

## RISK ASSESSMENT

REF	RISK CATEGORY	ACTIVITY	ASSOCIATED HAZARDS / RISKS	PROBABILITY 1 – 5	IMPACT 1 – 5	PI SCORE Prob x Impact	WHAT CONTROLS ARE IN PLACE?	PROBABILITY 1 – 5	IMPACT 1 – 5	RESIDUAL RISK RATING Prob x Impact	ARE FURTHER CONTROLS REQUIRED?	ACTIONED BY	DATE DUE	DATE COMPLETED
1	HEALTH & SAFETY	Swimming Pool Activities	Drowning	1	5	5	Licensed venues only used with lifeguards provided at poolside and located in positions around the pool to observe athletes Athletes are trained to manage themselves in the swimming pool Qualified coaches to be in attendance at training Registration process for events Displaying safety signs clearly identifying safety rules and precautions Children are not to be left unsupervised.	1	5	5	Development and certification of coaches			
1	HEALTH & SAFETY	Swimming Pool Activities	Slips, trips and falls due to slippery tiles and surfaces, uneven surfaces, equipment left out, resulting in concussion or injury to athletes, members, volunteers or spectators	3	3	9	Cleaning up spills & ensure that equipment is stored properly. Signage advising of slippery surfaces (where appropriate) Athletes advised to not run and to behave in a sensible manner. Volunteers and officials to wear suitable shoes. Placing of anti slip mats Ensure equipment is stored in suitable receptacle. First aid qualified individual to be present during training and events.	2	3	6				
1	HEALTH & SAFETY	Swimming Pool Activities	Slipping from ladders, ladders being in the way of other swimmers, getting caught in the ladder.	1	2	2	Athletes to maintain 3 points of contact on exiting the pool Inspection of pool facilities to ensure maintenance and equipment fit for purpose and report to venue management	1	2	2				
1	HEALTH & SAFETY	Swimming Pool Activities	Athletes slipping and tripping when stepping up onto the stage	2	2	4	Team Manager briefing Athletes to practice stepping up to the stage	1	2	2				
1	HEALTH & SAFETY	Swimming Pool Activities	Change in floor levels, stairs, resulting in slip, trip or loss of balance.	2	2	4	Signage to indicate where the floor level changes e.g. "Mind the Step." Non-slip surfaces in these areas Handrails are available Ensure good lighting so that people can see the changes in floor level	1	2	2				
1	HEALTH & SAFETY	Swimming Pool Activities	Electric shock from exposed wiring, in water or faulty equipment.	2	5	10	Ensure cables and plugs are not sitting in water and and plugs are sitting in water proof casing Do not operate electrical equipment with faulty cables or exposed wiring. Equipment identified as faulty should be identified with a tag and removed from use. Inspection of equipment prior to use. Electrical cable and equipment to be inspected and tagged. Electrical equipment to be kept a safe distance from the edge of the pool to ensure it does not fall into the pool.	1	5	5				
1	HEALTH & SAFETY	Swimming Pool Activities	Electrical cable running along the ground, potential trip hazard	2	3	6	Cable covered to fix and ensure the cable is not a trip hazard. Select suitable plug point location to reduce length of exposed cable. Hi-visibility tape to identify cable location and change in height.	1	3	3				

