

## GUIDELINES FOR BOOKING & USING MUSWELLBROOK AQUATIC CENTRE AND DENMAN POOL FOR SCHOOL CARNIVALS

### 1. COMMUNICATION

- 1.1 To ensure that the working relationship between Muswellbrook Aquatic Centre and booking organisations continues to develop, we encourage you to contact Muswellbrook Aquatic Centre if you have any concerns or questions about these Guidelines, or of your use of Muswellbrook Aquatic Centre or Denman Pool, so that any problems can be rectified.

### 2. BOOKING PROCESS:

- 2.1 Complete "Permit for Casual Hire of Swimming Pools" form to book either Muswellbrook Aquatic Centre or Denman Pool, and either email or fax it to Muswellbrook Aquatic Centre, with your \$50.00 non refundable booking fee to **Fax No: 65425405**. If you require an application form, please contact Muswellbrook Aquatic Centre on 65493711 to obtain a copy.
- 2.2 If you submit your Application Form **less than 10 days** before the date required, **YOU MUST** follow-up with a telephone call to Muswellbrook Aquatic Centre on **65493711**. This will ensure that the Centre has received your form and will also allow time for alternative arrangements to be made if necessary.
- 2.3 You will receive confirmation within five (5) working days from Muswellbrook Aquatic Centre receiving your Application Form. If you require confirmation earlier than this please call.

### 3. POOL USAGE:

- a. Inspections  
On arrival and departure at the pool please conduct a brief inspection of the area you are located and of the facilities you will be using, taking specific notice of:

	<b>Arrival Inspection</b>	<b>Departure Inspection</b>
Toilets/Change Rooms	Were clean/in working order	Make sure they are clean, all working
Rubbish	Be aware of what was already around, anything excessive contact Council	Ensure that rubbish generated by your school is taken away with you

- b. Notification of Damage  
If you identify any damage or unsatisfactory conditions during your Arrival Inspection, report them to the Aquatic Manager so that you are not held responsible.

The purpose of your Departure Inspection is to ensure that the facility is left in the condition you found it (i.e., by removing your rubbish).

- c. Rubbish  
It is your responsibility to leave the area and facilities you use in a clean and sanitary condition and to remove from the premises all rubbish and litter generated from your use.

## **SCHOOLS**

When schools submit the booking form and current certificate of currency, in line with WH&S Legislation, they must supply Muswellbrook Aquatic Centre with a copy of their Risk Assessment for the use of the Muswellbrook Aquatic Centre during a Carnival or School Learn to Swim. If a Risk Assessment is not supplied with the completed booking form and current certificate of currency, use of the aquatic Centre will be withheld.

Schools can access safety documentation and policies of the Department of Education and Communities portal at:

[https://www.det.nsw.edu.au/policies/student\\_serv/student\\_welfare/safe\\_sport/PD20020012.shtml?query=SAFETY](https://www.det.nsw.edu.au/policies/student_serv/student_welfare/safe_sport/PD20020012.shtml?query=SAFETY)

[http://www.sports.det.nsw.edu.au/spguide/activities/general/resources/risk\\_manage.php](http://www.sports.det.nsw.edu.au/spguide/activities/general/resources/risk_manage.php)

<http://www.sports.det.nsw.edu.au/spguide/activities/index.php>

[https://www.det.nsw.edu.au/policies/staff/oh\\_s/ohs\\_pol/PD20040007.shtml](https://www.det.nsw.edu.au/policies/staff/oh_s/ohs_pol/PD20040007.shtml)

Also required with the Carnival Risk Assessment, schools are required to submit a completed risk assessment for shallow water diving. Muswellbrook Aquatic Centre has attached a sample risk assessment which has been created in partnership with Royal Life Saving and NSW Department of Education and Training. We have also included with this document, our Emergency Action Plan with a site drawing of the Centre and some valuable safety information.

**PERMIT FOR CASUAL HIRE OF SWIMMING POOLS\***

**FOR SCHOOL CARNIVALS**

**GENERAL CONDITIONS OF PERMIT:-**

**1. Indemnification**

The Permit Holder agrees to indemnify and to keep indemnified and to hold harmless Muswellbrook Shire Council, its servants and agent and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the conduct of the activity.

