

# EXCURSION MANAGEMENT PLAN FOR AQUAJETTY

## PURPOSE OF THE EXCURSION

A recreational activity.

### 1. ASSESS THE RISKS

#### 1.1 Assess the environment

Aquajetty is an indoor recreation centre approximately 12kms from the Camp School. There is a large leisure pool with speed slide, rapid river, fountains and water features together with an outdoor 50m pool.

- The facility is a new centre so all toilets, change rooms and facilities are clean and in good condition. Change rooms have cubicles not open change rooms.
- There are adequate toilet facilities with facilities for disabled students.
- Emergency lighting is installed in all buildings.
- Illuminated exit points from all buildings are installed.
- All buildings have hard wired smoke detectors.
- Disabled access throughout the centre.

The centre provides 2 activities:

Permanent slide and the inflatable slide students must have a minimum of stage 3 swim level to participate. Where students do not meet this criterion there must be one adult within 1 metre at all times of each student.

#### 1.2 Assess the transport arrangements

Schools are responsible for arranging their own transport to the centre.

#### 1.3 Assess the student's capacity

Staff to student ratio must follow the Department of Education and Training water policy guidelines. Aquajetty provides 1 lifeguard for 100 people. Extra lifeguards are also posted at each pool area and extra staff used in high risk areas.

Visiting schools must also provide an additional level of care being:

*For every 10 students or part thereof the visiting school must provide 1 adult.*

*Of these extra supervisors 1 in 3 must have one of the following qualifications: first Aid, CPR, Austswim or a recognised swim qualification.*

Aquajetty has disabled access and facilities include footpath ramps, disabled parking, suitable change rooms and a hoist for pool access.

#### 1.4 Assess the capacity of the supervisory team

The Teacher in Charge is responsible for participants supervision at all times. Aquajetty staff may instruct, lead, demonstrate or assist in an activity but the teacher in charge is responsible for overall group supervision.

All Aquajetty staff:

- are employees of the YMCA.
- have Federal Police Clearances.
- have a Senior First Aid Certificate.
- have Bronze Medallion and Pool Lifeguard Certificates.

Aquajetty Public Liability Insurance is managed by QBE Policy Number NW-0012888-BFL for \$50,000,000

### **1.5 Assess the involvement of external providers**

Work experience students train at the site under the supervision of the Aquajetty staff and do not have direct or unsupervised contact with visiting school groups.

### **2.0 ESTABLISH SUPERVISION STRATEGIES**

The Teacher in charge will establish and monitor supervision strategies for students.

### **3.0 DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS**

Aquajetty staff are clearly identified by their uniforms. Pool life guards wear bright yellow and red shirts.

The centre can provide arm bands for identifying the visiting school group.

A list of students and staff should be with the teacher and a copy at the Camp School.

### **4.0 PROVIDE INFORMATION AND SEEK CONSENT**

Visiting schools are responsible for providing information to Parent/caregivers for their consent in accordance with DET policy *Excursions Off School Site Activities*

### **5.0 DEVELOP COMMUNICATION STRATEGIES**

Aquajetty has landline and mobile telephone communication. Pool lifeguards have a radio, whistle and universal hand signals they use for communication. The centre has the EWIS as part of the intercom system and for emergency alarms.

### **6.0 EMERGENCY RESPONSE PLAN**

Aquajetty has a detailed Emergency Response Plan and a copy is kept on file at the camp school.

### **7.0 BRIEF STUDENTS AND SUPERVISORS**

The duty manager will brief all participating staff at the beginning of the activities on:

- Roles and responsibilities of students and supervises;
- Location of equipment and facilities and services available;
- Consequences of breaching standards or policies;
- In and out of bounds areas;

Given the young age of Aquajetty supervisors, it is highly recommended that the teacher in charge also brief students on the rules of the centre and the expectations of the school.

It is the responsibility of the Teacher in Charge to ensure all participants arriving late are briefed on the facilities, evacuation strategies and assembly points.

### **8.0 RETAIN EXCURSION RECORDS**

This is the responsibility of the school.

### **9.0 GAIN APPROVALS**

This is the responsibility of the school.

