WAVES FITNESS AND AQUATIC CENTRE | THE HILLS Shire Council

Aquatic Guidelines for Hirers

Water Safety Information
Safe Water Entry Information and Facility Risk Assessments

Aquatic Guidelines
Water Safety Information, Safe Water Entry Information and Facility Risk Assessments

This risk assessment and guidelines package was developed in accordance with the Royal Lifesaving Societies "Implementation Guide for Department of Education & Training".

CONTENTS:

SUMMARY

Where and when is diving permitted at Waves Fitness & Aquatic Centre

	Outdoor 50m Pool	Indoor 25m Pool	Outdoor 25m Pool	All other Pools Onsite
Trained Competitors	Entire Pool	Not Permitted	Not Permitted	Not Permitted
Un-Trained Competitors	Deep End Only	Not Permitted	Not Permitted	Not Permitted
Recreational Swimming	Deep End Only	Not Permitted	Not Permitted	Not Permitted

2 - Supervision Requirements – Carnival & Water Safety Program Requirement

Supervision is the key for the safe conduct of aquatic activity!

Supervising students in aquatic environments requires a unique set of skills and knowledge. It is vital that staff maintain vigilance throughout the activity day and provide ongoing supervision of students within the water.

What is scanning?

Scanning is the systematic visual observation of the venue, its users, and their activities. Teachers/staff will observe student behaviour and look for signals that someone in the water needs help. Effective scanning assumes that teachers can see the entire area, that they know what they are looking for, and that they recognise it when they see it. They should be in a position to maintain supervision of the water at all times and should scan the bottom of the pool as well as the surface.

The principles of scanning:

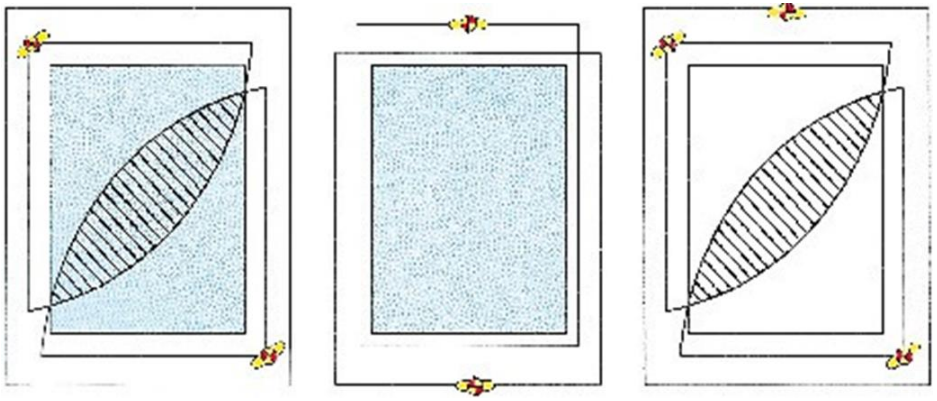
- Observers must be positioned with clear, unobstructed sight lines. Lifeguards may assist in the positioning of teachers.
- Move to counteract student and patron interference, especially in ground-level supervision.
- Scanning strategies must compensate for an inability to see below the surface and for the distance they are from user activity.
- Focus on people and what they are doing. Make eye contact whenever possible. Watch the face. Spend less time and attention on patrons who are good swimmers or safely enjoying the water, but still include them in your scanning. Check weaker swimmers more frequently.
- Each student within an individual teacher's area of responsibility should be checked every 10 seconds.
- Look and listen for the unusual.
- Avoid staring at the same thing.
- Give your eyes a break by focusing momentarily on some distant object, or the horizon.
- Use your peripheral vision to detect movement.
- In outdoor facilities, monitor changes in the environmental conditions (weather and water) for their potential impact on student behaviour and safety.
- Be careful of conditions that affect visibility, such as glare from the sun, overhead lights, cloudy water, or shadows on the water at different times of the day.
- Avoid turning your back on the area - walk backwards or sideways to avoid loss of eye contact.
- Scan the bottom of the pool first, then the surface.
- Arm and leg action, body position and movement through the water are good indicators of weak swimmers and those in trouble.
- Don't interrupt scanning your area except to make a rescue or stop someone from breaking the rules. It should only take a few seconds to explain the dangers to someone breaking the rules and often teachers are able to continue scanning while doing this. If more time is needed teachers should seek assistance.
- If a student asks a question or has a concern, acknowledge them, and explain that you are listening but still need to scan your area. Refer the student to the duty supervisor or another staff member if needed.

TECHNIQUES - Supervision Zones

Certain zones at a venue (or areas within a zone) are known to frequently cause concern because of the number of students and patrons, the nature or intensity of student and patron activity, or because some physical characteristic of the zone results in the need for frequent intervention.

Seek the assistance of the venue lifeguards to establish each teacher’s area of responsibility. Remember, regular rotation and movement will prevent boredom and therefore provide a higher level of vigilance.