**2. Public Risk Insurance**

Except where provided in Clause 4 below, the Permit Holder shall take out and keep current a public risk insurance policy in the name of Muswellbrook Shire Council and the Permit Holder insuring for the minimum sum of twenty million dollars (\$20,000,000), Muswellbrook Shire Council and the Permit Holder against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against Muswellbrook Shire Council or the Permit Holder or both in relation to the activity.

**3. Disclosure and Evidence of Policy**

The Permit Holder shall not be permitted to commence any activity until evidence of the policy is supplied to Muswellbrook Shire Council.

**4. Casual Hirers Public Liability Insurance**

Where Muswellbrook Shire Council has agreed to accept the Permit Holder under its Casual Hirer's Public Liability Police, the Permit Holder is not required to meet the requirements of Clauses 1, 2 & 3 above.

**5. Permit Holder to Be Licensed**

The Permit Holder shall be licensed or registered to carry out the activity authorized by the issuing of this Permit.

**6. Permit Not Transferable**

The Permit is **NOT** transferable.

**7. Compliance with Statutory Requirements**

The Permit Holder shall comply with and give all notices required by any Act of Parliament, ordinance, regulation or by-law relating to the activity.

**8. Cleaning of Premises**

The Permit Holder shall leave the facilities in a clean and sanitary condition and shall be responsible for the proper disposal of all rubbish and litter resulting from its use.

**9. Nuisances**

The Permit Holder, during its term of occupation, shall not Permit or suffer to be done in or about the premises anything of a noisy, noxious or offensive character, or anything which may be or grow to be in the reasonable opinion of the Muswellbrook Shire Council, a nuisance or annoyance to the Muswellbrook Shire Council or the owners or occupiers of nearby premises, or permit, suffer or allow the premises to be used for any illegal or immoral purpose whatsoever.

**10. Notification of Damage**

The Permit Holder must take all reasonable precautions to avoid damage to services, parks, surfaces, flora and fauna and must notify Muswellbrook Shire Council in the event of damage to any water, gas, electric, telephone or other service within the area or connected to the activity.

## **SPECIAL CONDITIONS OF PERMIT – HIRE OF SWIMMING POOLS:-**

### **PROCEDURE:**

- A.** Hirers must obtain a copy of this document and read the 'General Conditions of Permit' and the 'Special Conditions' if applicable.
  - B.** Hirers complete all details on the Application Form and attach a copy of their current Certificate of Currency Insurance to the value of \$20M
  - C.** Hirers return both pages of the Permit Application as well as their current Certificate of Currency to Muswellbrook Aquatic Centre either by fax: 65425405, or in person at the Swimming Pools at Muswellbrook or Denman or at the Administration Centre, Maitland St, Muswellbrook no later than 5 (five) working days before the pool is required.
  - D.** Muswellbrook Shire Council will assess the application and advise the applicant. Approval will be subject to payment of required fees.
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### **1. Care and Cleaning of Facilities**

- The Permit Holder will ensure that all litter and rubbish resulting from the activities either from ground or building is placed in garbage containers supplied.
- If there is insufficient garbage containers, suitable arrangements shall be made with the Pool Superintendent.

### **2. Code of Conduct**

All pool patrons are to observe the following rules:

- The bringing in or consumption of intoxicating liquor is not permitted on the premises or any part thereof.
- Smoking is not permitted.
- Offensive or profane language is not permitted.
- Persons with a contagious disease or skin infection are not permitted on the premises and persons who are not toilet trained are not permitted to use the facility.
- Dogs are not permitted on the premises or any part thereof.
- Appropriate apparel or bathing attire is to be worn to ensure decency.
- Where only part of the pool is hired the hirer shall ensure that nothing is done to cause general annoyance to other patrons of the facility.
- Games of chance are not permitted within the premises or any part thereof.
- Glass bottles are not allowed on the premises.
- All reasonable directions given by the Pool Supervisors will be observed.
- All instructional signs will be observed.

### **3. Pool Supervision**

- Muswellbrook Shire Council supplies one (1) qualified Supervisor for the duration of the hiring as part of the hire fee.
- The Permit Holder shall provide additional trained and equipped supervisors at a ratio of 1 per 100 for patrons using the pool.

The minimum training is:

- ✓ First Aid (St John's Ambulance Certificate – minimum qualifications) **AND** CPR
- ✓ Royal Life Saving Society of Australia Bronze Medallion
- ✓ Pool Lifeguard Award (if hired after public hours)
- The Permit Holder shall control participants and spectators and ensure that Council's Swimming Pool Conditions of Entry and all associated policies and procedures are observed.