1	HEALTH & SAFETY	Swimming Pool Activities	Jumping or diving into shallow water, concussion or musculoskeletal injury.	1	3	3	Signage to be displayed explaining unsuitable for diving into pool. Use steps / ladders to access and exiting the pool. Use of handrails to help people get in and out of the pool. Children not to be left unattended. Briefing by the coach on pool safety	1	3	3			
1	HEALTH & SAFETY	Swimming Pool Activities	Athletes and coaches exposed to high heat weather conditions, resulting in sunburn, dehydration, heat exhaustion	4	4	16	Observed the Sunsmart Policy. Ensure all athletes and coaches are informed of high heat risks. Coaches to monitor athletes during training / events for symptoms of exposure. Encourage "slip, slop, slap, seek shade" & adequate fluid intake. Sunscreen to be worn. Encourage use of protective clothing where possible. Stay in shaded areas when not competing or training.	3	4	12	Club attendance checklist Compliance obligation by the club Swimming costumes to be investigated for further options Coaches education		
1	HEALTH & SAFETY	Swimming Pool Activities	Athletes and coaches exposed to electrical storm while training - struck by lightning	3	5	15	Coaches to assess weather conditions and suitability for training and or events. Coaches to check weather conditions and refer to BOM webpage. Severe storm conditions, training to be cancelled and the pool to be closed.	1	5	5	Coaches education		
1	HEALTH & SAFETY	Swimming Pool Activities	Athletes exposed to cold weather and cold water temperatures, hypothermia	4	3	12	Athletes to wear appropriate clothing. Coaches to assess weather conditions and suitability for training and or events. Coaches to monitor athletes during training / events for symptoms of exposure. Athletes to have change of clothes for after training. Athletes not to be left sitting exposed to cold weather or winds. Pool temperature to be checked regularly	3	3	9	Swimming costumes to be investigated for further options Coaches education		
1	HEALTH & SAFETY	Swimming Pool Activities	Collision of athletes in the pool and under water resulting in potential injury to athletes	5	3	15	Training the athletes and coaches on good technique in the water Appropriate management of the pool space Qualified life guards in attendance for water rescue	4	3	12	Coaches education		
1	HEALTH & SAFETY	Swimming Pool Activities	Chemicals in the pool water causing irritation of the eyes and skin	3	3	9	Venue management monitors water and testing. Athletes may wear goggles during training. Coaches to carry eye wash. Athletes to have a shower after training.	1	3	3	To be included in the athletes safety and preparation information		
2	HEALTH & SAFETY	Training Camp	Visiting athletes unfamiliar with venue / facilities and hazards	4	1	4	Safety briefing by the coach Guidance from other athletes Information forwarded to clubs prior to attendance. Information provided on SynchroWA website.	2	1	2			

3	HEALTH & SAFETY	Visiting athletes staying with billeted with local member families	Athletes exposed to abuse	1	5	5	Member Protection Officer (MPO) to be appointed MPO contact details to be provided to athletes and their family MPO details to be listed on the SynchroWA website. Visiting athletes to be billeted with member associated families	1	5	5	Development of guidelines and conditions for families billeting visiting athletes Consideration of hotel accommodation where required Suitable training for the MPO			
4	HEALTH & SAFETY	Outreach training	Development Officer travelling / driving to remote areas for training and development programs, wildlife, road incident	3	5	15	Hire a vehicle suitable for travel Download an emergency app Roadside assistance in place Avoid driving at dusk and dawn Avoid driving at night First aid kit to be carried Check in during journey and on arrival with nominated member Phone and charger to be carried Driver to hold a current and valid drivers licence Overtaking large trucks and other vehicles in designated overtaking lanes	2	5	10	Journey Management Plan Travel bag with emergency supplies and equipment			
4	HEALTH & SAFETY	Outreach training	Juniors under 18 years accompanying the Development Officer on remote journey	1	2	2	Permission from athletes parents / guardian for authority to travel with the Development Officer WWC card to be held by the Development Officer Accommodation to be sourced ensuring separate sleeping arrangements	1	1	1				
5	HEALTH & SAFETY	High performance program selection trials	Athletes attending the event without a qualified coach	3	3	9	Athletes are unable to participate in the event without a designated coach present	1	1	1				
5	HEALTH & SAFETY	High performance program selection trials	Athletes utilising equipment that they are unfamiliar with	3	4	12	Coaches to attend the pre selection briefing Athletes to have prior use of the equipment	1	4	4	Development of an equipment checklist and safe use procedure Development of a briefing checklist			
5	HEALTH & SAFETY	High performance program selection trials	Coaches unaware of the requirements of the event	3	4	12	Coaches to attend the pre selection briefing Technical package forwarded to the coaches at the beginning of the season Information is available on the SynchroWA website	1	4	4				
6	HEALTH & SAFETY	Training and or event meets	Athletes suffering from injuries during high performance training	3	4	12	Coaches to ensure proper stretching and warm up and cool down. Coaches to monitor athletes during training and events. Athletes to declare existing injuries or if unfit to compete to their Coach. Prior to the participating, all athletes are briefed as to the expected level of physical activity involved. If any athlete is concerned about their ability to participate, they are instructed to seek medical advice from their doctor. First Aid kits to be available and first aiders (with current certificate) at training and events. Encourage participants to bring their own water supply. All athletes are required to declare any pre-existing medical conditions. Provision of sun block to minimise sun burn (outdoor events) Medical Emergency Procedure information obtained from the venue management.	2	4	8				

