

# Appendix J - Dave Hume Pool – Risk Assessment and Staffing Levels

July 2017

## Purpose

This assessment seeks to help the board to determine staffing levels and training in relation to risks and costs.

## What is a risk.

Risk refers to; the probability that a hazard will cause harm. Risks in aquatics may include death, injury, such as brain damage from prolonged submersion or spinal injuries and paralysis or illness from giardia and cryptosporidium.

## What is risk management.

Risk management is the process of identifying, assessing and controlling risks to people, to an organisation or to an asset. Once identified, the management means working towards removing or minimising them.

## Safety issues associated with public pools are;

Adequate supervision. The need to provide adequate supervision of pool patrons in general and for swimmers in particular.

Diving. Diving into shallow water puts people at risk of serious injuries such as head and spinal injuries.

Sun protection. A lack of adequate shade for outdoor pools.

Unsafe behaviours. Need to ensure that behavioural hazards and subsequent risks are minimised by clear rules and supervision

Day/time	Activity	Class of swimmers	Number s in pool	Risk level / risks	Management of the risks	Staffing level	
						Scenario 1	Scenario 2
Sch term: Mon – Fri 6am to 9am  Sch holidays Mon-Fri 6am to 11am	Lane swimming / lane walking	Children	6-14	<u>Main pool</u> ; Low. head to head in same lane as up to 6 per lane (surf club) Have their own coach	Signs about diving in a shallow pool. Surf club coach trained in 1 <sup>st</sup> aid, as are seniors and aware of risks. Spinal board quickly available. Staff trained in workplace 1 <sup>st</sup> aid plus annual refresher in CPR and has undertaken PLPC course when they first started.	<b>One staff</b> Set up office / till and operates the admissions (which mostly happens within first 15 mins and then at 8am), check changing rooms, undertake a water test session for each pool (takes about 15 mins normally but up to 30 mins on Friday), prepare banking (about 20 mins – can be left until after 8am) and have breakfast (15 mins, while still observing).  <b>Cost per season: \$15,220</b>  (cost includes placing robot cleaner into main pool early Saturday morning)	<b>Two staff</b>       <b>Cost per season: \$22,220</b>  (cost includes placing robot cleaner into main pool early Saturday morning)
		Adults	2-10	<u>Main pool</u> ; Low .			
		Seniors	1-3	<u>Main pool</u> ; Low. stroke / heart attack			

Day/time	Activity	Class of swimmers	Number s in pool	Risk level / risks	Management of the risks	Staffing level	
						Scenario 1	Scenario 2
Sch term Mon – Fri 9am to 3.15pm	Schools, lane swimming (when at least 40 minutes of time is available for the public)	Children - primary to college age	Schools – 20-60.	<u>Main pool:</u> Low / Medium. diving too steeply, jumping on top of another swimmer, running and slipping, boisterous behaviour. Relieving teacher may not have 1 <sup>st</sup> aid training	School teachers in charge trained in 1 <sup>st</sup> aid. Sufficient numbers of them to adequately supervise number of children.  A teacher trained in 1 <sup>st</sup> aid needs to be on hand when relieving teacher is not. Key to office (phone and 1 <sup>st</sup> aid kit) to be with one teacher on site. Rules signage, signs about diving in a shallow pool. School given copy of hazard register.	<b>None</b> <b>Pool attendants are only required to be on duty when the general public are using the facilities (Service Delivery Contract and Trust policy dated 27 June 2017).</b>  Schools / Aquafit have to sign the Trust’s “ <u>Conditions for use of the facility when pool staff are not formally on duty</u> ”.  Learners pool not made available to schools and public during these periods.  For school swimming sports days, <b>Two</b> pool attendants will be on duty to assist with the set up / take down, supervision and to operate the office / shop and water tests. The pools are then open to the public from about 3.15pm as normal.	<b>No change</b>
		Adults / seniors / under 5s	Lane swimming – 2-6  Learners pool - 1-2	<u>Main pool:</u> Low. stroke / heart attack  <u>Learners pool:</u> Low – parent with under 5s	Staff trained in workplace 1 <sup>st</sup> aid plus annual refresher in CPR and has undertaken PLPC course when they first started.	<b>One.</b> Has to operate the admissions (very low number), undertake a water test session for each pool (takes about 15 mins), hose down changing rooms, concourse (not every day and takes an hour).	<b>No change – numbers are too low to warrant more than one staff member on duty.</b>