- The Permit Holder shall report to the Pool Supervisor immediately any:
  - Risk hazards;
  - Unacceptable behaviour;
  - Accident or injury.

#### 4. Lane Hire

- Where the Permit Holder is hiring pool space for the purposes of swim coaching only suitably qualified persons shall be used.
- **Details of the qualifications of all coaches/supervisors engaged by the Permit Holder are to be provided with this application.**
- Where the Permit Holder is hiring pool space for the purposes of client rehabilitation only suitably qualified persons shall be used.
- **Details of the qualifications of all professional persons engaged by the Permit Holder are to be provided with this application.**



# PERMIT APPLICATION FORM

## FOR CASUAL HIRE OF SWIMMING POOLS FOR SCHOOL CARNIVALS

Please complete in BLOCK LETTERS and return this form to the Pool Manager:  
MUSWELLBROOK - Fax: 6542 5405

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**APPLICANT'S DETAILS:**

**Organisation/School:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Ph:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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**APPLICANT'S REQUIREMENTS:**

**Name of Facility:** \_\_\_\_\_

**Facilities Required:**      Kiosk       BBQ       PA System   
Indoor Pool       Outdoor Pool       Learn to Swim Pool

(No. of lanes required: \_\_\_\_\_)

**Multi Purpose Room:** No. 1 Room       No. 2 Room

**Date/s Required:** \_\_\_\_\_

**Time Required:**      **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Type of Activity being conducted:** \_\_\_\_\_

**Day/Time required setting up:** \_\_\_\_\_

**Expected no. of participants:** \_\_\_\_\_

**Are you aware of any children that have any medical conditions (e.g. asthma, epilepsy, anaphylactic):**  
\_\_\_\_\_

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**APPLICANT'S INSURANCE:**

**Do you have your own Public Liability Insurance  
Cover for not less that \$20 million?**      YES / NO

**If YES,** Attach a copy of your current policy. **If NO,** You are required to pay a fee to be covered  
by Council's Casual Hirers Public Liability Policy.

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**THE ISSUING OF THIS PERMIT IS SUBJECT TO:-**

- A. The applicant agreeing to the general conditions of the Permit as contained herein.
- B. The applicant agreeing to any special conditions which the Council determines and are attached hereto.
- C. The applicant paying the prescribed fee of \$50.00 (non fundable) for Carnivals
- D. The applicant providing a copy of all appropriate insurance policies, risk assessments and qualifications as required by either the general conditions or special conditions of this Permit.

**APPLICANT'S CONSENT:**

**Do you agree to the Conditions imposed on this Permit for your requirements?**

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
(Date)

**PERMIT APPLICATION FORM [office use only]**

**OFFICE USE ONLY**

Casual Hirers Public Liability

How many days is the facility to be booked in a 12 month period? \_\_\_\_\_ Days

Is the facility listed on the Casual Hirers Schedule? Yes  No

Does Council's Casual Hirers Public Liability Policy Apply? Yes  No

If NO, has the hirer supplied a copy of their Insurance policy? Yes  No

Note:

Criteria for acceptance is (a) < 10 bookings/annum (b) Facility to be included on Casual Hirers Schedule

Is Development Consent Required?  Yes  No

Is Entertainment License Required?  Yes  No

**FEES/CHARGES**

Hiring Fees	\$	50.00
Other Fees (_____)	\$	_____
<b>Total</b>	<b>\$</b>	<b>_____</b>

**PERMIT**

Approved

Denied

\_\_\_\_\_  
AQUATICS MANAGER

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



**muswellbrook  
shire council**

# **Muswellbrook Aquatic Centre**

## **Risk Assessment, Emergency Action Plan, Conditions of Hire For Schools**

### **Contents**

- Page 10 – General Information & Recommendations for running your event
- Page 11 – Site Drawing of Muswellbrook Aquatic Centre including Emergency Assembly Points and First Aid station
- Page 12 – Emergency Action Plan
- Page 13 – Diving Risk Assessment and Recommendations
- Page 14 – Appendix 1 – Shallow Water Diving Information and Risk Assessment
- Page 15 – Appendix 2 – Shallow Water Diving Information and Risk Assessment (Sample)
- Page 16 – Appendix 3 – Depth Matrix
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- Page 18 – Appendix 5 – Announcement Information
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# General Information and Recommendations

