

Reviews

Complete By	Revision Date	Approved By	Approval Date
Arian Sanjar	27/05/19	Anthony Gilligan	28/05/19

	Risk level	Action required/approval
Low	Little chance of injury or incident	<input checked="" type="checkbox"/> Manage through regular planning processes

Minimum supervision

At least 1 qualified instructor (PGA Member/Community Golf Instructor) is to be present to run Golf

Participant Requirements

Golf is recommended for age 5 and above.

It is strongly recommended that at least 1 group teacher/supervisor are present to assist with student behaviours.

Instructor Qualifications

All instructors and contractors hold at a minimum, one of the following qualifications/skills sets along with mandatory First Aid/CPR and QLD Blue Card, working with children check.

- PGA Golf Instructor

Through the use of well maintained equipment, training and accredited staff and sound operating procedures and policies "Twin Waters Golf Academy" control the "real risks" associated with this activity

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

Hazards/risks	Control measures
<p>Biological material</p> <ul style="list-style-type: none"> • Bodily fluids (e.g. blood, sweat, saliva) 	<ul style="list-style-type: none"> • Comply with HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guidelines. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious. • Have sufficient and suitable containment material (bandages, etc) available • Ensure that personal items are not shared.
<p>Animal bites/ diseases</p> <ul style="list-style-type: none"> • Insects • Dangerous/ poisonous organisms 	<ul style="list-style-type: none"> • Check area for ant nests if conducted outside • Activity is conducted in an area free from poisonous plants and vegetation • Constant assessment for snakes if conducted outside
<p>Environmental conditions</p> <ul style="list-style-type: none"> • Weather • Surfaces • Surrounds • Temperatures 	<ul style="list-style-type: none"> • Ensure students wear appropriate clothing & sun protection • Assess weather conditions before and during activity (e.g. temperature, storms) • Check and assess surrounds for loose items, debris and hazards and suitability for participants. • Consider hazards associated with types of fencing material, gates and other infrastructure for windy conditions • In poor weather conditions, Golf activity will be conducted either inside or in a suitable undercover area outside
<p>Physical Injury</p> <ul style="list-style-type: none"> • Spinal • Falls • Slips & trips 	<ul style="list-style-type: none"> • Ensure trip hazards are not present in the activity area • Communicate and demonstrate 'safe areas' 'hitting areas' and danger areas for activities • Communicate and demonstrate correct technique to minimise risk of injury • Warmup stretching/games conducted prior to Golf activity • Closed in footwear to be worn at all times
<p>Physical exertion</p> <ul style="list-style-type: none"> • Strains and sprains • Cramps • Exhaustion and fatigue 	<ul style="list-style-type: none"> • Ensure the suitability and competency of students participating in the activity • Ensure regular consumption of water appropriate to the activity intensity and duration • Constantly monitor students for fatigue and exhaustion • Follow a programme of graded development in <ul style="list-style-type: none"> <input type="checkbox"/> Basic physical fitness <input type="checkbox"/> Skills of the activity

Hazards/risks	Control measures
<p>Students</p> <ul style="list-style-type: none"> • Special needs • High risk behaviours • Medical conditions • Student numbers 	<ul style="list-style-type: none"> • Obtain relevant medical information • When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin, EpiPen etc...) • Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers • Ensure there is adequate adult supervision • Ensure all students adhere to safe areas and danger areas at all times • Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures are in place to dissuade or protect (e.g. tape) the wearing of jewellery accordingly.

<p>Emergency Procedures</p> <ol style="list-style-type: none"> 1. Conduct First Aid as required. 2. Contact Emergency Services via mobile phone and/or radio. 3. Depending on injury: Stabilise patient and await ambulance or remove patient to appropriate site to recover. 4. In the event of serious injury, suspend activity until incident can be investigated 	<p>Teacher/group leader responsibilities</p> <ul style="list-style-type: none"> • Inform & liaise with Activity Staff regarding any potential issues with group • Listen to activity briefings and assist Staff in procedural aspects of session as required • Monitor & take charge of behavioural issues present if needed and attend to any pre-existing medical conditions 	<p>Participant Briefing Instructor should cover:</p> <ul style="list-style-type: none"> • Safety areas and danger areas • Session Objectives • OH&S Brief • Safety Brief • Skills Demo & Practice 	<p>Participant Requirements</p> <ul style="list-style-type: none"> • sunscreen, insect repellent • medication (if relevant) • water bottle • fully enclosed shoes if outdoors, shoes can be removed indoors and hat if outdoors • minimum of sleeved shirt that covers midriff when arms are raised • shorts/leggings that preferably cover knees (to prevent grazes) • hair tied back, jewellery removed
---	--	--	---