Supervising teachers should position themselves to maximise visual coverage of the venue. The diagrams below show common positioning of lifeguards supervising a swimming pool. By placing supervising staff around the pool and overlapping zones an extensive supervision network is provided



3 – Facility Risk Assessment

WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)		
		CONSEQUENCE (C)	LIKELIHOOD (L)	CONSEQUENCE X LIKELIHOOD		CONSEQUENCE (C)	LIKELIHOOD (L)	CONSEQUENCE X LIKELIHOOD
Supervision of activities during hire period	Inadequate supervision of activities may result in injury or death to patrons	3	C	13 MED	- Ensure sufficient staff rostered on duty - Call in additional lifeguards as required - Hirers are required to have a supervision ratio of 1:20 participants	4	D	21 LOW
Attendees requiring First Aid	Incident resulting in injury to attendees	3	C	13 MED	- Fully equipped First Aid room; mobile FA kits and staff trained in FA treatment - Hirer required to assign at least one trained first aid officer and medical kit	4	C	18 LOW
Attendees not following instructions provided by centre staff	Incident resulting in injury to attendees	3	C	13 MED	- Install suitable warning signs in the centre - Hirers provided with list of expectations with bookings documents - Ensure concise & clear instructions are given to group and leaders regarding centre rules, expected behaviours	4	C	18 LOW
Attendees come into contact with equipment that is not fit for purpose	Incident resulting in injury to attendees	3	C	13 MED	- Ensure that all required equipment is available and in good working order - Equipment utilized is inspected prior to use by instructor and maintained to safe industry/Aust. Standards where specified. All electrical equipment is tagged	4	C	18 LOW

3 – Facility Risk Assessment

WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)		
		CONSEQUENCE (C)	LIKELIHOOD (L)	CONSEQUENCE X LIKELIHOOD		CONSEQUENCE (C)	LIKELIHOOD (L)	CONSEQUENCE X LIKELIHOOD
Attendees requiring medical assistance	Incidents resulting in injury or medical attention due to a medical condition	3	C	13 MED	- Teachers, carers, other adults are responsible for identifying to the instructor/director any participant with pre-existing injuries, ailments or conditions which may affect participation, safety and wellbeing. Participants with specific learning requirements or behavioral conditions should be identified prior to the performance to ensure adequate measures are in place. - Attending teachers, carers, other adults are to be in possession of treatment plans and medication for known allergies and reactions e.g. Asthma puffer; Epi-Pens; Adrenalin; etc - All participants are reminded to bring their own drink bottle for use during and after activity. - Qualified and accredited instructors are employed or contracted by the Council. Warm up / downs are utilised, and instructors continually assess capability and competence. Performances are structured according to age, ability and a range of other factors relevant to the nature of the event, participants and the purpose.	4	C	18 LOW
Unstructured aquatic activities that are unplanned	Swim centre staff are unprepared and may not have allowed for adequate numbers of lifeguards to ensure appropriate supervision that may result in serious injury or death	3	C	13 MED	- Hirer to prepare a risk assessment for any proposed unstructured activity and attach to hire agreement forms - Unstructured activities to be further defined in the booking agreement to include 'mass continuous swimming activity' - Ensure any proposed unstructured activity is raised to the booking's coordinator for review prior to approval of the activity	4	C	18 LOW

3 – Facility Risk Assessment

WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)		
		CONSEQUENCE (C)	LIKELIHOOD (L)	CONSEQUENCE X LIKELIHOOD		CONSEQUENCE (C)	LIKELIHOOD (L)	CONSEQUENCE X LIKELIHOOD
Attendee exposure to environmental factors	Exposure to weather factors	4	C	18 MED	- Indoor Venue provides an air-conditioned environment with access to water taps and coolers - Outdoor venue has a shade covered grandstand, Shade Sails over grassed and some shade structures. Taps and water cooler access is provided - Hirers are encouraged to bring additional shade structures for large groups. - It is the responsibility of the hirer to ensure appropriate sun safety of the participants.	5	E	25 LOW
Diving from starting blocks	Injury to patrons	2	C	8 MED	- Adhere to Safe water entry guidelines provided - Restrict diving to competitive and experienced swimmers only	4	E	23 LOW
Access to the venue for large groups	Attendees overcrowding the lobby and entry gates with large groups of students exposing them to public	3	A	6 HIGH	- Bus zone for drop-off and pick-up is located directly out the front of the venue - Access to the pool is via the back gates at the rose garden end of the centre directly onto the outdoor pool deck. - Short walk to entry gate with no roads are required to be crossed - Hirers are responsible for traffic control of the participants - Hirers are responsible for access control of the participants, the gate can be locked whilst event is on, please speak with duty supervisor on the day of your booking	5	E	25 LOW