## Pool Width & Length

- The outdoor Pool is 8 lanes wide and 15m wide 50m in length
- The indoor pool is 8 lanes wide and 15m wide and 25m in length

## Lifeguards Present during Carnivals

- Muswellbrook Aquatic Centre will have a minimum of one lifeguard present in the indoor pool & one lifeguard present at the outdoor pool
- Lifeguards will only enter the water in an emergency
- Muswellbrook Aquatic Centre will provide lifeguards on the condition that the 'Further Recommendations for Weak and non Swimmers' listed below are adhered to.

## Further Recommendations for Weak Swimmers

- Weak swimmers should start from in the water (not a dive entry)
- Weak swimmers should swim in a lane adjacent to the pool edge
- If there are a significant number of weak swimmers, consider starting races from the shallow end of the pool where the pool depth is 1.2m.

## Swimming Ability

- It is the schools responsibility to ascertain the students swimming ability

## Shallow Dive Risk Assessment & Emergency Action Plan

- An example risk assessment is provided, however it is the school's responsibility to ensure this risk assessment is adequate for their activity.
- A copy of the Centre's Emergency Action Plan is provided

## Provision of First Aid

- First aid facilities, equipment and qualified staff are available at the centre. Please note that centre staff are qualified to a 'Senior First Aid' level (in addition to lifesaving qualifications) and that following point also applies.
- The hirer is responsible for the provision of first aid services for activities that may pose an increased risk of injury

## Responsibilities in an Emergency

- Minor incident - School staff/group leaders may be required to assist with supervision of the patient so the lifeguard can return to normal duties.
- Major incident - School staff may be required to assist as deemed necessary by the lifeguards and/or senior lifeguard.
- Refer to the Emergency Action Plan below for further details

## Centre Rules

### 1. AGE ENTRY CONDITIONS

Children under the age of 10 years will not be allowed to enter the swimming pool complex unless under the active supervision of a responsible person over the age of 16 years old.

### 2. GENERAL CENTRE RULES

- Please use only plastic containers.
- Glass may break, causing injury to bare feet
- Concourse may be slippery when wet. Please walk
- Please respect the comfort and safety of others
- Diving into shallow water is dangerous
- Boogie boards & rubber floats are permitted provided lane space allows
- Bicycles may be stored in the bicycle rack provided at the entrance to the centre as authorised by the supervisor on duty
- Scooters and skateboards to be stored in the centre grounds as authorised by the supervisor on duty.

### 3. SIGNAGE

All signage to comply with :

- Royal Life Saving Society of Australia's Guidelines for Safe Pool Operations
- Australian Standard AS 2416-2002 "Design And Application Of Water Safety Signs"

- Statewide Mutual Best Practice Manual – “Signs As Remote Supervision” (Jan 1999)

**4. SIGNAGE DISPLAY**

- Rules to be displayed in several conspicuous locations
  - To comply with signage policy

**5. PROHIBITED ACTIVITIES**

- No running
- No pushing
- No throwing
- No bombing
- No ball games - unless authorised by Centre staff.
- Skateboards, roller skates/roller blades or surf boards are not permitted to be ridden within the Centre
- No glass containers
- No abusive or offensive language
- No offensive behaviour
- No diving into shallow water

