

RISK ASSESSMENT FOR SCHOOL EXCURSIONS/SCHOOL BOOKINGS

State Sport Centres – MSAC

This information is provided to help teachers and students prepare and plan a safe visit to State Sport Centres – Melbourne Sports and Aquatic Centre (MSAC).

State Sport Centres (SSC) is a child safe organisation. All SSC staff members hold a Victorian Working with Children Check.

Hazard	Associated risk	Risk reduction control measures
Car park	Traffic accident with vehicle upon entry and exit to the venue	<p>Bus pick-up and drop-off zones are located on Aughtie Drive. School buses are not permitted to park or drop off passengers within MSAC car parks.</p> <p>Students must be loaded and unloaded in designated bus drop-off zones.</p> <p>Students must use designated and marked walkways to the entrance.</p>
Child safety and wellbeing	Lost student	<p>Schools should gather all students and adults at the beginning of their visit to MSAC to outline meeting times and undertake site orientation. Instruct students to report to any SSC staff member if they are lost.</p> <p>Upon identification of a lost child, please immediately contact the Venue Responder on 9926 1600. The SSC has emergency procedures in place to handle missing students.</p> <p>For Aquatics, the SSC follows the recommended supervision ratio of one teacher to 15 students.</p> <p>Students remain the responsibility of school teachers at all times. Schools should implement appropriate supervision strategies, including:</p> <ul style="list-style-type: none"> • Early childhood/Primary schools: have a buddy system when at MSAC, especially when going to the toilets and regular roll calls.

- Secondary schools: students have teacher mobile phone contact, regular meeting points and times.

School teachers may be required to assist with the completion of an incident report form.

First aid	Unwell student	<p>School staff are encouraged to hold student personal health and medical information and parent/guardian contact details.</p> <p>Students should be dressed appropriately according to weather conditions and have adequate sun protection, water and snacks. Students should have proper nutrition before undertaking physical activity.</p> <p>A school supervisor must be available to take students to receive medical care, if required.</p> <p>Where the school is not required to bring its own first aiders, first aid support is available upon presentation to any SSC staff member. First aid rooms and stations are located throughout the venue. SSC first aid officers are able to undertake the initial treatment of injuries and illnesses occurring, including CPR, first aid, advanced first aid and anaphylaxis.</p>
First aid	Injury to student or teacher requiring first aid or ambulance	<p>Depending on the size of the event, schools may be required to bring their own designated first aid officer and first aid kit during the excursion.</p> <p>A school supervisor must be available to take students to receive first aid, if required.</p> <p>Where the school is not required to bring its own first aiders, first aid support is available upon presentation to any SSC staff member. First aid rooms and stations are located throughout the venue. Qualified SSC staff can assist with life-support using advanced resuscitation equipment and techniques while also facilitating the arrival of emergency services.</p> <p>School teachers may be required to assist with the completion of an incident report form.</p>
Emergency management	Emergency situation in the facilities	<p>Evacuation and emergency procedures vary dependent on the type of emergency and location. In the event of a site emergency, schools are required to follow the directions of SSC staff, including Emergency Wardens (recognisable by their white, red or yellow hard hats).</p> <p>Should a dangerous situation arise, the venue may be required to evacuate. The “beep-beep”</p>

tone alerts visitors to stop all activities and to listen for further announcements.

The “woop-woop” tone signals an evacuation. Teachers should follow the directions of SSC staff in case of an evacuation. The primary assembly area is located to the east of the outdoor pool (near the South Melbourne Park Primary School). The secondary assembly area is the southern car park.

Once at the designated assembly area, teachers must conduct a roll call and notify any SSC staff member immediately if any students are missing.

Aquatics

Water rescue

The school must have assessed each student’s swimming ability prior to the excursion. If there is any concern, the school supervisor should advise an SSC staff member at the beginning of the session.

The lifeguard supervisor is in charge of the lifeguard team and is responsible for emergency responses for MSAC’s pools. They are recognisable by their red shirt. If you cannot locate them, please call 9926 1606.

The SSC applies the Guidelines for Safe Pool Operations by the Royal Life Saving Society Australia and the Safe Public Pools Code of Practice by Life Saving Victoria.