3 – Facility Risk Assessment

WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	**WHAT IS THE RISK** (What can happen as a result of the hazard)	**Initial Risk Rating** (IRR)			**LIST SAFETY CONTROL MEASURES** (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	**Residual Risk Rating** (RRR)		
		CONSEQUENCE (C)	**LIKELIHOOD (L)**	**CONSEQUENCE X LIKELIHOOD**		**CONSEQUENCE (C)**	**LIKELIHOOD (L)**	**CONSEQUENCE X LIKELIHOOD**
Centre or area evacuation due to fire alarm or major/critical medical emergency	Incident resulting in injury to attendees	5	C	22 LOW	- Staff trained in emergency evacuation procedures. - Designated Chief Wardens at centre as part of the venue's Emergency Control Organisation (ECO) - Follow directions in the emergency evacuation plan provided in the venue hire documents - Induction of people responsible for the booking on the day of hire prior to commencement time of the booking.	5	E	25 LOW
Centre or area evacuation due to weather factors	Attendee exposure to Storm or Lightning Storm which may result in injury or death to patrons	2	A	3 HIGH	- The centre has limited provisions to assist in providing protection from adverse weather e.g. rain and thunderstorms (lightning). It is suggested that the Hirer advises those attending the activity that they should carry personal protection against wet weather. - The Hirer should prepare an action plan to evacuate participants in the event of lightning storms, as our Centre may not be in a position to provide adequate shelter for large crowds. If transported by bus it is recommended participants are evacuated to the buses until the storms pass and the area re-opens 30 minutes after the last lightning strike. - Follow directions in emergency evacuation plan provided in the venue hire documents	2	C	8 MED

3 – Facility Risk Assessment

WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)		
		CONSEQUENCE (C)	LIKELIHOOD (L)	CONSEQUENCE X LIKELIHOOD		CONSEQUENCE (C)	LIKELIHOOD (L)	CONSEQUENCE X LIKELIHOOD
Child Protection & Safety	Centre bathrooms are accessible by other patrons of the general public and or staff Mobiles, tablets or recording devices being taken into bathrooms and recording Hirer Volunteer Helpers supervising children	4	C	18 MED	- Where possible, dedicated changerooms will be closed to general public to ensure the safety of children. - Centre staff will conduct walk through during the booking. - No mobile phones allowed in bathrooms under any circumstances - Hirer responsible for monitor bathrooms and minimise access to large numbers of children at a time and ensuring mobile devices are not taken in - Employees and coaches / instructors comply with NSW Working with Children Legislation and have participated in employment screening & Child Safety/Protection Training - Specific control areas restrict public access to venue and venue staff will enforce control points. - All hirers' employees/volunteers will have a current Working with Children (Volunteer) check that is verified by the hirer's organisation.	4	E	23 LOW

3 – SHALLOW WATER DIVING INFORMATION & RISK ASSESSMENT - Outdoor 25m

PART 1 – WATER DEPTH

After consultation with Royal Life Saving NSW, the Aquatic and Recreation Institute and the NSW Department of Education and training (DET) it has been deemed important that Waves Fitness & Aquatic Centre provide you with information on shallow water diving. This is particularly pertinent to relay events or other activities where diving in shallow water may be a scheduled carnival event or activity.

SUGGESTED SAFE WATER ENTRY TECHNIQUE

Based on the Royal Life Saving Guidelines for Safe Pool Operation Guideline SU22 the following entry is suggested.

Pool Area – Indoor 25m Pool		Measurement	Diving Permissible?	Suggested Safe Water Entry Technique	Risk #
Deep End	Water Depth	1.5 metres	Competitive Dive Starts Permissible	Ensure appropriate competitor inductions & announcements	Yes
	Concourse / Starting Block Height Above Water	750 mm			
Shallow End	Water Depth	1.25 metres	Competitive Dive Starts Permissible	Ensure appropriate competitor inductions & announcements	Yes
	Concourse Height Above Water	280 mm			
Side of Pool	Water Depth	1.4 metres	Competitive Dive Starts Permissible	Ensure appropriate competitor inductions & announcements	Yes
	Concourse Height Above Water	0.0 metres			
Other Information:	If you undertake Competitive Dive starts, please ensure appropriate induction, training and competitor announcements are undertaken in accordance with DET requirements.				

PART 2 - RISK IDENTIFICATION / ASSESSMENT / CONTROL

Area	Hazard	Risk	Controls	Risk	Responsible Person
Deep End	Risk of untrained swimmers diving deep causing head / neck injury	8	Ensure appropriate competitor inductions & announcements Cap dive blocks for recreation times, safety signs are in place	12	School / Lifeguards
	Likelihood (prior to controls)	C	Likelihood (after proposed controls)	D	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	
Shallow End	Risk of swimmers diving deep causing head / neck injury	5	Ensure appropriate competitor inductions & announcements Ensure safety signs are in place	12	School / Lifeguards
	Likelihood (prior to controls)	B	Likelihood (after proposed controls)	D	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	
Side of Pool	Risk of untrained swimmers diving deep causing head / neck injury	5	Ensure appropriate competitor inductions & announcements Ensure safety signs are in place	12	School / Lifeguards
	Likelihood (prior to controls)	B	Likelihood (after proposed controls)	D	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	

Additional Information:

4 – SHALLOW WATER DIVING INFORMATION & RISK ASSESSMENT - Indoor 25m Pools

PART 1 – WATER DEPTH

After consultation with Royal Life Saving NSW, the Aquatic and Recreation Institute, Austswim and the NSW Department of Education and training (DET) it has been deemed important that Waves Fitness & Aquatic Centre provide you with information on shallow water diving. This is particularly pertinent to relay events or other activities where diving in shallow water may be a scheduled carnival event or activity.