**6. ALCOHOL**

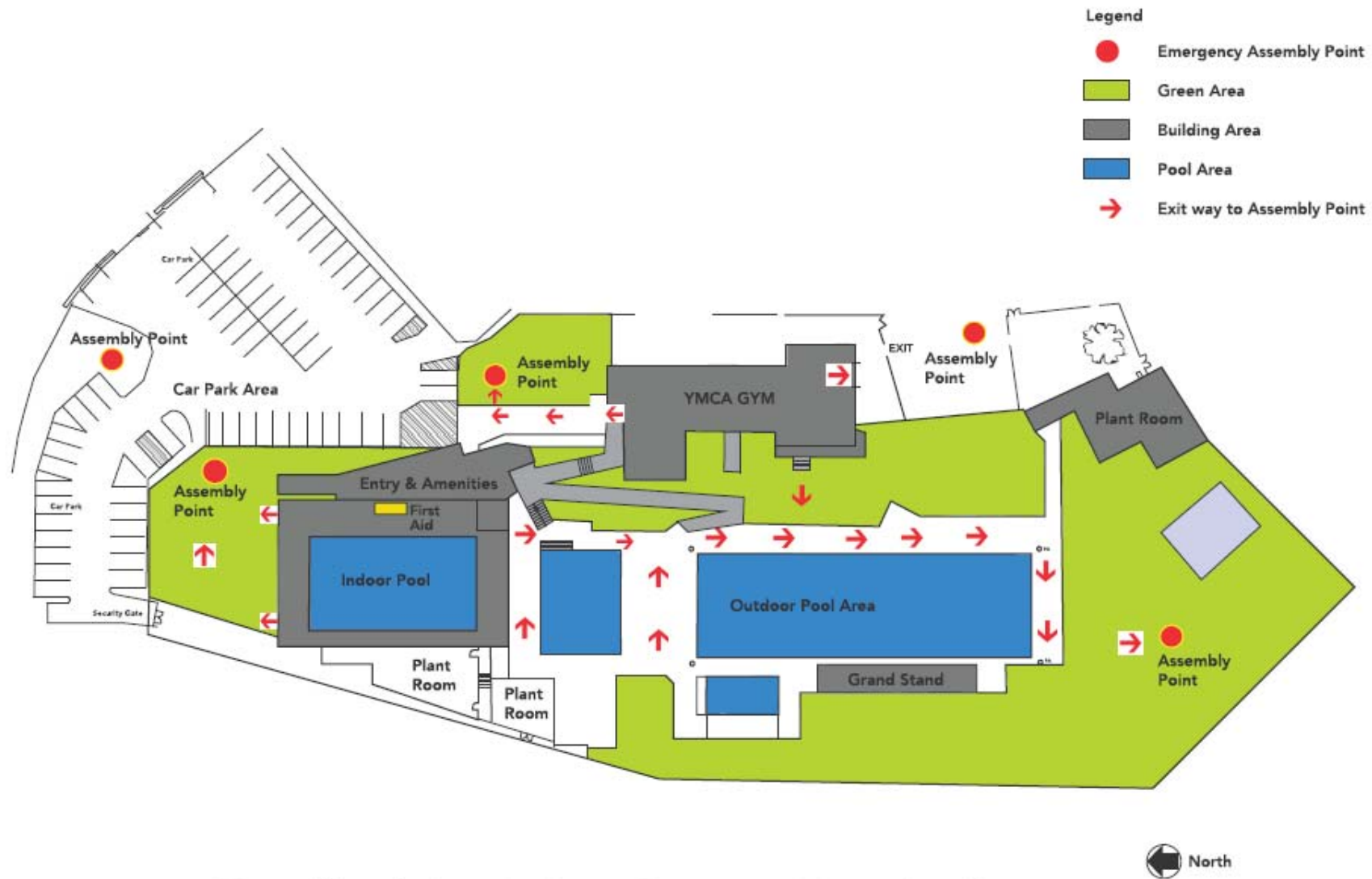
- Muswellbrook Shire Council swim centres are alcohol free zones. Application may be made in writing to the centre manager for after-hours special events. Each application will be considered on its merits; however the centre manager reserves the right of refusal.
- The following conditions must be observed:
  1. Persons consuming alcohol must not enter the water.
  2. Persons consuming alcohol must not be in a supervisory role.
  3. Persons consuming alcohol must not be in control of children.
  4. Persons under the age of 18 must not be offered or consume alcohol at any function where permission for alcohol has been granted.

**Further Recommendations for the Smooth Running of Swimming Carnivals**

- Remember to bring sunscreen
- Schools are encouraged to bring additional shade should they deem it necessary.
- The PA system will be available
- Any ‘Free Swimming’ time should be held at the end of the carnival so that lane ropes can be removed. Staff should be informed prior to free swimming time so additional supervision can be arranged. School staff will be required to assist with supervision.