Day/time	Activity	Class of swimmers	Number s in pool	Risk level / risks	Management of the risks	Staffing level	
						Scenario 1	Scenario 2
Sch term Mon – Fri 3.15pm to 6pm	General public in both pools. Coaching in both pools. Occasional lane swimmer	All ages	General public: <u>main pool</u> ; 6-20. <u>Learners pool</u> ; 2-10  Coaching; <u>main pool</u> ; 2-10 <u>Learners pool</u> ; 2-8	<u>Main pool</u> ; Low / medium. diving , slipping on wet concrete, boisterous behaviour, bee stings, cuts.  <u>Learners pool</u> ; Low / medium. kiddies slipping away from parent and jumping into the main pool. Boisterous behaviour, slipping on wet concrete when running, falling off pool edge onto concrete.	Coaching areas roped off. Rules signage, signs about diving in a shallow pool and pool alone criteria, signs on learners pool about not diving off, or walking along pool edge. Coach trained in 1 <sup>st</sup> aid and aware of risks (given copy of hazard register) Spinal board quickly available.  Staff trained in workplace 1 <sup>st</sup> aid, spinal board use and trained as lifeguards. One pool attendant to hold a PLPC	<b>Two.</b> Has to operate the office / shop, undertake a water test session for each pool (takes about 15 mins), hose down changing rooms if messy from last school session (the 2.05 to 3.05pm period – takes about 10 mins each changing room). One to always supervise the learners pool and the gap between it and the main pool.  One operates the office and watches the main pool, does the tests.  Manager on call if number of swimmers exceeds 60.	<b>No change</b>
Mon – Fri 6pm to 8pm	Surf club, Masters, squad training	Children / adults / seniors	10-26	<u>Main pool</u> ; Low. experienced swimmers; stroke/heart attack.	Coaches and club members aware of risks and some have 1 <sup>st</sup> aid training. Copy of hazard register given to each club/organisation. Signage on rules and hazard of diving into a shallow pool.	<b>None</b> <b>Pool attendants are only required to be on duty when the general public are using the facilities (Service Delivery Contract and Trust policy dated 27 June 2017).</b>  Such clubs etc have to sign the Trust's " <u>Conditions for use of the facility when pool staff are not formally on duty</u> ".  Learners pool not available to users during this period	<b>No change</b>

Day/time	Activity	Class of swimmers	Number s in pool	Risk level / risks	Management of the risks	Staffing level	
						Scenario 1	Scenario 2
Sch term Saturday 9am to 12am	Aquafit, Waihi bch surf club	Adults / seniors / children	12-30 main pool	Main pool: Low . Stroke / heart attack, slipping on wet concrete. Head to head in same lane as up to 6 per lane (surf club) Both activities have their own coach	Both coaches trained in 1 <sup>st</sup> aid and aware of risks. Spinal board quickly available. Rules signage, signs about diving in a shallow pool	<p><b>One Pool attendants are only required to be on duty when the general public are using the facilities (Service Delivery Contract and Trust policy dated 27 June 2017).</b></p> <p>Various tasks to do before customers arrive (remove/clean robot cleaner, set up office, check changing rooms). Put out ramp into pool for aquafit class, undertake a water test session for each pool (takes about 15 mins normally). Operate admissions for Aquafit / surf club (usually first 15 mins of each session).</p> <p>11am to 12noon has only One staff member on duty when the general public can use the pool but numbers are generally very low (less than 10).</p>	<b>No change</b>