SUGGESTED SAFE WATER ENTRY TECHNIQUE

Based on the Royal Life Saving Guidelines for Safe Pool Operation Guideline SU22 the following entry is suggested.

Pool Area – Indoor Learners & Leisure Pools		Measurement	Diving Permissible?	Suggested Safe Water Entry Technique	Risk #
Shallow End	Water Depth	0.90 metres	Diving NOT Permissible	Competitors start from in the water	Yes
	Concourse / Starting Block Height Above Water	0.0 mm			
Deep End	Water Depth	1.0 metres	Diving NOT Permissible	Competitors start from in the water	Yes
	Concourse Height Above Water	0.0 mm			
Other Information:	If you undertake Competitive Dive starts please ensure appropriate induction, training and competitor announcements are undertaken in accordance with DET requirements.				

PART 2 - RISK IDENTIFICATION / ASSESSMENT / CONTROL

Area	Hazard	Risk	Controls	Risk	Responsible Person
Shallow End	Risk of untrained swimmers diving deep causing head / neck injury	8	Do not allow diving, safety signs in place	12	School / Lifeguards
	Likelihood (prior to controls)	C	Likelihood (after proposed controls)	C	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	
Deep End	Risk of swimmers diving deep causing head / neck injury	8	Do not allow diving, safety signs in place	12	School / Lifeguards
	Likelihood (prior to controls)	C	Likelihood (after proposed controls)	C	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	

Additional Information:

5 – SHALLOW WATER DIVING INFORMATION & RISK ASSESSMENT – 50m Pool

PART 1 – WATER DEPTH

After consultation with Royal Life Saving NSW, the Aquatic and Recreation Institute, Austswim and the NSW Department of Education and training (DET) it has been deemed important that Waves Fitness & Aquatic Centre provide you with information on shallow water diving. This is particularly pertinent to relay events or other activities where diving in shallow water may be a scheduled carnival event or activity.

SUGGESTED SAFE WATER ENTRY TECHNIQUE

Based on the Royal Life Saving Guidelines for Safe Pool Operation Guideline SU22 the following entry is suggested.

Pool Area – Outdoor 50m Pool		Measurement	Diving Permissible?	Suggested Safe Water Entry Technique	Risk #
Deep End	Water Depth	2.0 metres	Diving Permissible	Ensure appropriate competitor inductions& announcements	Yes
	Concourse / Starting Block Height Above Water	750 mm			
Shallow End	Water Depth	1.0 metres	Competitive Dive Starts Permissible	Competitors start from in the water	Yes
	Concourse Height Above Water	300 mm			
Halfway Ladder	Water Depth	1.5 metres	Diving Permissible	Ensure appropriate competitor inductions& announcements	Yes
	Concourse Height Above Water	0.0 metres			
Other Information:	If you undertake Competitive Dive starts please ensure appropriate induction, training and competitor announcements are undertaken in accordance with DET requirements.				

PART 2 - RISK IDENTIFICATION / ASSESSMENT / CONTROL

Area	Hazard	Risk	Controls	Risk	Responsible Person
Deep End	Risk of untrained swimmers diving deep causing head / neck injury	12	Ensure appropriate competitor announcements & safety signage	16	School / Lifeguards
	Likelihood (prior to controls)	D	Likelihood (after proposed controls)	E	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	
Shallow End	Risk of swimmers diving deep causing head / neck injury	8	Ensure appropriate competitor inductions & announcements. Safety signs in place	12	School / Lifeguards
	Likelihood (prior to controls)	C	Likelihood (after proposed controls)	D	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	
Half Way Ladder	Risk of untrained swimmers diving deep causing head / neck injury	12	Ensure appropriate competitor announcements & safety signage	16	School / Lifeguards
	Likelihood (prior to controls)	D	Likelihood (after proposed controls)	E	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	

Additional Information:

6 – SHALLOW WATER DIVING INFORMATION & RISK ASSESSMENT – Leisure Pool

PART 1 – WATER DEPTH

After consultation with Royal Life Saving NSW, the Aquatic and Recreation Institute, Austswim and the NSW Department of Education and training (DET) it has been deemed important that Waves Fitness & Aquatic Centre provide you with information on shallow water diving. This is particularly pertinent to relay events or other activities where diving in shallow water may be a scheduled carnival event or activity.