**Muswellbrook Aquatic Centre**

Muswellbrook Aquatic Centre’s management and staff will endeavour to assist you in providing a successful, safe and enjoyable event for your competitors, students, staff, parents and officials. If we can be of assistance in any way please don’t hesitate to contact us on the day of your event or beforehand on: (ph) 65493711, (fax) 65425405, (email), [tracey.knight@muswellbrook.nsw.gov.au](mailto:tracey.knight@muswellbrook.nsw.gov.au)



**Muswellbrook Aquatic Centre Emergency Evacuation Plan**  
**Patrons to Follow all Lifeguards Instructions**

# Emergency Action Plan

Emergency Contact Details
Emergency Phone: 000
Our Address: Wilkinson Avenue,
Nearest Cross Street: Haydon Street, Muswellbrook

*This is a brief overview of the MAC Emergency Action Plan.  
A complete copy can be obtained by contacting the centre manager*

## Minor Incidents

Any minor incident, such as general first aid shall be attended to by the lifeguard whilst 'on deck'. Incidents where the lifeguard is not able to supervise the pool while attending to first aid or report writing may require another staff member to supervise the pool. School staff/group leaders may be required to assist with supervision of the patient so the lifeguard can return to normal duties.

## Major Incidents

Incidents considered as life threatening for any and all individuals including: suspected drowning, suspected spinal injury, cardiac incident or similar may require the immediate cessation of the event and for all persons to leave the water while the lifeguards attend to the incident.

School staff may be required to assist as deemed necessary by the lifeguards and/or duty manager.

## Staff Response (eg. Supervisor or Lifeguard)

Minor incident – when not attended to by school staff should be directed to the lifeguards

Major incident – any major incident will take precedent over other activities and as such the carnival or event may need to be suspended while staff are attending to the emergency.

1. Lifeguard 1 is to attend to the patient
2. Lifeguard 2 is to alert Reception by whatever means appropriate
3. Kiosk to contact the emergency services (000) and inform Lifeguard 2
4. Lifeguard 2 is to clear the pools before assisting Lifeguard 1
5. All other leisure centre staff and school staff are required to assist as necessary

## Rescue and First Aid Equipment

The first aid room is located in opposite the indoor pool area.

## Emergency Services

In the event of a major emergency Phone 000.

For minor emergencies, centre staff will consult with the school staff to ascertain the most appropriate course of action. The centre staff may however contact emergency services without consulting school staff if they deem it appropriate.

## Evacuation

In the event of an incident requiring evacuation of the centre (such as fire, chemical spill or leak, bomb threat, power failure, structural failure, etc), school staff are to follow the directions of the Muswellbrook Aquatic Centre and Denman Pool staff and assist in evacuating the students to the appropriate assembly points.

Use of outdoor pools during electrical storms (ie. lightning) is not allowed. Should this occur, the outdoor pool and grounds will be cleared and attempts will be made to accommodate swimmers and spectators indoors. The outdoor pool will be closed when the time between Lightning and Thunder is 5 minutes or under.

*Please refer to the Site Plan on page 11 of this document for, location of emergency exits, first aid stations and evacuation assembly areas.*

# Diving Risk Assessment

The following is a summary of the Diving Risk Assessment conducted at Muswellbrook Aquatic Centre.

## Step 1 – Organisation of the Swimming Event

A Shallow Water Diving Information & Risk Assessment (this document) is included. This contains 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
































- 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 that there will be no shallow water diving
- The water depths at each starting point should be made clear to all participants

## SUMMARY

Where and when is diving permitted at Muswellbrook Aquatic Centre

	Outdoor 50m Pool		Indoor 25m Pool		Learners Pool	Toddlers Pool
	Deep End	Shallow End	Deep End	Shallow End	Entire Pool	Entire Pool
Pool Depth	2.1m	1.1m	1.8m	1.0m	0.9m	0.4m to 0.0m
Trained Competitors	Dive Starts Permitted 	Dive Starts Not Permitted 	Dive Starts Permitted 	Not Permitted <i>In-water starts recommended</i>  	Not Permitted  	Not Permitted  
Un-Trained Competitors	Dive Starts Permitted 	Not Permitted <i>In-water starts recommended</i>  	Not Permitted <i>In-water starts recommended</i>  	Not Permitted <i>In-water starts recommended</i>  	Not Permitted  	Not Permitted  
Recreational Swimmers	Diving Permitted 	Not Permitted  	Not Permitted  	Not Permitted  	Not Permitted  	Not Permitted  



**WHAT ABILITY ARE YOU SWIMMERS?**

## APPENDIX 1 – SHALLOW WATER DIVING INFORMATION & RISK ASSESSMENT

### ATTENTION: Principal and Carnival Coordinator

Please ensure you read and understand all PARTS to this document prior to signing and agreeing to terms and conditions.

