

**CODE NO 84**

## **TEMORA SHIRE COUNCIL**



## **TEMORA RECREATION**

**&**

## **AQUATIC CENTRE**

## **POLICY**

**&**

## **ARIAH PARK POOL RISK ASSESSMENT**

## **1. THE PURPOSE OF THIS POLICY IS**

To set out a framework for the operation of the Temora Recreation Centre to ensure that the legislative requirements are met and the best possible service is provided for the community.

## **2. POLICY STATEMENT**

Temora Recreation Centre provides for the aquatic and recreational needs of Temora and surrounds, from competition to recreation, learn to swim to swimming training, structure classes to exercise swimmers, for the very young to more senior residents.

This will be achieved by:

- Providing services which meets community needs including the teaching of swimming, water safety, development of talent, provision of exercise and sporting activities.
- Identifying community needs and expectations, and opportunities for new markets while promoting a positive image for the Centre.
- Focusing on professional innovative and customer oriented work ethic.
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- Providing activities in a viable and safe manner.
- Enhancing accessibility for the diverse needs of the community.
- Managing the risk associated with the facility.
- Providing cost effective, value for money services, which operate at minimal cost to Council.
- Utilising and acting on performance indicators.

## **3. PRINCIPLES**

- Ensure staff employed are qualified so that those using the Centre can do so with adequate supervision and in a safe environment.
- Manage the Centre in accordance with the practices as determined by Council.
- Make the Centre available for use by persons with and without disabilities wishing to participate in recreational, swimming, aquatic sports and sporting activities.
- Set fees and charges for use of the Centre and surrounds so that public access is optimised as a first priority, whilst minimising the operational deficit, such fees to be reviewed annually.
- Open the Centre within the hours specified by Temora Shire Council.
- Receive reports on the level and type of use and general performance of the Centre.
- Where practicable develop a diverse range of in-house programs and activities for the benefit of as broad a range of public users as possible.
- Promote the Centre and the activities therein so that the level of use is maximised.
- Manage and run the Centre in accordance with Temora Shire Council Operating Procedures.

#### **4. AMENDMENTS**

This policy is a living document and will be amended when required by legislation or Council recommendation.

#### **5. AUTHORISATION**

The Centre policy was authorised by Council.

#### **6. WHO IS RESPONSIBLE FOR IMPLEMENTING THIS POLICY**

The Director of Environmental Services and all staff employed at the Centre. This policy is to be implemented in accordance with the Operating Procedures of the Royal Life Saving Manual.

#### **7. DOCUMENT OWNER**

The owner of the Centre policy document is the Director of Environmental Services.

#### **8. LEGISLATION AND REFERENCES**

Relevant industry legislation, regulations and guidelines include, but are not limited to:

*1997 State Health Guidelines* (NSW Department of Health) – this prescribes the water quality and general cleanliness/hygiene which the Service Provider is to maintain at the Temora Recreation Centre.

*Health (Infectious Diseases) Regulation 1990* (NSW Department of Health) – this prescribes water purification standards for public swimming pools and spa pools which the Service Provider must adhere to in order to ensure safe and hygienic conditions for pool users.

*NSW Occupational Health and Safety Hazardous Substances Regional 1996* (NSW Department of Industrial Relations) – this provides guidelines which the Service provider must adhere to when handling and storing dangerous chemicals used in the public pool environment.

*Dangerous Goods Act 1975* (NSW Department of Industrial Relations) – this requires that the Service Provider have the site licensed to store dangerous chemicals.

*Safety in Swimming Pools Guidelines for Safe Pool Operations 1996* (Royal Life Saving Australia) – these guidelines must be followed by the Service Provider in the provision of general operations, technical operations, facility design, first aid, supervision and learn to swim.

*Any recommendations by the State Coroners Officer in relation to deaths in public pools* – the Service Provider should keep abreast of these as they could affect operations in respect of required supervision levels, staff qualifications and training and maintenance requirements for the pools.

## ATTACHMENT A



# TEMORA SHIRE COUNCIL RISK ASSESSMENT

## Use of Contractor and Voluntary Staff to carry out Life Saving functions at the Ariah Park Swimming Pool

### PREVIEW:

Under the Local Government Act Councils have the power to delegate persons to perform life saving functions on managed public land (Land under the Control of Council). Temora Shire Council needs to determine which mechanisms are the most appropriate to adequately carry out the life saving functions in their local area.