SUGGESTED SAFE WATER ENTRY TECHNIQUE

Based on the Royal Life Saving Guidelines for Safe Pool Operation Guideline SU22 the following entry is suggested.

Pool Area – Leisure Pool		Measurement	Diving Permissible?	Suggested Safe Water Entry Technique	Risk #
Shallow End	Water Depth	0.00 metres	Diving NOT Permissible	Competitors start from in the water	Yes
	Concourse / Starting Block Height Above Water	0.0 mm			
Deep End	Water Depth	0.9 metres	Diving NOT Permissible	Competitors start from in the water	Yes
	Concourse Height Above Water	0.0 mm			
Other Information:	Entry into this pool is to be by the ladders, be a recognised safe entry such as a slide in entry or a wade/walk in entry by the access ramp.				

PART 2 - RISK IDENTIFICATION / ASSESSMENT / CONTROL

Area	Hazard	Risk	Controls	Risk	Responsible Person
Shallow End	Risk of untrained swimmers diving deep causing head / neck injury	8	Do not allow diving, safety signs in place	12	School / Lifeguards
	Likelihood (prior to controls)	C	Likelihood (after proposed controls)	C	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	
Deep End	Risk of swimmers diving deep causing head / neck injury	8	Do not allow diving, safety signs in place	12	School / Lifeguards
	Likelihood (prior to controls)	C	Likelihood (after proposed controls)	C	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	

Additional Information:

7 – SHALLOW WATER DIVING INFORMATION & RISK ASSESSMENT – Program Pool

PART 1 – WATER DEPTH

After consultation with Royal Life Saving NSW, the Aquatic and Recreation Institute, Austswim and the NSW Department of Education and training (DET) it has been deemed important that Waves Fitness & Aquatic Centre provide you with information on shallow water diving. This is particularly pertinent to relay events or other activities where diving in shallow water may be a scheduled carnival event or activity.

SUGGESTED SAFE WATER ENTRY TECHNIQUE

Based on the Royal Life Saving Guidelines for Safe Pool Operation Guideline SU22 the following entry is suggested.

Pool Area – Program Pool		Measurement	Diving Permissible?	Suggested Safe Water Entry Technique	Risk #
Shallow End	Water Depth	0.90 metres	Diving NOT Permissible	Competitors start from in the water	Yes
	Concourse / Starting Block Height Above Water	0.0 mm			
Deep End	Water Depth	1.4 metres	Diving NOT Permissible	Competitors start from in the water	Yes
	Concourse Height Above Water	0.0 mm			
Other Information:	Entry into this pool is to be by the ladders, be a recognised safe entry such as a slide in entry or a wade/walk in entry by the access ramp.				

PART 2 - RISK IDENTIFICATION / ASSESSMENT / CONTROL

Area	Hazard	Risk	Controls	Risk	Responsible Person
Shallow End	Risk of untrained swimmers diving deep causing head / neck injury	8	Do not allow diving, safety signs in place	12	School / Lifeguards
	Likelihood (prior to controls)	C	Likelihood (after proposed controls)	C	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	
Deep End	Risk of swimmers diving deep causing head / neck injury	8	Do not allow diving, safety signs in place	12	School / Lifeguards
	Likelihood (prior to controls)	C	Likelihood (after proposed controls)	C	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	

Additional Information:

8 – SHALLOW WATER DIVING INFORMATION & RISK ASSESSMENT – Splash Pad

PART 1 – WATER DEPTH

After consultation with Royal Life Saving NSW, the Aquatic and Recreation Institute, Austswim and the NSW Department of Education and training (DET) it has been deemed important that Waves Fitness & Aquatic Centre provide you with information on shallow water diving. This is particularly pertinent to relay events or other activities where diving in shallow water may be a scheduled carnival event or activity.

SUGGESTED SAFE WATER ENTRY TECHNIQUE

Based on the Royal Life Saving Guidelines for Safe Pool Operation Guideline SU22 the following entry is suggested.

Pool Area – Splash Pad		Measurement	Diving Permissible?	Suggested Safe Water Entry Technique	Risk #
Shallow End	Water Depth	0.90 metres	Diving NOT Permissible	Competitors start from in the water	Yes
	Concourse / Starting Block Height Above Water	0.0 mm			
Deep End	Water Depth	1.0 metres	Diving NOT Permissible	Competitors start from in the water	Yes
	Concourse Height Above Water	0.0 mm			
Other Information:	Entry into this pool is to be by the ladders, be a recognised safe entry such as a slide in entry or a wade/walk in entry by the access ramp.				

