Monday 14th February 2011

Dear Parents/ Caregivers,

Tomorrow is the WPPS Swimming Carnival. The weather forecast is not in our favour. In the event of extremely wet weather the carnival will go ahead for competitors only.

Students who are not swimming or who are only swimming in the 25m race will remain at school. This is to ensure they do not sit around in the cold all day. Students who are competitors must bring a change of warm clothes and at least two towels.

If the weather turns bad after arriving at the carnival, non-swimmers and 25m swimmers will return to school.

If you do not wish for your child to go to the carnival in the event of wet weather please send a note with them tomorrow.

Regards

Nikki Brazier
Swimming Carnival Co-ordinator

Bronwyn Wilson
Principal
# Risk Management Plan Proforma: West Pymble Public School Swimming Carnival 2011

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard Identification Type/Cause</th>
<th>Risk Assessment (Matrix)</th>
<th>Elimination or Control Measures</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noting swimming ability levels</td>
<td>Must be able to swim 50m unaided to participate in carnival. 25m race for 8 yr olds not participating in a 50m race (weather/time permitting)</td>
<td>4</td>
<td>Notes indicate swimming abilities and intention of race participation As per DET advice, no free swimming time</td>
<td>Teachers parents</td>
<td>Prior to carnival</td>
</tr>
<tr>
<td>Allergies and Medical Conditions</td>
<td>Students with allergies and students with medical conditions</td>
<td>6</td>
<td>Identify students with allergies and/or medical conditions. Ensure medication is labeled and handed into organising teacher. Distributed where necessary.</td>
<td>Organising teacher parents students</td>
<td>Prior and during carnival</td>
</tr>
<tr>
<td>Heavy rain/storm/ extreme heat</td>
<td>*Parents to be advised on arrival at pool or by advice from school office, of any changes to carnival due to inclement weather. *Non competitors and 25m swimmers to be transported to school by parents or teachers. *Parents to be advised of appropriate clothing/hats/water bottles etc.</td>
<td>4</td>
<td>The Principal or delegate to decide morning of carnival or prior if possible, any changes that should be made to program. Only timed finals will be run – no heats No novelty (including 25m races) will be run. Non-competitors should remain/return to school. Teacher will be on stand-by to return any students to school.</td>
<td>Teachers parents</td>
<td>Prior to and morning of carnival</td>
</tr>
<tr>
<td>Entering/exiting pool with a parent</td>
<td>Students missing</td>
<td>5</td>
<td>*Teachers mark role at on entering pool. *Parents to give a signature when taking child/ren home. *Written permission must be given for a child to go home with someone other than there own parent.</td>
<td>Teachers parents</td>
<td>Morning of and during carnival</td>
</tr>
<tr>
<td>Bus transportation back to school</td>
<td>Boarding bus Vehicular accident Travel sickness</td>
<td>5</td>
<td>*Ensure vehicle operators hold appropriate licence and insurance. *Ensure students are familiar with bus rules, are seated and behaviour modified. * Students prone to travel sickness to sit front of bus. * Mobile phone is available for emergency calls.</td>
<td>Teachers</td>
<td>After carnival</td>
</tr>
<tr>
<td>Swimming carnival experience</td>
<td>Falling on ground Being in correct areas Entering correct swimming event</td>
<td>4</td>
<td>*Students reminded of behaviour, seating and movement rules. Must stay in house group. * Teachers assigned supervision duties.</td>
<td>Teachers students</td>
<td>During carnival Prior to carnival</td>
</tr>
</tbody>
</table>
| Accidents or Incidents in pool | Adults/students injured  
Drowning or near drowning  
Diving injury | 5 | * Brief students on rules and expected behaviours.  
* Lifeguards assigned to monitor carnival.  
* Entry into pool only under specific direction of race starter.  
* One student per lane.  
* Staff trained in CPR and emergency care procedures  
* No free swimming at any stage as per DET advice.  
* Pool staff notified immediately of any injury | Teachers  
students  
pool staff and lifeguards | During carnival |
| Pool evacuation | Pool needs to be evacuated | 6 | * Adults and students follow the directions of staff.  
* Students to assemble with their class and teacher outside pool facility.  
* Roll taken and students accounted for  
* Parents reminded not to take students without signing them off with class teacher first. | Teachers  
Pool staff  
Parents students | During carnival |