of student's attending the event have been provided with full details of the activity.

COMMUNICATION STRATEGIES

- A public address system will be used to communicate with participants.

EMERGENCY RESPONSE PLANNING

- The South West Sports centre has a documented set of evacuation procedures that can be made available on request.
- In the event that an evacuation is required, notice will be given over the PA system and it is essential that all school visitors take directions from venue/SWSSA staff. Once an evacuation from a venue occurs, all teams/visitors will be assembled at a designated common point.
- The school appointed teacher-in-charge is required to have a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.
- Teachers will immediately alert the event coordinator if any students are missing.