PART 2 - RISK IDENTIFICATION / ASSESSMENT / CONTROL

Area	Hazard	Risk	Controls	Risk	Responsible Person
Shallow End	Risk of untrained swimmers diving deep causing head / neck injury	8	Do not allow diving, safety signs in place	12	School / Lifeguards
	Likelihood (prior to controls)	C	Likelihood (after proposed controls)	C	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	
Deep End	Risk of swimmers diving deep causing head / neck injury	8	Do not allow diving, safety signs in place	12	School / Lifeguards
	Likelihood (prior to controls)	C	Likelihood (after proposed controls)	C	
	Consequence (prior to controls)	2	Consequence (after proposed controls)	2	

Additional Information:

Applying the guidelines to WAVES AQUATIC CENTRE

The following is a summary of the Diving Risk Assessment conducted at Waves Fitness & Aquatic Centre.

The complete risk assessment is available from your booking pack or on our facility page on the website.

Step 1 – Organisation of the Swimming Event

Request a completed Shallow Water Diving Information & Risk Assessment from us (this document)this will include information on:

- Water Depths
- Suggested water entry Techniques (Dive Starts Permitted or In-Water Starts Recommended)
- Risk Identification, Assessment & Control Measures

Step 2 – Implementation of Shallow Water Diving Induction & Recording of Student Participation

- If you decide to allow Diving into shallow water, you should conduct a safe diving induction program
- Alternatively, only allow dive starts into deep water & conduct In-Water starts in the shallow water.

Step 3 – Announcements to Competitors and Officials on Carnival Day

- Prior to the event all competitors should be informed of the risks associated with shallow water diving
- The water depths at each starting point should be made clear to all participants.

For an overview of the centre including pool depths, see the site plan on page 2 of this document.

Summary

Where and when is diving permitted at Waves Fitness & Aquatic Centre

	Outdoor 50m Pool		Outdoor 25m Pool		Indoor 25m Pool	
	Deep End	Shallow End	Deep End	Shallow End	Deep End	Shallow End
Pool Depth	2.0m	1.35m	1.50m	1.25m	1.0m	1.0m
Trained Competitors *and those under instruction by a qualified person*	Dive Starts Permitted 	Dive Starts Permitted 	Permitted *In-water starts recommended* 	Permitted *In-water starts recommended* 	Dive Starts Permitted 	Dive Starts Permitted 
Un-Trained Competitors *Recommended for all School based activities*	Dive Starts Permitted 	Not Permitted *In-water starts recommended* 	Not Permitted *In-water starts recommended* 	Not Permitted *In-water starts recommended* 	Not Permitted 	Not Permitted 
Recreational Swimmers	Diving Permitted 	Not Permitted 	Not Permitted 	Not Permitted 	Not Permitted 	Not Permitted 

WHAT ABILITY ARE YOU SWIMMERS?

10 - RISK MANAGEMENT

The following information is provided for schools who undertake their own risk assessment. Please ensure you add appropriate details to Appendix 1 PART 2 RISK IDENTIFICATION / ASSESSMENT / CONTROL

A matrix can be used to give each individual risk a numerical rating, allowing the risks to be categorised according to severity. The first step is to determine the level of consequence (harm) should something happen. The second step is to determine how likely it is for something to happen.

CONSEQUENCE

Classify the category of the consequence using the following table: Table 1.

Category	Consequence (harm)	Description
1	Catastrophic	Fatalities
2	Major	Serious injury, such as permanent disability
3	Moderate	Medical treatment or lost time injury
4	Minor	Minor injury, such as first aid
5	Insignificant	No injury

LIKELIHOOD

Estimate how likely the consequence is to happen as a result of exposure to the hazard using the following table: Table 2.

Category	Probability	Description
A	Almost certain, common	Is expected to occur in most circumstances
B	Likely, has happened	Will probably occur in most circumstances
C	Possible, could happen	Might occur at some time
D	Unlikely, not likely	Could occur at some time
E	Rare, practically impossible	May occur only in exceptional circumstances

A risk score can be determined by cross referencing the potential consequence with the likelihood of the consequence being realised in the following table: Table 3.

	Likelihood				
Consequence	A	B	C	D	E
1	1	2	4	7	11
2	3	5	8	12	16
3	6	9	13	17	20
4	10	14	18	21	23
5	15	19	22	24	25

The risk score can provide a ranking that will give an indication of the priority and the qualitative level of risk and the need to take remedial action.

HIGH – immediate correction required. Consider discontinuing.
MEDIUM – attention needed, correction required.
LOW – perhaps acceptable as is

The level of acceptable risk varies with all hazards, the ways, and available means of reducing risk and the skills and competencies of persons managing the risks.

11 – Announcement Information

ANNOUNCEMENT INFORMATION

It is important that competitors and officials are provided with important information concerning the carnival facility or venue prior to the first carnival event. This induction activity, developed in collaboration with the facility management or assigned operation supervisor, should focus onrisk management or control procedures relevant to the performance of a shallow water dive and any other safety related facility protocols, for example, evacuation policy. Announcements may be completed during pre-event rollcall or assembly.

