

RISK MANAGEMENT ASSESSMENT

Event: 2026 CIS Primary Swimming & Diving Championships

Venue: Sydney Olympic Park Aquatic Centre – Olympic Boulevard, Sydney Olympic Park NSW 2127

Date: Wednesday 25 March 2026

RISK ASSESSMENT MATRIX

SEVERITY	LIKLIHOOD			
	How likely is that to be that bad?			
How severely could it hurt someone or how ill could it make someone?	Very likely Could happen Any time	Likely Could happen sometime	Unlikely Could happen, but very rarely	Very unlikely Could happen, but probably never will
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off school/work	2	3	4	5
First aid needed	3	4	5	6

The numbers indicate how important it is to do something-

1 top priority – do something immediately

6 low priority – do something when possible

RISK CONTROLS

In priority order from maximum to minimum risk reduction

- Eliminate (The event does not go ahead due to e.g. serious incident, fire, earthquake, vandalism causing dangers)

- Substitute (In case of broken equipment another set of equipment to be used, alternate toilets arranged in case of vandalism or plumbing problem)

- Isolate (Limit access to hazard e.g. roped off area)

- Engineering controls (Padding on equipment and surrounds)

- Administrative controls (Instructions by announcement and signage)

- Personal protective equipment (Swimming caps, ear plugs)

<p>People</p> <p>Attributes people bring to an activity: skills, attitudes, physical fitness, health, age, fears, numbers, etc.</p>	<ol style="list-style-type: none"> 1. Swimmers/Divers inadequate training and Preparation 2. Physical injury as a result of participation 3. Event officials with inadequate knowledge for effective supervision 4. Poor program organization 5. Providing inadequate rules and instruction for conduct of event 6. Lack of clear identification of officials 7. Employees without working with Children Checks 8. Staff unfamiliar with emergency management principles 	<ol style="list-style-type: none"> 1. Responsibility of each school to prepare swimmers and divers 2. First Aid Trained Officer present and full equipment available 3. Use of accredited officials and trained school staff 4. Programs arranged to maximize efficiency and safety of participants 5. Provision of clear instructions for officials at each event 6. Officials provided with clear identification label. 7. All staff present at the event are understood to have undergone Working with Children check by SOPAC, NSW Swimming, individual school or CIS 8. Request SOPAC to announce details of emergency procedure prior to commencement of Carnival. Indicate actions and precautions that will be taken to reduce risks 	<p style="text-align: center;">3</p>
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	Dangers/Hazards	Risk Management Strategies	Risk Rating
<p>Equipment</p> <p>Resources that impact on the activity: dress, condition of pool deck, condition of diving boards, support and rescue equipment</p>	<ol style="list-style-type: none"> 1. Failure to check competition areas and equipment prior to event 2. Students inappropriately dressed to compete. 3. Students slipping on pool deck or diving boards 4. Divers bubble jet not adequate 5. Diving boards, Platforms inadequate 6. SWD swimmers inadequate assistance 7. Rescue equipment inadequate and inaccessible 8. First Aid equipment and facilities inadequate 	<ol style="list-style-type: none"> 1. SOPAC staff daily and NSW Swimming Officials to check equipment and areas prior to event 2. Rules of competition ensure students are dressed appropriately 3. Students and accompanying staff advised of dangers of running on pool deck and slippery tiles when wet, care when climbing to towers and other water safety factors 4. Bubble jet available and adequate to ensure awareness of water surface 5. Diving boards, Platforms meet FINA requirements 6. SWD swimmers provided with any required support 7. Rescue equipment visibly available 8. First Aid rooms and equipment provided and checked by SOPAC daily – CIS employ adequately trained First Aid personnel 	3
<p>Environment</p> <p>Factors that impact on the activity: water quality, lighting, temperature</p>	<ol style="list-style-type: none"> 1. Carnival continues during dangerous conditions 	<ol style="list-style-type: none"> 1. Any dangers in respect to environment issues advised by SOPAC and accordingly continually assessed and appropriate action taken by Carnival Manager 	2
<p>Travel</p>	<ol style="list-style-type: none"> 1. Inadequate supervision 	<ol style="list-style-type: none"> 1. Individual schools responsible for their own students travel arrangements to and from the venue – whether this be by student/s parents or by another form of transport e.g. bus transport with appropriate supervision 	4

Risk Management Overview provided by the Sydney Olympic Park Aquatics & Athletics Centres (SOPAC)

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/V002*) and the **Guidelines for the Safe Conduct of Sport & Physical Activity in Schools** (*PD/2002/0012/V001*).

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 Centres are managed and operated by the Sydney Cricket & Sports Ground Trust. The management of these icon venues is in accordance with the following standards:

AS/NZS ISO 9001:2000	Quality Management Systems	Ongoing
AS/NZS ISO 14001:2004	Environmental Management Systems	Ongoing
AS/NZS 4801:2001	Occupational Health & Safety Management Systems	Ongoing
Guidelines for Safe Pool Operations	Royal Life Saving Society	Audited 2004
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 changerooms, 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 operated by Eurest Catering in accordance with the requirements of their accredited HACCP food safety program. All suppliers to Eurest Catering are also HACCP accredited.

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/V001).

Sport or Recreational Activity	Event	Venue	Attributes
Athletics	Running Events	Sydney Olympic Park Athletic Centre	☞ Synthetic running track – reduced incidences of foot and ankle injuries;
	Long Jump	Sydney Olympic Park Athletic Centre	☞ Sand pits covered when not in use and inspected for foreign objects prior to use. ☞ Take-off boards are white, clearly visible, and level with surrounding track areas.

	High Jump	Sydney Olympic Park Athletic Centre	<ul style="list-style-type: none"> ☞ Stable high jump uprights. ☞ Landing mats held together firmly with straps and covered by a one-piece spike resistant overlay. ☞ Circular fibreglass high jump bars used.
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Sport or Recreational Activity	Event	Venue	Attributes
	Throwing Events - Shot Put - Discus - Javelin - Hammer	Sydney Olympic Park Athletic Centre	<ul style="list-style-type: none"> ☞ Shots stored in sturdy containers. ☞ Protective netting provided.
Soccer		Sydney Olympic Park Athletic Centre	<ul style="list-style-type: none"> ☞ Goal posts and crossbars are installed and anchored to ensure stability. ☞ Goal posts are fitted with nets. ☞ Corner and other markers used are of safe non-injurious materials. ☞ Fields are marked using purpose specific marking paints.
Diving	Diving Events	Sydney Olympic Park Aquatic Centre	<ul style="list-style-type: none"> ☞ Diving boards and platforms meet FINA requirements. ☞ Diving pool meets FINA requirements.
Swimming	Swimming Events Learn-to-Swim	Sydney Olympic Park Aquatic Centre	<ul style="list-style-type: none"> ☞ Appropriate rescue equipment available. ☞ Hoist available for students with disabilities. ☞ Depth adjustable pool floor providing shallow water for learn-to-swim programs. ☞ Water quality monitored to ensure compliance to Dept. of Health Guidelines.

Water Polo		Sydney Olympic Park Aquatic Centre	☞ Water polo goals comply with standards and are maintained in good repair.
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STAFF QUALIFICATIONS & TRAINING:

All 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, Auswim: 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 are 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*).

SUPERVISION – SOPAC & SCHOOL:

Staff are rostered at both 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 ration 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 changing 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 are 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*).