

Risk Assessment Hazard Checklist – Student Activities

Event	IGSA Swimming & Diving	Assessment Date	19/01/2026
Assessed By	Lizzie Ramsay		
Location	SOP Aquatic Centre	Activities	IGSA Sport Swim/Dive Carnivals

1 INDOOR HAZARDS		
1.1	Inappropriate lighting	Y
1.2	Temperature	
1.3	Insufficient or unsuitable space	
1.4	Untidiness – causing trip / fire hazard	
1.5	Stairs – dark / steep / no handrail	
1.6	Lack of fire escapes / extinguishers / procedures	
1.7	Slip / trip / fall hazards	Y
1.8	Inadequate ventilation	
1.9	Inhalation of dust	
1.10	Poor surfaces for activities – slips / trips / impact	
1.11	Electrical hazards	

5 HAZARDS ON HILLS AND MOUNTAINS		
5.1	Slips & trips on grass, mud, rock	
5.2	River crossings	
5.3	Remote locations	
5.4	Difficult communication – weather / distance	
5.5	Falling debris	
5.6	Extra work imposed by terrain type / angle	
5.7	Lack of shelter	
5.8	Separation of group members	
5.9	Getting lost	
5.10	Falls from height	
5.11	Extremes of weather	

2 SPORTING ACTIVITY HAZARDS		
2.1	Uneven playing surface	
2.2	Playing surface too hard or soft	
2.3	Hard or sharp objects on pitch	
2.4	Sliding on Astroturf or tarmac	
2.5	Collisions / Conflict with surrounding objects or people	Y
2.6	Impact with from sports equipment	Y
2.7	Contact sport injury	
2.8	Personal injury – fracture / sprains / cuts	Y

6 PEOPLE & ORGANISATIONAL HAZARDS		
6.1	Lack of information, training or instruction	Y
6.2	Poor activity planning or preparation	Y
6.3	Poor activity delivery or organisation	Y
6.4	Ignorance of rules and / or procedures	Y
6.5	Unsafe behaviour or attitude	Y
6.6	Lack of appropriate first aid equipment and experience	Y
6.7	Medical conditions of participants	Y
6.8	Poor safety control from group leaders	Y
6.9	Poor safety awareness from participants	Y
6.11	Lack of cooperation within group	
6.12	Differing skill levels within group	
6.13	Low level of physical fitness / strength	
6.14	Aggression between participants	Y
6.15	Aggression from crowd / public	Y
6.16	Contact between participants increasing risk	

3 HAZARDS ON COASTS & COASTAL WATERS		
3.1	Falls from cliffs, piers, sea walls	
3.2	Struck by falling objects from cliff	
3.3	Slips & falls on slopes / loose surfaces	
3.4	Quick sand & mud	
3.5	Access problems due to steep angle of beach slope	
3.6	Collisions between water users	
3.7	Swept away by wave surges	
3.8	Being washed against rocks / piers	
3.9	Low water temperatures	
3.10	Communication problems from waves / swell / distance	
3.11	Struck by objects in water	
3.12	Stranded by tides	
3.13	Swept away by currents	
3.14	Rip tides	
3.15	Longshore drift	
3.16	Conflicts between beach users	

7 EQUIPMENT AND OTHER HAZARDS		
7.1	Cash handling	
7.2	Transport to and from your activity	Y
7.3	Food poisoning	Y
7.4	Hazardous substances	
7.5	Equipment with moving / hot parts	
7.6	Heavy equipment	
7.7	Electrical hazards from equipment	
7.8	Noise from equipment	
7.9	Risk of trapping body / clothing in equipment	
7.10	Inadequate environment for equipment operation	

4	HAZARDS ON STILL / MOVING WATER	
4.1	Getting swept away from equipment or people	
4.2	Collision with rocks in and to sides of rivers	
4.3	Striking / trapping by submerged obstacles	
4.4	Being dragged down by undertow	
4.5	Restricted or impossible access to / from water	
4.6	Access problems – rescue / getting kit into water	
4.7	Falls from drops in level at weirs / waterfalls	
4.8	Getting out of depth	
4.9	Low water temperature	
4.10	Separation from other people	
4.11	Slips / trips on steep banks or uneven surfaces	
4.12	Difficult communications	
4.13	Drowning due to medical condition whilst swimming	Y