The following information is suggested only. Principals and Carnival Coordinators should ensure all appropriate induction information is provided to competitors, officials, and staff. This information is only relevant to shallow water diving.

Outdoor 50m Pool
"The water depth in the outdoor pool is 2.0 metres at the deep end and 1.35 metres at the shallow end.All competitors – please ensure you enter the water appropriately and only when instructed."

Outdoor 25m Pool
"The water depth in the Indoor pool is 1.5 metres at the deep end and 1.25 metres at the shallow end.All competitors – please ensure you enter the water appropriately and only when instructed."

Indoor 25m Pool
"The water depth in the outdoor pool is 1 metre at the deep end and 0.90 centimetres at the shallow end. All competitors – please ensure you are starting from the water, there is no diving permitted in this pool."

PRE-EVENT STATEMENTS

This information is only relevant to shallow water diving.

Prior to each scheduled event, all competitors in that event should be warned that there are risks associated with shallow water diving and reminded of the Shallow Water Diving Induction program. The water depth at entry point should also be made clear to the competitors in each event. These announcements are particularly important if the event start is to commence from a starting block or platform or in shallow water (relay event). Pre-event statements can be made during the event marshalling process.

The following statements should be read to competitors in the pre-marshalling area prior to each event commencement:

"The water you are diving into is_____metres deep. Remember Lock hands, lock head, steer up for EVERY dive entry".

12 – Risk Management – Mitigation

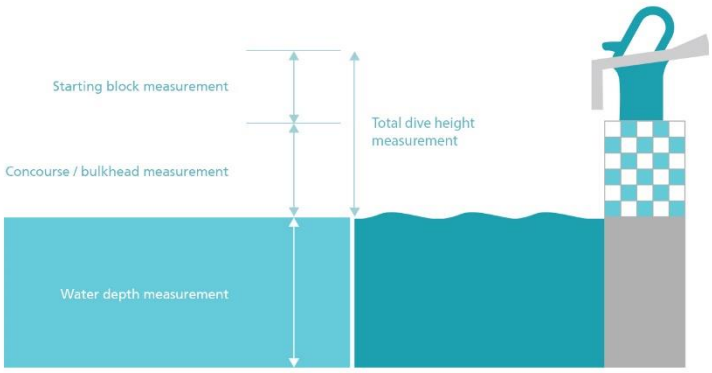
Risk management – mitigation.

Any or all of the following ways to manage diving risks could reduce the likelihood and/or consequence of injury:
Ensure students have viewed the diving induction videos below.

- Pre-train students in correct diving techniques.
- Ban diving in the shallow end but allow for deep end diving for confident and competent students.
- Insist that any nervous or inexperienced divers start from the pool edge or in the water.
- Ban the use of diving blocks.
- Ban all diving to remove all risk.

Diving depth matrix

To complete the risk assessment, consider water depth, and starting block height to determine the safety, or risk level, in diving.
Water depth – at any end of the pool where dive entry may be considered (this must include both ends when relays are being conducted).
Height above water – measure the height from water level to concourse and/or starting block.
In many cases dive entry can be performed from starting blocks or platforms. The additional height means a student will travel faster and their entry will be potentially deeper. This can increase the risk of injury.
The water depth and height of the platform must be used to determine whether diving is possible.



Water Depth	Comment	Entry
Less than 1000mm	Dive starts should not be permitted	All events should be commenced in the water
1000 - 1350mm	Concourse/bulkhead level to a Maximum height above water of 400mm	Competitive dive starts may be permitted from Concourse/bulkhead
	Concourse/bulkhead level greater than 400mm	In-water start
1350mm or greater	Concourse/bulkhead/Starting blocks (Starting Platforms) level to a Maximum height over water of 750mm	Competitive dive starts may be permitted from Starting Blocks (Starting Platforms)
	Concourse/bulkhead/Starting blocks (Starting Platforms) level greaterr than 750mm	In-water start

Starting blocks

Starting blocks (that are assessed as meeting the diving depth matrix) should only be available for use by those students deemed as competent and confident at executing a safe forward dive entry.
Starting blocks should be inspected prior to each use, including between races, to ensure that they are correctly fitted, sturdy and free of any potential hazards. This is especially important for starting blocks with kickers, to ensure the kicker remains locked in.
The following factors need to be considered when determining the appropriate entry method for each competitor in a swimming carnival and incorporated into risk assessment:

- assessed skill level of student.
- depth and gradient of pool
- height of concourse and platform
- height of starting blocks
- facility/venue input
- controls that can be used to minimise or remove risks.