Day/time	Activity	Class of swimmers	Number s in pool	Risk level / risks	Management of the risks	Staffing level	
						Scenario 1	Scenario 2
Weekends Sat: 12am to 6pm  Sun: 11am to 6pm	General public	Children / adults / seniors	2-30 main pool  2-14 learners pool	<u>Main pool:</u> Low - medium. diving , slipping on wet concrete, boisterous behaviour, bee stings, cuts. Medium  <u>Learners pool:</u> Low / medium. kiddies slipping away from parent and jumping into the main pool. Boisterous behaviour, slipping on wet concrete when running, falling off pool edge onto concrete.	Rules signage, signs about diving in a shallow pool and pool alone criteria, signs on learners pool about not diving off, or walking along pool edge. Spinal board quickly available. Staff trained in workplace 1 <sup>st</sup> aid, spinal board use and trained as lifeguards. One pool attendant to hold a PLPC	<b>Two</b>  Sunday: staggered start. 10.45am One 1pm: Two  Has to operate the office / shop, undertake a water test session for each pool (takes about 15 mins), clean edges of pools.  One to always supervise the learners pool and the gap between it and the main pool.  One operates the office and watches the main pool, does the tests.  Manager on call if total number of swimmers exceeds 60.  <b>Cost per season: \$11,200</b>	<b>Change to both start at same time on Saturday (12am) and Sunday (11am)</b>             <b>Cost per season: \$12,130</b>
Sch holidays Mon-Fri 11am to 6pm	General public	Children / adults / seniors	2-30 main pool  2-14 learners pool	<u>Main pool:</u> Low / medium. diving , slipping on wet concrete, boisterous behaviour, bee stings, cuts. <u>Learners pool:</u> Low / medium. kiddies slipping away from parent and jumping into the main pool. Boisterous behaviour, slipping on wet concrete when running, falling off pool edge onto concrete.	Rules signage, signs about diving in a shallow pool and pool alone criteria, signs on learners pool about not diving off, or walking along pool edge. Spinal board quickly available. Staff trained in workplace 1 <sup>st</sup> aid, spinal board use and trained as lifeguards. One pool attendant to hold a PLPC	<b>Two</b> Staggered start. 11am One 1pm: Two  Has to operate the office / shop, undertake a water test session for each pool (takes about 15 mins), clean edges of pools One to always supervise the learners pool and the gap between it and the main pool.  One operates the office and watches the main pool, does the tests.  Manager on call if total number of swimmers exceeds 60.  <b>Cost per season: \$12,520</b>	<b>Change to both start at same time (11am)</b>             <b>Cost per season: \$13,940</b>

Day/time	Activity	Class of swimmers	Numbers in pool	Risk level / risks	Management of the risks	Staffing level	
						Scenario 1	Scenario 2
Inflatable castle	General public	Children	2-20	<u>Main pool</u> : Low / medium. Getting stuck under the castle. Falling off awkwardly, tripping over guy rope on exit. Too many trying to get on at same time.	Staff have written rules for operating the castle. Spinal board quickly available. Staff trained in workplace 1 <sup>st</sup> aid, spinal board use and trained as lifeguards. One pool attendant to hold a PLPC	<b>Three</b> See 'Basic rules for operating the castle'. <ul style="list-style-type: none"> <li>• One to operate the hose (must use at all times) and call those next onto the castle.</li> <li>• One to watch those coming off the end (that they are surface ok and don't get out of the pool in between the anchor ropes and risk tripping over one in their eagerness to get back to the start) and that no one swims underneath the castle.</li> </ul> Also to watch that gap between the learners pool and the main pool for any unaccompanied youngsters coming from the learners pool. <ul style="list-style-type: none"> <li>• One to control the queue at the start, if needed and look after the office.</li> </ul>	<b>No change</b>