

## QPRC Aquatics – Venue Hire Booking Form

Contact Details	
Organisation Name	
Family Name	
First Name	
Address	
Suburb	
State	
Postcode	
Phone Number	
Email Address	
Booking Details	
Location	<input type="checkbox"/> Braidwood <input type="checkbox"/> Bungendore <input type="checkbox"/> Captains Flat <input type="checkbox"/> Queanbeyan
Area(s) Requested	<input type="checkbox"/> Whole Outdoor Facility <input type="checkbox"/> Indoor Pool (Queanbeyan Only) <input type="checkbox"/> Wet Play Area (Queanbeyan Only)
Activity Description	
No. of participants	
Age group	
Date	
Start Time	
Finish Time	
Bulkhead required?	
Lifeguards required?	
Kiosk required and times?	
Other Comments	

Risk Assessment Matrix		Consequences				
		Negligible No injuries or not requiring first aid	Minor First aid needed	Moderate Medical treatment	Major Serious injury	Severe Death or permanent disability.
Likelihood	<b>Certain to occur</b> Expected to occur in most circumstances There has been frequent past history.	Moderate 7	Moderate 10	Significant 17	Extreme 22	Extreme 25
	<b>Very Likely</b> Will probably occur in most circumstances Some recurring past event history.	Minor 4	Moderate 9	Moderate 14	Extreme 21	Extreme 24
	<b>Possible</b> May occur occasionally Some past warning signs or previous event history.	Minor 3	Moderate 8	Moderate 13	Significant 19	Extreme 23
	<b>Unlikely</b> Could happen at some time No past event history.	Minor 2	Minor 6	Moderate 12	Significant 18	Significant 20
	<b>Rare</b> May happen only in exceptional circumstances No past event history.	Minor 1	Minor 5	Moderate 11	Moderate 15	Moderate 16

Site specific Hazards and Risks I/we have come across and my/our plan of actions.

	Hazards and related risks (refer to guidance)	Risk rating	Controls and Measures	Residual risk
1	Drowning	23	Adequate supervision provided by the visiting school with support offered by pool staff. Use of lifesaving equipment such as oxygen and defibrillator.	11
2	Spinal Injuries	23	Recreational diving is prohibited at depths below 1.8 metres. Competitive dives are permitted if the school has conducted a shallow water diving induction program with all participating students.	11
3	Sun Exposure	13	Frequent reminders by school staff/volunteers for all participants to wear hats, shirts, apply sunscreen and make use of shade structures at the Centre.	3
4	Aggravation of existing conditions such as Asthma, Diabetes etc.	13	School to identify at risk students when obtaining parental/guardian permission notes. Medical action plan to be on hand). Adequate qualified supervision (first aid certified) from school staff / volunteers with support offered by pool staff.	2
5	Slips, Trips and Falls	13	Adequate supervision provided by school staff / volunteers to ensure kiosk lines are orderly. Pool staff to ensure any leads etc. provided to assist the running of the activities are appropriately covered.	6
6	Windy Conditions	8	Staff to ensure all shade shelters are appropriately anchored and any items that could be moved by wind and cause harm are removed.	2
7	Minor Injuries such as grazes, cuts etc.	8	Adequate supervision and frequent reminders by school and pool staff for students to adhere to all conditions of entry as listed above.	3

Other important information can be found in our Term and Conditions which can be accessed from our website. Other documents can be supplied upon request:

- Evacuation Diagrams
- Schematic Diagrams