### 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 ..... 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.

CARNIVAL POOL –			
DEEP END DEPTH (or location)	Metres	SHALLOW END DEPTH (or location)	Metres
Concourse / Starting Block height above water	mm	Concourse / Starting Block height above water	mm
OTHER INFORMATION			

### SUGGESTED SAFE WATER ENTRY TECHNIQUE

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

DEEP END (or location)	SHALLOW END(or location)
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

DATE	LOCATION		
IDENTIFICATION			
ASSESSORS			
WORK AREA			
HAZARD DESCRIPTION			
ASSESSMENT			
CURRENT CONTROLS			
LIKELIHOOD DETAILS			
CONSEQUENCE DETAILS			
LEVEL OF RISK			
PROPOSED CONTROLS			
ELIMINATION			
SUBSTITUTION			
ENGINEERING			
ADMINISTRATION			
LIKELIHOOD DETAILS (After proposed controls implementation)			
CONSEQUENCE DETAILS (After proposed controls implementation)			
LEVEL OF RISK			
APPROVAL TO IMPLEMENT CONTROLS & RESPONSIBLE PERSON			
RESPONSIBLE PERSON	NAME	BY DATE	STATUS
ADDITIONAL ACTIONS TO BE TAKEN			

## APPENDIX 2 – SHALLOW WATER DIVING INFORMATION & RISK ASSESSMENT (SAMPLE)

### ATTENTION: Principal and Aquatic Carnival Coordinator

Please ensure you read and understand all PARTS to this document prior to signing and agreeing to terms and conditions.

### 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 **WARINGAH 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.

CARNIVAL POOL –			
DEEP END DEPTH (or location)	1.8 Metres	SHALLOW END DEPTH (or location)	1.01 Metres
Concourse / Starting Block height above water	750 mm	Concourse / Starting Block height above water	300 mm
OTHER INFORMATION	If boom is to be utilised for entry please consult with Lifeguard staff		

### SUGGESTED SAFE WATER ENTRY TECHNIQUE

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

DEEP END (or location)	Copetitive Dive Start Permissible	SHALLOW END(or location)	Copetitive Dive Start Permissible
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

DATE 12th May 2007	LOCATION 25 metre Carnival Pool (Shallow end)		
IDENTIFICATION			
ASSESSORS	(INSERT KEY STAFF UNDERTAKING RISK ASSESSMENT)		
WORK AREA	Shallow end		
HAZARD DESCRIPTION	Risk of steep dive into shallow end of pool causing possible head/neck injury		
ASSESSMENT			
CURRENT CONTROLS	Non-elite swimmers require clearance from Principal		
LIKELIHOOD DETAILS	Very likely – could happen at anytime		
CONSEQUENCE DETAILS	Permanent disability or ill health (possible death)		
	LEVEL OF RISK	1	
PROPOSED CONTROLS			
ELIMINATION		BY DATE	
SUBSTITUTION			
ENGINEERING			
ADMINISTRATION	Portable dive blocks are not offered for carnivals at shallow end. Basic carnivals are a deep end start	1st July 2007	
LIKELIHOOD DETAILS (After proposed controls implementation)	Very unlikely – could happen but probably never will		
CONSEQUENCE DETAILS (After proposed controls implementation)	Death or permanent disability or ill health		
	LEVEL OF RISK	3	

### APPROVAL TO IMPLEMENT CONTROLS & RESPONSIBLE PERSON

RESPONSIBLE PERSON	NAME	BY DATE	STATUS
MANAGER/TEAM LEADER	(NAME OF MANAGER)	(INSERT DATE)	IMPLEMENTED

ADDITIONAL ACTIONS TO BE TAKEN D2 2.1 Terms & Conditions – shallow end pool depth is 1 metre-signage indicates no diving permitted. Hirers requesting the use of shallow end start to complete own risk assessment. D2 2.2 Inclusion of RLSSA "Guidelines for Safe Pool Operation" in terms and conditions.

## APPENDIX 3 – DEPTH MATRIX

The following information is provided for schools who undertake their own water depth assessment. Please ensure you add depth details to Appendix 1 with a corresponding "SUGGESTED SAFE WATER ENTRY TECHNIQUE".