13 – Unstructured Activity Checklist

Definition of an "unstructured" aquatic activity

The Water Safety Guidelines only apply to unstructured aquatic activities including unstructured recreational swimming, which may be incorporated in weekly swimming programs, school excursions, camps or activity/celebration days.
Examples of unstructured aquatic activity:

- 'Celebration' or 'reward days' either for individual classes or the whole school
- 'Free' swimming as part of an excursion, weekly school sport program or school swimming carnival
- 'Novelty/Fun races' or continuous swim activities

If the School is planning to conduct an Unstructured Aquatic Activity one of the following options must be adopted;

- **OPTION 1:** Restrict the unstructured aquatic activity component to class/ participant numbers below 50 students/individuals at a time in the pool, or
- **OPTION 2**: Pay the costs of hiring additional lifeguards for unstructured aquatic activities thus ensuring a safe ratio of 1 lifeguard to 50 students. Lifeguards are charged at a 2-hour minimum hire. Additional lifeguards will be provided at the current hourly rate. If numbers on the day are higher than predicted by the hirer then WAVES may charge additional fees to cover the cost for an additional lifeguard. This will be discussed upfront with the hirer on the day.

Contact the bookings coordinator for further details on this cost.

Unstructured Aquatic Activity Checklist *(if applicable)*		
If you are holding an UNSTRUCTURED AQUATIC ACTIVITY (including novelty races) you **must** complete the following checklist and return it with your Hire Agreement Form.	Yes	No
The school confirms it is responsible for assessing students' swimming competency before any unstructured aquatic activity is undertaken during the hire period. If you wish to hire centre staff to assess the students, please liaise with your bookings coordinator.		
The DET Water Survival Challenge will be carried out with all participating students prior to commencement of any unstructured activity and the appropriate wristbands will be worn. *See the testing sequence for the DET Water Survival Challenge, provided in this package.*		
Do you have the appropriate wristbands for the students to wear once a swim assessment is complete? The school must supply their own wristbands - Blue for competent & yellow for non-swimmers.		
Do supervising teachers have the appropriate qualifications? At least one supervisor must hold either an Austswim Certificate, RLSSA Bronze Medallion, RLSSA Swimming Teacher Rescue Award, SLSA Patrol Bronze Medallion or SLSA Surf Rescue Certificate. The school must be able to produce these qualifications upon request in a timely manner.		
Supervising staff are to be inducted to the centre prior to commencement of unstructured activity and are to be familiar with the Emergency Response Plan provided in this booking pack.		
School provides a ratio of 1:20 supervisors to students (whether it be teachers or parent helpers) and are aware of the responsibilities to this role, including positioning and scanning techniques.		
All parent helpers will have a current Working with Children (Volunteer) check that is verified by the school. Waves is a child safe organisation.		
Supervisors are aware that whilst supervising they must be carrying a piece of rescue equipment; either a kickboard, noodle or rescue tube.		
On the day, School Staff will inform students of where the change rooms, toilets, first aid room and the emergency exits are located. They will also advise students of the emergency evacuation plan and how to signal a lifeguard if assistance is required.		

Organisations Representative Name:		Position	
Supervision Option		Option 1	Option 2
Signature		Date	

14 – Key Reminder Card

KEY REMINDER CARDS

Photocopy and laminate for poolside use.

WATER SURVIVAL CHALLENGE

Elements	SURVIVAL CHALLENGE
Entry	Perform a slide in entry Walk 5m through the water
Survival Swimming	Continuously swim 25m. • Using an action that resembles a stroke
Survival Sequence	Survival Sequence • Survival scull, float, or tread water for 1 minute in deep water. • Call for help once within the sequence.
Exit	Exit the water unassisted
Rescue Sequence	Voice Rescue • Reassure the person in difficulty. • Talk to the person in difficulty in an attempt to calm and encourage them all the way to safety. • Call for assistance.

RECOGNISING A PERSON IN DIFFICULTY

A PERSON IN REAL DISTRESS MAY NOT BE ABLE TO CALL FOR HELP

- Eyes wide open searching for teacher
- Eyes scrunched shut and holding breath.
- Fear evident on face.
- Unable to respond to instructions (either verbal or visual)
- Gasping/hyperventilating
- Grabbing at nearby swimmers
- Periodically submerging and uncontrolled movement used to reach the surface.
- Attempting to swim in one direction and not succeeding
- Rigid jerky movements/slowing of movement.
- Trying to swim in a vertical position /45-degree angle.
- Holding on to injured body part.
- Blue or white lips
- Uncontrolled shivering

A STUDENT DISPLAYING ANY OF THE ABOVE SIGNS SHOULD IMMEDIATELY BE REMOVED FROM THE WATER.

AQUATIC SCANNING & SURVEILLANCE

- Establish clear, unobstructed sight lines.
- Sweep your eyes over the entire area you are scanning.
- Each student within the scanning area should be checked regularly.
- Scan the bottom of the swimming area as well as the surface.
- Check weaker swimmers more frequently.
- Look and listen for the unusual.
- Be careful of conditions that affect visibility: sun glare, overhead lights, cloudy water, shadows, or disturbance on the water.
- If a student asks a question or has a concern, acknowledge them, and explain that you are listening but still need to scan your area.

Supervision is the key for the safe conduct of aquatic activity.