7.11	Inadequate protective equipment	
7.12	Equipment in unsuitable condition	
8	OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY	
8.1	Venue does not meet safety standards	Y
8.2	Students/Spectators unfamiliar with emergency procedures	Y
8.3	Child Protection	Y
8.4	Inadequate Supervision	Y
8.5		
8.6		
8.7		
8.8		
8.9		
8.10		

Risk Assessment – Swimming & Diving

Association	IGSA	Number of persons involved	700
Nature of Activity	Swimming & Diving Carnival	Frequency of Activity	Annually
Assessed By	Lizze Ramsay	Date	13/3/26

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Low / Medium / High Risk	Further Controls Required?	Who By
1.1	Inappropriate Lighting	If the venue is not well lit enough (main area or in the stands) IGSA will request to turn more lights on.	Low		IGSA staff
1.7	Slip / trip / fall hazards	SOPAC staff on duty to monitor movement. Signage already erected to instruct swimmers not to run. Staff on pool deck will help SOPAC staff monitor student movement.	Medium		SOPAC staff and Sport Staff
2.5	Collision / conflict with surrounding objects or people	Swimmers instructed to keep to the left of their lane (in warm up). Risk Warnings displayed. Announcers messages	Medium		Swim Coaches and IGSA
2.6	Impact with sports equipment	Divers required to be proficient and dive within capabilities. Monitored by Diving Convener and School Diving Co-ordinators. Swimmers to be of a suitable level to compete.	Medium		School Dive Coaches, Diving convener
2.8	Personal injury from fracture / sprain / over exertion	SOPAC Medical Services available	Low		SOPAC Staff
4.13	Drowning due to Medical Condition	SOPAC Lifeguards on duty. Competitors advised only to swim if fit and able.	Low		SOPAC staff
6.1	Lack of information, training or instruction	Individual schools are responsible for preparation of swimmers. Schools sent Rules and Guidelines and they are on the IGA website.	Low		Coaches
6.2, 6.3	Poor activity planning or preparation, poor activity delivery or organisation	Use of accredited officials and experienced staff. Officials briefed on duties. Schools allocated duties and are responsible for supplying appropriately skilled staff.	Low	Convener to monitor and can replace officials if required	Sport Staff
6.4, 6.5, 6.8, 6.9	Ignorance of Rules/procedures, Unsafe behaviour or attitude, Poor Safety Control from Group Leaders, Poor Safety Awareness from participants	Procedures and rules outlined in the Rules and Guidelines. This is sent to schools and is also available on the IGSA website. Team managers responsible for their own team members.	Low	Issues dealt with on the day by convener and IGSA Sport Staff in consultation with Heads of Sport. Rules and Guidelines reviewed at Post Season meeting.	IGSA staff

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Low / Medium / High Risk	Further Controls Required?	Who By
6.6	Lack of appropriate First Aid equipment and experience	SOPAC Staff on duty	Low		SOPAC staff
6.7	Medical condition of participants	Schools responsible for their own team and spectators. All athletes should be fit to compete and schools have the responsibility of ensuring only capable students are entered.	Low		School Staff
6.14, 6.15	Aggression between participants, Aggression from crowd/public	All schools have been supplied with the IGSA Sport Code of Conduct and Championship rules, detailing the expected standard of behaviour. Unacceptable behaviour from the public (parents/relatives/friends) will be dealt with on a case by case basis, involving staff from the school involved and IGSA Sport staff.	Low		IGSA Staff & School Sport Staff
7.2	Transport to or from venue	Schools responsible for organising/co-ordinating transport	Medium		School Staff
7.3	Food poisoning	Food services at venue meet safety standards	Low		SOPAC
8.1	Venue safety standard	SOPAC provides Venue Risk Overview. Venue audit to be completed prior to competition.	Low		SOPAC staff IGSA DOS
8.2	Students/spectators unfamiliar with emergency procedures	SOPAC to provide documentation.	Low		SOPAC staff
8.2	Students/spectators unfamiliar with emergency procedures	SOPAC to announce procedures at the start of the carnival	Low		SOPAC staff
8.3	Child Protection	All school staff present at the event are understood to have undergone Working with Children Checks (if required).	Low		School
8.4	Inadequate Supervision	Schools responsible for their own teams – including supervision and all transport organisation	Low		School staff