7	HEALTH & SAFETY	Training and or event meets	Athletes, coaches, members and or volunteers unwell or suffering from flu like symptoms	3	4	12	Clubs and members informed of COVID restrictions, symptoms, prevention and control measures to prevent spread of infection. Attendance form to be completed incorporating athletes, coaches, officials, parents, guardians and visitors to the event. Athletes, members and volunteers that exhibit any flu like symptoms will not be permitted to participate in training and events. Hand sanitizer to be available. No sharing of water bottles. Any shared equipment to be sanitized after use. Compliance with the national governing body COVID requirements.	2	4	8	COVID Management Plan			
8	HEALTH & SAFETY	Venue and facility management	Poor health and hygiene of the facility.	2	2	4	Local Council accreditation Inspect facilities prior to event Report damage of poor hygiene standards to the owner / facilities management. Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority for COVID-19. Signage indicating hand cleaning and sanitizing requirements. Soap and water for hand washing and paper towel or air dryer for hand to be available in bathrooms with instructional signs on hand washing. Alcohol based hand sanitiser to be available in common areas.	1	2	2	Assess venues COVID / hygiene Management Add to event checklist			
8	HEALTH & SAFETY	Venue and facility management	Fire, damage and injuries.	1	4	4	FESA check of venue and equipment. Fire extinguishers to have signage indicating location. Emergency exits to be identified with signage and not obstructed with equipment or other objects. Emergency muster points to be identified and officials / coaches made aware of the evacuation procedure for the venue. Officials, athletes, volunteers and spectators to evacuate the effected area and move to a designated muster point.	1	4	4	Event Checklist			
9	LEGAL & REGULATORY COMPLIANCE	Health and Safety documentation to promote, and secure the safety and health of individuals participating or spectating in Competitions / Events.	Failure to have documentation in place, non compliance with regulatory requirements.	2	5	10	Health and Safety Management Plan in place. Risk Register and Risk Assessment in place. Incident and Hazard reporting procedure in place. Recording and management documentation	1	5	5	Regular review and monitoring of requirements both legislatively and from the national governing body			
9	LEGAL & REGULATORY COMPLIANCE	Health and Safety documentation to promote, and secure the safety and health of individuals participating or spectating in Competitions / Events.	National governing body, not aligned to Sports Australia compliance and requirements	4	4	16	SynchroWA maintain regular communication with the governing body. Issues relevant to WA are discussed at the monthly Board Meetings. Required information is forwarded to clubs and members. SynchroWA is in compliance with DLGSC. SynchroWA attends the member state meetings. SynchroWA encourage and supports participate in national body sub-committees.	4	4	16	Maintain communication and provide relevant feedback of compliance requirements regarding DLGSC Western Australian.			

10	FINANCIAL	One Sport - One Management	Potential loss of state funding	4	4	16	SynchroWA maintain regular communication with the governing body. SynchroWA to maintain compliance with DLGSC.	4	4	16	Maintain communication and provide relevant feedback of compliance requirements regarding DLGSC Western Australian.			
11	OPERATIONAL	One Sport - One Management	No direct organisation and management of artistic swimming in WA	4	5	20	SynchroWA maintain regular communication with the governing body. SynchroWA to maintain compliance with DLGSC.	4	5	20	Maintain communication and provide relevant feedback of compliance requirements regarding DLGSC Western Australian.			
12	FINANCIAL	Sponsorship	Loss of sponsorship	2	5	10	Relationships Manager works with the sponsors to ensure communication and compliance with requirements are maintained.	1	5	5				
13	FINANCIAL	Government change in funding models	Loss of state funding	2	5	10	Regular meetings with DLGSC. Regular review and updating of SynchroWA Strategic Plan to ensure compliance with DLGSC KPI. SynchroWA maintain regular communication with the governing body regarding the WA State participation and compliance requirements.	1	5	5				
14	OPERATIONAL	Declining membership	Lack of athletes, volunteers and officials to participate or conduct sporting events	2	5	10	Marketing of the sport through media platforms Come and trys on regular basis School programs Big sync Association with Sports West Participation in ASSG Attendance at regular DLSCG events	2	3	6				
15	OPERATIONAL	Development of coaches and officials	Limited national training framework or programs for coaches and officials	4	5	20	SynchroWA maintain regular communication with the governing body. SynchroWA continue to support and develop WA coaches and officials. Expertise and international coaches and officials brought to WA to conduct training programs. Limited funding provided to assist coaches and officials obtain relevant qualifications.	2	2	4	Coaching development timeframes and renewals MHFA Training			
16	LEGAL & REGULATORY COMPLIANCE	Training athletes under the age of 18	Coaches or assistants not holding relevant government clearance.	1	4	4	Working with Childrens Card (WWC) obtained by coaches and other members required to assist with coaches / training activities. WWC to be current and recorded. Currency monitored through Revolutionise	1	2	2				
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