### FACTORS TO BE CONSIDERED:

- Number of users;
- Characteristics of users for example age and swimming ability;
- Location, for example the proximity to emergency services such as ambulance;
- Size of pool and visual surveillance areas available;
- Number of holiday periods coinciding with pool opening;
- Qualifications and training of volunteers;
- Appropriate signage and depth indicators;
- OH & S issues for volunteers;
- General pool and surrounding facility conditions;
- Emergency procedures in place;
- Emergency equipment.

Temora Shire Council Policies related to this Risk Assessment:

64	-	Risk Management Policy
71	-	Volunteers Risk Management Policy
16	-	Skin Protection Policy
60	-	Child Protection Policy
68	-	Signs as Remote Supervision Policy

Temora Shire Council Human Resources Policy  
Water Safety Sept 2004. ISSN 1320 – 6788

## CATEGORISING OF AQUATIC FACILITIES:

Facilities may be defined in accordance with the following categories

Category	Definition
5	Swimming Pool: (Multi-Purpose Aquatic and Recreation Facility). This facility generally has more than one body of water and would typically have a high patronage level with multiple activities occurring at the same time e.g. school usage, lap swimming, learn to swim. Pool configuration and number of pools within the facility should also be taken into consideration for the purpose of surveillance.
4	Swimming Pool: (Aquatic Centre). Facility that has one or two bodies of water with medium to low patronage levels and no more than one and a diving or toddler pool. Pool configuration is generally a standard rectangular shape.
3	Swimming Pool: (Local Community Swimming Pool). Swimming pool that is managed by the council and/or a designated community group that has one small swimming pool (less than 25 metres in length) with very low patronage levels and no more than one aquatic activity occurring at any one time. Pool configuration would always be the standard rectangular shape.
2	Other: Any still water environment that has been specifically constructed, designed or intended to be used for swimming, diving, paddling or wading (e.g. rock pools, dams, swimming enclosures).
1	Other: Natural still waterway that is an area known for swimming and associated activities (e.g. rivers, creeks, lakes).

**Ariah Park Pool will be categorized as a category 4 pool.**

### IDENTIFIED HAZARDS:

Fatal or serious injury to persons  
Possibility of near drowning or drowning.  
Physical injury to pool users (neck, spinal).  
Slips, trips, falls, patrons colliding in water.  
Diving injuries.  
Sexual interference or intimidation to minors.  
Exposure to ultra violet rays.  
Infectious diseases e.g. cryptosporidium.

## **HAZARD PREVENTION:**

Maintain Life Saving Function.  
Maintain suitable and qualified person.  
Resuscitation equipment.  
Emergency Procedures.  
Depth Signage.  
Restrictive Signage to eliminate hazards e.g. no running, no diving, shallow water, depth indicators.  
Enforce behaviour requirements.  
First Aid Equipment.  
First Aid Personnel.  
Sun Smart Signage – provide shaded areas – particularly for small children.  
Screen volunteers through approved screening agency.  
Supervisors to maintain visual contact of areas.  
Signage to advise of infectious diseases and health requirements to reduce possibility of disease.  
Regular testing of water quality.  
Ensure related policies are adhered to.

## **LEGISLATION AND REFERENCES**

All items of Legislation, Regulations and guidelines at Part 8 of Code 84 will apply to this Risk Assessment, in particular the Royal Lifesaving Document (Safety in Swimming Pools- Guidelines for Safe Pool Operations 2006)



## TEMORA SHIRE COUNCIL RISK ASSESSMENT

RISKS ASSOCIATED WITH ARIAH PARK SWIMMING POOL	LIKELY HOOD (Letter)	SEVERITY (Letter)	CATEGORY (Number)	CONTROL MEASURES USED TO ELIMINATE OR REDUCE HAZARD
Fatal or serious injury to persons	A	A	1	Use appropriate guidelines and monitor to ensure compliance with guidelines
Drowning Near Drowning	A	A	1	Maintain Life Saving Function with suitable and qualified persons and equipment Emergency Procedures Sigange
Personal physical injury Diving injuries	A	B	1	Appropriate restrictive signage Shallow water signs Enforce restrictions First Aid Equipment First Aid Personnel
Exposure to ultra violet rays	A	C	2	Signage Provide Sunshade Promote Sun screens and protection
Sexual Interference	B	C	3	Maintain Supervision Screen volunteers and assistants
Infectious Disease	A	C	1	Appropriate warning signs Maintain regular water tests and quality

**NOTE; This Risk Assessment must be Conferred to all Contractors and volunteers**

Signed by Contractor /Volunteer \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Council Representative \_\_\_\_\_ Date \_\_\_\_\_