### DIVING DEPTH MATRIX

Water depths for starts for competition swimming and training (for trained competitors)

DEPTH	COMMENT	ENTRY
Less than 900mm	Dive starts should not be permitted	All events should be commenced in the water
900 – 1000mm	Concourse level to a maximum height above water of 200mm	Competitive dive starts may be permitted
	If concourse level greater than 200mm	In-water start
1000 – 1200mm	Concourse level to a maximum height above water of 400mm	Competitive dive starts may be permitted
	If concourse level greater than 400mm	In-water start
1200mm or greater	Maximum height of 750mm	Competitive dive starts may be permitted
	If greater then 750mm	In-water start



## APPENDIX 4 - RISK MANAGEMENT MATRIX

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

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.

## APPENDIX 5:

### 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, should focus on risk 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 roll-call 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.

"The water depth at this venue is (announce depth) metres at (deep end or entry point) and (announce depth) metres at (shallow end or entry point). All competitors – please ensure you enter the water appropriately and only when instructed."

### 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, s  
teer up for EVERY dive entry"

## Conditions of Hire - Swimming Pool

### General Terms & Conditions

1. Current booking fees and hire fees are available from Council website or phoning the aquatic centre
2. Bookings are to be made on an official booking form. Verbal or telephone requests will not be accepted. No backup dates will be taken. You must rebook.
3. Use of equipment fixtures (goals, lane ropes) for the particular sport is included in the hire/booking fee
4. The cost of set up and pack up is included in the hire/booking fee
5. The cost of general cleaning before and after the event is included in the hire/booking fee
6. Fees are non-negotiable
7. The sale of food or products similar to that which the centre retails is strictly prohibited
8. Prior approval for fundraising activities such as raffles, sausage sizzles, display of advertising materials must be gained at the time of booking
9. All persons entering the facility must abide by the centre rules
10. The centre will invoice hirers monthly for all fees payable unless the fees are paid on the day
11. Advance bookings will not be taken until all outstanding balances are paid
12. Cancellations should be submitted in writing no less than 7 days prior to the booking, otherwise the a cancellation fee may be charged
13. Subletting the facilities in any way is strictly prohibited
14. All centre buildings grounds including entrance and carpark are non smoking areas
15. All centre buildings grounds including entrance and carpark are an alcohol free zone

### First Aid

16. First aid facilities, equipment and qualified staff are available at the centre. Please note that centre staff are qualified to a 'Senior First Aid' level only (in addition to lifesaving qualifications) and that item 17 may apply.
17. The hirer is responsible for the provision of first aid services for activities that may pose an increased risk of injury

### Swimming Pool

18. Exclusive use of the indoor pool is not available & the centre's programs and public swimming lanes take priority. Exclusive use of the outdoor pool is available for Swimming carnivals or similar.
19. A booking fee may apply to Swimming Carnivals or similar and entitles the hirer to exclusive use of the pool (*pending point 18 above*)
20. All competitors and spectators entering the centre are required to pay the normal entry fees at reception, the hirer may pay for competitors and spectators provided prior arrangements are made.
21. Outdoor pool bookings entitle the hirer to use the 50m pool only
22. Indoor pool bookings entitle the hirer to use the 25m pool only
23. Warm up / cool down lanes may be available by special arrangement
24. The hirer may collect 'pool entry fees' from patrons or participants they can however charge 'event entry fees' or similar
25. The hirer is responsible for the security of swimming club equipment located in the swimming club shed. All arrangements should be referred to President of swimming club. It is suggested that officials only be allowed into the multi purpose room). Room is to be left in a neat and tidy condition.
26. In the event of a cancellation due to bad weather the booking fee may be credited to you
27. In special circumstances the indoor pool may be used instead of the outdoor pool, however this should not be assumed and permission can only be granted by the centre manager
28. One Lifeguard indoors & One lifeguard outdoors will be present, however it is essential that the hirer assist in supervising their event particularly during non-structured swimming time.

### Insurance & Indemnity

29. The hirer shall be responsible for gaining public liability insurance for the activities performed.
30. The hirer shall be responsible for any injury, loss or damage sustained by any person involved in the hirers use of the facility, other than such injury, loss or damage caused by factors outside the hirers control (to be determined by legal advice).
31. In doing so the hirer guarantees to hold Muswellbrook Aquatic Centre, Staff and representatives indemnified against any claim or demands which hereafter might be made from persons in connection with such activities.